MICHIGAN HISTORIC PRESERVATION CERTIFIED LOCAL GOVERNMENT GRANT MANUAL

FOR

EDUCATION, IDENTIFICATION REGISTRATION & PLANNING

Fiscal Year 2009

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National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

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Introduction

The National Historic Preservation Act of 1966 (Chapter 16, U.S. Code, section 470 et seq.) provides matching funds for projects designed to facilitate the preservation of historic resources significant in American history, architecture, archaeology, engineering and culture. In Michigan, the program is administered by the Department of History, Arts and Libraries pursuant to Public Act 271 of 1913, section 399.1 et seq. of the Michigan Compiled Laws. Federal law requires that 10 percent of the annual federal Historic Preservation Fund allocation provided to the State Historic Preservation Office (SHPO) to operate its programs be set aside for Certified Local Governments (CLGs). Of the $900,000 estimated to be allocated to the Michigan SHPO for fiscal year 2009, approximately $90,000 will be sub-granted to CLGs. Awards have a 60/40 matching requirement and are paid on a reimbursement basis.

The purpose of the CLG grant program is to help local communities develop or strengthen their historic preservation program. CLG grants can be used to identify, register, rehabilitate, and protect resources that are listed in or eligible for listing in the National Register of Historic Places. The grants can also be used for preservation planning and education.

To become a CLG, a local unit of government must apply to the SHPO and be certified by the National Park Service. The local government must have in place a local historic district ordinance pursuant to Michigan's Local Historic District Act, Public Act 169 of 1970, as amended, and a historic district commission with binding design review authority before it can be certified. A full description of the CLG program and how to apply for certification is found in The Certified Local Government Program in Michigan. This manual can be requested from the SHPO or obtained from our website at www.michigan.gov/shpo.

Who Can Apply

Only Michigan CLGs may apply for CLG grant funds. CLGs may sponsor projects for nonprofit organizations and public entities within their jurisdictions.

How To Apply

The historic preservation fund CLG grant manuals are available on the SHPO website at www.michigan.gov/shpo. Applications must be prepared according to the instructions in the grant manuals.

Completed applications must be postmarked no later than **January 23, 2009**. Send one original of the application to:

Denise J. Sachau, Grants Manager/Budget Analyst
State Historic Preservation Office
Michigan Historical Center
PO Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240

You are encouraged to discuss your proposed project with SHPO staff. SHPO staff will also review draft applications and provide recommendations. If you would like your draft application reviewed, please send one copy of the proposed scope of work and the project budget. Draft proposals must be received at the SHPO by January 5, 2009.

Questions regarding the application process should be addressed to:
Denise J. Sachau - phone: 517.373.1904 or email: dsachau@michigan.gov

Questions regarding Certified Local Governments should be addressed to:
Amy Arnold - phone: 517.335.2729 or email: arnolda@michigan.gov

Grant Awards

As soon as the SHPO receives notification from the National Park Service of its annual Historic Preservation Fund award, we will notify applicants about the status of their applications.

If an application is selected for funding, the Department of History, Arts and Libraries, through the SHPO, prepares a contract officially awarding the funds. Work must be under contract during fiscal year 2009 (October 1, 2008 to September 30, 2009) and must be completed by June 2010 unless a formal project extension is requested by the CLG and approved by the SHPO. Work cannot begin before a contract between the SHPO and the local unit of government has been executed. Expenses incurred prior to the execution of a contract are not allowable costs. Typically, contracts will be executed in the spring following the application deadline.

CLG grants are paid on a reimbursement basis and the CLG must have sufficient funds available to complete project work. After financial documentation has been approved, payment is processed for project costs up to 60 percent, not to exceed the federal funds reserved for the project.

Grant Requirements

Work must be done by a person that meets the 36 CFR 61 Professional Qualifications developed by the National Park Service (See Appendix C)

A publication education component must be a part of every project. At a minimum, this would included one public meeting. Your application must describe how this requirement will be met.

Consultants must be competitively selected. The Department of History, Arts and Libraries must approve subcontracting at each step as it occurs.

Building specific planning projects related to properties that are not eligible for listing in the National Register of Historic Places are not eligible.

Scoring Criteria

SHPO staff will review and competitively score all applications. Each application will be scored with the appropriate Program Scoring Criteria. Final selections will be based on the highest scores as adjusted by administrative capability.

Program Priorities

For FY 2009, projects undertaken in association with the following priority programs identified by the SHPO will receive more points: resource identification and designation in support of economic development activities, projects that focus on traditional downtown revitalization, and projects that support cultural economic development, such as partnering with a community arts organization, space for an art center or activities supporting the performing arts. Projects that address mid-century (1940-1970) modern resources will also be considered favorably. *The scoring criteria sheets used by the SHPO are included in Appendix A for your information.*

CHAPTER 1

Grant Application Instructions

The applicant should consult the chapters on General Conditions, Allowable Costs, Matching Share, and Project Completion before completing the following information.

1. PROJECT NAME AND ADDRESS

2. PROJECT COORDINATOR CONTACT INFORMATION

This primary contact for the project should have complete knowledge of the progress of the project work.

- Name and title
- Address
- Telephone number
- Fax number
- Email address

3. GRANT RECIPIENT CONTACT INFORMATION.

Indicate if recipient is a local unit of government, a quasi-public or private organization, or an individual. If the recipient is a nonprofit organization, please submit a copy of the governing body's articles of incorporation and bylaws.

- Name
- Address
- Telephone number
- Fax number
- Email address

4. CONGRESSIONAL DISTRICTS

List the districts in which property located in and/or those that will be affected by the project. Include:

- U.S. congressional district(s), Name of U.S. Senator/Representative
- State senate district(s), Name of State Senator
- State house district(s), Name of State Representative

5. FEDERAL ID NUMBER

Name and federal identification number for agency that will be paid the grant funds.

6. FEDERAL REQUEST AND MATCH

The federal funding request may be up to 60 percent of the project budget. Indicate the total matching share in the following format:

- Donor organization (city, nonprofit, etc.)
- Source (private, city general fund, etc.)
- Kind (cash, in-kind, volunteer)
- Amount

7. BUDGET

Be specific about the items included in the budget. Indicate whether they relate to the federal share or your matching share. Show your method for determining costs. Example:

	Federal	Match
Clinton M. Auer - Project Director		
$3,000/month X 20% X 12 months		$7,200
Total Paid salaries		$7,200
Chris McMillen - Research		
$5.50/hour x 20 hours for 10 weeks		$1,100
Total Donated salaries		$1,100
Indicate the type of fringe benefit and total. Example:		
Group Health Insurance: $25/month/person X 12 months		$300
Life Insurance: $10/month X 12 months		$120
Retirement 8%		$576
TOTAL FRINGE BENEFITS		$996
Consulting Services (estimate)	$10,000	$10,000
Travel (List number of miles and rate per mile): 500 miles @ $0.32/mile		$160
Other Costs: List other budget items not listed above that are needed to complete the project (i.e. printing, supplies, photocopies, film, etc.). Be specific, especially about any item over $500.		

8. MATCH CERTIFICATION

Provide proof of the availability and source of the match through a certification from an appropriate organization or official. This can be a statement included in a resolution from city council, a bank statement signed by an appropriate official, or a letter from a financial institution indicating that the appropriate amount of funds are available. (See Chapter 8)

9. INDIRECT COSTS

Because of limited funding for this program, indirect costs may not exceed 20%. To claim indirect costs, you must have a negotiated indirect cost rate. Enclose a copy of the most recent approved Indirect Cost Rate Agreement signed by the cognizant Federal agency. If your rate is above the limit, you may still apply, but only the 20% indirect cost rate will be allowable.

10. FINANCIAL CERTIFICATION

Include a certification from your financial manager that your organization has an adequate accounting system in place with appropriate internal controls to assure accuracy and reliability of accounting data and to encourage compliance with management standards set out in A-102 for local units of governments, A-110 for nonprofit institutions, or A-21 for educational institutions.

The financial management system shall:

- Provide accurate, current and complete disclosure of the financial results of each grant.
- Provide records that identify the source and application of funds for grant supported activities.
- Provide for effective control of all grant assets.
- Compare actual and budget amounts for the grant.
- Establish procedures for determining reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable cost principles and the terms of the grant contract.
- Support accounting records by source documentation such as canceled checks, paid bills, payrolls, contract documents, etc. Separate project records must be established and identified by the grant name and number.

Follow a systematic method to assure timely and appropriate resolution of audit findings. Recipients shall comply with federal Circular A-133 Audits of States, Local Government and nonprofit organizations.

11. SCOPE OF WORK / PROJECT NARRATIVE

Describe in detail the scope, methods, and anticipated results of the project. It may be necessary to work with SHPO staff to refine the project scope and define the work products so they are consistent with state and federal standards. The project description should include, at a minimum, the information described in Chapter 2.

12. WORK SCHEDULE

Develop a work schedule. *Assume that grant contracts will be executed no sooner than May 1, 2009*. Work cannot begin until a grant contract is executed. Work schedules become an attachment to the grant contract.

Grant contracts that include the hiring of a consultant or contractor should include dates for the following bidder solicitation activities:

- Execution of grant agreement
- Submit draft RFP, solicitation letter, and advertisement to SHPO for approval
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- SHPO approval of RFP, solicitation letter and advertisement (allow 30 days)
- Solicit bids
- Bids due (allow 30 days)
- Submit bids, rationale for bidder selection
- Submit draft consultant contract to SHPO for approval (allow 30 days)
- SHPO comments and recommends changes for consultant contract

Grant contracts for architectural/historical surveys should include, in addition to bidder solicitation items, dates for the following items:

- Execution of grant agreement
- Conduct historic resource survey
- Evaluate historic resource survey data and write survey report

- Local governmental unit submit historic resource survey data and report to SHPO for review (allow 30 days)
- Study committee write preliminary report
- Study committee officially transmits preliminary study committee report to SHPO and other review bodies
- SHPO/review bodies review preliminary study committee report (allow 30 days)
- Study committee hold educational workshop
- Hold public hearing (60 days after transmittal of preliminary report)
- Study committee write draft historic district ordinance
- Study committee write final study committee report and submits with draft ordinance to SHPO for review
- SHPO comment on final study committee report and draft ordinance (allow 30 days)
- Study committee submits final study committee report and historic district ordinance to city council
- Submit copy of adopted ordinance to SHPO

Grant contracts for nominations to the National Register of Historic Places should include, in addition to bidder solicitation items, dates for the following items:

- Execute consultant contract
- Submit copy of executed consultant contract to SHPO
- Begin work
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- Submit first draft of National Register nomination to SHPO for review
- SHPO comments on first draft of National Register nomination (allow 30 days)
- Submit electronic list of property owners and addresses to SHPO for preparation of public notification letters regarding presentation of the National Register nomination at the State Historic Preservation Review Board meeting (45 days prior to Review Board meeting)
- Submit final National Register nomination to SHPO
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- Public information meeting about nomination
- Consultant presents National Register nomination to State Historic Preservation Review Board
- Submit completion report
- Submit final reimbursement request with financial documentation to SHPO

Grant contracts for planning documents and/or reports, such as a Historic Structures Report (HSR) or a Condition Assessment Report (CAR) should include, in addition to bidder solicitation items, dates for the following items:

- Execute consultant contract
- Submit copy of executed consultant contract to SHPO
- Begin work
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- Submit 75% draft of CAR/HSR to SHPO for review and comment
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- SHPO comments on 75% draft CAR/HSR (allow 30 days)
- Quarterly progress report due (quarterly report due dates are January 15, April 15, July 15, and September 15)
- Submit 95% draft of CAR/HSR to SHPO for review and comment
- SHPO comments on 95% draft of CAR/HSR (allow 15 days)
- Submit final CAR/HSR report to SHPO for approval
- Completion report due
- Submit reimbursement request with financial documentation to SHPO

13. PRODUCTS AND DELIVERABLES

Provide a list of the products the will result from the project and indicate the medium. Example:

National Register Nomination for *Willenholly Building*:	2 printed, original copies that meet specifications as outlined in *How to Complete the National Register Registration Form (16A)*
Willenholly Building RUSKIN Survey Data Forms:	1 copy printed on 3-hole punched paper
Willenholly Building Survey Report:	2 spiral bound printed copies

Electronic versions of all reports must be in Word 2000 (or later) and must be provided to the SHPO on a CD. Historic resource survey data must be completed in the SHPO's Ruskin database and submitted in electronic format.

14. PHOTOGRAPHS

Applicants should note that there are varying photographic requirements for each type of grant project addressed in this manual, as well as different requirements for the **application** and **completion** phases of these projects. Completion phase photographic requirements are addressed in *Chapter 7: Completion and Reimbursement* in this manual.

- **Education Grant Projects**
  - Applicants are NOT required to submit any photographs in the application phase of Education grant projects.

- **Identification Grant Projects**
  - Applicants must submit a number of 4" x 6" color photographs that adequately document the predominant buildings and features of the prospective survey area. Please see *Appendix G: Photograph Technical Information* for further information on submitting photographs.

- **Registration Grant Projects**
  - Applicants must submit a number of 4" x 6" color photographs that adequately document the features of the individual resource, or the predominant buildings and features of the prospective district. Please see *Appendix G: Photograph Technical Information* for further information on submitting photographs.

- **Planning Grant Projects**
  - Applicants submitting an application that addresses resource management must submit a number of 4" x 6" color photographs that adequately document the historical resources included in the plan area. Please see *Appendix G: Photograph Technical Information* for further information on submitting photographs.
  - Applicants submitting an application that seeks to develop a community preservation plan must submit a number of 4" x 6" color photographs that adequately document the community's historic resources – including general/streetscape views, individual property views, and detail views when deemed appropriate.

15. PROJECT STAFFING

Work must be done by a person that meets professional criteria (36 CFR 61) established by the National Park Service. A least one member of the work force must meet the federal qualifications that are appropriate for a particular project. You must submit proof that the person doing the work, whether it is current staff or a paid consultant, meets these federal qualifications. Resumes are acceptable. The 36 CFR 61 Professional Qualifications are found in Appendix B.

16. CONSULTANTS MUST BE COMPETITIVELY SELECTED

The Department of History, Arts and Libraries (HAL) must approve subcontracting at each step as it occurs. The following must be submitted to HAL during the contracting process:

- Request for Proposal (RFP)
- List of consultants to whom the RFP was sent
- Copies of all proposals received
- Analysis of all proposals and the reason a specific consultant was selected and proof of how that consultant meets federal requirements
- Executed contract

17. HISTORIC DISTRICT COMMISSION SUPPORT LETTER

Certified Local Government grant applications must include a letter from the historic district commission supporting the application.

18. FEDERAL FUND ADMINISTRATION

Provide a brief description of the experience your organization has in administering federal funds.

19. RESOLUTION AND BY LAWS OF GOVERNING BODY

Include a resolution authorizing acceptance of the grant under the conditions attached thereto, and designating all authorized contract signatories. The resolution must include the name(s) of the individuals authorized to sign the contract, any contract amendments, and any contract related documents which might be necessary. For rehabilitation projects, the resolution must also authorize the designated individuals to also sign the required easement.

20. WHEN A CLG SPONSORS A PROJECT FOR A THIRD PARTY, A RESOLUTION AUTHORIZING INDIVIDUALS TO SIGN THE CONTRACT MUST ALSO BE PROVIDED BY THE THIRD PARTY.
Non-governmental agencies must submit copies of articles of incorporation, by-laws and/or other documents, which demonstrate who has the authority to execute a contract.

21. THE PROPERTY OWNER ALSO MUST PROVIDE AUTHORIZATION FOR EXECUTION OF THE EASEMENT.
If the property owner is the third party, its resolution should include the easement authorization.

Example Of A Resolution For A Local Unit Of Government:

I, _____, the duly qualified and acting Clerk of _____, do hereby certify that the following resolution was adopted at a meeting of the (governing body) held on _____; is on file; has not been amended, altered or revoked; and is in full force and effect.

RESOLVED:

That the (title) is authorized and directed to file an application for (amount) for (name of project) and that upon approval of the final application by the Department of History, Arts and Libraries, the (title) shall be authorized to sign the grant contract, any necessary amendments to the grant contract, other contract related document, and the required covenant/easement.

SEAL Signature of Clerk _____

22. CIVIL RIGHTS COMPLIANCE & EOO
Complete the appropriate Civil Rights Compliance forms included as an appendix to this manual. If it is determined that the applicant is not in compliance with equal opportunity standards as established by the Michigan Department of Civil Rights, the application will be rejected.

23. CERTIFICATION DEBARMENT
The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion must be signed and dated by the authorized contract signatory or another appropriate individual and returned with the application (Appendix E).

24. SIGNATURES
Have all authorized signatories sign the application; also type their names, titles, addresses (including city or town, state, and zip code), and telephone numbers.

NOTE: Failure to submit a timely application or failure to provide all information requested above may result in your application not being scored.

Grant Application Checklist

Application must be postmarked no later than **January 23, 2009** for FY 2009 grant cycle.

- ☐ Project Name and Address
- ☐ Project Coordinator Contact Information
- ☐ Grant Recipient Contact Information
- ☐ U.S. Congressional, State Senate, & State House District(s)
- ☐ Federal Identification Number
- ☐ Federal Funding Request and Match
- ☐ Budget
- ☐ Match Certification
- ☐ Indirect Costs
- ☐ Financial Certification
- ☐ Scope of Work
- ☐ Work Schedule
- ☐ Products and Deliverables
- ☐ Photographs
- ☐ Project Staffing
- ☐ Historic District Commission Support Letter
- ☐ Federal Fund Administration
- ☐ Resolution and Bylaws of Governing Body
- ☐ Civil Rights Compliance & EOO
- ☐ Debarment Certification
- ☐ Signatures

CHAPTER 2

Scope Of Work

Below are general conditions that apply to the receipt of federal funds. These and all other applicable requirements, laws and regulations are addressed or referenced in the grant contract that will be executed between the local unit of government and the Department of History, Arts and Libraries.

IDENTIFICATION/SURVEY

1. Requirements

- Identification activities must be conducted, supervised or reviewed by a person that meets the professional qualifications (36CFR61) defined by the National Park Service. These are found in Appendix B.
- Historic resource survey must be conducted in accordance with The Manual for Historic and Architectural Surveys in Michigan. The manual is available from the State Historic Preservation Office.
- Eligibility determinations for historic resources must meet the Secretary of the Interior's National Register Criteria for Evaluation.
- Survey data must be input into an Access-based database in a format developed by the SHPO. A data form template, RUSKIN, is available from the SHPO.

2. Scope of Work

Provide a statement of the research objective of the project. Indicate the type of survey that will be undertaken:

- Intensive level survey is photographic documentation of the historic resources in specified area accompanied by detailed research on individual properties that results in historic contexts and the determination of which properties are eligible for the National Register of Historic Places.
- Thematic survey is the same as intensive level survey except that the in field inventory focuses on one property type (lighthouses, bridges) or one historic context (agriculture in Lapeer County from 1830 to 1945). Proposals for thematic surveys must include a detailed description of how the properties to be surveyed were identified and selected.
- Reconnaissance survey is photographic documentation accompanied by research sufficient to place the inventoried properties in historic contexts and to suggest which may warrant intensive level survey. Reconnaissance surveys alone are not eligible for funding.
- Describe the survey methodology or research design. Topics to address include, at a minimum, how fieldwork will be conducted, what sources shall be utilized for research, and how assessments of the documented properties shall be conducted (use of the National Register selection criteria).
- Provide a map with the survey project area clearly outlined and a verbal description of the project's boundaries. If the project is an entire city or county, include a written statement of this fact. Provide a brief summary of the overall appearance and history of this survey area, discussing such things as: population; number of settlement areas if a survey will be in a township or county; urban, rural, or neighborhood characteristics.
- Provide a list of the proposed themes that will be addressed in the historic context. A historic context is information about historic trends and properties organized by theme, time period and geographic area. Projects must use the themes listed in National Register Bulletin 15: How to Apply National Register Criteria for Evaluation.
- Estimate the number of acres that will be surveyed and the number of resources that will be documented.
- Briefly describe prior or subsequent phases of the project, if appropriate.
- Explain the purpose of the project, the survey products, and how the results will be used. When computing budget costs, plan on preparing three sets of survey data; one will be kept at the local level and two will be submitted to the SHPO.

REGISTRATION - NATIONAL REGISTER NOMINATIONS

1. Requirements

- If a historic resource survey is being undertaken in conjunction with the National Register nomination, it must be conducted in accordance with The Manual for Historic and Architectural Surveys in Michigan. The manual is available from the State Historic Preservation Office.
- Eligibility determinations for historic resources must meet the Secretary of the Interior's National Register Criteria for Evaluation.
- National Register nominations must be written in accordance with National Register Bulletin 16A: Guidelines for Completing National Register of Historic Places Forms.

2. Scope of Work

- Describe the purpose of the project, the projected products and outcomes, and the proposed use of the products. If the project is being undertaken as part of a larger community revitalization/economic development program, describe how the project will benefit that program.
- Provide a map and a written description of the proposed project area.
- If more than one nomination is to be prepared, provide a tentative list of all the proposed nominations to be prepared, indicating for each, the type of nomination (individual property, district, or multiple property) and the approximate number of resources of each type (buildings, structures, objects, or sites) that each area contains.
- Provide a list of the proposed themes that will be addressed in the historic context. A historic context is information about historic trends and properties organized by theme, time period and geographic area. Projects must use the themes listed in National Register Bulletin 15: How to Apply National Register Criteria for Evaluation.
- Provide a brief description of prior or subsequent phases of the project, if appropriate.

REGISTRATION - LOCAL HISTORIC DISTRICTS

1. Requirements

- The procedures for establishing a local historic district as outlined in Section 399.205 of Michigan's Local Historic Districts Act, Public Act 169 of 1970, as amended must be followed.
- The study committee report shall be written in accordance with the manual Local Historic Districts in Michigan available on the SHPO website at www.michigan.gov/shpo.
- If a historic resource survey is undertaken as part of the process of creating the local historic district, it must be conducted in accordance with The Manual for Historic and Architectural Surveys in Michigan. The manual is available from the State Historic Preservation Office. Survey data must be collected electronically using the SHPO's Ruskin database template.

2. Scope of Work

- Provide a copy of the resolution from the local unit of government authorizing the creation of the historic district study committee.
- Provide a list of the names of the historic district study committee members and short description of their history/preservation affiliation.
- Describe the purpose of the project, the projected products and outcomes, and the proposed use of the products. If the project is being undertaken as part of a larger community revitalization/economic development program, describe how the project will benefit that a program.
- Provide a map, a written description, and a brief history of the proposed project area.

REGISTRATION - ARCHAEOLOGICAL SURVEY

1. Requirements

- Applicants must work with the Office of the State Archaeologist. Work must be conducted according to The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

2. Scope of Work

- State the objectives of the project and the research, management and/or planning needs the project will address. Specify whether the project is a reconnaissance ("Phase I") survey or a testing ("Phase II") project.
- Describe the research design, including methods and techniques to be used. Sampling methodology, the use of shovel testing and test interval, the use of specialized equipment such as use of sonar equipment for underwater work, and similar topics should be discussed. Mention any documentary research to be conducted (site file searches, historical records etc.). Describe any other sources of information such as oral history, informant interview, and collections study. Types of records to be compiled for the project (e.g., site forms, photographs, USGS maps) should be specified.
- Provide a map with the specific project area clearly outlined.
- Estimate the number of acres to be field checked and number of sites which will be found (example: 10,000 + 500 acres; 100 + 15 sites).
- For sites found on Phase I surveys, give a preliminary assessment of the National Register potential of each site must be made along with recommendations addressing the need for further investigations. For Phase II work, list any sites to be tested, along with evaluation criteria or method of evaluating evaluation criteria.
- National Register forms must be prepared for any sites tested and believed to be eligible.
- Projects involving excavation and planning studies should be discussed with the Office of the State Archaeologist prior to submission of an application.
- Specify the repository for project collections and records. The repository must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

PLANNING

1. Requirements

Planning documents must conform to federal standards contained in The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and must be developed in coordination with the State Historic Preservation Office of the Michigan Historical Center. The plan should contain, at a minimum:

- Clear goal statements and the necessary objectives required for their implementation
- Definition of the historic character of the project area and/or community
- A concise summary of past preservation efforts to provide the context for preservation in the community
- The results of a historic resource survey
- Description of how the preservation plan will be integrated into the community's planning process and coordinated with zoning and other land use management tools in the community
- If a historic resource survey is undertaken as part of the planning process, it must be conducted in accordance with The Manual for Historic and Architectural Surveys in Michigan. The manual is available from the State Historic Preservation Office. Survey data must be collected electronically using the SHPO's Ruskin database template.

2. Scope of Work

- Define the type of plan that is being developed. Is it a resource management plan or a preservation plan for a community? (Note: Applications for historic resource structure reports, feasibility studies, etc. should use the grant manual for Rehabilitation and Rehabilitation planning)
- Give a general description of the project area, the historic resources in it and explain why the plan is being undertaken.
- Identify, the critical issues, threats, and opportunities affecting the historic resources in the project area.
- Explain the purpose of this project. What is the community need? Is it the result of development pressure, participation in the Cool Cities Initiative, etc.
- Planning documents should result in historic preservation being integrated into a community's comprehensive or master plan. Demonstrate how the community intends to integrate the preservation plan into its planning process.
- How will the plan result in the identification, registration and/or protection of historic resources? Describe the desired outcomes expected to result from the plan.

- Public participation should be a part of the planning process. Describe how the public will be included in the development of the preservation plan.
- Briefly describe prior or subsequent phases of the project, if appropriate.

PUBLIC EDUCATION

1. Scope of Work

- Explain the purpose of the project. Give a full description of the public education activities that will result from the project, i.e. promotion of a local historic district and its design guidelines, promotion of heritage tourism, development of a preservation website, development of a K-12 preservation program, or a restoration/rehabilitation manual, etc.
- Include a needs assessment statement and explain how the project will benefit preservation in the community, region, or state.
- Describe the target audience. How will the product be distributed? Is its anticipated use one time or continued? Will the final product be available on a website? Will the end product be useful to others outside the immediate community?
- If a publication is to be produced, describe who will use the report, how many copies will be produced, how the report will be distributed, and whether or not a fee will be charged.
- Briefly describe prior or subsequent phases of the project, if appropriate.

CHAPTER 3

General Conditions For Funding

Below are general conditions that apply to the receipt of Federal funds. These and all other applicable requirements, laws and regulations are also addressed or referenced in the contract which will be executed between your organization and the Michigan Department of History, Arts and Libraries.

1. PROJECT PERIOD

Project costs must be incurred between the period the contract is executed (signed and dated by the Michigan Department of History, Arts and Libraries) and the end date of the contract. Costs that are incurred prior to the execution of the contract or after the end date are not allowable project costs and will not be used as part of the federal or the matching share.

2. PROJECT SCOPE

The scope of the project work is defined in the contract. Prior to implementing any change, the grant recipient shall notify the SHPO in writing when changes in the scope of the work are necessary. Some changes may be technical in nature and not require a formal contract amendment. Most changes will require a contract amendment. In some cases, federal approval of the proposed change will be required and obtaining this approval may cause delays. So that federal funds are not jeopardized, the grant recipient shall notify the SHPO of changes immediately.

3. PROJECT BUDGET

The subgrantee must notify the Department of History, Arts and Libraries of any major changes in the budget prior to implementing the change.

4. FISCAL YEAR END DATE AND FEDERAL APPROVAL

Department of the Interior policy requires that all financial costs be reported at the end of each fiscal year. To meet federal and state end of fiscal year closing deadlines, grant recipients shall submit to the Department documentation of expenditures by September 15. The September 15 report shall be accompanied by a report on work progress to date.

5. PROJECT EXTENSIONS

If during the course of the project the grant recipient believes the contract end date cannot be met, a written request for an extension must be submitted to the SHPO prior to the contract end date. This request must state the reason the extension is necessary. Approval of an extension will be dependent upon federal deadlines and other considerations and is not automatic. Note that project extensions may need to be approved by the Department of the Interior. Subgrantees should notify the SHPO as soon as they become aware that a contract extension may be necessary. Contract end dates are extended through a letter signed by the Department of History, Arts and Libraries Administrative Officer.

6. METHOD OF PAYMENT

All grant funds are paid on a reimbursement basis only. Documentation of all expenditures (federal and local matching share) shall be submitted to and audited by the SHPO. Department of the Interior guidelines require that reports be filed for costs within each fiscal year.

7. COMPLETION MATERIAL/REPORT

The completion materials or report will be specified in the contract. Review this section of the contract carefully. Because all survey material, planning documents, and National Register research and nominations must meet state and federal standards, the contract contains specific requirements which must be complied with. Failure to meet these Standards will result in no reimbursement being made.

Survey grant recipients will be required to make an appointment with Michigan Historical Center staff to integrate survey information into the state system to assure that no errors exist. This

processing, called an "exit interview," may require several days and should be planned for in your work plan.

8. ACKNOWLEDGMENT OF FUNDING AND NON DISCRIMINATION

In all publications, reports, and newsletters, funding through the National Park Service and the Michigan Department of History, Arts and Libraries shall be acknowledged. The acknowledgment to be used is included in the contract.

9. AUDIT

Financial documentation must be submitted before reimbursement can be made to the grant recipient. In addition, Federal Circular A 133 requires that local units of government, non-profits, and educational institutions expending $500,000 or more in federal funds have a single audit completed annually. Each year the SHPO will send a letter requesting the grant recipient to file a form with the SHPO indicating the status of their single audit. The form indicates whether the grant recipient expended $500,000 or more in federal funds and whether the grant recipient is required to send in a copy of their single audit report to SHPO. If federal funds from a project are questioned during audit, the grant recipient is liable for payback to the Department of the Interior.

10. LOBBYING WITH APPROPRIATED FUNDS

Historic Preservation Fund grants must conform to provisions of 18 USC 1913: "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communicating to members of Congress on the request of any member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business." In summary, costs associated with activities to influence legislation pending before the Congress, commonly referred to as lobbying, are unallowable as charges to federally assisted grants.

11. HATCH ACT

No officer or employee whose principal employment is connected with any activity which is financed in whole or in part with grant assistance shall take part in any of the political activity proscribed in the Hatch Political Activity Act, 5 USC 1501 et seq., as amended, with its stated exceptions.

12. POLITICAL ACTIVITIES

No expenditure of grant funds may be made for the use of equipment or premises for political purposes, sponsoring or conducting candidates' meeting(s), engaging in voter registration activity or voter transportation activity, or other partisan political activities.

13. DISCLOSURE OF INFORMATION

Financial records, supporting documents, statistical records, and all other records pertinent to a grant provided by NPS are subject to disclosure to others under the Freedom of Information Act, 5 USC 552.

14. SAFETY PRECAUTIONS

The State of Michigan assumes no responsibility with respect to accidents, illnesses, or claims arising out of any work performed under a grant supported project. The grantee is expected to take necessary steps to insure itself and its personnel and to comply with the applicable local, State, or Federal safety standards, including those issues pursuant to the National Occupational Safety and Health Act of 1970 (see 20 CFR 1910).

15. CONFLICT OF INTEREST

A conflict of interest in the selection, award, or administration of contracts is prohibited. A grant recipient shall not enter into any contract for the performance of project work whereby any current or former employee, officer, or agent of the Federal government, the State or the grant recipient, who has or had authorization to plan, develop, negotiate, accept, approve, or take part in decisions regarding subcontracts, or other agreement in connection with the particular project grant, has a financial or other interest in the recipient selected for the award. This prohibition is also effective if any member of the immediate family of such employee, officer, or agent; his or her partner; or any organization that employs, or is about to employ, any of the aforementioned, has a financial or other interest in the firm selected for the award. All subcontracts awarded pursuant to a grant must be accomplished free from bribery, graft, kickbacks, and other corrupt practices. Employees, officers, and agents of the grant recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts.

The grant recipient bears the primary responsibility for the prevention and detection of prohibited conduct and shall promptly notify the Grants Section of the Department of History, Arts and Libraries when such conduct becomes known. Federal and state administrative or other legally available remedies will be pursued to the extent appropriate. A grant recipient shall take appropriate remedial action with respect to the prohibited conduct brought to its attention.

16. CIVIL RIGHTS LAWS

As mandated under Title VI of the 1964 Civil Rights Act and in Executive Directive 1979-4, it is the policy of the state of Michigan to assure that all Michigan citizens receive full and equal access to benefits provided by State supported programs and services without discrimination based upon race, color, creed, religion, national origin, height, weight, marital status, age, sex, or handicap.

It is appropriate that the Michigan Department of History, Arts and Libraries, in fulfilling that policy, assure compliance with the non-discrimination laws in connection with the use of grant funds. In furtherance of this policy, it is likewise appropriate that the Department of History, Arts and Libraries not enter into any contract, nor fund or serve as a conduit for funding, programs which may have the effect of creating or perpetrating patterns of discriminatory practice.

All grant recipients shall file affidavits pledging a reasonable representation of minority group representatives, and women, in all levels of their work force and that there exists equal opportunity to participate in and enjoy the benefits of programs and activities without regard to race, color, creed, religion, national origin, height, weight, marital status, age, sex, or handicap.

Subgrantees with contracts of $25,000 or more or employing twenty-five (25) persons or more are also required to complete a written Equal Opportunity Plan.

Forms and instructions for demonstrating Civil Rights Compliance that must accompany the application are part of this manual. If it is determined that the applicant is not in compliance with equal opportunity standards as established by the Michigan Department of Civil Rights, the application will be rejected.

17. BARRIER FREE ACCESS

The U.S. Department of the Interior's Historic Preservation Grant Program, administered by the Department of History, Arts and Libraries, requires compliance with state and federal laws, including the Americans with Disabilities Act (ADA), concerning barrier free designs which facilitate access to grant assisted properties by persons with disabilities. The Department of History, Arts and Libraries strongly urges each applicant and other individuals contemplating restorations of historic structures to consider the implications of such compliance at the earliest possible stage. It should be kept in mind that not all preservation work involving extant buildings or structures will trigger the need to meet the barrier free design requirements.

Should a determination be made that barrier free design requirements are applicable, the Michigan Barrier Free Design Board is empowered to grant an exemption to the Michigan

requirements when an applicant sufficiently shows that: 1) the proposed repairs, alterations or additions are to be performed on a building or structure listed on or eligible for listing in the National Register of Historic Places or the State Register of Historic Sites; and that 2) adherence to the barrier free design provisions would destroy or diminish a significant feature of the building's or structure's historical character or physical integrity, or both. The applicant will make this showing at an administrative hearing conducted in Lansing by a hearings officer for the Design Board.

The governmental entity having primary administration and enforcement authority over the barrier free design requirements can range from a city building official to various state agencies depending on where the building or structure is located and the type of function for which it is used. If you are unable to determine locally which entity you should be dealing with, you may contact the Department of Labor and Economic Growth, Bureau of Construction Codes, Barrier Free Design Division at (517) 322-1191 or Building Division at (517) 322-1705.

18. COASTAL ZONE MANAGEMENT

The Coastal Zone Management Act of 1972 prohibits Federal assistance to local governments that is inconsistent with the requirements of an approved coastal zone management plan. Further information may be obtained from:

Office of Coastal Zone Management
National Oceanic and Atmospheric Administration
Department of Commerce
3300 Whitehaven Street, NW
Washington, D.C. 20235

19. DUAL COMPENSATION

If a grant recipient staff member or consultant is involved simultaneously in two or more projects supported by Federal funds, and compensation on either project is based upon a percentage of time spent, he or she may not be compensated for more than 100 percent of his/her time from any Federal funds during the time of the period of dual involvement.

20. RECORD ACCESSIBILITY AND RETENTION

Grant recipients will submit program, financial or other reports as are required by the Department of History, Arts and Libraries or the National Park Service. On site inspections by the Department of History, Arts and Libraries or the National Park Service will be permitted as required to provide necessary information relevant to compliance with grant conditions.

Documentation, papers and records of the grant recipient and any subcontractor shall be kept for a minimum of three years after federal funds have been reimbursed to the grant recipient or until all claims or audit findings have been resolved.

CHAPTER 4

Contract

A GRANT RECIPIENT WILL NOT BE REIMBURSED FOR ANY WORK PERFORMED BEFORE THE CONTRACT IS EXECUTED. The grant is formally awarded after the contract has been signed by an authorized representative of the grant recipient and is signed and dated by the deputy director, Department of History, Arts and Libraries.

The contract written by the Department of History, Arts and Libraries will specify:

- Exact work to be accomplished with the grant award;
- Method of and requirements for disbursement of funds, including any provisions authorizing partial reimbursement prior to the completion of all project work.
- Period for completion of the project;
- Federal and state statutes, regulations, and requirements which must be followed;
- Number and content of the completion report and/or materials.

Attachments to the contract include:

- Work schedule detailing when various tasks will be completed.
- The project notification containing the approved budget.

The procedures for signing the contract are:

- Copies of the contract will be mailed to the project coordinator.
- The authorized individual(s) should sign all copies.
- All copies should be returned to the grants manager/budget analyst, State Historic Preservation Office, Department of History, Arts and Libraries.
- The contracts will be signed and dated by the deputy director, Department of History, Arts and Libraries.
- One copy of the executed contract will be returned to the project coordinator.
- After the deputy director of the Department of History, Arts and Libraries has signed the contract, work may begin. No subcontracts should be executed until the contract with the Department of History, Arts and Libraries has been executed.

MAKE COPIES OF THE CONTRACT AVAILABLE TO PROJECT STAFF AND TO CONSULTANTS TO ENSURE THAT WORK MEETS THE CONTRACTUAL REQUIREMENTS.

CHAPTER 5

Allowable And Unallowable Costs

GENERAL

The principles governing which direct costs are allowable are determined in accordance with federal Management and Budget Circular A-87 and A-102, and the National Park Service's Grant Manual. The following factors affect the allowability of costs.

- The cost item must be necessary for proper and efficient conduct of grant supported activities; be reasonable and within the scope of approved work; be allowable under these principles; and, except as otherwise specified in this manual, not be a general expense required to carry out the overall responsibilities of state or local governments.
- The cost item must be authorized or not prohibited under state or local laws or regulations.
- The cost item must conform to any limitations or exclusions set forth in these cost principles, federal laws, this manual, or other limitations included in the grant award as to types or amounts of cost items.
- The cost items must be consistent with policies, regulations, and procedures that apply uniformly to both federally assisted and other activities of the unit of government or organization of which the grantee is a part.
- The cost item must be accorded consistent treatment through application of generally accepted accounting principles and practices appropriate to the particular circumstances.
- The cost item must not be allocable to, or included as, a cost of any other federally financed program in either the current or a prior period.
- The cost item must be net of all applicable credits.
- The cost must be incurred after the execution and before the end date of the contract with the Department of History, Arts and Libraries.

ALLOWABLE COSTS

The SHPO will review and may make changes in the budget line items in the application as submitted. The final budget approved by the SHPO will become an attachment to the contract. Following are some examples of allowable project costs:

- **Paid Staff Time And In-Kind Services**
  Compensation for project personnel during the project period including wages, salaries, and supplementary compensation and benefits are allowable costs. Payrolls must be supported by daily time and attendance records that shall indicate the time worked and the work performed, and be signed by the employee and supervisor. See the sample time sheet at the end of this manual. Time in excess of a regular working day is not allowable. It is recommended that time sheets be handwritten, rather than typed.

- **Fringe Benefits**
  Fringe benefits for paid or in kind employees in the form of employer's contributions to social security, life and health insurance plans, unemployment insurance coverage, worker's compensation plans, and pension plans are allowable, provided costs are distributed equitably to grant costs and other activities.

- **Volunteer Or Donated Time**
  Donated service represents the value of non-cash contributions provided by the local sponsor or non-federal third parties. If donated services are part of the match, the application must include a certification from the volunteer justifying the proposed rate and stating the number of hours to be donated. In addition, a resume for each volunteer shall be submitted. The Department of History, Arts and Libraries must approve proposed rates for volunteers.

  A professional is defined as a person who does the work in question for a living and should be assigned a professional rate. A person not meeting this standard must be considered a non-professional and should be assigned the minimum wage as an allowable rate. You would not expect to pay a neighbor for helping paint a house at the same rate that you

would a professional painter. Likewise, a physician may not use his standard charge if he is working as a surveyor. A person's qualifications must be considered along with the tasks in assigning a rate to that work.

Rates assigned for donated services must be consistent with those paid at the state level or, if such services are not provided at the state level, consistent with rates that would be paid if the services were purchased in the labor market. Donated time from individuals or groups other than the grant recipient shall be exclusive of fringe benefits. The time donated will be documented when project work begins by use of time sheets as in the Appendix.

- **Indirect Costs**
  Because of limited funding for this program, indirect costs may not exceed 20 percent. To claim indirect costs, you must have a negotiated indirect cost rate. Enclose a copy of the most recent approved Indirect Cost Rate Agreement signed by the cognizant federal approving agency. If your rate is above the limit, you may still apply, but only the 20 percent indirect cost rate will be allowable.

- **Professional/Consultant Fees**
  The grant recipient may subcontract all or part of the project work. Free and open competition must be maintained. The Department of History, Arts and Libraries must receive documentation of the procurement at each stage and must approve the subcontractor and the subcontract. The following shall be submitted to the Department of History, Arts and Libraries, and each step must be approved, before the grant recipient proceeds further:

  - *Copy of the specifications or request for proposals.*
    The RFP shall identify all evaluation factors.
  - *Documentation that bids were requested from at least three consultants and a copy of each proposal.*
    Federal regulations require that all subcontractors certify that they have not been prohibited from participation in federal programs. Please require all bidders to complete and return the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form with their proposals.
  - *Documentation of the evaluation of the proposals.*
    Grant recipients may develop their own systems for evaluating proposals as long as the award is made to the responsible offer or whose proposal will be most advantageous, price and other factors considered. Unsuccessful bidders should be notified promptly.

  - Possible proposal evaluation criteria:

    - **Price (35 percent)**
      Favors the least expensive proposal providing an adequate work product.

    - **Capability and qualifications (35 percent)**
      Covers the ability of a prospective consultant to meet the terms of the RFP, especially the time constraints, and the quality and relevance of similar projects completed by the consultant. Emphasis will also be placed on the soundness of the consultant's approach to the problem, including the techniques to be used for collecting and analyzing data, as well as the ability to utilize the data collected or recovered from the project to address the research problems involved.

    - **Professionalism (30 percent)**
      Refers to the competence of professional personnel who will be assigned to the project by the consultant for both the administrative and infield components of the work. Qualifications of professional personnel will be measured by education and experience (36 CFR 61) with particular reference to experience

on projects similar to that described in this RFP and familiarity with and experience in Michigan architecture, history and archaeology. Emphasis will be placed upon the qualifications of the project manager and the amount of dedicated management planned for this project by the consultant. It is the responsibility of the contractor to provide field personnel of sufficient qualifications and training to ensure proper collection of data. The project manager/principal investigator is responsible for the adequate performance of all project work.

The SHPO must approve a consultant you wish to hire before a subcontract is executed.

A copy of the signed subcontract will be submitted to the SHPO at the time it is executed. This contract shall specify the project work and be priced at a set fee or a not to exceed figure and include a debarment certification form. Because the subcontract must include all work as outlined in the contract with the Department of History, Arts and Libraries and also references to laws, regulations, and guidelines which your organization must pass along to the subcontractor, it is recommended that the Department of History, Arts and Libraries contract be an attachment to the subcontract.

NOTE: The SHPO can provide assistance in locating consultants who are qualified to perform project work.

- **Supplies**
  The cost of supplies necessary to carry out the grant work is allowable. Purchases made specifically for the grant work shall be charged at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the grant recipient. Withdrawals from general stores or stockrooms should be charged at cost under a recognized method of pricing consistently applied.

  The grant recipient must perform a cost analysis for all purchased supplies. The following is suggested:

Value of Proposed Contract	Award Process Required
$0 to $500.00	Competition not required but encouraged
$500 to $4,999.99	Documentation of competitive pricing through phone, mail, personal shopping, fee schedules. Must use "Documentation of Contract Award" process. If a proposal with a work statement is required, "Small dollar" Request for Proposals (RFP) process must be used.
$5,000.00 or more	"Small Dollar" RFP process required, formal process optional.

- **Travel**
  Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items for project personnel who are in travel status for project related work. Such costs may be charged on an actual basis or on a standard rate basis so long as the standard rate is consistent with state rates. When actual costs are used, documentation

must be provided for each cost. All lodging costs must be substantiated with invoices. First-class airfare is not allowable.

- **Publications**
  Costs of publication may be allowable if the publication is defined in the application. The grant recipient must delineate how the publication relates to the Historic Preservation Program, how many copies will be printed, estimated cost per copy, and how the publication will be distributed. During the project period, all publications will be distributed free of charge. Any publication shall contain the acknowledgment of federal funding statement and the statement of non-discrimination.

UNALLOWABLE COSTS

Unallowable costs include but are not limited to:

- Bad Debts. Any losses arising from non-collectable accounts and other claims, and related collection costs, are unallowable.
- Equipment. The cost of equipment is not allowable.
- Fundraising. Expenses and costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions are unallowable.
- Interest and Other Financial Costs. Interest on borrowing is not allowable.
- Interpretive Expenses. Staff salaries for interpretive services or maintenance of interpretive devices are unallowable.
- Entertainment. Costs of amusements, social activities, and related incidental cost such as meals, beverages, lodgings, rentals, transportation, and gratuities are unallowable. Costs of meals for employees when they are not in travel status are not allowable.
- Markers. Historical markers are not an allowable cost.
- Work Study Students. Students in a federally funded work/study program cannot contribute donated services as matching share.

CHAPTER 6

Matching Share

The CLG grant program is a 60-40 match program. Forty (40) percent of the total project cost is to be provided by the grant recipient. Certification of the availability of the match must be provided with the final application. Certification may be a statement from a banker that funds are available, a resolution from the city council setting aside specific funds, or similar verification. The certification should specify the amount and source of the funding, that the funds are earmarked for the project, and that the funds will not be used to match other federal funds. Donated time will be certified through a certification from the person donating his/her time that he/she will donate "X" hours at "X" rate.

The matching share is approved prior to the contract. Any changes in the match must be approved by the SHPO.

Matching funds may include the following:

- Private Funds
- Municipal Funds
- State Funds
- Federal Community Development Block Grant Funds. Note that provisions of the Davis-Bacon Act apply if CDBG funds are used as matching share.
- In-Kind Services. The in-kind contributions of paid staff may be valued at the grant recipient's actual cost. Fringe benefits for in kind salary costs are allowable. In-kind salary costs will be supported by daily time records that indicate the time worked, the work performed and be signed by the employee and the supervisor (a sample timesheet is included in this manual).
- Donated Services. Donated services represent the value of non-cash contributions provided by non-federal third parties. If donated services are part of the match, the project sponsor shall provide documentation of the type, rate, and source of such services. Fringes may not be applied to donated services.
- Rates assigned for donated services must be consistent with those paid in state government or, if services are not available in state government, the rates shall be consistent with those paid if the services were purchased in the labor market. In estimating donated match, a rate must be established at the time of application for each prospective individual donating his/her services. A resume for each worker must be included with the application if the rates charged are above the minimum wage rate. The time donated will be supported by daily time records, which indicate the time worked, the work performed and be signed by the employee and the supervisor (a sample timesheet is included in this manual).
- Donated Equipment or Material. Equipment may be used as match if included in the final application. The use of donated equipment and material must be documented. The SHPO can provide sample forms. Donated services, equipment or material are not eligible for reimbursement as if they were cash expenditures. They may be used as match only.

CHAPTER 7

Completion And Reimbursement

Funds will be disbursed to the grant recipient only on a reimbursement basis. Requests for reimbursement must include documentation of both federal and match portions of the grant. Reimbursement shall not exceed the amount of the grant award. No advances shall be made under any circumstances. Please also refer to the chapter on allowable and unallowable costs.

Project coordinators who are part of large institutions should assure that the appropriate personnel are advised of documentation requirements at the beginning of the project work.

1. EXPENDITURE DOCUMENTATION

All documents and supporting entries on the accounting records must be available for inspection by authorized representatives of the U.S. Department of the Interior and the Department of History, Arts and Libraries. All such records must be retained for inspection for three years after the federal reimbursement has been received or until all claims or audit findings have been resolved. Grant projects that cross the September 30/October 1 fiscal year ending will be required to submit the following by September 15:

- A progress report on work accomplished and any completed products.
- A summary of all expenditures through September 30 by cost category and by federal and matching share.
- Copies of invoices, time sheets, and canceled checks.
- All bidding documents for subcontractors must have been approved and a signed copy of the contract with the subcontractor submitted.

At the end date of the contract, the grant recipient shall submit to the SHPO the following:

- Copies of the completion report (as described below).
- A Request for Reimbursement form (see appendix).
- Copies of all invoices, time sheets and canceled checks (see below).

A special project account should be established for each project for auditing purposes. The account should be opened as a single purpose checking account or, in governmental sub-units, through a separate cost account. Copies of canceled checks, time sheets, vouchers, and similar documents shall be used to substantiate expenses. Please group each set of documentation, matching the checks with their corresponding invoices. Attach a summary to each set of documentation itemizing the material such as:

Description	Amount
LABOR:	
Douglas Quaid-Hauser: 200 hours @ $10 per hour	**$2,000**
SUPPLIES:	
John Kimble Photography (film): 10 rolls @ $5 per roll	**$50**
Schaeffer Photo Processing (processing): 10 rolls @ $10 per roll	**$100**
	$2,150

2. SALARIES AND WAGES

Paid

A grant recipient shall submit proof of expenditures (canceled checks) for salaries and wages. This will include in-kind services. Time spent on the project must be documented by time sheets, and the time sheets must be approved by the project coordinator

Donated

Donated time spent on the project must be logged by means of time sheets. Time sheets must indicate work performed and the days and hours worked, and must be signed by the employee and the project director.

Professors who work on a project during the summer and are not paid by a university during this period must consider their time to be donated and must therefore keep timesheets. This time will be exclusive of fringe benefits and indirect costs.

All donated time to be used toward reimbursement must have been approved in the final application. Any pay rate more than minimum rate must be justified in the final application.

Fringe benefits or indirect costs cannot be computed on donated time.

3. SUPPLIES/CONTRACTS

Paid

Itemized invoices must be submitted and supported by copies of canceled checks. If a printout is used, it must be itemized so that all costs can be tracked. Invoices and canceled checks to consultants must be submitted. Cash purchases must be supported by invoices. If invoices are not attainable, itemized purchase orders or check requests from your agency must be submitted. The supporting purchase order or check request must describe each item and its price.

The grant recipient must perform a cost analysis for all purchased supplies.

Value of Proposed Contract	Award Process Required
$0 - $499.99	Competition not required but encouraged
$500 - $4,999.99	Documentation of competitive pricing through phone, mail, personal shopping, fee schedules. Must use " Documentation of Contract Award" process. If a proposal with a work statement is required, "Small Dollar" RFP process must be used.
$5,000 - or more	"Small Dollar" RFP process required; formal process optional.

Donated

Donated equipment and supplies must be listed separately. There must be a letter from the donor (not the grant recipient). This letter shall describe the type of material donated, source of material, rate charged, and a statement on how the value was assigned. All donated supplies or equipment to be used toward reimbursement must have been approved with the final application. Forms for verifying donation may be obtained from the SHPO.

4. TRAVEL

Documentation of travel expenses must be maintained throughout the project. The documentation shall include name of employee, dates of travel, amount of travel, expenses incurred, nature of travel and canceled checks as proof of payment for travel.

If standardized travel rates are used, these should be consistent with the standard state travel rates for mileage, meals and lodging. A paid bill must support lodging charges. Travel charges may only be charged to a project if a project representative is in travel status. Gasoline receipts shall be provided if gasoline costs are to be charged to the grant. Gasoline costs cannot be charged in addition to mileage for the same trip.

5. INDIRECT COST

An indirect cost rate approval letter from your primary federal funding agency must be submitted. For universities using both off-campus and on-campus rates, a determination of where the majority of the work will be performed and the appropriate rate charged. Two different rates cannot be charged for the same project. Indirect cost is limited to the university's rate or 20 percent whichever rate is the lowest.

6. COMPLETION REPORTS AND MATERIALS

Completion reports materials must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (copies available from the Michigan Historical Center). The content of such reports will be specified in the contract.

All completion reports/materials must be submitted to the State Historic Preservation Office by the contract end date. For historical/architectural surveys an exit conference to review the completion report/materials will be scheduled by the grant recipient with the appropriate staff. Historical/architectural survey data must be integrated into the state system prior to the contract end date.

HISTORICAL AND ARCHITECTURAL SURVEYS

- All survey work must meet the requirements set for in the Manual for Architectural and Historical Surveys in Michigan.
- A completed district site record in the Ruskin database for each district identified during the survey, which shall include minimum items of information appropriate to the type of survey conducted.
- A completed site record in the Ruskin database for each historic resource identified during the survey, which shall include minimum items of information appropriate to the type of survey conducted, whether or not they are found in a district.
- One CD of digital images that meets the criteria described in *Appendix G: Photograph Technical Requirements* of this manual.
- Readable maps representing of the areas surveyed and indicating the accurate location of all sites and districts recorded during the survey.
- A final report that meets the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and shall include the following sections: title page, credits and credentials; overview statement, research design, project area surveyed, acres surveyed, property totals, data location, previous surveys, contexts, property types, categories of information and bibliography, post field work evaluations, assets and problems encountered, planning needs summary, list of properties, and summary statement. The Michigan Historical Center retains the right to have the grant recipient submit its final report while it is still in draft form for editing and correction. All research materials shall be transferred to the Michigan Historical Center as part of the final submission.

NATIONAL REGISTER NOMINATIONS

National Register nominations for non-archaeological properties do not require completion reports. Instead, completed nominations with photographs, digital images, maps, and research materials are submitted by the Grantee. Applicants should refer to the SHPO's National Register-specific materials **www.michigan.gov/nrhp**. Here you will find downloadable guidelines, forms, instructions, policies, and more – including a sample nomination.

PLANNING AND PUBLIC EDUCATION

Because projects are diverse, a grantee working in the areas of planning documents, public education, or restoration planning should consult the Michigan Historical Center and the contract with the Department of History, Arts and Libraries to determine the nature of the completion report/materials.

ARCHAEOLOGICAL PROJECTS

Every archaeological project must result in a report meeting the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation. In addition, each report will include a table of contents, a list of tables, figures and plates, a report abstract, and list of references. Reports must be in American Antiquity style (see American Antiquity, 1979, 44:193 205).

Collections shall be catalogued and protected from deterioration. Collections and accompanying records must be curated in a repository meeting the Secretary of the Interior's Standards and Guidelines for Archaeological Documentation. Curation and exhibition costs are an allowable expense only for the duration of the grant.

ARCHAEOLOGICAL SURVEY ("PHASE I") PROJECT SPECIFICATIONS

- A title for the report
- The names of the author or authors of the report, field director and crew members, when the field work was done, and project sponsors
- Brief history of the project, including a statement on the purpose of the investigation and the research questions being addressed
- Description of the project area and its general environmental setting, including an exact location of the project area and its acreage
- Description of previous research in the area, including previously known or reported sites, a statement of whether or not they were visited, and their current status
- Description of the research design, methodology, and field and laboratory techniques employed during the survey
- List of sites discovered during the survey identified with site numbers (e.g., 20SA670), and a description of each site, including a brief evaluation of its size, cultural significance and physical condition, and its exact location marked on a map. Site numbers should be obtained from the Office of the State Archaeologist prior to report writing.
- Descriptions and illustrations of diagnostic artifacts
- Interpretations and conclusions derived from the survey work
- Make a preliminary assessment of each site for its National Register potential. Make recommendations for further research (e.g. test excavations) and management of the cultural resources within the project area (e.g. soil stabilization, acquisition, changes in land use, etc.)
- Catalog of all artifactual material recovered during the survey; the location of the permanent repository for the collections, survey notes, photographs, etc
- A map or maps showing the exact location(s) of the parcel(s) surveyed. Ideally, this should be a photocopy of a USGS quadrangle with the precise area(s) surveyed distinctly marked.
- A credit and civil rights statement as required in the contract

ARCHAEOLOGICAL TESTING ("PHASE II") PROJECT SPECIFICATIONS

Archaeological testing projects are designed to provide enough documentation to determine if a site is eligible for the National Register. After field work has been completed, a meeting with the Office of the State Archaeologist staff is required to determine which of the tested sites

appear to meet the criteria for listing on the National Register. Nomination documents must be prepared for any site identified as eligible.

Reports on projects involving excavation or limited testing will follow the general outline given for survey projects, with these additions:

- Discussion of methodology shall include methods used for artifact analysis. All artifacts shall be described and evaluated, as should be other cultural remains such as floral remains or human skeletal remains. All radiocarbon dates shall be listed.
- The description of each site shall include the precise boundaries, acreage, depth, and stratigraphy of the site. Features and artifacts shall be described. The condition of the site, including sources and degree of disturbance, both natural and human, shall be discussed. The presence of unanalyzed material with research potential (e.g. charcoal, faunal remains, historical records, etc.) shall be noted.
- Interpretation of findings shall address topics such as the age of the site, cultural identity, and site function. Significance must be assessed in terms of site integrity, research potential, and comparison with similar sites in the region.
- A recommendation as to whether the site meets the criteria for listing on the National Register shall be justified by supporting arguments.
- Graphics shall include, but not be limited to, a photocopy of a USGS topographic map showing the precise location of each site; site maps showing boundaries, relationships to landmarks and topography, excavation units and features; and illustrations of representative samples of stratigraphic profiles, features and artifacts.
- If the site is evaluated as potentially eligible for the National Register, management recommendations should address the property owner's plans for the land and his or her attitude toward protection of the site. Potential threats should be noted, and suggestions for enhancing site protection should be made.
- The following items should be placed in an appendix:
    - The precise location of the site
    - Maps showing the precise location
    - The property owner's name, address, telephone and fax number(s), and email address (if applicable)
- Include nomination forms for any sites believed, after consultation with the Office of the State Archaeologist of Michigan Historical Center, to be eligible for listing in the National Register of Historic Places. For instructions on the completion of National Register nomination forms see *Guidelines for Completing National Register of Historic Places Forms* published by the U.S. Department of the Interior.

Completion Report Checklist

- ☐ National Register title and address of National Register eligible or listed property
- ☐ Project number
- ☐ Name and address of subgrantee
- ☐ Final project cost breakdown – including total project cost and approved federal share
- ☐ Donor, source, kind, and amount of other federal and non-federal funds applied
- ☐ A project evaluation, including any unusual techniques, problems, or circumstances
- ☐ Reports received from consultants, including any test results
- ☐ If applicable, a copy of all GIS data generated during the course of project
    - o Data shall be furnished to the SHPO in a shapefile format
    - o The subgrantee shall consult with the SHPO at the close of the project to determine the final format prior to transfer to the SHPO.
- ☐ Consult grant contract for list of project specific materials to be submitted with completion report

FY09 CLG Grants – Community-Based Planning Scoring Criteria

Project Name: _____

Applicant: _____

CRITERIA			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project supports cultural economic development activities such as partnering with community arts organizations, space for an art center or activities supporting the performing arts.	10	
	3)	Demonstrates how planning product will be incorporated into community master planning.	25	
	4)	Project is intended to generate future preservation opportunities such as National Register nominations, local historic districts, historic district ordinance, tax credit applications, community awareness, or other activity to manage and protect historic resources.	25	
	5)	Project yields planning documents for areas of the community experiencing developmental pressure or disinvestment, or focuses on areas having a high probability of eligible resources.	15	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG GRANTS – Identification Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project supports cultural economic development activities such as partnering with community arts organizations, space for an art center or activities supporting the performing arts.	10	
	3)	Intensive level survey that includes, or is the first phase of a plan that results in, nominations to the National Register of Historic Places, a study committee report, or establishes National Register eligibility of HUD targeted neighborhoods.	20	
	4)	Yields survey data for areas of the community experiencing development pressure or disinvestment, or focuses on areas having a high probability of eligible resources.	15	
	5)	Addresses mid-century modern resources (1940-1970).	10	
	6)	Addresses the themes and/or resources determined threatened or under-documented such as agriculture, industry, archaeology, education, depression era, and post-World War II resources, historic landscapes, recreation/entertainment.	10	
	7)	Intensive level survey where results will be incorporated into the community master plan and local GIS.	10	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG Grants – Public Education Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project increases the knowledge, understanding and appreciation for mid-century (1940-1970) modern resources.	10	
	3)	Product will appeal to and be marketed to a broader audience than the applicant community.	10	
	4)	Project has a clearly defined scope of work, audience, and a mechanism for distribution.	10	
	5)	Project results in a printed publication available to the public.	10	
	6)	Project includes web-based, public access or alternative distribution methods.	10	
	7)	Product will have continued use beyond grant period.	10	
	8)	Promotes better understanding and implementation of the *Secretary of Interior's Standards for Rehabilitation*.	10	
	9)	Targets K – 12 schools or other youth oriented programs.	5	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG Grants – Registration Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project supports cultural economic development activities such as partnering with community arts organizations, space for an art center or activities supporting the performing arts.	10	
	3)	Project Includes: (maximum of 20 points – categories are mutually exclusive)		
		District Nomination	20	
		Multiple Property Nomination with at least one district	20	
		Multiple Property Nomination with no district	15	
		Individual Property Nomination	10	
		Archeological Property Nomination	5	
	4)	Project nominates mid-century (1940-1970) modern resources.	10	
	5)	Addresses the themes and/or resources determined threatened or under-documented such as agriculture, industry, archaeology, education, depression era, and post-World War II resources, historic landscapes, recreation/entertainment.	20	
	6)	Demonstrates that project information will be integrated into the community master plan and local GIS.	10	
	7)	Yields Nomination(s) for areas of the community experiencing developmental pressure or disinvestment.	5	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG GRANTS – Identification Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project supports cultural economic development activities such as partnering with community arts organizations, space for an art center or activities supporting the performing arts.	10	
	3)	Intensive level survey that includes, or is the first phase of a plan that results in, nominations to the National Register of Historic Places, a study committee report, or establishes National Register eligibility of HUD targeted neighborhoods.	20	
	4)	Yields survey data for areas of the community experiencing development pressure or disinvestment, or focuses on areas having a high probability of eligible resources.	15	
	5)	Addresses mid-century modern resources (1940-1970).	10	
	6)	Addresses the themes and/or resources determined threatened or under-documented such as agriculture, industry, archaeology, education, depression era, and post-World War II resources, historic landscapes, recreation/entertainment.	10	
	7)	Intensive level survey where results will be incorporated into the community master plan and local GIS.	10	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG Grants – Public Education Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project increases the knowledge, understanding and appreciation for mid-century (1940-1970) modern resources.	10	
	3)	Product will appeal to and be marketed to a broader audience than the applicant community.	10	
	4)	Project has a clearly defined scope of work, audience, and a mechanism for distribution.	10	
	5)	Project results in a printed publication available to the public.	10	
	6)	Project includes web-based, public access or alternative distribution methods.	10	
	7)	Product will have continued use beyond grant period.	10	
	8)	Promotes better understanding and implementation of the *Secretary of Interior's Standards for Rehabilitation*.	10	
	9)	Targets K – 12 schools or other youth oriented programs.	5	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

FY09 CLG Grants – Registration Scoring Criteria

Project Name: _____

Applicant: _____

			MAXIMUM POINTS AVAILABLE	TOTAL POINTS RECEIVED
CRITERIA	1)	Project is being undertaken in association with one or more of these priority programs: Resource Identification and Designation in support of economic development activities; project focuses on traditional downtown revitalization.	25	
	2)	Project supports cultural economic development activities such as partnering with community arts organizations, space for an art center or activities supporting the performing arts.	10	
	3)	Project Includes: (maximum of 20 points – categories are mutually exclusive)		
		District Nomination	20	
		Multiple Property Nomination with at least one district	20	
		Multiple Property Nomination with no district	15	
		Individual Property Nomination	10	
		Archeological Property Nomination	5	
	4)	Project nominates mid-century (1940-1970) modern resources.	10	
	5)	Addresses the themes and/or resources determined threatened or under-documented such as agriculture, industry, archaeology, education, depression era, and post-World War II resources, historic landscapes, recreation/entertainment.	20	
	6)	Demonstrates that project information will be integrated into the community master plan and local GIS.	10	
	7)	Yields Nomination(s) for areas of the community experiencing developmental pressure or disinvestment.	5	
		TOTAL POINTS	100	

Comments: _____

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Reviewer Signature: _____ Date: _____

The Secretary Of The Interior's Standards For Rehabilitation

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historic development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historical features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence or structures.
7. Chemical or physical treatments, such as sandblasting, which cause damage to historic materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Professional Qualifications For Project Director (36 CFR 61)

- **HISTORY**

  The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following:

  1. At least two years of full time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or
  2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

- **ARCHAEOLOGY**

  The minimum professional qualifications are a graduate degree in archaeology, anthropology, or closely related field plus:

  1. At least one year of full time professional experience or equivalent specialized training in archaeological research, administration, or management;
  2. at least four months of supervised field and analytic experience in general North American archaeology; and
  3. Demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historical archaeology shall have at least one year of full time professional experience at a supervisory level in the study of archaeological resources of the historic period.

- **ARCHITECTURAL HISTORY**

  The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following:

  1. At least two years of full time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
  2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

- **HISTORICAL ARCHITECTURE**

  The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following:

  1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field; or
  2. At least one year of full time professional experience on preservation projects. Such graduate study or experience shall include detailed investigation of historic structures, preparation of historic structures, research reports, and preparation of plans and specifications for preservation projects.

Instructions for
U.S. Department of Interior form DI-2010

Certification Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying

- Subgrantees (Lower Tier Participants) must complete Part B.
  - If the subgrantee is an organization, Part C must also be completed.
  - If the subgrantee is an individual, Part D must also be completed.

NOTE: Part C contains two sections, both of which must be completed if Part C applies.

- The subgrantee authorized certifying official must complete the signature section of this form located after Part E.

NOTE: U.S. Department of the Interior form DI-2010 follows. This form cannot be altered, amended, changed, or modified in any way.

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

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CHECK____IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

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CHECK____IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK___IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about--
(1) The dangers of drug abuse in the workplace;
(2) The grantee's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

_____

_____

_____

Check___if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK___IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK____IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS $100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK___IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF $150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING $100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

Michigan Department Of History, Arts And Libraries Historic Preservation Personnel Log

Historic Preservation Project Timesheet

Name:			
Project Name:			
Project Number:			
Date	**Work Description**	**Preservation Project Hours**	**Non-Preservation Project Hours**
Total Hours Worked			
x Rate Per Hour			
Total Value of Labor			
			/ /20
Employee Signature			Date
			/ /20
Supervisor Signature			Date

Request For Reimbursement Instructions

1. Reimbursement requests must include the following:

    - The name of the Historic Preservation Fund project
    - The project number
    - The name of the grant recipient
    - The address where the check should be mailed
    - The amount of the grant award
    - The amount of the reimbursement request
    - The amount of the grant award less the amount of the reimbursement request
    - The total matching share for this reimbursement request
    - The source of the matching share.
        - Indicate the source of the cash match, e.g., city general fund, private funds, Community Development Block Grant funds, etc.)

2. Any request for reimbursement must be accompanied by documentation of both the federal and matching shares. Documentation should include an itemization of expenditures, copies of canceled checks or other proof of payment, timesheets, and invoices. The final completion report and/or other finished product must accompany the request for final payment. In the case of a partial payment, a progress report will be required.

    This form must be signed by the person who signed the contract or the chief financial officer. The federal identification number must be included. Payment cannot be processed without it.

Michigan Department Of History, Arts And Libraries Historic Preservation Reimbursement Request

Project Name:			
Project Number:			
Name of Grant Recipient:			
Address to which reimbursement check should be sent:			
	STREET ADDRESS		
	STREET ADDRESS		
	CITY	STATE	ZIP CODE
Federal ID Number:			
			- HAL USE ONLY -
Grant Amount	$	***Verified:***	
Amount of this Request	$	***Verified:***	
Grant Balance	$	***Verified:***	
Total Matching	$	***Verified:***	
Source of Matching Share:			

Attachments:

☐ Itemization of Expenditures ☐ Copies of Invoices

☐ Copies of Cancelled Checks ☐ Progress or Completion

I certify that all expenditures for the above project have been made during the duration of the contract, are relevant to the project and do hereby request reimbursement. No federal funds have been used as match for the project unless authorized as part of the approved grant budget. Matching funds have not been used to match any other federally assisted project.

Signature of Responsible Officer *Date* *Teleph*

State Historic Preservation Officer *Date* *SHPO Grants Manager* *Date*

Photograph Technical Requirements and Additional Information

- **Printed Photograph Requirements**
  - Printed photographs must only be printed on photographic paper. Regular copy or office paper is unacceptable.
    - **NOTE**: Either matte or gloss finish is acceptable for SHPO photographs.
    - **NOTE**: Only glossy finish is acceptable for NPS photographs.
  - Printed photographs shall be printed in accordance with the requirements outlined in the individual sections of this manual. Where no specific size is given photos shall be no smaller than 4" x 6".
  - Photographs must be labeled with the following information:
    - Name of property/grant application
    - Photograph number
    - Date of photograph
    - Description of view (e.g. east side, facing south, etc)
    - Brief description of what is shown
  - Photographs must only be labeled on the reverse side of the photograph. Do not write on, or label, the front of the photograph.
  - Photographs must not be mounted or affixed by any means (staples, tape, glue, etc.) to any surface.
  - Photographs may be placed in sleeves or photo pages.
  - Keyed to a site plan, floor plan, or sketch map, when applicable.

- **Digital Image Requirements**
  - Digital images must be taken at a minimum resolution of 300 ppi (pixels per inch), and have dimensions of at least 1200 x 1600 pixels.
  - Digital images must be burned/written to a CD in uncompressed TIFF format.
  - Images burned/written to a CD must be labeled according the following format: **County_City/Town_Historic District Name (if applicable)_Property Name_Image Number.tiff** Example: Ingham_East Lansing_Grevstad House_01.tiff

- **Additional Information**
  - Photographers should note the locations or viewpoints from which "before" photographs are taken. Doing so will better facilitate "after" views matching "before" views, as is required.
  -
  - Avery labels 5163 (2" x 4" Shipping Labels) work well for labeling photographs.
    - **NOTE**: The National Park Service's National Register of Historic Places program will not accept photographs with adhesive labels. Please make the appropriate accommodations when submitting photographs that will be used in a National Register nomination.
  - For a comprehensive guide and useful links regarding digital images, you can access the National Park Service's *National Register of Historic Places and National Historic Landmarks Survey Photo Policy Expansion, March 2005* at **www.nps.gov/history/nr/policyexpansion.htm**.

Civil Rights Manual For The Historic Preservation Fund Program In Michigan

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This publication has been financed with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views and policies of the Department of the Interior. This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age or handicap in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office for Equal Opportunity
National Park Service
P.O. Box 37127
Washington, D.C. 20013-7127

CIVIL RIGHTS REQUIREMENTS

Introduction

These procedures are issued under the authority of Title VI of the 1964 federal Civil Rights Act, and the State of Michigan Executive Directive 1979-4. It is the policy of the State of Michigan to afford all Michigan citizens full and equal employment benefits provided by federal- and state-supported programs and services, without discrimination based upon race, color, creed, religion, national origin, age, sex or handicap.

It is appropriate that the State of Michigan, in fulfilling that policy, assure compliance with the non-discrimination provisions of state and federal laws whenever grant funds are awarded and used. It is further appropriate that the state not enter into any contract or agreement, not fund or serve as a conduit for funding, for programs which may have the effect of creating or perpetuating patterns of discriminatory practice.

All recipients of state grants and federal grants passing through the Department of History, Arts and Libraries are therefore required to file a statement pledging that there is a reasonable representation of minority group individuals and women in all levels of their work forces and that there exists equal opportunity to participate in and enjoy the benefits of all programs and activities without regard to race, color, religion, national origin, age, sex or handicap.

Subgrantees receiving sums of $25,000 or more or employing twenty-five persons or more will also be required to complete a written Equal Employment Opportunity Plan.

Enclosed are instructions for completion of the Civil Rights forms that must accompany an application for a Historic Preservation grant.

If it is determined at any time that an applicant is not in compliance with the equal opportunity standards established by law, the application will be rejected or the contract terminated.

Definitions (As used in this document:)

Subgrantee:	Any public or private agency, organization or contractor, to whom state or federal funding is extended through the Department of History, Arts and Libraries.
Contractor:	All contractors, vendors, subcontractor, and suppliers providing goods or services directly or indirectly to a subgrantee.
Minority persons:	***American Indians or Alaskan Natives:*** Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition; ***Asian or Pacific Islanders:*** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, and Samoa; ***Blacks:*** Persons having origin in any of the black racial groups of Africa; ***Hispanics:*** Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
White persons:	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Program, activity or service:	Any function conducted by any unit of the subgrantee or contractor receiving funds through the Department of History, Arts and Libraries.
Population base:	The relevant population for the area from which the work force is drawn (e.g., county, municipality, or geographic area).

Handicap:	A determinable physical or mental characteristic of an individual or the history of the characteristic which may result from disease, injury, congenital condition of birth or functional disorder which characteristically is unrelated to the individual's ability to perform the duties of a particular job or position, or is unrelated to the individual's qualifications for employment or promotion, or is unrelated to the individual's ability to utilize and benefit from a program. Qualified handicap includes a handicapped person who, with reasonable accommodation, can perform the essential functions of the job in question.

What Must Be Submitted With The Application

1. **Recipients employing fewer than twenty-five (25) employees or receiving less than $25,000 are required to submit the following reports to the Department of History, Arts and Libraries with the application:**
   - The Work Force Status Report (Appendix A)
   - The Affirmation of Equal Opportunity (Appendix B)

2. **Recipients employing twenty-five (25) or more persons or receiving $25,000 or more are required to submit the following reports with the application:**
   - The Work Force Status Report (Appendix A)
   - The Affirmation of Equal Opportunity (Appendix B)
   - Work Force Analysis (Appendix C)
   - An Equal Employment Opportunity Plan (Appendix D)

3. **Additional Responsibilities**
   A subgrantee's responsibilities include requiring its contractors to file a Work Force Status Report and an affirmation of Equal Opportunity.

4. **Alternative Compliance**
   A subgrantee who has obtained a current Certificate of Awardability from the Michigan Department of Civil Rights (MDCR) may fulfill the minority and female reporting requirements of these procedures by submitting a copy of the Certificate to the SHPO, Department of History, Arts and Libraries.

5. **Preservation of Records**
   Each subgrantee/contractor is required to keep employment and other records used in preparation of the above reports for not less than six months beyond the end date of the contract and to permit access to records by the SHPO of the Department of History, Arts and Libraries, MDCR, or the Office of Equal Opportunity to ascertain compliance with Executive Directive 1979-4 and Title VI of the Civil Rights Act.

6. **Reporting Requirements**
   Failure to file timely, complete and accurate documents as described above constitutes presumptive noncompliance with the obligations of recipients under Executive Order 1979-4 and Title VI of the 1964 Civil Rights Act and may be a basis for the imposition of sanctions authorized under Executive Directive 1979-4 and Title VI of the 1964 Rights Act.

Equal Opportunity In The Provision Of Services, Activities And Programs

1. **Prohibited Discriminatory Actions**
   No person in the State of Michigan shall, on the grounds of race, color, religion, national origin, age, sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any contract, program or activity funded in whole or in part with funds made available through any state agency. Prohibited discriminatory actions include, but are not limited to, the following:
   - Deny any service or other benefit provided.
   - Provide any service or other benefit to a minority, female or handicapped person that is different, or is provided in a different form, from that provided to the majority, unless

such action is necessary to provide qualified handicapped persons with benefits or services provided to others.

- Treat a minority, female or handicapped individual differently from others in determining whether the person satisfies any admission, enrollment, eligibility, membership, or other requirement that persons must meet in order to provide any service or other benefit.
- Deny any person an equal opportunity to participate as an appointed member of a planning or advisory body involved in administering state or federal funds.

2. Site Selection

Each subgrantee/contractor shall, make selections of site and location of facilities that are available to all individuals without regard to race, color, religion, national origin, age, sex or handicap.

3. Imbalance in Services

Each subgrantee/contractor shall take action to improve any imbalance in services or facilities provided to any geographic area or specific group in order to overcome the effects of prior discriminatory practice.

Equal Opportunity In Employment

1. General

In any program or activity funded in whole or in part with public funds, each subgrantee/contractor shall not directly or indirectly subject any individual to unlawful discrimination on the basis of race, religion, color, national origin, age, sex or handicap in its employment practices. These practices include recruitment, recruitment advertising, hiring, lay-off, termination, up-grading, demotion, transfer, rates of pay or other forms of compensation, use of facilities, and all other terms and conditions of employment.

2. Employment Selection Procedures

MDCR, in carrying out its responsibilities under the Michigan Constitution and Act No. 453 of the Public Acts of 1976, has adopted and promulgated the Guidelines on Employee Selection Procedures as published by the U.S. Equal Employment Opportunity Commission (EEOC), to assist in establishing and maintaining equal employment opportunities. Among other things, these guidelines forbid the use of employee selection practices (e.g., tests, minimum educational levels, experience) which disqualify a disproportionate number of minorities or women for employment and which are not related to job performance.

3. Sex Discrimination

MDCR has adopted and promulgated guidelines on sex discrimination as published by EEOC. Among special requirements relating to equal opportunity for women are:

- There shall be no distinction based upon sex in employment opportunities, wages, hours, the granting of fringe benefits, leave, mandatory or optional retirement age, and other terms and conditions of employment.
- Medically verifiable disabilities caused or contributed to by pregnancy, miscarriage, therapeutic abortion, childbirth, and recovery shall be treated as temporary disabilities under any health or temporary disability insurance policy or sick leave plan. Written and unwritten employment policies and practices involving matters such as the commencement and duration of leave, the availability of extensions, the accrual of seniority and other benefits, reinstatement, and payment under any health or temporary disability insurance policies or sick leave plans, shall be applied to pregnancy disability or childbirth in the same way as they are applied to other temporary disabilities.
- Advertisements for employment in newspapers and other media must not express a sex preference. The placement of an advertisement in columns “male” or “female” is considered to be a discriminatory limitation.
- Nothing in these procedures shall prohibit the hiring of employees of one sex, provided sex is an established bona fide occupational qualification, as provided under section 208 of Act No. 453 of 1976. A bona fide occupational qualification will be interpreted narrowly. The assumption that women are not aggressive or that co-workers or

customers prefer one sex or the other does not establish a bona fide occupational qualification.

4. **Religious Discrimination**
MDCR has adopted and promulgated guidelines on religious discrimination, requiring in part that employers make "reasonable" accommodations to the religious needs of employees and applicants for employment. These procedures shall not apply to a religious corporation, association or society with respect to the employment of an individual of the same religion to perform work connected with carrying on its religious activities.

5. **National Origin**
MDCR has adopted and promulgated guidelines on national origin discrimination. In addition to the protection guaranteed to all minorities, requiring proficiency in the English language where it is not a requirement for satisfactory performance on the job is prohibited.

6. **Age**
A subgrantee or contractor shall not refuse to hire, and shall not otherwise discriminate against, a person with respect to employment because of the age of that person, except as otherwise provided by law.

7. **Handicap**
With regard to handicapped persons:
- Under the obligations imposed by Executive Directive 1979-4, each subgrantee is required to take specific action to employ and advance in employment qualified handicapped individuals at all levels of employment, including the executive level. Specific action shall apply to all employment practices, including but not limited to: hiring, upgrading, demotion or transfer; recruitment or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship.
- Each subgrantee shall evaluate its total selection process, including training and promotion, to ensure freedom from stereotyping handicapped persons in a manner that limits their access to all jobs for which they are qualified.
- If a physical or mental job qualification requirement is used in the selection of applicants for employment or changes in employment status such as promotion, demotion or training and to the extent that the requirement tends to screen out qualified handicapped individuals, the requirement shall be related to the specific job for which the individual is being considered. The subgrantee shall bear the burden of demonstrating that it has complied with the requirements of this paragraph.
- Each subgrantee must make reasonable accommodations for the physical and mental limitations of an employee or applicant, unless the contractor can demonstrate that such accommodations would impose an undue hardship. In determining the extent of these accommodation obligations, business necessity and financial cost among other factors may be considered.

Funding Approval

1. **Condition of Approval of EEO**
The execution or renewal of any contract awarding a grant covered under Executive Directive 1979-4, shall be conditioned upon written approval of the subgrantee's EEO Affirmation or the Equal Opportunity Plan.

2. **Review of Reports and Program Proposals**
The SHPO of the Department of History, Arts and Libraries has primary responsibility to review and accept or reject the reports and program proposals submitted by each subgrantee.

3. **Review of Remedial Action**
When the subgrantee/contractor who employs more than 25 employees or receiving grants of $25,000 or more has areas of underutilization that require a written plan, the SHPO will

review any remedial action which the recipient proposes to take to determine whether the requirements of Executive Directive 1979-4 have been met.

- When the requirements appear to have been met, the recipient will be notified of acceptance on the condition that the proposed corrective action will be taken.
- When the recipient fails to submit a required plan or submits a plan that does not meet the requirements of Executive Directive 1979-4, the SHPO will notify the recipient that the plan (or lack thereof) is not acceptable, specifying each area of deficiency. If necessary, assistance shall be provided to the recipients in revising the plan to meet the Executive Directive.

4. Review On-site

On-site compliance reviews of a subgrantee/contractor's program may be scheduled by the SHPO pending or following acceptance of a plan. Priority shall be given to any subgrantee that excludes handicapped persons or that has a significant disparity between the percentage of minorities and women in the population area and the percentage in the recipient's work force.

5. Alternative in Event of Noncompliance

When the SHPO and the subgrantee/contractor cannot agree on a mutually acceptable plan, the SHPO may:

- Declare the subgrantee/contractor unawardable and proceed as in any determination of nonperformance under the contract.
- Notify MDCR that the SHPO and the subgrantee are unable to resolve their differences. Written notice to that effect will be served on the subgrantee by the SHPO.
- Staff from MDCR will review the file, consider any additional information either party cares to submit, and offer assistance in resolving the differences in a final effort to secure voluntary compliance. Whenever an amicable resolution cannot be achieved, MDCR will issue a written determination to the SHPO that the subgrantee/contractor is or is not in compliance. Thereafter, either party may petition MDCR for a Hearing as provided for in the rules of the Michigan Civil Rights Commission.

Instructions For Work Force Status Report

1. Every subgrantee shall submit a report on the status of the present work force to the SHPO (see next page). The report shall include the following information:
   - Current total number of employees, and the numbers of minority, female and handicapped employees in all levels of employment.
   - The percentage of minority and the percentage of female employees in all levels of employment.
   - The total number of employees, and the numbers of minority, female and handicapped employees hired and/or terminated for any reason within the preceding 12 months.
   - A calculation of the percentage of minorities in the population and women in the work force for the geographic area from which employees are drawn, based on figures obtained from the Michigan Employment Security Commission or an equally reliable source. The basis for establishing the geographic area must be included.
   - A comparison of the available percentage of minorities and females (d. above) and the percentage of minorities and women among the total employees. Reasonable representation for minorities and females means employing a work force that reflects the percentage of minorities and females in the population base at all job levels and in all areas. A subgrantee or contractor whose work force does not meet this standard is required to take remedial action, described in Appendices B or C.
   - Provide the date of the payroll used to obtain the workforce breakdown.
   - Fill in minority population figures for your area by using the Minority Population percentages on pages 43 and 44.
   - Circle each percentage that is less than the minority availability for your area in the "Minority %" column.
   - Circle each percentage that is less than 42 percent, which is the statewide percentages of females in the labor force, in the "Female %" column.
   - Is residence required for employees in the above classification?

2. The subgrantee shall submit the Work Force Status Report to:

   Denise J. Sachau, Grants Manager/Budget Analyst
   State Historic Preservation Office
   Michigan Historical Center
   PO Box 30740
   702 West Kalamazoo Street
   Lansing, Michigan 48909-8240

Work Force Status Report

Minority Population Base _____

Job Category	Total	Black		Hispanic		American Indian		Female		Other Minority		Handicapped	
		M	F	M	F	M	F	Total	%	Total	%	Total	%
Administrative													
Professionals													
Technicians													
Office / Clerical													
Service / Maintenance													
Total													
New Hires													
New Hires Within Last Year													
Terminated													
Wage Range													

Annual Salary	Admini-strative	Professionals	Technicians	Office / Clericals	Service / Maintenance
Minimum					
Maximum					

1. Provide date of the payroll used to obtain the workforce breakdown.
2. Fill-in Minority Population figure for your area.
3. Use the Minority Population percentages on the following pages.
4. Circle each percentage, which is less than minority availability for your area in the Percentage Minority Column.
5. Circle each percentage, which is less than 42%, which is the statewide % of females in the labor force, in the Female column.
6. Is residence required for employees in the above classification?

Name	Date
Organization	

Michigan Population Statistics – By County

Source: 2000 U.S. Census

COUNTY	Total Minority %	% Black	% Hispanic	% American Indian	% Asian American
Alcona	1.4	0.2	0.5	0.5	0.2
Alger	7.9	2.4	0.5	3.3	0.3
Allegan	5.8	1.6	3.2	0.6	0.4
Alpena	1.2	0.1	0.5	0.3	0.3
Antrim	1.9	0.1	0.5	1.2	0.1
Arenac	2.4	0.1	1.1	0.9	0.3
Baraga	12.5	0.6	0.4	11.4	0.1
Barry	1.7	0.2	1.0	0.3	0.2
Bay	5.2	1.1	3.1	0.6	0.4
Benzie	3.5	0.2	1.1	1.9	0.3
Berrien	18.2	15.3	1.7	0.4	0.8
Branch	3.6	1.6	1.1	0.5	0.4
Calhoun	13.8	10.5	2.0	0.5	0.8
Cass	9.9	7.4	1.3	0.9	0.3
Charlevoix	2.5	0.1	0.5	1.7	0.2
Cheboygan	2.9	0.1	0.3	2.2	0.3
Chippewa	18.3	6.2	0.8	10.9	0.4
Clare	1.5	0.2	0.5	0.6	0.2
Clinton	3.2	0.3	2.2	0.4	0.3
Crawford	4.2	2.1	0.6	1.2	0.3
Delta	2.6	0.03	0.3	2.1	0.2
Dickenson	1.4	0.08	0.4	0.5	0.4
Eaton	6.9	3.5	2.4	0.4	0.6
Emmet	3.9	0.5	0.5	2.7	0.2
Genesee	22.9	19.4	2.1	0.7	0.7
Gladwin	1.4	0.7	0.6	0.5	0.2
Gogebic	3.4	1.3	0.4	1.6	0.1
Grand Traverse	2.5	0.4	0.8	0.8	0.5
Gratiot	5.1	0.8	3.8	0.3	0.2
Hillsdale	1.7	0.2	0.9	0.3	0.3
Houghton	3.0	0.4	0.5	0.4	1.7
Huron	1.7	0.06	1.1	0.3	0.2
Ingham	17.7	9.7	4.8	0.6	2.6
Ionia	7.9	5.2	2.1	0.4	0.2
Iosco	4.9	2.1	1.2	0.7	0.9
Iron	1.4	0.03	0.5	0.7	0.2
Isabella	5.1	1.2	1.3	1.8	0.8
Jackson	10.2	7.9	1.5	0.4	0.4
Kalamazoo	12.4	8.8	1.8	0.4	1.4
Kalkaska	1.7	0.07	0.6	0.8	0.2
Kent	12.4	7.9	2.9	0.5	1.1
Keweenaw	0.9	0.06	0.3	0.2	0.4
Lake	14.9	13.3	0.7	0.8	0.1
Lapeer	3.2	0.6	1.9	0.4	0.3
Leelanau	4.1	0.09	1.1	2.7	0.2
Lenawee	8.3	1.5	6.0	0.3	0.5
Livingston	2.3	0.6	0.8	0.5	0.4
Luce	6.2	0.03	0.4	5.7	0.1

COUNTY	Total Minority %	% Black	% Hispanic	% American Indian	% Asian American
Mackinac	16.3	0.04	0.3	15.8	0.1
Macomb	4.0	1.4	1.1	0.3	1.2
Manistee	2.8	0.2	1.5	0.9	0.2
Marquette	4.3	1.6	0.7	1.3	0.7
Mason	3.1	0.5	1.6	0.7	0.3
Mecosta	4.7	2.6	1.0	0.6	0.5
Menominee	1.9	0.02	0.2	1.5	0.2
Midland	3.7	0.9	1.4	0.4	1.0
Missaukee	1.3	0.02	0.5	0.6	0.2
Monroe	3.9	1.7	1.5	0.3	0.4
Montcalm	4.1	1.7	1.6	0.6	0.2
Montmorency	1.2	0.01	0.6	0.5	0.1
Muskegon	16.8	13.5	2.3	0.7	0.3
Newaygo	4.4	1.2	2.5	0.5	0.2
Oakland	11.5	7.1	1.8	0.3	2.3
Oceana	7.6	0.3	6.2	0.9	0.2
Ogemaw	1.4	0.09	0.5	0.7	0.09
Ontonagon	1.6	0.04	0.3	1.2	0.1
Osceola	1.8	0.3	0.7	0.6	0.2
Oscoda	1.2	0.02	0.6	0.5	0.06
Otsego	1.4	0.1	0.3	0.5	0.5
Ottawa	6.3	0.5	4.2	0.3	1.3
Presque Isle	0.9	0.08	0.3	0.3	0.2
Roscommon	1.2	0.2	0.4	0.5	0.1
Saginaw	24.1	17.1	6.2	0.3	0.5
St. Clair	4.5	2.0	1.7	0.5	0.3
St. Joseph	4.4	2.7	0.9	0.4	0.4
Sanilac	2.9	0.09	2.3	0.4	0.1
Schoolcraft	6.8	0.08	0.4	6.2	0.1
Shiawassee	2.5	0.2	1.5	0.5	0.3
Tuscola	3.8	0.8	2.1	0.5	0.4
Van Buren	11.0	6.6	3.2	0.8	0.3
Washtenaw	17.5	11.1	2.0	0.3	4.1
Wayne	43.7	40.0	2.4	0.3	1.0
Wexford	1.7	0.1	0.6	0.7	0.3

CIVIL RIGHTS MANUAL APPENDIX B

Affirmation Of Equal Opportunity

1. The subgrantee/contractor hereby affirms a policy of equal opportunity in employment and participation in and benefit from all programs, activities, and services without regard to race, color, religion, national origin, age, sex, or handicap.
2. The subgrantee/contractor hereby agrees to:
   - Take all remedial steps necessary to correct any under-representation of minorities or women reported on the Work Force Status Report.
   - To achieve a reasonably representative work force at all levels of employment.
   - State in all promotional, and advertising materials that all programs, services, and activities are performed without regard to race, color, religion, national origin, age, sex, or handicap and that in employment practices all applicants shall receive equal consideration.
   - Post, in conspicuous, place, notices setting forth the law on equal opportunity in employment and services. (Posters are available from the SHPO, Department of History, Arts and Libraries or the Michigan Department of Civil Rights.)

Typed Name:	Date:
Signature:	
Title:	
Organization:	

3. The subgrantee shall submit the Affirmation of Equal Opportunity form to:

   Denise J. Sachau, Grants Manager/Budget Analyst
   State Historic Preservation Office
   Michigan Historical Center
   PO Box 30740
   702 West Kalamazoo Street
   Lansing, Michigan 48909-8240

Work Force Analysis

In addition to completing Appendix A and B, a subgrantee/contractor with a contract in excess of $25,000, or employing 25 or more persons is required to prepare the following analysis:

1. The first step in analyzing the present representation of minority and female persons accomplished by completing the Work Force Status Report. If the minority and female work force in all job categories is equal to or exceeds the standard at all levels, no further analysis is required for minorities and women.
2. The first step in providing equal opportunity for handicapped persons shall be a self-evaluation that shall identify any selection, promotion or training programs that exclude or tend to exclude handicapped persons who are otherwise qualified to perform a particular job.
3. Each subgrantee/contractor is required to conduct a continuing program of self-evaluation to ascertain whether any recruitment, selection, or promotional policy directly or indirectly has the effect of denying equal opportunities to minority individuals, women, or handicapped persons.
4. In making the evaluation of employment opportunities, the subgrantee/contractor shall conduct a separate analysis for minorities, women, and handicapped persons. However, all racial and ethnic data collected should be cross-classified by sex to ascertain the extent to which minority women and minority men may be under-utilized.
5. Whenever under-utilization of minorities and women occurs or whenever conditions have resulted in the limited participation of handicapped persons, it will be necessary to identify those policies and procedures which operate to the disadvantage of minorities, women, or handicapped persons. The analysis should include:
    - A review of the employment selection procedures for the preceding fiscal year, including application forms, recruitment methods, interview procedures, test validity, experience/education requirements, and final selection methods to insure that unnecessary barriers do not disadvantage minorities, women, and handicapped persons. The number of individuals by race, sex, national origin, and handicap applying for employment within the preceding fiscal year should be compared with the number of applicants who were offered employment and those who were actually hired. Attention should be paid to the reasons for rejection and the effects on minorities, women, and handicapped persons. If such data is unavailable, the subgrantee should institute a system for the collection of such data.
    - A review of promotion procedures and training programs during the preceding year in order to insure that equal opportunity. The race, sex, age, national origin, and handicap of applicants who made application for promotion or training should be compared with the number who were actually promoted or trained.
    - For handicapped persons, the subgrantee shall invite applicants and employees who believe themselves covered by the Executive Directive and who wish to benefit under the affirmative action program to identify themselves as handicapped. The invitation shall state that the information is voluntary, and will be used only in accordance with the Executive Directive. Refusal to provide the information will not result in adverse treatment. If a handicapped person is identified the subgrantee should seek suggestions from the applicant or employee regarding proper placement and appropriate accommodation.

Equal Employment Opportunity Plan

This section applies to those plan/contractors employing 25 or more or contracts in excess of $25,000 and who have an under-utilization of minorities and females or limited participation of handicapped persons in one or more areas. A written Equal Opportunity Plan shall specifically address the areas of under-utilization for minorities, women or handicapped persons and should include:

1. A plan for the recruitment of minorities women, and handicapped persons based on what is necessary to attract applicants including but not necessarily limited to use of advertising media patronized by women, minorities, and handicapped persons.

2. A statement of the plan's existing employment policies and practices, e.g., testing, experience and education requirements, with particular emphasis on steps which have been taken or will be taken to assure that each is job-related.

3. An evaluation of the effect the policies and practices have on minorities, women, and handicapped persons. Specific attention should be given to transfer and promotion policies and procedures, including credit for departmental seniority that may disadvantage women, minorities, and handicapped persons. Where improvement is necessary, the plan shall set forth the steps that will be taken to assure equal opportunity.

4. The equal opportunity goal is the employment of minorities and women in each job category so that the work force reflects the percentage of minorities and women found in the population base. In establishing goals and timetables for the employment of minorities and women during the life of the contract, the availability for specific job categories may be determined by the following factors:
    - The minority and female population of the labor area surrounding the facility;
    - The availability of minorities and females having requisite skills in an area in which the plan can reasonable recruit;
    - The availability of minorities and females within the work force who may be transferred or promoted.
    - The existence of training institutions capable of preparing minority persons and females in the requisite skills.
    - These goals should be significant, measurable, and attainable. In establishing timetables to meet the goals, the plan or contractor will consider the anticipated expansion, contraction or turnover of the work force. In no case are the goals to be viewed as rigid quotas. The purpose of setting a projected goal is to permit the plan to measure the success of the steps taken to implement equal employment opportunity. Failure to meet a goal should alert the plan that the plan is not working and that additional action is required.
    - Provision for dissemination of the Equal Employment Opportunity Plan to all personnel, applicants, and the general public.

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