



LOUISIANA STATE HISTORIC PRESERVATION OFFICE

FY2025-2026 Historic Preservation Fund Grants Application Information

IMPORTANT DEADLINES

Grant Applications Due at LA SHPO	May 30, 2025
Grant Selection	June 2025
Notice of Award.....	July 2025
Grant Period	October 1, 2025 – September 15, 2026

LA SHPO must receive completed applications by 10:00pm CDT on May 30, 2025

This program receives Historic Preservation Funds. The U. S. Department of Interior prohibits discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age or sex per Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended and the Age Discrimination Act of 1975. If you believe that you have been discriminated against in any program, activity, or facility or if you desire further information regarding Title VI, please write to: The Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

LOUISIANA STATE HISTORIC PRESERVATION OFFICE

MISSION

The Louisiana State Historic Preservation Office (LA SHPO), a component of the Office of Cultural Development, is composed of the Division of Archaeology and the Division of Historic Preservation. The Office of Cultural Development serves the citizens of Louisiana by preserving, supporting, developing, and promoting Louisiana culture, including archaeology, arts, French language, and historic places.

HISTORIC PRESERVATION FUND (HPF) GRANT PROGRAM

Each year, LA SHPO supports **historic preservation-related projects** utilizing an allocation of federal funds from the National Park Service, U.S. Department of Interior. These grants are available to non-profits, educational institutions, historic district commissions, governmental entities, and Certified Local Governments (CLG).

Grants are competitive and project applications are ranked by an independent review panel. Examples of eligible projects are:

- Preparation of National Register of Historic Places nominations
- Completing LA Historic Resource Inventory (LHRI) survey forms
- Documentation of historic resources via NPS Heritage Documentation Programs [Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS)]
- Historic preservation-related education, training, and public information activities
- Development of preservation plans, historic district guidelines, historic structure condition assessments, and feasibility reports for historic resources
- Development of digital content/websites supporting historic resources
- Certified Local Government projects and training programs
- Other projects as identified in Chapter 6 of the 2007 NPS HPF Grants Manual (download at <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>)
- In FY25-26 for Archaeology, preference will be given to the Poverty Point World Heritage Site for the Poverty Point Station Archaeology Program. The station archaeologist identifies, defines, and designs projects to address priorities that focus on surveying, testing, planning, site protection, and public information in northeast Louisiana.

TYPES OF PROJECTS NOT ALLOWED

While the LA SHPO recognizes the importance of a variety of historic preservation related activities, some types of projects (or work within a

larger project) do not meet the stated program goals for NPS Historic Preservation Fund Grants or the goals and objectives of the LA SHPO. The following are examples of projects that **will not be accepted** for FY 2025-2026:

- Oral Histories
- Onsite signs, physical exhibits, or displays
- Archaeology expenses related to indirect costs, archaeological salvage, archaeological mitigation, entertainment, fines, lobbying, and curation after the end of the project during which artifacts were recovered
- Mitigation activities performed as a condition or precondition for obtaining a federal permit, license, or funding by other federal programs
- Research that does not directly promote one of the NPS HPF Grants Manual program areas AND the goals/objectives of the LA SHPO
- Any project that does not promote historic preservation as identified in the NPS HPF Grants Manual program areas and the goals/objectives of the LA SHPO

FY2025-26 FUNDING PRIORITY

Each year, LA SHPO identifies one area of the LA SHPO State Plans as the priority for historic preservation funding during that fiscal year. The complete plan “2017-2025, *First We Make a Roux: Ingredients for Preservation Partnerships in Louisiana*” can be viewed at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index.

The Preservation Priority for FY25-26 will be **Goal 4, Objectives 4c (surveys) and 4f (NRHP listings)**, focusing on Rural Areas as defined in RS 47:6019, B(1)(e), to complete resurveys of existing districts dating prior to 1990, and new surveys with the potential for future NRHP districts.

Per **RS47:6019, B(1)(e)**, Rural will be defined as:

- (i) A parish of this state with a population of less than one hundred thousand according to the most recent federal decennial census.
- (ii) A municipality of this state with a population of less than thirty-five thousand according to the most recent federal decennial census.
- (iii) An unincorporated area of a parish of this state, which parish has a population of one hundred thousand or more according to the most recent federal decennial census.

For the list of Louisiana rural communities as defined above, see <https://www.crt.state.la.us/Assets/OCd/hp/taxincentives/state-commercial-tax-credit/Rural-Cities-and-Municipalities.pdf>.

Projects related to this priority will receive the highest priority in the grant review process. Examples of this type of projects are:

- Completing new LHRI survey forms for existing rural National Register districts dating prior to 1990;
- Updating LHRI survey forms for existing rural National Register Districts;
- Completing new LHRI survey forms for potential new National Register district nominations in rural areas;
- Completing a National Register district nomination for a previously surveyed rural area.

ADDITIONAL SHPO PLAN PROGRAM AREAS

While priority will be given to projects Goal 4, Objectives 4c (surveys) and 4f (NRHP listings), all proposals relating to ongoing state and/or federally mandated programs and initiatives outlined in the comprehensive plan will be considered. The other goals of the plan are:

Goal 1: Expand Existing Partnerships and Collaborations

Goal 2: Emphasize the Importance of Education and Public Knowledge

Goal 3: Build Visibility

Goal 5: Continue to Build Ways to Identify and Protect Historic Properties

GENERAL GRANT & AWARDS INFO

Federal grants require a minimum 40% non-federal matching funds for the 60% federal grant awarded Funds are distributed on a reimbursable basis, i.e., the recipient makes an expenditure and is subsequently reimbursed for the grant portion of the expenditure after the necessary billing documentation is received, including the required match.

An individual or entity may submit no more than two applications.

Activities funded under this program must be performed in compliance with applicable Secretary of the Interior's Standards for Professionals (see Exhibit B of this document) and shall be conducted under the professional supervision of the LA Division of Historic Preservation.

Applicants are responsible for obtaining landowner consent and all necessary permits if a grant is awarded.

Funding is contingent upon LASHPO's annual appropriation from the National Park Service Historic Preservation Fund and State General Fund appropriation. The number and size of grants will depend on the funding available and on the proposals received. Further, finalization of grants depends on negotiation of a jointly acceptable Grant Agreement, including the Scope of Work.

PROPOSAL REVIEW PROCESS

Proposals will be accepted only if they are complete and meet the requirements listed in this document. LA SHPO reserves the right to reject any or all proposals.

The LA SHPO Grant Review Panel will review all proposals and will

evaluate projects based on the criteria outlined below. Award considerations will be made without regard to race, color, national origin, age, sex, sexual orientation, or disability. The panel's recommendations will then be submitted to the State Historic Preservation Officer for approval.

During the selection process, at least three third-party evaluators will review each application based on the 100-point evaluation system below. (More detailed information regarding each criteria is provided in the Grant Application Instructions.) Each category may receive 0-100% of the point values as follows:

APPLICATION EVALUATION CRITERIA

Preservation Priority – up to 25 Points
Project aligns with FY2025-2026 grant priority of Goal 4, Objectives 4c (surveys) and 4f (NRHP listings) , focusing on Rural Areas as defined in RS 47:6019, B(1)(e), to complete resurveys of existing districts dating prior to 1990, and new surveys with the potential of future NRHP districts
Goals 1, 2, 3, 5, and Other Preservation Projects – up to 20 Points
Project aligns with goals other than the Priority in the Louisiana Comprehensive Plan.
Project Planning - up to 15 Points
The proposed project is well presented with specific details and a realistic timeline for meeting both draft (if required) and final deadlines. Project planning is easily understandable and includes reasonable deliverables. If the proposed work will result in a National Register nomination, an Eligibility Questionnaire has been provided.
Budget - up to 10 Points
The Application Budget Form is correctly completed. The Worksheet includes details of Grant funded items versus the required Matching funding. Personnel hourly rates of pay and number of hours for grant work are identified. Overall, the proposed funding is reasonable and realistic for the project. The required Match is appropriate for the proposed project.
Personnel – up to 10 points
Principal Investigator and/or Consultants meet, OR will be supervised by a person who meets, the Secretary of the Interior's Professional Qualification Standards for the proposed project (HP Staff will provide professional requirements based on the specific project). The applicant has prior successful experience with the proposed project type.
Impact – up to 10 Points
Project will have an impact on the public and will either advance efforts or increase awareness of Historic Preservation at the state or local level.
Deliverables - up to 10 Points
The proposed deliverables will be available to the public or will help the public by advancing Historic Preservation goals in a real way.

GRANT APPLICATION INSTRUCTIONS

APPLICATION DEADLINE: 10:00pm CDT on Friday, May 30, 2025

WHERE TO APPLY: *Submittable* online grant program

It is strongly recommended that you review both the following information and the online application BEFORE beginning to post information so that you have all of the necessary information and attachments readily available to complete the application!

Applications MUST be submitted through the Louisiana Office of Cultural Development website (www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index) in the **Submittable** online platform and must include all required supporting information and attachments.

Before starting your online application, confirm that the following information is available and current with accurate contacts and information:

- Unique Equity Identifier (UEI) number from SAM.gov at <https://sam.gov/content/home>
- Federal Tax ID (or Social Security) number
- IRS W-9 at <https://www.irs.gov/forms-instructions>
- LaGov vendor number from <http://www.doa.la.gov/doa/osp/vendor-resources/>
- Evidence of “Good Standing” status from LA Secretary of State at <https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>
- State or Federal approved fringe rate document, if applicable (submit with your Budget file)
- Completed Eligibility Questionnaire for all applications expected to result in a nomination to the National Register of Historic Places (see *Determination of Eligibility* at <https://www.crt.state.la.us/cultural-development/historic-preservation/national-register/process-and-forms/index>).

NOTE: If you have not previously utilized SAM.gov or LaGov, it may take several days to get a new account setup so you should plan to complete this process well before the grant deadline!

Once You are in Submittable

Applications must include all required information to be considered complete. The following explanatory information is organized to coordinate with the sections in the Submittable online application so that it may also be used as a Checklist before you begin the online application.

Once you have all of the information from the various government agencies above, enter it in Submittable:

- UEI from SAM.gov
- Federal Tax ID or Social Security Number
- IRS W-9 file
- LaGov Vendor Number
- Check the correct box for your Certified Local Government status
- LA Secretary of State business filing status file

General Project Information

In the first section, provide some basic information about the applicant, agency, and the project.

Project Name: Name the project, for example:

- National Register – Guinevere’s Tower, Energytown, LA
- HAER Documentation – Golden Gate Bridge, Hades Parish
- NR Survey Updates – Electric Alley District, Incantation, LA
- CLG Iditarod Parish – National Register_Cloud Nine Building
- CLG City of Zulu – Historic District Guidelines

****Please use the same name for your application in Submittable!**

Applicant and Organization Name(s) and Contact Information: Include the name of the applicant (individual contact person) and the name of the organization or local, non-federal, government agency applying for the grant.

Project Location Information: include the address and geographic area or GPS coordinates (if outside of city or town limits) of the project. Include the city/parish location of the project.

Project Legislative District Information: Provide the state and federal congressional districts in which the **project** is located. To determine the congressional district, go to: <http://www.legis.la.gov/legis/FindMyLegislators.aspx>. If the project will occur in multiple jurisdictions, identify the primary location here and include all that apply in your narrative (below).

Project Goals Information

Choose the Goal that best describes your project overall:

Primary Program Area (Project Focus): choose the ONE that best describes your overall project focus:

- Development (activities to acquire, preserve, stabilize, rehabilitate, restore, and reconstruct National Register listed historic resources; technical assistance and monitoring of existing covenants; archeological site protection and stabilization)
- Local Government Certification (planning, organizing, and assisting the creation of Certified Local Governments; applications for certification or amendments to certification agreements; and, developing, submitting, amending, or otherwise revising the official State processes for the certification of local governments and for funds transferred to CLGs. NOTE: This only applies to governmental agencies that do NOT yet have CLG status)
- National Register (nominations for individuals, multiple property listings, & districts; nomination updates; National Historic Landmark designation)
- Planning (statewide and local historic preservations plans, ordinances, regulations, & standards; planning studies; advanced planning technologies; and compliance with state or local planning laws)
- Survey and Inventory (intensive & reconnaissance level survey; limited subsurface archeological testing; resurvey; automating the state inventory; advance survey/inventory technologies; archaeological survey activity on development projects; processing survey data; and survey on federal land)
- Other (documentation programs HABS/HAER/HALS; technical assistance; public participation; public education & outreach, brochures, newsletters, and conferences; data collection & tracking; feasibility & property studies or reports; salaries and operating expenses assistance for statewide or local preservation organizations conducting activities in more than one Program Area)

Narrative Summary of Project: briefly summarize the project. Discuss the need for the project, the objectives, the anticipated results, and how the project relates to Louisiana’s FY2025-2026 priorities. State clearly who will be the recipient of the funding if the project is selected to receive grant funds.

Alignment with SHPO Goals – Project Objective(s) 1, 2, and 3: choose the one that best describes how your overall project goal aligns with the SHPO Goals. You must choose one of the following items under Project Objective 1. Project Objectives 2 and 3 are optional but should be used to indicate additional areas where your proposed project aligns or coincides with the SHPO Goals listed below:

- Objective 1.1 Expand capabilities of individual preservationists to the various levels of government to pursue "big-ticket" advocacy projects.
- Goal 1: Partnerships, Objective 1a: Establish and strengthen partnerships.
- Goal 1: Partnerships, Objective 1b: Use technology to expand and guide new partnerships.
- Goal 2: Education, Objective 2a: Promote K-12 educational programs and resources.
- Goal 2: Education, Objective 2b: Promote workshops and seminars to address needs of historic, cultural resources, and preservation and conservation practitioners.
- Goal 2: Education, Objective 2c: Continue internship opportunities.
- Goal 2, Education, Objective 2d: Sponsor training workshops to record archaeology sites and historic buildings.
- Goal 2: Education, Objective 2e: Increase public knowledge of programs that enhance identification, preservation, and education about Louisiana's historic/cultural resources.
- Goal 2: Education, Objective 2f: Strengthen research associated with positive economic benefits of preservation.
- Goal 3: Build Visibility, Objective 3a: Strengthen strategies to promote preservation and conservation in Louisiana.
- Goal 3: Build Visibility, Objective 3b: Provide historic data (as needed), present information, and aid in publicizing anniversaries and commemorations of historic events statewide.
- Goal 3: Build Visibility, Objective 3c: Promote Poverty Point World Heritage Site.
- Goal 3: Build Visibility, Objective 3d: Provide consistent feedback to elected officials regarding heritage resources and preservation accomplishments.
- Goal 4: SHPO Services, Objective 4a: Maintain cultural resource records and GIS database.
- Goal 4: SHPO Services, Objective 4b: Maintain efficiency in Section 106 consultations.
- Goal 4: SHPO Services, Objective 4c: Promote benefits of surveying parishes and municipalities.
- Goal 4: SHPO Services, Objective 4d: Continue to expand and support tax credit programs.
- Goal 4: SHPO Services, Objective 4e: Promote Main Street Program as an economic development revitalization tool.
- Goal 4: SHPO Services, Objective 4f: Connect National Register program to more culturally diverse communities, including Tribes, in an effort to help build stronger cultural ties.
- Goal 4: SHPO Services, Objective 4g: Improve quality of archaeological review and National Register eligibility recommendations with revised comprehensive archaeological plan.
- Goal 4: SHPO Services, Objective 4h: Ensure that disaster management information is provided to constituents.
- Goal 4: SHPO Services, Objective 4i: Provide information to all local governments (where possible) regarding the Certified Local Government Program (CLG)
- Goal 5: Identify/Protect Historic Properties, Objective 5a: Identify, evaluate, and work to preserve important buildings, structures, and sites.
- Goal 5: Identify/Protect Historic Properties, Objective 5b: Collect and compile Historic Preservation data in a systematic and understandable way.
- Goal 5: Identify/Protect Historic Properties, Objective 5c: Consider issues of coastal erosion and climate change in relation to archaeological sites and historic structures and places.

Narrative Scope of Work: Provide details about how the work will be accomplished and what outcomes are expected. Demonstrate that the scope and methodology of the work are appropriate and consistent with **Appendix A** Grant Product Requirements for Selected Project Types and **Appendix B** Professional Qualification Standards (in this document).

Narrative Schedule of Work: Include a schedule of planned work that lists key tasks, outcomes, and/or deliverables, and their completion dates. The schedule should be detailed enough to demonstrate adequate planning. All activities must take place between October 1, 2025 and September 15, 2026. Some project deliverables may require draft reports or applications submitted to SHPO for review prior to the final deliverable date so applicants should verify individual program requirements and include these dates in the proposed project timeline – see **Appendix A** Grant Product Requirements for Selected Project Types.

- Discuss anticipated deliverables. Note that Appendix A is a general guide only and the final list of deliverables for each grant will be determined once proposals are approved for funding.
- Mention which outreach, public education, or media components will be incorporated into the project. At a minimum, plan to prepare an article about the project that is appropriate for publication in the LASHPO newsletter or similar media.

Narrative Performance Record: Provide brief information about similar projects you or your organization have conducted within the past five years. Describe the project, project dates, sponsoring organization, and whether required reporting and final deliverables were completed on time.

Budget Information

Use **FY2025-26 Application Budget Form** spreadsheet located at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index.

FY2024-25 Application Budget Form		
Project Name/Location:		
Date Completed/Revised:		
Federal Grant Funds Expenses		
Principal Investigator/Director		
Assistant/Other Personnel		
Consultants/Contracted Experts		
Office expenses (computer supplies/internet access)		
Office expenses (copying/printing)		
Office expenses (supplies/materials/small equipment)		
Office expenses (postage/shipping)		
Equipment (single item over \$500 - see NPS HPF Grant Manual Chapter 13 Allowable Costs)		
Other expenses (as itemized on attached worksheet)		
Federal Grant Funds (Maximum 60% of Total Project Cost)		0.00
Matching Funds (Cash/In-Kind) Expenses	Cash Match	In-Kind Match
Principal Investigator/Director		
Assistant/Other Personnel		
Consultants/Contracted Experts		
Office expenses (computer supplies/internet access)		
Office expenses (copying/printing)		
Office expenses (supplies/materials/small equipment)		
Office expenses (postage/shipping)		
Equipment (single item over \$500 - see NPS HPF Grant Manual Chapter 13 Allowable Costs)		
Other expenses (as itemized on attached worksheet)		
Matching Funds Total Expenditures (Minimum 40% of Total Project Cost)	0.00	0.00
Total Proposed Project Cost (Grant plus Match)	0.00	

FY2024-25 Application Budget Worksheet			
Project Name/Location:			
Worksheet Instructions: Use this sheet to calculate the totals, insert or add items, or explain expenses not itemized on the Application Budget Form. Each item on the Budget Form should have a corresponding item on the Worksheet that explains how the totals were calculated and to what part of the project each applies. List EVERY ITEM on the Worksheet, then total similar items and insert only the totals in the corresponding line item on the Billing Request Form. Add Worksheet lines or longer descriptions as needed to explain how totals were calculated.			
Description of Expenses and Matching Funds Items (list individual items below with descriptions of each)	Federal Grant Items (60%)	Matching Funds Items (40%)	
		Cash	In-Kind
Personnel			
Office Expenses			
Other expenses			
Totals	0.00	0.00	0.00

Show all project costs, both those to be reimbursed with grant funds (60%) and those to be paid by the applicant's cash or in-kind match (40%). All budget items must be considered grant-related eligible expenses per 2CFR200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, the 2007 NPS HPF

Grant Manual, and state guidelines. Reimbursement of expenses requires supporting financial documentation as well as evidence of the work that resulted in those expenses.

Total Proposed Project Cost: Show the total cost of the project, including both grant share (maximum 60%) and matching share (minimum 40%). Applicants may elect to over-match but it is not required. ALL expenses included in the Application Budget, both grant and match, must be considered eligible expenses.

The information below will help as you develop your project budget and worksheet:

- **Personnel:** provide information for all personnel who will take part in the project.

Principal Investigator and Assistant/Other Personnel: List the name, title or position, hourly pay rate, and number of hours expected to be spent on the grant project. Include the stipend amount for presenters. Employee benefits (fringe), if applicable, may be included provided it meets the requirements of *2CFR200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and the required documentation is provided with the application. Self-employed personnel are not eligible for fringe benefits under this grant. A copy of the federally/state approved fringe rate must be included with the application.

If travel expenses are required for the principal investigator, assistant, or other personnel, identify each individual expense and include those with that person's salary expenses on the Budget.

NOTE: Timesheets will be required for all Personnel expenses not billed by invoice including organization employees. The pay rate allowed for volunteer personnel as part of the in-kind 40% match is \$20 per hour for persons who are not employed by the grantee organization or invoicing them for services rendered.

- Consultants: Experts hired by the applicant to provide services specific to the proposed project may include historic preservationist, architect, photographer, engineer, landscape architect, historian, website development, etc. In the budget, list the area of specialty of the consultant, the work they are expected to provide, the number of hours, and the rate of pay. Maximum hourly rates charged to this grant may not exceed 110% of the salary of Federal Civil Service personnel performing the same or similar services (see <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>).

Consultant invoices must include hours, types of work performed, drafts prepared, receipts, or other specific information that identifies their contribution to the grant project.

Travel expenses expected to be incurred by consultants should be individually identified and included with consultant fees in the budget.

- Compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction") is required.

- **Office Expenses:** provide information for supplies, computer, internet, etc. as well as office rental expenses.

- Computer Supplies/Internet: costs for computer ink, printer paper, backup storage sites, and/or access to research websites related to the project.
- Copying/Printing/Supplies/Materials/Postage/Shipping: Estimate supplies, materials, as well as small tools and equipment to be used in project activities. For printing and/or copying, estimate the cost relative to the scope of the project and final deliverables costs (only if printed copies are required). Refer to **Appendix A** for estimating the cost of final grant products.
- Equipment: Single items that cost less than \$500 per item, should be included with supplies and materials. Equipment rented with a single item cost of \$500 or less should also be included with supplies and materials. Identify the equipment that may be rented for the project, for what purpose, and for how long it will be necessary.
- Equipment: Identify large equipment purchases (more than \$500 for a single item) to be used on the project. Note: Large equipment purchases are subject to sale or explanations of continued use after the project has concluded per 2CFR200.

- Any purchases for individual items exceeding a cost of \$500 each must be individually identified on the budget form.
- ALL purchases for items exceeding \$5,000 each require prior approval from LA SHPO and the National Park Service before the grant can be approved. Contact SHPO as soon as possible to review necessary large equipment purchases that are expected to exceed \$5,000.
- Other Office Expenses:
 - Rental office: For remote work locations, if the cost of rented office space will be required as part of the grant, provide a floor plan depicting the office along with documentation supporting the rate per square foot for the space (common areas are not an allowable office rental cost). Estimate the expected costs for furniture rental, utilities, computer equipment, printers, telephone, and internet for the rental office space for the portion of the grant term which will require the space. NOTE: This expense is not eligible as part of a regular and on-going business office. It only applies if the office is used solely for the duration of the grant term and for grant-related work.
- **Other Expenses: Use the Budget Worksheet to detail each expense and how it relates to the project. Put the total for ALL "Other" items from the Worksheet on the line for Other Expenses on the Application Budget Form.** Some examples are:
 - Facility Rental Fees (such as for public events or presentations)
 - Conference Fees (such as for presentations and educational sessions)
 - Materials Testing or processing (such as for archaeology projects or condition assessments)
 - Audit Fee: Primarily applies to governmental entities and large institutions per 2CFR200 Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
 - Indirect Cost: Use indirect cost rate that will be in effect throughout the duration of the grant project. A copy of the federally/state approved rate must be included with the application.

Requested Grant Amount: Enter the amount being requested from the LA SHPO office. Maximum 60% of the total cost of proposed project.

Planned Match Amount (Cash and In-Kind): Indicate amount applicant will contribute (cash or in-kind) toward the total cost of the project. Minimum 40% of the total cost of proposed project.

Application Budget Form-Worksheet: A proposed, itemized budget must be uploaded as part of the grant application using the required FY25-26 Application Budget Form-Worksheet- (see Forms and Documents at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index). To prepare and upload your proposed budget:

1. Download the **FY25-26 Application Budget Form-Worksheet** spreadsheet using the link above.
2. Fill in your proposed budget on the template form. Use the Application Budget Worksheet tab to explain any proposed expenditures or match items that are not included on the template form or items that require additional explanation.
3. Save your completed budget form on your computer (excel format is preferred but pdf is ok).
4. **Upload your saved completed Application Budget Form-Worksheet file** into your Submittable application using the button below.

Grant Personnel Qualifications

Narrative Personnel: List the names of all personnel, including consultants, who will contribute to the project. Note the role of each, the number of hours, and the hourly pay rate for each person who will contribute to the project

whether grant funded or through matching funds.

The Secretary of the Interior's Professional Qualification Standards: Upload resumes for key personnel. All projects for the NPS HPF Grants require a principal investigator or consultant who meets the Secretary of the Interior's Professional Qualification Standards for the type of project work to be funded by the grant - see **Appendix B: Professional Qualification Standards** (in this document).

Additional Personnel: Upload resumes or qualifications for additional persons who will be involved in the grant project. Include the number of hours and the pay rate for each.

Resumes for volunteers are not required but the number of hours and type of work they are expected to contribute as part of the match for the grant project must be included. The rate for all volunteers on grant projects is \$20/hour.

National Register Nominations ONLY

Is this a National Register of Historic Places Application project?

Grant applications for National Register nominations require a completed Eligibility Questionnaire form with the supporting documents. For the **Eligibility Questionnaire** and more information, see **I. Determination of Eligibility** at <https://www.crt.state.la.us/cultural-development/historic-preservation/national-register/process-and-forms/index>.

- Download the form and follow the instructions for completing the form.
- Email your completed form to **Bailey Hall, National Register Coordinator** at bhall@crt.la.gov to review the form prior to submitting it with your grant application.
- Submit your **completed** Eligibility Questionnaire with this grant application.
- Depending on the size and scale of the proposed site or district, you may want to separate the project into multiple phases. The first phase would be for the survey and the second part would be for preparation of the application documents.

Federal Grant Information

The remaining questions are designed to ensure that National Park Service grant goals and obligations are met and to help LA SHPO to better understand the specific needs of each applicant. Your responses to these questions will not directly affect your qualification for an HPF grant but you must respond to each question – Yes or No.

- Does the applicant have an accounting system and auditing procedures to monitor grant spending? See <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>
- Does the applicant agree to adhere to all regulations in the Office of Management and Budget Guidance related to 2 CFR 200? See them here: [2 CFR § 200.318 - General procurement standards. - Content Details - CFR-2023-title2-vol1-sec200-318 \(govinfo.gov\)](https://www.govinfo.gov/procurement-standards/content-details/cfr-2023-title2-vol1-sec200-318)
- Will the applicant provide a detailed line-item budget throughout the grant term - with the application, at quarterly billings, and at grant completion?
- Is the applicant willing to follow all federal guidelines for records retention for a minimum of three years from the date of submission of the final expenditure report in accordance with the Historic Preservation Fund Grants Manual, Chapter 24? See the <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm>.
- Is the applicant willing to comply with all regulations of the Americans with Disabilities Act, the Architectural Barriers Act, and the Rehabilitation Act of 1973, where applicable? Does the applicant agree that all Final Deliverables will become the property of and be made available to the public by the National Park Service and/or State of Louisiana (Office of Cultural Development)?

Signature

Signature: Your application is not complete without your signature!

Appendix A: Grant Product Requirements for Selected Project Types

Certain project types have specific, predetermined grant deliverables. These specific deliverables are outlined below and should be taken into consideration when developing the grant application budget and timeline. For project types not listed below, the proposed deliverables should be included in the application scope of work and the grant application budget.

National Register of Historic Places Nomination

- Preliminary documents, including assignment of LHRI numbers and draft application materials, are required.
- One (1) electronic copy of the final draft documents for the nomination completed and prepared for presentation to the state National Register Review Committee.
- A description of the required nomination documents, meeting dates, and procedures may be found here: <https://www.crt.state.la.us/cultural-development/historic-preservation/national-register/index>.

Electronic Resources (digitized records, websites, virtual experience, or trainings)

- One (1) digital report detailing the project goals, process, and outcomes.
 - For digitization projects, include number of records, including pages, to be digitized.
 - For web trainings or experiences, include number of actual or expected virtual participants.
- Completed grants must include a web link to all digital resources, electronic databases, or files on flashdrive.

Historic Resource Surveys

- One (1) completed digital Louisiana Historic Resources Inventory (LHRI) form for each resource surveyed
- One LDHP Database spreadsheet containing structure number, street address, and latitude/longitude for each structure surveyed (1 copy submitted electronically)
- Digital jpeg copies of any resource photographs not included in LHRI forms with image numbers linked to LHRI numbers on the spreadsheet provided with LHRI/Database forms
- For LHRI/LDHP instructions & forms, see <https://www.crt.state.la.us/cultural-development/historic-preservation/louisiana-historic-standing-structures-survey/index>

Heritage Documentation Programs (HABS/HAER/HALS)

Review the program specific requirements for HABS, HAER, and HALS projects at

www.nps.gov/subjects/heritagedocumentation/index.htm.

For ALL programs, provide the following **digital submissions in PDF format** to LA DHP. If files are too large for individual transmission, a link to an online storage site from which files and photographs may be downloaded by LA SHPO may be provided:

- Field notes
- Measured drawings
- Written Historical and Descriptive Data report
- Both JPEG and TIFF copies of named or numbered record photographs with Photo Index

Documents will be submitted for the Peterson Prize Competition and archived in the Library of Congress or as directed by NPS. For ALL programs, provide all of the following to the HABS, HAER, or HALS program manager/director for each program at the National Park Service:

- One (1) complete set of bound field notes
- One (1) set of contact prints of record photographs with photo names or numbers with Photo Index
- One (1) copy of the Written Historical and Descriptive Data Report
- One (1) set of full size measured drawings on Mylar
- One (1) set of reduced 8 ½" x 11" photocopies of the measured drawings

Archaeological Reports, Historic Structures Reports, Historic Preservation Conservation Studies, Historic Architectural Studies, Historic District Guidelines, Feasibility Studies, and Other Types of Documents

- One (1) digital electronic copy of the final approved study, report, or guidelines
- Completed grants must include a Photo Index with a web link to all electronic copies of JPEG and TIFF digital images contained in the final, approved report

Appendix B: Professional Qualifications Standards

The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic resources involved.

- I. For Historic Documentation Programs (HABS/HAER/HALS), **The Secretary of the Interior's Standards & Guidelines for Architectural and Engineering Documentation** apply to grant projects and can be referenced at <https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm>
- II. For most other HPF grant projects, **The Secretary of the Interior's Professional Qualification Standards for Archaeology and Historic Preservation** apply and can be found at: www.nps.gov/articles/sec-standards-prof-quals.htm. These are included below for convenience.

History: The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or 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, historic 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.

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

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History: The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, art history, historic preservation, or 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.

Architecture: The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture: The minimum professional qualifications in historic architecture area 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 closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.