

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

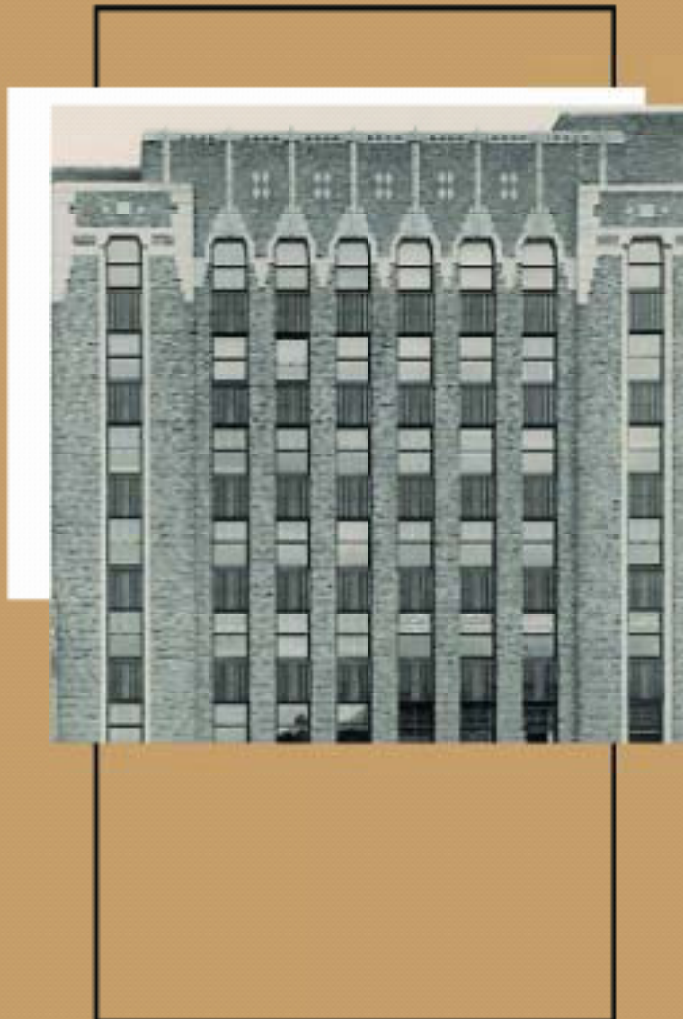
CERTIFIED LOCAL GOVERNMENT GRANTS

APPLICATION SUBMISSION DEADLINE

November 13, 2006

APPLICATION AND INSTRUCTIONS

(Applicants are required to use the electronic grant application process. Exceptions are generally only made for those applicants who do not have access to the necessary equipment. Please visit the PHMC Grants Website at <http://www.artsnet.org/phmc>.)



This application packet contains the following information:

- Instructions for Completing an Application for a Certified Local Government Grant;
- Application Form (including Federal Forms);
- Criteria for Evaluation;
- Application Mailing Address;
- Application Mailing Standards; and
- Notification of Award.

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Instructions for Completing an Application for a Certified Local Government Grant

HAVE YOU

- + Reviewed Guidelines for Applicants to be sure that your organization is eligible to apply for funding from the Pennsylvania Historical and Museum Commission?

General Instructions

Before completing the Certified Local Government Grant application, please read the application instructions with care. The sections introduced by Roman numerals in the application instructions correspond to the sections introduced by Roman numerals in the Certified Local Government Grant application.

- + Provide all information on the application form. DO NOT use additional pages.
- + Use only 10- or 12-point type size on your application.
- + Follow the instructions, answer all questions, be accurate and check your math, spelling and grammar.
- + One application form must be submitted. No copies are required.

The first step in filling out an application for a Certified Local Government Grant is to enter your Federal Identification Number in the space provided at the top of the first page.

I. Applicant

Name of Local Government

This is the name of the municipality whose Federal Identification Number is used at the top of the application.

Contact Person

This should be the individual most knowledgeable about the application and available for questions and discussions about the grant.

Grant Requested

This is the total amount of federal money being requested from the Pennsylvania Historical and Museum Commission.

Matching Funds

Match may be cash, in-kind contributions or a combination of the two. Total all matching funds and enter that amount in the space provided. Cash match means new dollars for the project.

Total Project Cost

This is the sum total of Grant Requested and Matching Funds.

II. Project Summary

Summarize concisely the project for which you are requesting funds. This is essentially an abstract and will be used by Commissioners, members of the General Assembly and in your Grant Agreement should you receive an award. Use only the space provided.

III. Local Government Information

You must answer all questions. Enter NA for those questions that are not applicable.

County

Enter the name of the county where the Certified Local Government is located.

State Senate, State Representative and Congressional District Numbers

This information may be obtained from your county courthouse or from the League of Women Voters in your area. Please be accurate as the Pennsylvania Historical and Museum Commission will notify your representatives in the event of an award.

IV. Grant Category

Check the grant category that best describes the type of work for which you are requesting funds:

- Staffing
- Training

Pooling and Third Party Administration is listed as a grant category in this application. Pooling and Third Party Administration is discussed briefly in the Guidelines for Applicants and involves collaborative grants and grants administered by a commercial firm, a nonprofit entity, an educational institution, etc. on behalf of the Certified Local Government. You should check this category if you are working with the Certified Local Government Grant Administrator or Manager on this type of application.

V. Project Description

This section is the most important section of the grant application. It is the section to which grant reviewers pay most attention. It is the applicant's only opportunity to convince reviewers of the merit of the proposed project. Using only the space provided, address each of the following points clearly and in as much detail as possible.

Introduction

- + Briefly describe the goals and objectives of the local government's existing historic

preservation program. Attach a list of names, addresses and telephone numbers for members of the Board of Historical Architectural Review.

Project Statement and Needs Assessment

- + Based on the goals and objectives of the local government's preservation program, specifically describe what problem the proposed project will solve or what need it will meet. Provide supporting and/or statistical evidence or statements by authorities if available and relevant.

Project Objectives

- + Describe clear, measurable objectives that are attainable within the funding period. Describe their impact and expected tangible results. Indicate when objectives will be accomplished and who will benefit.

Specific Project Discussion

- + Clearly describe the activities to be conducted to achieve the desired objectives. State the reason for the selection of activities. Present a reasonable scope of activities that can be conducted within the time frame and resources of the program.
- + For staffing projects, clearly describe the anticipated benefits to the public.
- + List all work products that will be submitted to the Pennsylvania Historical and Museum Commission.

Workplan/Timetable

- + Provide an accurate and detailed schedule of activities and when specific work products will be submitted to the Pennsylvania Historical and Museum Commission. Applicant must allow time for review of draft work products by the Pennsylvania Historical and Museum Commission. Schedules must also include Monthly Status Reports due the fifth of each month. The schedule will become part of the Grant Agreement should you receive an award. Refer back to Guidelines for Applicants "Grant Period and Implementation Timetable" if necessary.

Qualifications of Key Personnel/Consultants

- + Identify principal project personnel and qualifications. Attach résumés.
- + If you are subcontracting for consultant services, explain the role of the consultants, qualifications that are required and how they will be selected. There must be an open competitive selection process for hiring consultants.

Public/Community Benefit

- + Describe the anticipated benefits of this funding to the Certified Local Government and to the general public.

VI. Project Budget

While the Pennsylvania Historical and Museum Commission recognizes that proposed

budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process.

Provide a detailed proposed budget by the "Categories of Expenditures" indicated on the application form. The following types of detail must be included.

+ Personnel. List by title or by position each

2 employee/volunteer who will be contributing time to the project. Please see the next selection for discussion on volunteer services. Note rate of pay per hour, number of hours and total dollar amount. Time must be documented by time sheets or payroll records. General supervision not directly related to the project is not allowable as time contributed to the project. Only 15 percent of personnel time may be administrative.

+ Fringe Benefits. List fringe benefit rate and total dollar amount for all employees charged to the project, if applicable. Fringe benefits include medical insurance, unemployment, paid leave, retirement, etc.

+ Consultant Fees. Consultants may not be pre-selected by the applicant because federal regulations require an open selection process. The applicant should list by function (e.g., historic architect, preservation specialist, historian, designer, etc.) any contractors who will be associated with the project. Show the estimated total amount of money you plan to budget for each consultant.

+ Travel. The mileage rate charged to the project should be the applicant's usual rate but may not exceed the current state rate of 44.5 cents per mile (subject to change.) Indicate the total number of miles, cost per mile and total estimated cost for travel. Tolls and parking if necessary to the project and documented by receipts are allowable costs and may be inserted on the second line under travel on the application form.

+ Supplies. List major items or categories (e.g., office supplies, film, maps, etc.) and cost per category.

+ Equipment. List use or purchase of equipment. Include rental costs if applicable. Any article with a unit cost of \$5,000 or more requires prior written approval from the Pennsylvania Historical and Museum Commission. Attach a letter from the Commission approving purchase of equipment, if applicable.

+ Indirect Costs. Indirect costs may not be included unless the applicant has a federally approved rate. Written supporting documentation must be included with the application.

+ Other. List other costs necessary to the project. Any items under this category must be described. No project funds can be used to pay the salary, travel or other expenses of any grantee, personnel or agent acting for the grantee to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or the Pennsylvania General Assembly.

VII. Matching Share

The matching share information must show the donor (e.g., City of Reading), source of the match (e.g., Community Development Block Grant Funds) and the amount. The match amount should at least equal to 50 percent of the total project cost. Match must be described precisely.

The values of donated services, equipment and material are allowable costs when these expenses are identified in project records as not having been donated by the federal government, not having been purchased with federal funds and not having been included as donations comprising all or part of the share under any other federally assisted project.

+ Cash. Cash equals new dollars brought to the project. Cash matches are encouraged and will be considered favorably in the review process. Identify the amount of cash used to match the grant and the source (e.g., Community Development Block Grant, municipal general revenue

or foundation funds). Note: Federal grant funds are not allowable as match with the exception of Community Development Block Grant funds.

+ **Donated Employee Services.** Existing staff salaries and benefits are considered in-kind, not cash, contributions. Identify the dollar value of paid employee services being donated to the project. All personnel expenses claimed as non-federal matching share must be substantiated by time sheets or records that are signed by both the employee and his/her supervisor. Such records must show the actual hours worked and the rate of pay. Specific work duties for each employee must be documented.

+ **Volunteer Services.** A volunteer's time should be valued at the minimum wage unless a higher rate is documented and is approved in writing by the Pennsylvania Historical and Museum Commission. All volunteer services must be substantiated by time sheets that are signed by both the volunteer and his/her supervisor. Such records must show the actual hours worked, the rate of pay and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contribution and such documentation must be available for audit. A written justification of volunteer rates must accompany the grant application. Volunteer work performed by full-time applicant staff members within the scope of normal responsibilities of their position in excess of their working hours is not allowable as matching share.

+ **Donated Materials and Property.** Values assigned to donated material may not exceed current market values at the time the donation is assigned to the project. Similarly, the value of loaned equipment and donated office space may not exceed fair market rental value. Grant recipients must maintain documentation of their reasoning for determining current market values. Grantees must also maintain records to support their reimbursement claims as to the actual use of donated equipment (e.g., number of hours, miles or other measurement factor and records showing the age of the equipment and the source of acquisition).

Please refer any questions you may have on matching share requirements to the appropriate grant administrator or grant manager before submitting the application. Applications which do not provide clear and accurate information on matching share will be considered incomplete and will not be reviewed.

VIII. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

IX. Assurance of Compliance and Certification

The "Assurance of Compliance and Certification" form must be signed by an individual in the organization who has the legal authority to bind that organization to a contract should the applicant receive funding.

X. Certifications Regarding Debarment, Suspension and Other Responsibility Matters

The "Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying" form must be signed by an individual in the organization who has the legal authority to bind that organization to a contract should the applicant receive funding.

XI. Assurances Non-Construction Programs

The "Assurances Non-Construction Programs" form must be signed by an individual in the organization who has the legal authority to bind that organization to a contract should the applicant receive funding.

REQUIRED ATTACHMENTS

Include the following required attachments:

- + Names, addresses and telephone numbers of the members of the Board of Historical Architectural Review;
- + Résumés and/or job descriptions for key project personnel and consultants;
- + Letter from the Commission's Bureau for Historic Preservation approving purchase of equipment with a unit cost of \$5,000 or more;
- + Written documentation for federally approved indirect cost rate;
- + Written justification of volunteer rates;
- + A completed "Assurance of Compliance and Certification" Form;
- + A completed "Certifications Regarding Debarment,..." Form; and
- + A completed "Assurances Non-Construction Programs" Form.

ASSEMBLING THE APPLICATION

Applications must be typed. DO NOT use plastic covers, binders or folders. DO NOT staple the application. DO clip the application and attachments together at the top left corner

Arrange the application and attachments in the following manner:

- + Cover Letter
- + Completed Application Form
- + Résumés and/or Job Descriptions
- + Letter Approving Purchase of Equipment (if applicable)
- + Written Documentation for Indirect Cost Rate (if applicable)
- + Written Justification of Volunteer Rates (if applicable)
- + Signed Forms IX, X and XI
- + List of members of the Board of Historical Architectural Review

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM CERTIFIED LOCAL GOVERNMENT GRANT APPLICATION

Application Number _____ (PHMC Use Only)

Federal Identification Number _____

I. APPLICANT (Please carefully review the "Application Instructions" before beginning work.)

A. Name of Local Government

B.

Address _____

_____ PA

_____ City Zip Code

C. Chief Executive Officer

Name	Title
D. Contact Person for Grant _____	

E. Telephone Number for Contact Person _____	
F. Grant Amount Requested \$ _____	
G. Matching Funds \$ _____	
H. Total Project Cost \$ _____	

II. PROJECT SUMMARY (Use only the space provided.)

III. LOCAL GOVERNMENT INFORMATION (Answer all questions. Enter NA for those questions that are not applicable.)

A. Telecommunications Information

1. 1. Telephone Number (Public) _____
2. 2. Fax Number _____
3. 3. E-Mail Address _____
4. 4. Website _____

B. Locational

1. 1. County _____
2. 2. Senate District Number (Pennsylvania General Assembly) _____
3. 3. Representative District Number (Pennsylvania General Assembly) _____
4. 4. Federal Congressional District Number _____

C. General

1. 1. Population of Municipality _____
2. 2. Size of Municipality (Square Miles) _____

D. Financial

1. Current Fiscal Year _____
- _____

.a. Month Fiscal Year Begins _____

.b. Month Fiscal Year Ends _____

.IV. GRANT CATEGORY

.A. Staffing and Training _____

.B. Pooling and Third Party Administration _____

.V. PROJECT DESCRIPTION (Use only the space provided.)

.A. Introduction (Goals and Objectives)

.V. PROJECT DESCRIPTION (Continued)

.B. Applicants for Certified Local Government Grants must address the following in the order specified and in the space provided: Project Statement and Needs Assessment; Project Objectives; Specific Project Discussion; Workplan/Timetable; Qualifications of Key Personnel/Consultants; and Public/Community Benefit. Use these headings in the text.

.V. PROJECT DESCRIPTION (Continued)

VI. PROJECT BUDGET (Use only the space provided.)

Categories of Subtotals Totals Expenditures

A. Personnel (List each position.)

_____ \$ _____

Position Rate/Hr. Hours

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____ \$

B. Fringe Benefits _____ % \$

C. Consultant Fees (Consultants may not be pre-selected. List types anticipated and amount budgeted for each.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

D. Travel (Estimated number of miles. Cost per mile not to exceed 31 cents.)

_____ \$ _____ No. Miles Rate/Mile

_____ \$ _____
Tolls/Parking

_____ \$ _____ \$ _____ Other

E. Supplies (Itemize major categories.)

_____ \$ _____

_____ \$ _____

_____ \$ _____ \$ _____ F Equipment

(Itemize major items, noting if price is for rental or purchase.)

_____ \$ _____

_____ \$ _____

_____ \$ _____

\$ _____

G. Indirect Costs _____%

\$ _____

—

H. Other _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Grand Total All Costs

\$ _____

VII. MATCHING SHARE (Itemize and indicate rate at which

donated labor, materials or space will be charged.)

Donor/Source	Amount
A. Cash _____	\$ _____

B. Donated Labor _____	\$ _____

C. Volunteer Services* _____	\$ _____

D. Donated Materials _____	\$ _____

E. Donated Space _____	\$ _____

F. Indirect Costs _____	\$ _____

Total Amount of Match	\$ _____

* Applicants must itemize and indicate rate at which any volunteer services will be charged. Volunteer rates cannot exceed the rate at which the Commonwealth pays its employees for equivalent work.

_____	\$ _____
Position Rate/Hr. Hours	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Volunteer Services	\$ _____

VIII. CHECKLIST

To assure that your grant proposal is complete, check off and assemble these materials in the order indicated. Only one copy is required. Do not use plastic covers, binders, folders or staples. Clip the attachments together at the top left corner.

Completed copy of application

Federal Identification Number

Names, addresses and telephone numbers of Historic Architectural Review Board Members

Résumés and/or job descriptions for key project personnel and consultants

Letter from the Bureau for Historic Preservation approving purchase of equipment with a unit cost of \$5,000 or more, if applicable

Written documentation for federally approved indirect cost rate, if applicable

Justification for volunteer rates, if applicable

Required signature for Assurance of Compliance with the U.S. Department of the Interior

Regulations under

Title VI of the Civil Rights Act of 1964

Required signature for Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form

Required signature for Assurances Non-Construction Programs Form

Assurance of Compliance and Certification

One signature is required. This must be the signature of an individual in the organization that has legal authority to bind that organization to a contract should the applicant receive funding.

Assurance of Compliance with the United States Department of the Interior Regulations Under Title VI of the Civil Rights Act of 1964

_____ (hereinafter called the "Applicant") hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the grounds of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant-Recipient receives financial assistance from the Pennsylvania Historical and Museum Commission. The Applicant-Recipient hereby gives assurance that it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or is improved with the aid of federal financial assistance extended to the Applicant-Recipient by the Pennsylvania Historical and Museum Commission, this assurance obligates the Applicant-Recipient, or in the case of transfer of such property, and transferee for the period during which the real property or structure is used for a purpose, involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant-Recipient for the period during which the federal financial assistance is extended to it by the Pennsylvania Historical and Museum Commission.

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property discounts or other federal financial assistance extended after the date hereof to the Applicant-Recipient by the Pennsylvania Historical and Museum Commission, including installment payments after such date on account of arrangements for federal financial assistance which were approved before such date. The Applicant-Recipient recognizes and agrees that such federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall reserve the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant-Recipient, its successors, transferees, and assignees, and the person or persons whose signature appear below are authorized to sign this assurance on behalf of the Applicant-Recipient.

Name and Title of Individual with the Legal Authority to Bind Organization to a Contract

Signature

Applicant's Mailing Address

Date

U.S. Department of the Interior

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

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

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

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

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

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

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

CHECK__ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract; under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
-

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

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

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

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

Alternate I. (Grantees Other Than Individuals)

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

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about—
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will —
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted —
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

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

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

Check__if there are workplaces on file that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

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

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 30 calendar days of the conviction, to the grant officer or other designee unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

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

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

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

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collected information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact your awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. In such cases, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

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| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4725-4763), relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart 7). 6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation | <ol style="list-style-type: none"> Act of 1973, as amended (29 U.S.C. §794) which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse; (g) §§523 and 527 of the Public Health Service Act of 1942 (42 U.S.C. §§290 dd-3 and 290 dd-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the rental or financing of housing; (i) the requirements of any non-discrimination provisions in the specific statute under which application for Federal assistance is made; and (j) the requirements of any non-discrimination statutes which may apply to this application. 7. Will comply or has already complied with requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced whose property is acquired as a result of Federal or Federally-assisted programs. These requirements include interests in real property acquired for public purposes regardless of Federal participation in such purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
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- 9. Will comply, as applicable with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of food hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §57401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protection of components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11649, identification and protection of historic properties under the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poison Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction and rehabilitation of residence structures.
- 17. Will cause to be performed the required financial compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Processing Your Application

Criteria for Evaluation

Certified Local Government Grants are awarded on a competitive basis. Grant applications will be reviewed using the following criteria:

- .+ Demonstrated ability of the applicant to successfully complete grant projects within a given period;
- .+ Demonstrated ability of the applicant to meet all program requirements, particularly with respect to matching funds and project timing;
- .+ Clear project description and clear project summary;
- .+ Clear, measurable and attainable project goals within the grant period;
- .+ Realistic budget with firm commitment for match (cash match especially important);
- .+ Clear tangible work products and detailed project schedule showing month-by-month activities and work product submissions;
- .+ Extent to which the project increases the capability and effectiveness of the Certified Local Government to address historic preservation needs;
- .+ Qualifications of project personnel and clear understanding of the type(s) of consultant(s) required to undertake the project;
- .+ Degree to which the project involves ideas or methods which could serve as a model for future projects in the community or state; and
- .+ Quality of the application in terms of adherence to format, completeness and accuracy.

Application Mailing Address

Application packages must be mailed. Hand-delivered applications will not be accepted. Applications sent by mail must be postmarked by the appropriate application submission deadline. Send applications to:

Pennsylvania Historical and Museum Commission
Bureau for Historic Preservation
Commonwealth Keystone Building, 2nd Floor
400 North Street Harrisburg, Pennsylvania 17120-0093
Attention: Stephanie Byrd

Application Mailing Standards

Applications must be postmarked by the Application Submission Deadline.

Applicants should retain acceptable proof of mailing such as a legible U.S. Postal Service dated postmark, a legible receipt stamped by the U.S. Postal Service, or a legible dated shipping label, invoice, or receipt from a commercial carrier. Private metered postmarks or private mail receipts will not be accepted without a legible date stamped by the U.S. Postal Service. (NOTE: The U.S. Postal Service does not always postmark a package when it receives it. Applicants should specifically request and verify that the envelope has been properly date stamped.) First class, certified or registered mail is recommended.

Late applications will be returned without being reviewed.

Notification of Award

All competitive grants are evaluated by peer review panels. Only eligible and complete applications will be considered. Eligible applicants will receive notification of the status of their request approximately four months (March, 2002) after the application submission deadline.