



WISCONSIN  
HISTORICAL  
SOCIETY

# CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

## INSTRUCTIONS

For Completing the CLG Grant Application Form

For assistance with CLG grant funding, contact:  
Wisconsin State Historic Preservation Office

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## Instructions

### Completing the Application for Federal Historic Preservation Funding to Certified Local Governments in Wisconsin

This section guides you through the attached grant application form below. Certified Local Government (CLG) grants are available to local governments in Wisconsin that have been certified under the CLG program. If your local government is a CLG, you are eligible for grants. If you are not sure, check [here](#) to verify.

Each year the Wisconsin State Historic Preservation Office (SHPO) grants approximately \$120,000 to CLG communities throughout the state. Grants may be used for historic preservation planning projects like:

- surveys for historic properties and archaeological sites
- nominations of historic properties and districts to the National Register of Historic Places (NRHP) or your local list of Landmarks
- educational programs related historic properties and local history
- development of design guidelines and Historic Preservation Plans.

The typical grant award is between \$1,500 to \$25,000. Higher awards, up to \$50,000, will be considered for exceptional, timely, and high-priority proposals.

The CLG Grant program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due (see *Annual Grant Calendar*, page 2).

Applications must propose projects that will benefit historic or archaeological resources located in Wisconsin. Multiple grant applications may be submitted. Each application will be evaluated independently.

This grant program is funded by federal money. Federal rules and regulations apply to ensure that expenses for project-related work are auditable according to federal standards.

For assistance on anything related to CLG grant funding, contact the State Historic Preservation Office:

*Jason Tish, CLG Coordinator*  
*[jason.tish@wisconsinhistory.org](mailto:jason.tish@wisconsinhistory.org)*  
*608-264-6512*

## Annual Grant Calendar

- March **Identify project(s) for grant funding** – In the spring months, think about projects you would like to propose for grant funding. Discuss your ideas with SHPO staff.
- April **Grant cycle opens** – The SHPO will announce the availability of grant funding and issue proposal criteria.
- May-June **Define project for grant funding** – Develop objectives and begin scoping out tasks needed to get the project done. Request initial quotes from consultants to get an idea of how much the project will cost.
- August **Submit Letter of Intent** - By August, you should have a clear idea of what you would like to propose for grant funding. You should have initiated discussions with SHPO staff about the details of your project. Submit a Letter of Intent to the SHPO before the [published deadline](#). Some projects, like surveys and nominations to the National Register of Historic Places (NRHP), require community engagement in advance so property owners know what to expect, and so that the project manager can secure their support. If engagement has not happened, it should be scheduled in the next three months.
- Sept.-Nov. **Define scope of work, hold engagement session** – Work with SHPO staff to define a work program for your project. If the project includes a survey or an NRHP nomination, schedule an informational meeting with property owners.
- Dec. **Application deadline** - Submit completed, signed grant application to the SHPO on or before the [published deadline](#).
- Jan.-Feb **Review and scoring of applications, grant awards approved** - SHPO staff review and score applications based on published priorities and criteria. Proposals recommended for funding are forwarded to the State Historic Preservation Review Board for final approval at their quarterly meeting in February. Grant applicants will then receive written notification of award decisions.
- March **Memoranda of Agreement (MOA) prepared, grant awards published** - The SHPO prepares a MOA for each funded project, articulating the scope of work, deliverables, timeline, budget, and other stipulations. Each MOA is reviewed, negotiated, and signed by the person who will act as the project manager, as well as the authorized financial agent for the applicant.
- The SHPO advertises the grant awards and issues a Request for Qualifications from historic preservation consultants who have worked in Wisconsin. The SHPO sends an executed MOA, Purchase Order, and a list of interested consultants to each grant recipient.
- April-May **Grant recipients issue a Request for Bids (RFB) for their funded projects, select a consultant, and start project work.** Grant recipients have until the end of August the following year to complete project work. Next grant cycle begins.

# Completing the Grant Application Form

## **-Page 1 of the Application Form-**

*There are no required fields to fill out on this page, only a checklist of minimum requirements that must be met for your proposal to be considered.*

## Minimum Requirements

*The first page of the grant application form lists 8 minimum requirements that must be met before an application will be considered for funding. The first six apply to all applications, while the last two apply only to certain types of projects.*

### **1. Applicant consulted with SHPO staff on proposal prior to submission of LOI**

*Talk about your project with the CLG Coordinator at the SHPO at the earliest stages of planning for a grant-funded project. We want to know what you would like to do before you submit a Letter of Intent so that we can guide you to a successful and fundable project.*

### **2. Applicant submitted a Letter of Intent before the deadline**

*A Letter of Intent (LOI) is required for every grant proposal. Applications will not be considered without having submitted a LOI. The LOI deadline is usually in early August.*

### **3. Application submitted on or before the deadline**

*The complete application form with fully scoped proposal and itemized budget estimates must be submitted on or before the application deadline, usually in early December.*

### **4. Applicant has submitted CLG Annual Report in January for the prior year**

*Proposals from applicants who did not previously submit a [CLG Annual Report](#) for the prior year will not be considered. The CLG Annual Report is due at the end of January each year and is a basic requirement of CLG certification status. Not submitting an Annual Report puts the community out of compliance with the requirements of the CLG program.*

## The Letter of Intent

A *Letter of Intent* (LOI) is required for all CLG grant applications. It is the first formal step in the application process after you have an informal conversation with the CLG Coordinator about your project idea. The LOI is typically due in early August of each year (see Annual Grant Calendar above).

The LOI only needs to be as thorough as necessary to describe the scope and objectives of the proposed project and provide an estimate of costs required to complete it. Submission of a LOI does not obligate the applicant to follow through on an application or a project. Your letter-of-intent must be received by the SHPO on or before the published LOI deadline for the current grant cycle.

- 5. Applicant complies with all state and federal requirements of the CLG program**  
*Proposals from applicants who are out of compliance with other [requirements of the CLG program](#) will not be considered.*
- 6. Applicant has no incomplete CLG subgrant projects in the past five years**  
*Proposals from applicants who have not completed grant-funded projects within the past five years will not be considered.*
- 7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff**  
*Surveys require consultation with, and concurrence from SHPO staff on appropriate survey boundaries. Plan ahead to get concurrence from SHPO on your proposed survey boundaries.*
- 8. For historic district nominations to the NRHP, applicant has consulted with SHPO staff on current eligibility of the district and has held a public informational meeting within the past 12 months.**  
*Historic district nominations to the NRHP require more groundwork than other projects. Before you submit a full application for a NRHP district nomination, you will need to consult with SHPO staff to confirm that the district remains eligible for listing. You will also need to invite property owners in the district to an informational meeting to gauge the level of support for nominating the district. Applications for historic district nominations will not be considered if this groundwork has not been done.*

## Grant Amount Requested

*Enter the amount of grant funding, in whole dollars, that you are requesting for you project. This amount should reflect a thoroughly developed scope of work and should rely on at least two quotes from qualified consultants.*

## Applicant

*The CLG grant program is available to local units of government that are certified under the federal CLG partnership program.*

*In this section of the application form, enter the name of the CLG community, the year that the community was certified (if you're not sure, [check here](#)), the title (or brief description) of the proposed project, and the community's federal Employer Identification Number (EIN).*

## Project Manager

*Enter the name and contact information for the person (usually CLG staff) who will manage the project. This typically includes preparing and issuing a Request for Bids (RFB), selecting and contracting with a consultant, directing the consultant, monitoring project work, ensuring the timely completion of the Scope of Work, completing progress reports to SHPO, and ensuring that deliverables are completed adequately and on time.*

## Financial Agent

*Enter the name and contact information for the municipal official who can ensure that municipal funding is available for the completion of the project prior to the disbursement of grant funding. Grant funding is disbursed on a cost-reimbursement basis, so the local government must fund project work before being reimbursed from grant funds.*

## Project Type

Check one project type. A grant application may propose only one project type. A CLG may submit more than one application in a grant cycle for different project types. The project type is scored on its potential to advance the objectives of the federal National Register of Historic Places program. Priorities are set by the National Park Service. Point values reflect federal priorities for funding from the Historic Preservation Fund.

**A. Initial intensive survey (30 pts.)**

*An initial intensive survey, designed to identify historically and architecturally significant properties and districts, in an area that has never been evaluated for historic properties.*

**B. Nomination of a historic district to the NRHP (25 pts.)**

*Check this box if you propose to complete a NRHP nomination for a historic district that was identified as potentially eligible in a prior survey.*

**C. Nomination of a historic district under a local historic preservation ord. (25 pts.)**

*Check this box if you propose to complete a nomination for a historic district under your local historic preservation ordinance.*

**D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)**

*A survey or resurvey is done in an area of your community that was previously surveyed over 25 years ago. Check this box if you are proposing this type of project.*

**E. Nomination of individual, *publicly-owned* property, archaeological site to NRHP (15 pts.)**

*Check this box if you propose to complete a NRHP nomination for an individual property or archaeological site that is owned by a local unit of government.*

**F. Nomination of individual, *publicly-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**

*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a local unit of government, to be designated as a Landmark under your local historic preservation ordinance.*

**G. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)**

*Check this box if you plan to complete a NRHP nomination or local Landmark nomination for an individual, privately-owned property.*

**H. Nomination of individual, *privately-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)**

*Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a private party, to be designated as a Landmark under your local historic preservation ordinance.*

**I. Public outreach and educational projects (5 pts. plus potential Bonus)**

*Outreach and educational projects are subject to a broad interpretation, and can include 1) programs that increase public awareness of preservation methods and techniques, 2) dissemination of information to promote working relationships between the public and private sectors to achieve historic preservation objectives, 3) programs that broaden public understanding of state or local historic preservation planning or objectives, or 4) dissemination of results of grant-funded work, including explanation of outcomes and issues directly related to grant-assisted programs.*

**J. Design Guidelines and Historic Preservation Plans (5 pts. plus potential Bonus)**

*Check this box if you propose to develop design guidelines for designated historic properties or districts, or if you propose to develop a Historic Preservation Plan. Design guidelines are distinct from the design standards in a local historic preservation ordinance in that they are not legally enforceable. Design guidelines are usually illustrated guidelines that provide general guidance for owners of historic properties in making sensitive repairs or alterations to the exterior of historic properties. A Historic Preservation Plan is a municipal planning document that organizes historic preservation activities (identification, evaluation, designation, and treatment) in a logical sequence. Historic Preservation Plans are often developed to integrate with community's Comprehensive Plan.*

**Bonus, 20 points** – *Applicable to Project Types I and J. You will get a 20-point bonus if you are proposing a project that fits into type I or J above only if you have a current survey of your entire community and have made reasonable efforts to nominate all properties and districts evaluated in your survey report to be potentially eligible for the NRHP. This bonus is provided to assist communities who have done all they can with surveys and nominations and have moved on to other types of projects.*

**K. Host a CAMP training workshop**

*Commission Assistance and Mentoring Program ([CAMP](#)) training workshops are presented by the National Association of Preservation Commissions ([NAPC](#)) in collaboration with CLG communities. NACP provides the training content and presenters, and the CLG plans the logistics to host the event. CAMP is an opportunity for CLG communities to bring people to their city from around the state. CAMP is prioritized highly for funding every other year.*



## Project Description

*Describe the goal of the project and discuss all the steps needed to make it happen.*

*Discuss the roles that professional consultants, staff, and/or volunteers will play in the project work. Describe the tasks for which each will be responsible.*

*Discuss previous work that has been done toward completing the project.*

*Discuss the timeline for completion of the project.*

*Describe products or deliverables that you expect to be produced during the project.*

*If your project will entail a survey of an area of your community for historic properties, describe the survey area. Attach a map.*

*If your project will entail the nomination of a property or a district to the NRHP, include the property address or a brief description (location, number of properties) of the district.*

*If you are proposing a CAMP event, describe all aspects of the plan, including:*

- *Itemized budget*
- *Venue*
- *Food and refreshments*
- *Lodging*
- *Marketing plan defined in consultation with SHPO staff*
- *Registration plan defined in consultation with SHPO and NAPC*
- *Consultation with NAPC and SHPO to select sessions and presenters*
- *Complete list of items to be covered by grant funding*

## Local Historic Preservation Objectives

*Discuss how the project would advance historic preservation objectives in local planning efforts. This can include identification of historic properties, protection of properties through policy or guidance, evaluation of a property's history or construction to inform repair, rehabilitation, or preservation strategies, or education programming to broaden the community's recognition, awareness, and appreciation of, and identification with local historic properties.*

*Describe how the project would encourage or enable the protection of historic properties or generate economic development opportunities for the community?*

*Describe whether and how this project would illuminate or inform the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?*

## Previous CLG Grant-Funded Projects

List previous CLG grant funding that your local government has received in the past five years, and which years you got the grants. Briefly describe the projects that have been funded, and whether they were completed successfully.

## Training

Occasional training and education for historic preservation commissioners and staff is important for a well-functioning local historic preservation program. Here, describe all training in which your historic preservation staff or commissioners have participated in the past three years. This can include webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.

## Budget

A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on fair and open competition among suppliers of professional services, materials, or equipment.

The typical grant award is up to \$25,000. Higher awards, up to \$50,000 will be considered for exceptional, timely, and high-priority proposals.

The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.

No match is required for CLG grants.

Grant funding will be distributed as reimbursement for incurred costs. The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.

The SHPO strongly recommends that applicants obtain at least two itemized estimates of major cost items to use as a basis for preparing a budget proposal and include written estimates as an attachment (applications with written estimates will score higher). **If you are submitting less than two estimates, describe efforts made to obtain quotes from qualified consultants.**

The selected consultant must meet the [federal Professional Qualification Standards](#)

If you are awarded a subgrant, the purchase of items in this budget must follow federal procurement standards, which provide for maximum open and free competition, regardless of the monetary value.

You can paste your budget in this field or attach it to the application form. Please use a whole dollar amount.

The consultant contracted to complete the project work must meet the [Secretary of the Interior's Professional Qualification Standards](#).

### **Eligible Expenses:**

**Salaries** – Salary for CLG staff directly involved in project activities are reimbursable from the grant award. The maximum rate is \$63.00 hourly or \$504 daily. CLG staff salaries. considered "cash" for this grant.

**Professional services contracts** – Grant recipients must use a competitive negotiation process for procurement of professional contractors who are qualified to perform the work. The earnings limit per person for contractors \$131,544 annually.

**Small, woman-owned, and minority-owned businesses** - It is national policy to award a fair share of contracts to small, woman-owned, and minority-owned businesses. Affirmative steps must be taken to assure that these businesses are utilized whenever possible as sources of supplies, equipment, and services.

### **Supplies and Equipment:**

**Administrative costs** – Costs including secretarial, accounting, communication costs (telephone, etc.), and other miscellaneous costs may be eligible under certain conditions. These expenses must be itemized and supported by auditable documentation. Administrative costs in excess of 10% of total direct labor costs will be reviewed closely prior to project selection and during project negotiations. The SHPO reserves the right to limit the amount of administrative costs allowed on any grant-assisted projects.

**Capital equipment**, we define as "per item cost is \$300 or more." If the SHPO does allow the purchase, at the conclusion of the project the equipment may become the property of the SHPO or the National Park Service.

**Equipment rental.** The total cannot exceed the cost to purchase the item.

**Office supplies, maps, copying, printing, binding, etc.** needed for project administration and production of deliverables.

**Curating costs** for archaeological artifacts for the duration of the project only.

**Travel expenses** – Costs for travel to complete project work is reimbursable. Lodging (up to \$62 per day), meals (up to \$34 per day), and mileage (up to **\$0.325 per mile**). If a new rate is approved by the federal or Wis. State government, the lower of the two rates must be used **after** it becomes effective.

*-Page 6 of the Application form-*

The final page of the application form must be signed by the person who will act as the project manager for the grant-funded project. The project manager will be the point of contact between the SHPO and the recipient of the grant – the CLG.

The application must also be signed by the CLG's financial agent. This is the person who can affirm that the CLG has funding available to fund the project prior to being reimbursed from the grant award.