

Uniform Notice of Funding Opportunity (NOFO)
Summary Information
07/26/2021

	Data Field	
1.	Awarding Agency Name:	Illinois Department of Natural Resources
2.	Agency Contact:	Jon L. Pressley Certified Local Governments Program Coordinator 1 Old State Capitol Plaza Springfield Illinois 62701 Jon.L.Pressley@illinois.gov 217-299-4878
3.	Announcement Type:	<input type="checkbox"/> Initial announcement <input checked="" type="checkbox"/> Modification of a previous announcement
4.	Type of Assistance Instrument:	Historic Preservation Fund Grants-In-Aid CLG
5.	Funding Opportunity Number:	FY2021 CLG
6.	Funding Opportunity Title:	Historic Preservation Fund Grants-In-Aid CLG
7.	CSFA Number:	422-50-1655
8.	CSFA Popular Name:	Certified Local Governments or CLGs
9.	CFDA Number(s):	15.904
10.	Anticipated Number of Awards:	unknown
11.	Estimated Total Program Funding:	Approximately \$140,340
12.	Award Range	\$0 - \$140,340
13.	Source of Funding:	<input checked="" type="checkbox"/> Federal or Federal pass-through <input type="checkbox"/> State <input type="checkbox"/> Private / other funding
14.	Cost Sharing or Matching Requirement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 70/30 generally, but other ratios are considered case by case
15.	Indirect Costs Allowed Restrictions on Indirect Costs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide the citation governing the restriction:
16.	Posted Dates:	October 1, 2021 to November 19, 2021
17.	Closing Date for Applications:	November 19, 2021, 5 p.m.
18.	Technical Assistance Session: Applicants must contact Jon Pressley via e-mail, Jon.L.Pressley@illinois.gov before applying.	Session Offered: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Session Mandatory: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify date and time

Agency-specific Content for the Notice of Funding Opportunity

A. Program Description

The Certified Local Government (CLG) matching grants program provides funding for participating city and county governments in Illinois to develop and sustain effective local preservation programs and projects that are critical to preserving local historic resources. The Illinois Department of Natural Resources (IDNR) is required to subgrant at least ten percent (10%) of Illinois' annual federal allocation of National Park Service (NPS) Historic Preservation Fund (HPF) to participating CLGs. Currently, there are 81 CLGs in Illinois. Contingent on resolution of the federal budget for its fiscal year 2021 and finalization of a federal award, IDNR anticipates that approximately \$140,340 will be available – on a competitive basis – for this round of grants. All grant proposals submitted should reflect a minimum of 30% matching funds. State Historic Preservation Office (SHPO; federal) Share = 70%; Matching (local) Share = 30%.

Funded project types include the following:

- Survey Projects;
- National Register Nomination and Listing Revision Projects;
- Planning Projects;
- Public Education Projects, including Materials Publication.

Applicants must develop projects in accordance with the Secretary of Interior's Standard for Historic Preservation and must identify a qualified project manager who meets the professional qualification standards in [36 CFR Part 61](#). CLG grants are reimbursement grants, requiring grantees to expend local funds and submit documentation for reimbursement.

Grant Program Administration: The State Historic Preservation Office (SHPO) of the Illinois Department of Natural Resources (IDNR) administers the Illinois CLG grant program utilizing federal funding it receives from the U.S. Department of Interior, National Park Service (NPS) Historic Preservation Fund (HPF) Program.

CLG grant funding is administered under [17 Ill. Adm. Code 4110](#).

Examples of Awarded Grants

Projects that have been undertaken in the past include:

- Regional Historic Preservation training workshops for local government staff and volunteers.
- Funds for the preparation of official design guidelines. The scope entailed collecting information on building recommendations that follow the Secretary of Interior Standards for both commercial and residential properties and making these guidelines public in a user-friendly format on a variety of platforms.
- Funds for professional consulting services to perform intensive architectural surveys of historic bldgs.
- Funds to prepare an application for inclusion of a historic building or area on the National Register.

Projects that were denied funding in the past include:

- Funds to provide special presentations, educational discussions and promotional literature for a museum.
- Funds to produce an educational video on how to survey, designate and landmark historic sites for property owners.

B. Funding Information

This Notice of Funding Opportunity is for grant awards that utilize federal funds. Obligations of the State will cease immediately without penalty of further payment being required if in any fiscal year the Illinois General Assembly fails to appropriate or otherwise make available sufficient funds for this award. All federal funds requirements and restrictions apply.

Available grant funding depends on federal and state appropriations. Approximately \$140,340 is available in fiscal year 2021.

Disbursements: The disbursement of funds will be made after the final execution of the grant, and upon submission by the grantee of a written request for payment on the Request for Reimbursement Form provided by DNR. Disbursements can be made quarterly, or at the end of the grant. All payments shall be based upon documentation of project expenditures as submitted by the grantee.

C. Eligibility Information

Eligible recipients are limited to only state SHPO registered Certified Local Governments. <https://www2.illinois.gov/dnrhistoric/Preserve/Pages/community.aspx>

Prequalification: All applicants must be pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/> by the close of the application period. During pre-qualification, DUN and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award because of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM): Each applicant is required to have a valid DUNS number and be registered in SAM before submission of their application.

An applicant is exempt only if the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under [2 CFR § 25.110\(b\)](#) or (c), or has an exception approved by the Federal or State awarding agency under [2 CFR § 25.110\(d\)](#).

If an applicant is not registered in SAM, this link provides a connection for free SAM registration: <https://sam.gov/SAM/>

An applicant must always continue to maintain an active SAM registration with current information while it has an active State award or an application or plan under consideration by a Federal or State awarding agency. The State awarding agency may not make an award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the State awarding agency is ready to make an award, the State awarding agency may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

If an applicant does not have a DUNS number, this link provides a connection for a free DUNS number: <https://www.dnb.com/duns-number/get-a-duns.html>.

Kinds of Projects Eligible for Grants

Overview

Grant funding is available to develop and sustain effective local preservation programs and for projects that are critical to preserving local historic resources. To be eligible, projects must be completed in compliance with the Secretary of the Interior's Standards for Historic Preservation and must have a qualified project manager. The Grant Amount Requested must not exceed 70% of the Estimated Total Project Cost. As this is a **reimbursement** program, the grantee's capacity to fund the entire project must be demonstrated.

Secretary of Interior's Standards for Historic Preservation

The Secretary of the Interior's Standards for Historic Preservation have been developed for use by the Department of the Interior and the SHPO for planning, undertaking, and supervising Historic Preservation Fund grant-assisted Projects. All projects must be planned and undertaken in accordance with:

- "The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation"
- www.nps.gov/history/local-law/arch_stnds_0.htm; and/or
- "The Secretary of the Interior's Standards for the Treatment of Historic Properties."
- www.nps.gov/tps/standards/treatment-guidelines-2017.pdf.

Technical Assistance on Project Eligibility

Those contemplating applying for a CLG Grant should **contact IDNR SHPO staff to discuss the proposed project to ensure that the proposal may meet the Secretary of the Interior's Standards.** We strongly recommend that applicants contact IDNR SHPO staff to discuss potential grant projects before an application is submitted.

- For Survey Projects, contact amy.hathaway@illinois.gov (217-782-8588);
- For National Register Projects, contact andrew.heckenkamp@illinois.gov (217-785-4324);
- and for all other projects, contact Jon.L.Pressley@illinois.gov (217-299-4878)

Project Manager Qualifications

Applicants are required to identify a **Project Manager**, who will be the project contact and the person responsible for grant reporting and completion. Ongoing projects with consultants already in place may apply for a CLG Grant, but **all Project Managers and consultants must meet the National Park**

Service's Professional Qualifications Standards and must be approved by the SHPO in writing.

The Grantee must conform to their municipal or county procedures for procurement or sub-contracts.

National Park Service's Professional Qualifications Standards (for project managers)

36 CFR Part 61, Professional Qualifications Standards

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

A. History. 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, 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.

B. Archaeology. Minimum professional qualifications in archaeology 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, 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

- 4) one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period.
- 5) A professional in historic 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.

C. Architectural history. Minimum professional qualifications in architectural history are 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 the above specialties 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.

D. **Architecture.** Minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

E. **Historic Architecture.** Minimum professional qualifications in historic architecture are a professional degree in architecture or 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) (2.) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specification for preservation projects.

The following project types are NOT ELIGIBLE for FY 2021 grants

- Acquisition or repair of historic buildings, structures, or landscapes
- Projects involving active religious organizations or structures used for religious purposes
- Historical markers or signage

The following project types are ELIGIBLE for FY 2021 grants

- **SURVEY PROJECTS** - Identifying and documenting historic resources is critical to developing an effective historic-preservation program. Surveys identify and gather information on prehistoric and historic properties, such as buildings, archaeological sites, landscapes, and historic districts. They enable well-informed decisions about the relative importance and future preservation of a community's historic resources. All grant-funded survey projects must be conducted by a qualified professional architectural historian, historian, historical archaeologist, or architect, who meets the Professional Qualifications Standards listed in this manual and has completed survey projects that have met the Secretary of the Interior's Standards. Applicants should work closely with the IDNR SHPO's Survey staff in planning and executing CLG grants.
- **Survey Report**
A planning study of a particular resource or of related resources (i.e., landscaped parks, archaeological mounds, railroad-related buildings, ethnic housing, etc.) results in a thorough knowledge of the resources and an assessment of their significance within the community. Thematic studies are useful for threatened properties, for resources that are not well understood by the public, and for relatively common resources whose evaluation is difficult. The Survey Report is a separate document from the Grant Completion Report, which is the responsibility of the Grantee. **We require copies of the final Survey Report (on one searchable PDF) saved on a jump drive, CD or DVD.** The federal funding and non-discrimination statement (found on page 23 of this manual), must be included towards the beginning of the Final Survey Report.
- **Inventory Forms**
The Inventory Form to be used on all CLG Grant funded survey projects must be approved by SHPO staff before commencing work. At the completion of the project, we require **a PDF of the Inventory Forms with photographs submitted on a CD or DVD.**

- **Intensive Survey Report**

An Intensive Survey thoroughly inspects, documents, and identifies all historic resources in a particular geographical area or theme that are more than 45 years old. Intensive Surveys must include the following:

- 1) **Introduction** explaining the nature of the survey, its extent, and the acreage and number of buildings surveyed. It should include a short description of previous surveys undertaken in the community by federal, state, or local governments, or private agencies, organizations or individuals.
- 2) **Description of the survey methodology** and the relevant National Register for Historic Places (NRHP) evaluation criteria, local landmark criteria, and integrity thresholds for designation. Discuss what information (i.e., chain of title, architectural plans, etc.) is missing from current and previous surveys, and make suggestions about future information gathering. Intensive surveys often have “data gaps” in descriptions, contexts, and chains of ownership, but those gaps should be noted.
- 3) **Detailed description of the historic context** of the survey area or theme, including a general history of the surveyed area, the larger community, or county (where applicable). The context explains the important themes of history and physical patterns in the development of specific survey areas and should include a full description of the various characteristics that give the area its identity, including architectural styles, materials, building types, street patterns, topography and land use.
- 4) **Overall map** of the community with the survey area identified.
- 5) **Detailed map or maps** of the survey area showing the location of individual properties. This may be done by mapping the address for every resource or by establishing the range of addresses by block.
- 6) **Tabulation** of the number of resources investigated, the number of resources 45 years old or older, and the number of primary and secondary buildings, outbuildings, structures, and objects in the survey area.
- 7) **Evaluation** of the potential for individual or historic district NRHP designation and local landmarks, and; any other applications of the survey data. Include general information on the condition and potential future preservation of the resources, impacts/threats assessment, losses, needs assessment, and strategies/priorities for resource preservation.
- 8) **Bibliography** of sources consulted
- 9) **Completed Inventory Forms** with photographs, a description, construction date, architect and/or builder (if available), physical changes, historical information, and a NRHP evaluation of the property

- **Photography Requirements**

Digital images (1,600 X 1,200 pixels at 300 pixels/inch or larger) scanned onto the survey form in color.

- **NATIONAL REGISTER NOMINATION AND LISTING REVISION PROJECTS** - In addition to supporting the nominations of individual properties, historic districts and multiple property documentation forms, SHPO encourages applicants to revise the nominations of existing NRHP districts, which involves updating lists of contributing and non-contributing properties and reevaluating their periods of significance. Reimbursement is made after the revised nomination is accepted by NRHP staff and the Illinois Historic Sites Advisory Council. Once awarded, Grantees

and their subcontractors must contact NRHP staff for approval before commencing work. Refer to the following documents:

- “**Illinois National Register Digital Photo Requirements**”:
<https://www2.illinois.gov/dnrhistoric/Preserve/Documents/IL%20Digital%20Photo.pdf>
- “**Nomination Submittal Policy**”:
<https://www2.illinois.gov/dnrhistoric/Preserve/SiteAssets/Pages/Places/Illinois%20National%20Register%20Submittal%20Policy.pdf>
- “**IHSAC Meeting Dates**”:
<https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Illinois-Historic-Sites-Advisory-Council.aspx>

Applicants requesting grants for National Register for Historic Places (NRHP) nominations are **required** to request a preliminary determination of eligibility from IDNR SHPO NRHP staff before submitting their grant application.

- **PLANNING PROJECTS** - Planning Projects promote the preservation of existing resources and develop principles and techniques, including periodic review and revision of existing preservation planning documents. These include:
 - **Comprehensive Community Preservation Plan:** A Preservation Plan typically has several elements: the identification of historic and prehistoric resources; an evaluation of resources; and a protection strategy. The Preservation Plan should incorporate a range of possible strategies for preserving and enhancing historic properties, and it should integrate preservation efforts into the community’s goals and comprehensive long range and short-range plans.
 - **Archaeological Resource Protection Plan:** Archaeological resources, because they are often an “invisible resource” buried in the ground, are extremely susceptible to inadvertent damage by manmade or natural causes. Protection Plans take into account detailed identification and determination of resource significance, potential sources of negative impacts and counteractions, an exploration of strategies for future protection and management, the place of the archaeological resources within the overall preservation plan for the local community, and ways to enhance public appreciation and understanding of the resources.
 - **Revision of Existing Planning Documents:** Periodically, municipal and /or county Comprehensive Plans and local Preservation Plans should be amended to incorporate new information, such as recent designations, preservation-ordinance amendments, design-review issues, and revised goals and objectives. It is recommended that the applicant contact the IDNR SHPO staff to discuss the specifics of the proposed plan revisions prior to the application deadline.
 - **Feasibility Studies and Structural Assessment:** Applies to proposals related to structural restoration or work on an archaeological site, preparation of architectural plans, specifications and feasibility studies, that may require name of property owner, street address, current and proposed use of structure, plans, specs and construction estimates, RFPs, and Scope of Work documents.

- **PUBLIC-EDUCATION PROJECTS** - Public Education includes outreach programs or activities that promote historic preservation in the community, including production and distribution of information in various media, development of audio-visual presentations or websites, and temporary or permanent exhibits. Public information and education programs and short term training events, provided by an approved subcontractor, may be eligible for expedited reporting and reimbursement request procedures, to meet minimum requirements as stipulated by the National Park Service in their **SPECIAL INTERMITTENT REIMBURSEMENT GRANTS FOR MATERIALS PUBLICATION.**

Additional funds for reprinting, digital re-mastering or preparation for electronic publishing and distribution of research, outreach and education materials, with content that has been previously approved by SHPO, may be available throughout the CLG Grant cycle. Match for these funds may be required at various rates, at the discretion of SHPO. CLGs in good standing may contact SHPO staff to discuss project approval in advance of being placed on a wait list for the special funds. Reprint projects may be eligible for expedited reporting and reimbursement request procedures, to meet minimum requirements as stipulated by the National Park Service.

CONFLICT OF INTEREST - Members of the CLG staff and its Historic Preservation Commission must not have a financial interest in any contracts associated with the Grant.

REIMBURSABLE EXPENSES - The following costs can be reimbursed by IDNR SHPO if they are incurred during the project period and essential to and directly benefit the project:

- The Grantee's own cash spent on the project, including money spent on contracts, consultants, goods, and materials (to be documented on Form 1)
- CLG overhead costs, including material and equipment used for the Project, such as the costs of computer time, phone, electricity, and wear and tear on copier/printer/fax. This is generally called Force-Account overhead (to be documented on Form 1)
- CLG staff time inclusive of benefits and exclusive of overhead (a.k.a. "Force-Account" labor, to be documented on Forms 3A and 3B)

NON-REIMBURSABLE EXPENSES - The following costs are non-reimbursable under this grant and must be considered as part of the 30% local match:

- Catering (i.e., food and beverage) for meetings and workshops (to be documented on Form 2)
- Purchase of durable equipment (buying computers, cameras, etc. for use on the project, to be documented on Form 2)
- Donated or contributed cash given to the CLG by non-federal third parties, including other public agencies, institutions, and private organizations and individuals (to be documented on Form 2)
- Any goods, services, or non-expendable personal property donated by non-federal third parties, including public agencies, institutions, private organizations and individuals (to be documented on Form 2)
- Any volunteer time (to be documented on Forms 4A and 4B)

ELIGIBLE MATCHING EXPENSES – Although only the reimbursable expense described above can be claimed as part of the 70% federal share, all reimbursable and non-reimbursable expenses described above may be counted as match if they are incurred during the project period and essential to and directly benefit the project. When a grantee's reimbursable expenses exceed the grant amount and the project has not incurred enough matching expenses to meet the 30% threshold, a portion of

the grantee's reimbursable expenses may be switched to matching. Form 5 will calculate this automatically. Donated cash or in-kind contributions that are considered part of the 30% matching share must be:

- Verifiable from the Grantee's records
- Not included as matching contributions for any other federally-assisted program or any contract
- Necessary and reasonable for proper and efficient accomplishment of approved project objectives
- Allowable under the applicable federal cost principles (See [2CFR200, subpart E](#));
- Not paid by the federal government directly or indirectly under another assistance agreement unless authorized under the other agreement and the laws and regulations to which the other agreement is subject
- Specified in the approved Grant Agreement between IDNR SHPO and the grantee
- Fairly valued and of such nature that, if the federal share had been used to pay for the contributions, the grantee would have incurred an allowable cost.

INELIGIBLE MATCHING EXPENSES - The following specific items cannot be counted towards the local match and are also non-reimbursable.

- Cash originating from federal sources, **except** for Community Development Block Grant Program funds, as applicable
- Materials donated by the federal government or purchased with federal funds
- Donated goods and services that have already been counted

Please contact IDNR staff with match eligibility questions.

E. Application and Submission Information

All applicants must contact Jon Pressley prior to submitting applications at Jon.L.Pressley@illinois.gov.

Download Application Package: The complete application package documents are found at <https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx>

Complete the online application process at :

<https://il.amplifund.com/Public/Opportunities/Details/f5120812-7b8b-4765-bed8-b44784695ee5>

By US Mail: Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271

By e-mail: Jon.L.Pressley@illinois.gov

By phone: (217) 299-4878

Grants will be administered in accordance with this manual and with the National Park Service Historic Preservation Fund Grants Manual, June 2007. A CLG can submit up to two applications per grant round. A separate application is required for each project. All applications will be evaluated and scored by SHPO staff using the SHPO Evaluation Sheet.

GRANT PERIOD - The 2021 CLG grant period is from October 1, 2021 to September 2022.

Although the official federal grant period begins October 1, 2021, **costs incurred prior to the execution of a signed CLG Grant Agreement with the IDNR are not eligible for reimbursement.** Project planning, including drafting any applicable Requests for Proposals (RFPs), may begin before your grant request is awarded and a Grant Agreement signed. Grants are paid on a reimbursement basis only and are never paid in advance of work completed by the Grantees and approved by staff of the IDNR.

DEADLINE- A complete grant application with supporting documents must be completed via the online application process at <https://il.amplifund.com/Public/Opportunities/Details/df1e49ac-e0af-4b28-91fe-c3416a565e8a> and be received by the extended deadline- **5 P.M. on Friday, November 19, 2021.**

Contact Jon.L.Pressley@illinois.gov for any questions about the online application.

APPLICATION PACKET REQUIREMENTS - A complete application submittal package must contain the following documents: (Most items are fillable forms on the online application. Other items, such as resumes, you will be prompted to upload via the online application).

- Uniform Application for State Grant Assistance
- Project Narrative (word document). Must include the following:
 - 1) Project Summary
 - 2) Project Description including
 - 3) Justification/ Why this project is needed
 - 4) Plan for implementation, including an activity timeline on how the project's goals will be attained
 - 5) Deliverables
 - 6) Anticipated project benefits for historic preservation
- Uniform Budget Template and Budget Narrative
- Resume of Project Manager (City or County staff, and/or representative of the third party organization). Project Managers must meet the Professional Qualifications Standards as defined by the National Park Service and be approved by the SHPO in writing.
- Resumes of all outside consultants, contractors, and/or individuals responsible for Project oversight. If the applicant is planning to hire a consultant or subcontractor as a part of the Project, their resumes may be submitted following the selection process. Consultants must meet the Professional Qualifications Standards as defined by the NPS and be approved by the SHPO in writing.
- Any relevant cost estimates, maps, drawings, or photographs.
- A copy of the Determination of Eligibility Letter from SHPO NRHP staff. Required for applications requesting grants for NRHP nominations. For information on requesting a Determination of Eligibility Letter from SHPO, please visit the NRHP webpage at <https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Places.aspx>

To contact SHPO to request more information or ask technical project questions use the following means:

By US Mail: Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271

By e-mail: Jon.L.Pressley@illinois.gov

Application Format and Submission: Applications will only be accepted via the online application process: <https://il.amplifund.com/Public/Opportunities/Details/df1e49ac-e0af-4b28-91fe-c3416a565e8a>

The application deadline is 5:00 p.m. November 19, 2021. Should this date fall on a Saturday, Sunday or holiday, the deadline will be extended to the next business day.

Submitting an incomplete application does not extend the application deadline date. Applications received after the deadline date will not be considered.

Signers of these documents must be authorized by their organization to enter into formal contracts. All communication, oral or written, **between** the applicant and DNR will be with the signer, or their designee. Applications that are not signed will be returned.

Intent to Award: Following a decision of intent to award DNR is required to conduct a financial and administrative risk assessment of the applicant. Additional information may be required at that time from the successful applicant. For the applicant to remain eligible for the award, they must provide the requested information within 30 days after notification of intent to award.

F. Application Review Information

Review and Selection Process: All applications received on time and containing the information required by the application packet will be reviewed by Department staff and will be forwarded to the SHPO staff and Committee for evaluation and recommendation to the DNR Director, who makes the final decision on awards. Committee members with ties to an applicant entity are not allowed to vote on that entity's application.

Application Evaluation: The Advisory Committee will review applications according to the following criteria: completed application, past grant performance of the applicant, eligibility, and feasibility.

The Advisory Committee will forward to the Director all applications and the prioritized list of all projects deemed to be consistent with the purposes of the Fund. The Director will determine which grants will be awarded after considering the recommendations of the advisory committee. All applicants will be notified of the Director's decision.

Evaluation Criteria: The Advisory Committee shall evaluate each application presented as follows:

Section 4110.30 Selection Criteria

The principal priority-determining criteria for awarding grants are whether a project:

- a. would permit the State of Illinois to accomplish the greatest number of the National Historic Preservation Objectives
- b. is in compliance with the Secretary of Interior's Standards
- c. is of National State, or Local significance. A project that is listed in, or eligible for, the National Register of Historic Places
- d. meets the objectives of the State Historic Preservation Program as noted in the State Historic Preservation Plan

Evaluation Criteria point values for this round of grants are as follows:

Project Scope

- Activities to be carried out under grant are clearly described and linked to grant's purpose and objective. (20 points)
- Relationship of proposed project to defined preservation needs or issues in the local community is clearly and adequately described. (20 points)

Administration

- Personnel and methods to be utilized are clear and appropriate to achieving project objectives. (20 points)
- Time schedule is realistic and achievable. (10 points)

Budget

- Budget is reasonable to accomplish project's major tasks and activities. (5 points)
- Budget items are necessary to accomplish Project activities. (5 points)
- Budget is sufficiently detailed to show basis for cost items.(10 points)

Past Performance

- At IDNR's discretion, up to 10 points may be added or deducted based upon performance within the past 3 years.

Anticipated Announcement and State Award Dates: The Committee's recommendations are forwarded to the DNR Director, who usually decides shortly thereafter. Each applicant will be notified by letter and/or email of the Director's decision regarding their application.

Merit-based Review Appeals Process

In compliance with GATA, applicants have the right to appeal the evaluation process but not the evaluation score. More information is available at:

<http://ilga.gov/commission/JCAR/admincode/044/044070000D03500R.html>

G. Award Administration Information

State Award Notice: After the DNR Director has made the decision the successful applicant will be notified by email and/or letter of any final requirements before the grant can be awarded to them. Once all the final requirements have been completed, two (2) originals of the Grant Agreement between DNR and the applicant will be sent for the applicant to sign both and return. Then the DNR

Director will also sign both. One original will remain with DNR. The other original will be returned to the applicant.

Only after the Grant Agreement has been signed by the Director can expenses be incurred for grant reimbursement. Any expenses incurred outside of the grant period (before or after) are at the applicant's risk and are not eligible either as match or for reimbursement related to the grant.

Performance Reporting: The grantee shall be required to provide reporting of its activities under this project. The DNR may withhold or suspend payment if the grantee fails to submit the required reports. The following reports are required under this Grant Agreement:

- a) **Quarterly Progress Reports:** If the amount of grant funds awarded exceeds \$25,000.00, the grantee is required to provide to the DNR quarterly progress reports that describe the progress of the project and expenditures of funds according to the budget line items as detailed in the approved Uniform Application for State Grant Assistance. Project managers may request more frequent reporting at their discretion especially if a grantees is determined to be high risk. The Quarterly Progress Report will be due as follows:

<u>Period of Work</u>	<u>Quarterly Progress Report Due Before</u>
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31

- b) **Annual or Final Report:** The grantee shall submit a written **Final Report** to the department no later than 30 days following the completion of the Project or the ending date of the Grant Agreement, whichever is earlier, in accordance with the applicable administrative rules. The Final Report shall include:

- Grant Agreement Number
- Grantee name, address and telephone number
- Time-frame of the report
- Name and telephone number or e-mail address of grantee representative completing the report
- Project objective as described in the application and Grant Agreement
- Completed Project description,
- Summary of the Project accomplishments (if applicable)
- Project expenditures paid by funds other than these federal funds;

Failure to provide reports in a timely fashion shall render the grantee ineligible to receive payments under the current award and make them ineligible for future awards. Deadlines for reports may be extended for just cause when such requests are submitted in writing at least two weeks prior to the deadline. All reports are to be delivered to:

Illinois Department of Natural Resources
Office of Grant Management
One Natural Resources Way
Springfield, IL 62702-1271

Jon.L.Pressley@illinois.gov

H. State Awarding Agency Contact(s)

To contact a grant administrator with questions related to this grant, please use the following means:

By US Mail: Department of Natural Resources
Office of Grant Management and Assistance
One Natural Resources Way
Springfield, IL 62702-1271

By e-mail: Susan.Duke@illinois.gov

By phone: Susan Duke 217-785-4416

By fax: (217) 558-4192

I. Other Information

The State of Illinois is not obligated to make any award of the CLG funds as a result of this Notice of Funding Opportunity.

Only the Director of Natural Resources makes the determination of what grants shall be awarded after considering the recommendations of the SHPO Committee. Grant applicants are not authorized to proceed on their projects until the Director has signed the Grant Agreement.