Certified Local Government Program
Matching Grants and Application Guidelines

Federal Fiscal Year 2019

Illinois State Historic Preservation Office
Illinois Department of Natural Resources

Jacksonville Downtown Historic District National Register Nomination-- 2017 Grant Recipient

This grant manual has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior and administered by the Illinois Department of Natural Resources. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. 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 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above or you desire further information, please write to:

Office for Equal Opportunity
National Park Service
1849 C Street, N.W.
Washington, D.C. 20240

State Historic Preservation Office
2019 Certified Local Government Grant Manual

CONTENTS

Introduction 4

PREPARING TO APPLY FOR A CLG GRANT

Registration to Receive State Grants 5

Program Standards and Professional Qualifications (36 CFR Part 61) 6

Grant Project Types (Eligible and Ineligible) 7-9

APPLYING FOR A CLG GRANT

Administration and Grant Period 10

Application Requirements 10

Filling out the Application Form 11

CLG Matching Grant Application Form 12-13

Scoring Sheet for SHPO Evaluation of Grant Applications, Sample 14

AFTER RECEIVING A CLG GRANT

Project Number, Grant Agreement 15

Funding Ratio 16

Reimbursable and Non-Reimbursable Expenses 16-17

Reporting, Completion Report, and Reimbursement 17-20

Termination and Additional Requirements 20-21

Language Required on All Printed Material 22

The Quarterly Progress Report, Bid Tabulation Form,
and the Fiscal Completion Reports (Forms 1 through 5) must be downloaded from
www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx

INTRODUCTION

The Certified Local Government (CLG) matching grants program in Illinois is a resource for participating city and county governments to develop and sustain effective local preservation programs and Projects that are critical to preserving local historic resources. 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. Under this program, the NPS requires that at least ten percent (10%) of Illinois' annual federal allocation from the HPF be subgranted exclusively to participating CLGs. Currently, there are 81 CLGs in Illinois. Contingent on resolution of the federal budget for its fiscal year 2019, the SHPO anticipates that approximately $110,000 to $150,000 will be available – on a competitive basis – for this round of grants.

The submittal of the application, reporting, and completion documents should be done electronically via emailed pdfs and files. The manual is divided into three parts. "Preparing to Apply for a CLG Grant" contains information on the Illinois Grant Accountability and Transparency Act (GATA), which requires that communities register with the State before being able to apply for State grants. The first section also contains the professional qualifications that Project Managers and consultants must meet in order to participate in Grant-funded activities, and it describes the types of Grant-eligible Projects you may propose. The second section, "Applying for a CLG Grant," discusses program administration and the application package, and it provides the two-page Application Form as a fillable pdf. The third and final section, "After Receiving a CLG Grant," describes the reimbursement and match expenditures and Completion Report. It contains the Quarterly Progress Report, which you can fill out on your computer and email back. The Quarterly Progress Report and Forms 1, 2, 3A, 3B, 4A, and 4B are fillable pdf forms, and Form 5 is an Excel spreadsheet. The Report and all forms are available for download from the CLG Grant webpage: http://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx. They must be filled out, printed, signed, scanned, and emailed to us either quarterly (for the Report) or after the Project's completion with the rest of the Completion Report.

We recommend familiarizing yourself with the entire granting process before you apply, as there are reporting and reimbursement measures to which federal grants are subject. For questions on the content of your application, contact Amy Hathaway at 217-782-8588 (amy.hathaway@illinois.gov). If you have any questions about the registration process, you can call the DNR Grants Main Line at (217) 782-7481; leave a voicemail, and the appropriate Grant Administrator will return your call. You also may send your questions in an email message to DNR.Grants@illinois.gov.

PREPARING TO APPLY FOR A CLG GRANT

REGISTRATION TO RECEIVE STATE GRANTS

Registration

Before any entity can receive any state grant, it must be registered per the Grant Accountability and Transparency Act (GATA), State Statute 30 ILCS 708/1. The pre-award requirements that all state Grantees must complete are described in more detail on the GATA webpage: www.illinois.gov/sites/GATA/Grantee/Pages/default.aspx

If your community is not already registered with GATA, you must complete the following steps and also complete and submit the CLG grant application.

1. Grantee Registration. All Grantees must register with the State of Illinois. Grantee registration is completed by accessing, completing and submitting the Grantee Registration form.
2. Grantee Pre-qualification. All entities must be qualified to do business with the State of Illinois. To be qualified for a state grant, an entity must:
   - have a current DUNS number (sign up for free);
   - have a current SAMS Cage# (sign up for free);
   - must not be on the Federal Excluded Parties List ; and
   - be in good standing with the Illinois Secretary of State.
3. Complete a Fiscal and Administrative Risk Assessment (ICQ). This document is emailed to a proposed Grantee that registers online, see above.
4. Complete the Programmatic Risk Assessment Questionnaire.
5. Prepare a Uniform Application for State Grant Assistance. You can fill it out online.
6. Prepare a Proposed Grant Budget. Additional Instructions for the Proposed Grant Budget.

Visit the IDNR grants website for more information on GATA:
https://www.dnr.illinois.gov/grants/Documents/ApplyingIDNRGrantsFY2019.pdf.
If you have any questions about the registration process, you can call the DNR Grants Main Line at (217) 782-7481. Leave a voicemail, and the appropriate Grant Administrator will return your call. Or email a message to DNR.Grants@illinois.gov.

If your community is already registered with GATA, skip to "Program Standards and Professional Qualifications" on page 9.

PROGRAM STANDARDS AND PROFESSIONAL QUALIFICATIONS

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.

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.**

As you formulate your application, you should 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 be approved by the SHPO in writing.** The Grantee must conform to their municipal or county procedures for procurement or sub-contracts.

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.

(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 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 of 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 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.

GRANT PROJECT TYPES

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 amy.hathaway@illinois.gov(217-782-8588).

The following Project types are NOT ELIGIBLE for FY 2019 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 2019 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:

- **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.
- **Description of the survey methodology** and the relevant 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.
- **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.
- **Overall map** of the community with the survey area identified
- **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.
- **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.
- **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.
- **Bibliography** of sources consulted
- **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": www2.illinois.gov/dnrhistoric/Preserve/Documents/IL%20Digital%20Photo.pdf
- "Nomination Submittal Policy": 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, which 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.

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.

APPLYING FOR A CLG GRANT

ADMINISTRATION

Please email a pdf of your application and supporting materials to the address below by the deadline.

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, a sample of which is on page 17 of this manual.

GRANT PERIOD

The 2019 CLG grant period is from October 1, 2018 to September 30, 2020.

Although the official federal grant period begins October 1, 2018, **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 emailed to DNR.Grants@illinois.gov and be received by **5 P.M. on Monday, April 15, 2019.**

APPLICATION PACKET REQUIREMENTS

A complete application submittal package must contain the following documents:

- Signed Application Form, pages 15 and 16 in this manual. If the Project is awarded a grant, the Scope of Work, Budget, and Timeline that were entered on this form will be incorporated into the Grant Agreement.
- 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.
    - Recommended for applications requesting grants for Survey/Inventory Projects.

  For information on requesting a Determination of Eligibility Letter from SHPO, please visit our NRHP webpage at: www2.illinois.gov/dnrhistoric/Preserve/Pages/Places.aspx.

FILLING OUT THE CLG MATCHING GRANT APPLICATION

Be sure to include all required information. If necessary, attach additional sheets. If any items are left blank, the application will be returned without action.

1. **APPLICANT**: Include Grantee contact name and information. List the legislative districts for the CLG, not just those that contain the Project area.

2. **PROJECT WORKING TITLE**: Provide a brief working title. It can change during the development of the Project.

3. **TYPE OF PROJECT**: Check the appropriate box.

4. **GRANT AMOUNT REQUESTED**: Enter the dollar amount for which the CLG is applying. The requested Grant Amount must be no more than 70% of the Estimated Total Project Cost.

5. **ESTIMATED FUNDING SOURCES**: Enter the local cash match (which includes CLG staff time), local volunteer and in-kind donations, and reenter the requested grant amount from Line 4. Add the four amounts to arrive at the Estimated Total Project Cost, and enter it at the bottom of Line 5. 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.

6. **SCOPE OF WORK**: Describe the Project, its components, and preservation benefit. List those responsible for each component. Explain how this Project will meet the community's stated priorities. Demonstrate local support, and attach any supporting documents. If the grant is awarded, this Scope of Work will be incorporated into the Grant Agreement.

7. **ESTIMATED PROJECT TIMELINE**: Estimate how long the Project will take to complete, and include relevant benchmarks along the way. Project Period begins on the date of the signed Grant Agreement and includes expenditures incurred through September 30, 2020. Expenses incurred prior to the signed Grant Agreement cannot be reimbursed. If the grant is awarded, this Timeline will be incorporated into the Grant Agreement.

8. **ESTIMATED PROJECT BUDGET**: Provide an estimated budget showing costs for each Project component. If the grant is awarded, this budget will be incorporated into the Grant Agreement.

9. **PROJECT PERSONNEL**: Identify the Project Manager, and attach his or her resume. If consultants have been identified, their resumes must also be attached. Managers and Consultants must meet the Professional Qualifications Standards as defined by the National Park Service, and be approved by the SHPO in writing.

10. **PROJECT DOCUMENTS**
    - Planning Projects (including Structural Assessment Projects): Provide addresses, designation status (i.e., National Register or local landmark, individual or district), the district name, and location of focus.
    - Survey Projects: Provide description and map of the proposed survey area and an estimate of the number of resources to be inventoried.
    - NRHP Projects: Provide labeled photographs of the general character of the property/area to be nominated, description of HPC procedures for reviewing NRHP applications, and a Determination of Eligibility letter from SHPO NRHP staff. This determination must be completed by the time the grant application is submitted.

11. **SIGNATURE** – The application must be signed by a designated authority responsible for the administration of the grant—typically the mayor, city manager, or a county commissioner for local governments.

CLG MATCHING GRANT APPLICATION
Federal FY 2019

Applications must be received via email to DNR.Grants@illinois.gov by 5 P.M., April 15, 2019

1. APPLICANT

CLG Name: _____

Street Address: _____

_____

City: _____ Zip: _____ County: _____

Local Contact: _____ Telephone: _____

Contact's Email: _____ U.S. Congressional District(s): _____

State Senate District(s): _____ State Representative District(s): _____

2. PROJECT WORKING TITLE: _____

3. TYPE OF PROJECT

☐ Planning ☐ Public Education ☐ National Register ☐ Survey

4. GRANT AMOUNT REQUESTED: $_____

5. ESTIMATED FUNDING SOURCES

A. ESTIMATED LOCAL CASH MATCH $_____

B. ESTIMATED LOCAL VOLUNTEER-HOURS MATCH $_____

C. ESTIMATED LOCAL DONATED (IN-KIND) MATCH $_____

D. GRANT AMOUNT REQUESTED (from Line #4) $_____

E. ESTIMATED TOTAL PROJECT COST $_____

Requested CLG Grant Amount (Line #4) can be no more than 70% of the Estimated Total Project Cost (total of Line #5).

6. **SCOPE OF WORK**: Provide a detailed work program, explain how it meets local planning priorities, and demonstrate local support. (Attach pages as needed)

7. **ESTIMATED PROJECT TIMELINE** Include calendar and Project benchmarks. (Attach pages as needed):

_____

_____

_____

_____

8. **ESTIMATED PROJECT BUDGET** (Attach pages as needed.)

Item	Vendor	Quantity	Cost/item	Total Cost

9. **PROJECT PERSONNEL**: Please attach resumes for the Project Manager and consultants (if identified yet). They must meet the Professional Qualifications Standards as defined by the National Park Service, and be approved by the SHPO in writing. .

Project Manager: _____

Other Project Personnel (if applicable): _____

10. **PROJECT DOCUMENTS**: See instructions for guidance. Attach pages as needed.

11. **SIGNATURE OF AUTHORIZED CLG REPRESENTATIVE**

Signature: _____ Date: _____

Name and Title: _____

Email your completed grant application package (this form plus all supporting documents) to DNR.Grants@illinois.gov so that it is received by **5 P.M. on April 15, 2019.**

SCORE SHEET FOR EVALUATION BY IDNR SHPO STAFF
SAMPLE

Applicant: _____ Project Type: _____

Reviewer: _____ Date _____

Are the project cost and activities eligible for a CLG Grant?

Yes___ (Continue) **No___ (Stop Scoring)**

Project Scope (40 Points)

1. Activities to be carried out under grant are clearly described and linked to grant's purpose and objective. (20 points) _____

2. Relationship of proposed Project to defined preservation needs or issues in the local community is clearly and adequately described. (20 points) _____

Project Scope Total (out of 40): _____

Administration (30 Points)

3. Personnel and methods to be utilized are clear and appropriate to achieving Project objectives. (20 points) _____

4. Time schedule is realistic and achievable. (10 points) _____

Administration Total (out of 30): _____

Budget (20 points)

5. Budget is reasonable to accomplish Project's major tasks and activities. (5 points) _____

6. Budget items are necessary to accomplish Project activities. (5 points) _____

7. Budget is sufficiently detailed to show basis for cost items. (10 points) _____

Budget Total (out of 20): _____

Performance Points (10 points)

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

Performance Total (+ or – 10): _____

GRAND TOTAL (out of 100): _____

AFTER RECEIVING A CLG GRANT

PROJECT NUMBER

The SHPO will assign all new Projects a unique Project Number for tracking and archiving purposes. Once assigned, a Project's number will not change. The number format is "CL-20XX-YYYY", where "CL" indicates this is a CLG Grant, "20XX" is the fiscal year of the grant round, and "YYYY" is the running number of previous CLG grants. Each reporting form at the end of this manual asks that the Project Number be entered in the upper right corner.

GRANT AGREEMENT

After the Applications have been reviewed and scored, all applicants will be notified whether they have been awarded the Grant and in what amount. A Grant Agreement will be written between the IDNR SHPO and the CLG that confirms to current GATA requirements.

The following documents are also incorporated into the Grant Agreement: the Secretary of the Interior's Historic Preservation Fund Grants Manual (www.nps.gov/shpo/downloads/HPF_Manual.pdf) and the IDNR SHPO FY 2019 CLG Matching Grant Application, Instructions, Project Descriptions and Reporting Guidelines, which will be available on the SHPO's website. A sample Grant Agreement is available from the SHPO upon request.

PROJECT PERIOD

The Project Period begins when the Grantee and IDNR sign the Grant Agreement and ends September 30, 2020. The Project must begin within a reasonable time after the signed Grant Agreement, not to exceed six months after the proposed start date, unless good cause precludes this requirement. All CLG Grant funded work must be completed, and all funds expended by the end date of the Project Period.

DRAFT SUBMISSION FOR REVIEW AND COMMENT

All Projects receiving CLG Grant funding must be periodically submitted to the SHPO for review and comment. For instance, drafts of brochure text, survey contexts, planning documents, etc., must be submitted for comment at reasonable benchmarks along their development. Final draft of all Project publications must receive SHPO approval before they are printed. Failure to submit for review in a timely manner may result in non-payment of the CLG Grant.

PROGRAM STANDARDS AND PROFESSIONAL QUALIFICATIONS

As mentioned in the "Preparing to Apply" section of this manual, grant Projects must conform to the Secretary of the Interior's Standards for Historic Preservation. For full text of the required qualifications, see page 9.

To have received a CLG Grant, your Project Manager must have met these criteria. If the Project Manager changes during the Project, the new Manager must meet these same qualifications. Consultants hired for the Project must meet the National Park Service's Professional Qualifications Standards. Consultants and changes in Project-Manager status **must be approved by the SHPO in writing.** Email resumes of consultants under consideration to DNR.Grants@illinois.gov, and the SHPO staff will review and respond. The Grantee must conform to their municipal or county procedures for procurement or sub-contracts. Manager, and attach his or her resume.

FUNDING RATIO

SHPO (federal) Share = 70%; Matching (local) Share = 30%

For Federal Fiscal Year 2019, Illinois CLG Grants are awarded on a matching basis, with the federal share from IDNR SHPO at 70% and the local share at 30%. The local match represents that portion of the total Project costs not borne by the federal government and is supplied by the Grantee or other non-federal third parties using cash or in-kind contributions (represented by goods, property, services, or any combination of these). Expenses that can be considered part of the 70% federal share must be reimbursable, as defined below. The 30% local match can consist of non-reimbursable expenses as defined below and any excess of reimbursable expenses above the original grant amount. Funds cannot be requested in excess of actual, reimbursable costs, as that would constitute an unallowable profit to the Grantee or sub Grantee. Because funding is provided through the **reimbursement** of eligible Project costs, **the Grantee must have necessary financial resources available** to complete the entire Project prior to receiving reimbursement.

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 OMB Circular A-87);
- 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 Grantee; and
- 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 by the Grantee towards the local match of another of the Grantee's federally-assisted undertakings.

GRANT REPORTING, COMPLETION REPORT, AND REIMBURSEMENT

QUARTERLY PROGRESS REPORT

A Quarterly Progress Report, downloadable from the CLG Grant website (http://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx), summarizing Project progress in a 3-month period must be emailed to DNR.grants@illinois.gov every quarter from the signing of the Grant Agreement until the Project is fully completed and the Grant is closed. If no Project action has occurred in a particular quarter, a Quarterly Progress Report stating such must be submitted. Quarterly reporting is mandatory, and poor performance can affect future grant funding. **Project managers may request monthly reports.**

BID TABULATION

If, as a part of the Project, the Grantee will enter into a contract for goods or services that exceeds $25,000 or a contract for professional services that exceeds $20,000, the Grantee must email a completed Bid Tabulation Form downloadable from the CLG Grant website (http://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx), Requests for Proposals, and Requests for Bids to DNR.Grants@illinois.gov. The Grantee must include the name of its preferred contractor/consultant. The SHPO must approve the contractor or consultant in writing. The resulting signed contract must be emailed to DNR.Grants@illinois.gov.

REIMBURSEMENT

This program is a **reimbursement** program, which means that after the date of the signed Grant Agreement, the Grantee will incur eligible costs and pay them. Once the Project is completed, the Grantee will request reimbursement by submitting the Completion Report, as described below. **Grantees cannot request partial reimbursement before the Project is completed.** Reimbursement should not be expected for a minimum of 6 weeks after the required documentation is submitted and approved by the SHPO.

COMPLETION REPORT

The CLG Grant Completion Report has both a Narrative and a Financial Portion. The Narrative Portion fully describes the work accomplished and is a record for future historic-preservation practitioners. Special techniques or preservation procedures that have proven especially satisfactory (or unsatisfactory) may be made available to future Grantees and preservationists with similar Projects. The Financial Portion certifies Project costs and requests reimbursement. Prior to the end of the Project Period (September 30, 2019), the Grantee shall email both

portions simultaneously to DNR.Grants@illinois.gov. The two portions cannot be reviewed or approved independently.

The **Narrative Portion** is comprised of:

- Complete description of the Project and its components;
- Assessment of the degree of success achieved by the Project;
- Description of all promotional and publicity activities involved in the Project, if any. Include relevant newspaper articles, handouts, news releases, etc.;
- Resumes for the principal individuals engaged in the Project;
- Discussion of any problems encountered in the implementation of the Project and their resolutions;
- Digital files of Project publications, including NRHP nominations, brochures, guidebooks, newsletters, planning documents, video recordings, etc. For Survey Projects, the submission requirements given on page 11 (or those already coordinated with Survey staff) must be followed.

The **Financial Portion** consists of:

- Completed and signed Forms 1 through 5 (described individually below and downloadable from the CLG Grant website (http://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx)
- Relevant documentation that supports each form, as required, such as payroll statements and donor valuations;

Form 1: Grantee Contracts, Purchases and Force-Account Items (not including Force-Account labor)
Form 1 documents payments for Grant-related materials and contracts that were **paid with the Grantee's own money** and documents Force-Account overhead costs, to the extent that the Grantee wishes to document them for reimbursement. These expenses are reimbursable as part of the 70% state/federal share. Copies of proof of payment for cash purchases and contracts and a certification by the Project Manager for the value of Force-Account items (like overhead, telephone calls, computer usage, office supplies, etc., paid for from the CLG's operating expenditures) claimed for reimbursement must accompany Form 1 in the Financial Portion of the Completion Report. When using a Grantee's vehicle, mileage reimbursement must be calculated at the current federal rate of **58 cents per mile**. You may enter more eligible reimbursable expenditures than the Grant Amount may require because Form 5 (see below) will calculate the correct final Reimbursement Amount.

Form 2: Donated Cash and Materials (non-reimbursable, counted towards local 30% match)
Form 2 documents payments and donations for Project-related materials that were donated or purchased with donated funds. Donated items and cash are non-reimbursable and will be counted towards the 30% local match. For items purchased with donated cash, proof of payment (i.e., purchase orders, invoices, paid receipts, canceled checks) must accompany Form 2 in the Financial Portion of the Completion Report. For items that were donated to the Project, letters from donors showing the basis for determining the value of donations must accompany Form 2. Values assigned to donated material shall not exceed fair market values at the time the donation is assigned to the Project. Records showing the basis for determining the value of donated material assigned to the Project shall be submitted by the Grantee with the Financial Completion Report as described below. When using a Volunteer's vehicle, mileage must be calculated at the current federal rate of **58 cents per mile**.

Form 3A: Force-Account Employee Salary and Time
Form 3A certifies the pay rate inclusive of benefits and exclusive of overhead for a single Force-Account employee, such as the Project Manager or another CLG staff person, and it documents the number of hours that particular Force-Account employee worked on the Project. Force-Account labor is reimbursable as part of the state/federal 70% share. Each CLG staff person working on the Project requires his or her own Form 3A. Proof of the employee's salary including benefits (i.e., copies of paystub, official payroll document) must accompany Form 3A in the Financial Portion of the Completion Report. If an employee has a pay-rate change during the Project Period, proof of new salary must accompany Form 3A. Both the Force-Account employee's and the Project Manager's signatures are required on Form 3A; however, when the Force-Account employee is also the Project Manager, the supervisor of the Project Manager must certify his or her subordinate's time. You may enter

more Force Account labor expenses than the Grant Amount may require because Form 5 (see below) will calculate the correct final Reimbursement Amount.

Form 3B: Force-Account Employee Time Summary

Form 3B summarizes multiple Forms 3A and is needed only when multiple Force-Account employees work on the Project, and their time is being submitted for reimbursement. If the hours of only one Force-Account Employee are being submitted, then Form 3B is not needed.

Form 4A: Volunteer Time (non-reimbursable, counted towards local 30% match)

Form 4A certifies the pay rate for a single Volunteer, and it documents the hours, dates, and the specific duties that particular Volunteer worked on the Project. Volunteer services are non-reimbursable and will be counted towards the 30% local match. Each Volunteer working on the Project whose hours are being counted towards the local match requires his or her own Form 4A. All volunteer services credited toward local match must be certified by both the Volunteer and the Project Manager. If an employer, other than the Grantee or a university, furnishes the services of an employee, these services will be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs), provided these services are in the same profession in which the Volunteer is employed. Proof of salary (i.e., paystub) must be submitted with Form 4A in the Financial Completion Report. Per NPS guidance for FY 18, the maximum allowable rate for Volunteers is **$77.58/hour and $620.64/day**, which is the rate for a GS-15, Step 10 federal employee in Illinois (see: www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/17Tables/html/CHI_h.aspx). When a Volunteer performs services outside his or her profession or trade, his or her time must be valued at the State's minimum wage rate for FY 2019 of **$8.25 per hour**. You can enter more local match values than the Grant Amount may require because Form 5 (see below) will calculate the correct final Reimbursement Amount.

Form 4B: Volunteer Time Summary (counted towards local 30% match)

Form 4B summarizes multiple Forms 4A and is needed only when multiple Volunteers work on a Project. If the hours of only one Volunteer are being counted towards the match, then Form 4B is not needed.

Form 5: Reimbursement Request

This final form has been **completely revised** this year. It is an Excel spreadsheet that must be downloaded here: https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx, Form 5 allows you to enter only your Grant Amount and the four totals from Forms 1, 2, 3A or 3B, and 4A or 4B. It will automatically total the reimbursable expenses (Forms 1 and 3) and non-reimbursable expenses (Forms 2 and 4) and calculate the amount you are able to request for reimbursement, based on your totals and the 70%/30% match.

After you type in your totals, please print it out, fill and sign the signature block, scan it, and digitally submit it with the rest of your Completion Report.

The function that determines the reimbursement amount consists of four nested functions that cover the four possible expenditure scenarios. They are:

1. When eligible reimbursable expenses are equal to or greater than the Grant Amount, and the total match (including non-reimbursable expenses and/or reimbursable expenses above the Grant Amount) is at least 30%:

   = IF(AND(E18>=E9, (E9/(E18+E19))<=0.7), E9)

   For example, on a $7,000 Grant Amount, if there are $7,500 in reimbursable expenses and $3,500 in donated services, the formula comes up with a grant reimbursement of $7,000.

2. When eligible reimbursable expenses are equal to or greater than the Grant Amount, and the total match (either non-reimbursable expenses and/or reimbursable expenses above the Grant Amount) is less than 30%:

   = IF(AND(E18>=E9, (E9/(E18+E19))>0.7), 0.7*(E18+E19))

   For example, on a $7,000 Grant Amount, if there are $7,500 in reimbursable expenses and $1,000 in donated services, the formula comes up with a grant reimbursement of $5,950.

3. When reimbursable expenses are less than the Grant Amount, and there is at least a 30% match in non-reimbursable expenses:
   = IF(AND(E18<E9, E18*(3/7)<=E19), E18)
   For example, on a $7,000 Grant Amount, if there are $5,000 in reimbursable expenses and $6,000 in non-reimbursable expenses, the formula comes up with a grant reimbursement of $5,000.

4. When reimbursable expenses are less than the Grant Amount, and there is less than a 30% match in non-reimbursable expenses
   = IF(AND(E18<E9, E18*(3/7)>=E19), ((E18+E19)*0.7))
   For example, on a $7,000 Grant Amount, if there are $5,000 in reimbursable expenses and $1,000 in non-reimbursable expenses, the formula comes up with a grant reimbursement of $4,200

Combining these four functions in order covers all possible expenditure scenarios. The spreadsheet nests the functions within each other. The final code that determines the reimbursement amount is:
= IF(AND(E18>=E9, (E9/(E18+E19))<=E11), E9, IF(AND(E18>=E9, (E9/(E18+E19))>E11), E11*(E18+E19), IF(AND(E18<E9, E18*((1-E11)/E11)<=E19), E18, IF(AND(E18<E9, E18*((1-E11)/E11)>=E19), ((E18+E19)*E11))))))

TERMINATION OF PROJECTS

Once initiated, a Project financed with funds from this program shall not be terminated by a Grantee prior to satisfactory completion without SHPO approval. Requests for premature termination must explain fully the reasons for the action and detail the proposed disposition of the incomplete Project.

ADDITIONAL PROJECT FUNDING

Once a Project has received CLG Grant assistance, no further funds shall be made available to it unless the Grantee satisfactorily assures the State that subsequent Project undertakings shall in no way duplicate work that was or should have been accomplished through the original funding.

INCOME AND COSTS DERIVED FROM THE PROJECT

Admission Fees: Reasonable non-discriminatory admission fees that will not discourage visitation and that are compatible with fees charged at similar facilities in the area may be collected at Grant-assisted properties, after Project completion.

Federal Income: "Tax Liability on Recipients of Historic Preservation Fund Grants" Section 102(a)(6) of the National Historic Preservation Act, as amended, states, "Notwithstanding any other provision of law, no grant made pursuant to this Act shall be treated as taxable income for purposes of the Internal Revenue Code of 1954."

Publication Fees: A reasonable fee may be charged for publications after the Project is completed.

Registration Fees: A fee may be charged for workshops, as long as there is no profit. The income from fees must be applied toward the funding of the grant.

Legal Notice Costs: If you are required by your local grant procurement rules to publish a Request for Proposal (RFP) or bid in the local paper or the state newspaper, be sure to include this cost in the Project budget.

RECORDS AND AUDITS

The SHPO and Project Managers must ensure that all records are retained for audit for 5 years following the completion of all Project work.

If any litigation, claim, or audit is started before the expiration of the 5-year period, the records must be retained until all litigations, claims, or audit findings involving the records have been resolved. Records for non-expendable property acquired with federal funds must be retained for 5 years after the final disposition of the property.

In addition, contractors will maintain all required records for 5 years after the final payments are made and all other pending matters are closed.

LANGUAGE REQUIRED ON ALL PRINTED MATERIAL

Acknowledgment of Federal Assistance and Nondiscrimination must be made in the publication of any material based upon, or developed under, any activity supported by U.S. Department of the Interior Historic Preservation Fund grant funds, including brochures, press releases, audio-visual presentations, and other media. The following wording **must be included verbatim in such material**:

> *The activity, which is the subject of the (type of publication), has been financed (in part/entirely) with federal funds from the Department of the Interior, administered by the Illinois Department of Natural Resources. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior or the Illinois Department of Natural Resources, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or the Illinois Department of Natural Resources.*

Any publication or printed material that is distributed to the public, including notices about public meetings, **must include the following statement verbatim:**

> *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, or disability or age 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, DC 20013-7127*	*or*	*Equal Employment Opportunity Officer* *Illinois Department of Natural Resources* *One Natural Resources Way* *Springfield, IL 62702*

Any formal advertisements for RFPs must include the following statement verbatim:

> *This project receives federal funds and requires compliance with all Federal, State, and local laws, rules, and regulations.*

CLG Grants

Quarterly Progress Report

Complete and email this form every quarter to DNR.grants@illinois.gov

Month(s) of: _____ CLG Name: _____

Project Number: _____ Project Title: _____

I. Summarize this month's activity. _____

_____

_____

_____

II. Explain any deviations from established time line. _____

_____

_____

III. Explain actions taken to correct the above deviations. _____

_____

IV. Fiscal Information

Quarterly Fed/State Expenditures: $_____ Total Fed/State Expenditures: $_____

Quarterly Local Expenditures: $_____ Total Local Expenditures: $_____

Quarterly Total Project Exp.: $_____ Total Project Cost to Expenditures: $_____

IV. Additional Comments. _____

_____

_____

I certify that, to the best of my knowledge, costs incurred and actions taken as a part of this Project are legitimate and meet the cost principles outlined in the applicable Office of Management and Budget Circulars (A-87 or A-110) and meet the appropriate Standards, as promulgated by the Secretary of the Interior.

_____	_____	_____	_____
Project Manager's Signature	*Project Manager Name*	*Title*	*Date*

Illinois Department of Natural Resources
Grants Program

BID TABULATION

Project Number: _____

Project Title: _____
CLG Name: _____

BID OPENING
Date: _____
Time: _____
Location: _____

If the Grantee is entering into a contact for goods or services that exceeds $25,000 or a contract for professional services that exceeds $20,000, the Grantee must email this form with copies of the Requests for Proposals, Requests for Bids, and the resulting contract to DNR.Grants@illinois.gov.

Bidder's Name	Base Bid	Alternates Amount	Remarks

I hereby certify that the above is a true and correct record of all bids received for the subject Project.

_____
Project Manager's Signature

_____
Project Manager Name and Title

_____
Date

Illinois Department of Natural Resources
Grants Program

1

GRANTEE CONTRACT AND MATERIAL PAYMENTS FOR REIMBURSEMENT INCLUDES FORCE-ACCOUNT ITEMS

Project Number: _____ Project Title: _____
CLG Name: _____

For non-Force Account items, proof of payment (i.e., purchase orders, invoices, paid receipts, canceled checks) must be attached.

Date	Payee	Materials Purchased or Services Rendered	Cost Per Item	Quantity	Total Cost
				TOTAL	

I hereby certify that the above is true and that all materials and contracts were exclusively for the subject Project.

_____
Project Manager's Signature

_____
Project Manager Name and Title

_____
Date

Illinois Department of Natural Resources
Grants Program

2

DONATED CASH AND MATERIALS COUNTED TOWARDS LOCAL 30% MATCH

Project Number: _____ Project Title: _____
CLG Name: _____

For purchased items, proof of payment must be attached.

Code*	Material or Item	Donor	Quantity	Value or Cost Per Item	Total Cost or Value of Donation
				TOTAL	

*CODE KEY:
C = Purchase with donated funds
D = Donated item (A letter from the donor showing the basis for determining the value of donation is required.)

A Grantee may assign excess reimbursable expenses to local match, if needed. Please indicate such in the on the appropriate line in this form.

I hereby certify that the above is true and that all materials were used exclusively on the subject Project.

_____
Project Manager's Signature

_____
Project Manager Name and Title

_____
Date

Illinois Department of Natural Resources
Grants Program

3A

FORCE-ACCOUNT EMPLOYEE SALARY AND TIME REPORT FOR REIMBURSEMENT

Project Number: _____ Project Title: _____
CLG Name: _____

_____ _____
Force-Account Employee Name Hourly Rate (Salary plus Benefits)

Proof of salary must be attached. If the employee has a pay-rate change during the Project Period, new proof of salary must be submitted.

Date Worked	Work Description	Hours Worked	Total Paid (Hours X Rate)
	TOTALS		

Both Employee and Manager signatures are required (cannot be same person).

I hereby certify that the above is true and correct and that all times were spent on the subject Project.

_____
Employee's Signature

_____
Project Manager's (or Supervisor's) Signature

_____
Project Manager (or Supervisor) Name and Title

_____
Date

_____
Date

Illinois Department of Natural Resources
Grants Program

3B

FORCE-ACCOUNT EMPLOYEE TIME SUMMARY FOR REIMBURSEMENT

Project Number: _____ Project Title: _____
CLG Name: _____

Employee Name	Total Paid (taken from Form 4a)
TOTAL	

Illinois Department of Natural Resources
Grants Program

4A

VOLUNTEER TIME REPORT FOR LOCAL 30% MATCH

Project Number: _____

Project Title: _____
CLG Name: _____

_____
Volunteer Name

_____
Hourly Rate (Minimum Wage of $8.25 or Professional Wage exclusive of benefits)
If Professional Wage, proof of salary (i.e., paystub) must be attached.

Date Worked	Work Description	Hours Worked	Total Value of Work (Hours X Rate)
	TOTALS		

Both Volunteer and Manager signatures are required (cannot be same person).

I hereby certify that the above is true and correct and that all times were spent on the subject Project.

_____
Volunteer's Signature

_____
Project Manager's Signature

_____
Project Manager Name and Title

_____
Date

_____
Date

Illinois Department of Natural Resources
Grants Program

4B

VOLUNTEER TIME SUMMARY FOR LOCAL 30% MATCH

Project Number: _____ Project Title: _____
CLG Name: _____

Volunteer Name	Total Value of Work (taken from Form 5a)
TOTAL	

Form 5 (REIMBURSEMENT REQUEST) is an Excel spreadsheet that must be downloaded from:
https://www2.illinois.gov/dnrhistoric/Preserve/Pages/Grants.aspx
separately from the rest of the CLG Grants Manual.