

CITY OF WILLIAMSPORT, PA RESOLUTION

RESOLUTION # 9281

DATE 3-31-22

TITLE

**RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CLG FFY 2022
PROJECT GRANT APPLICATION TO THE PA SHPO**

WHEREAS, the Community & Economic Development Department intends to submit the Certified Local Government Grant Program (CLG) FFY 2022 Project Grant application to the Pennsylvania State Historic Preservation Office (PA SHPO); and

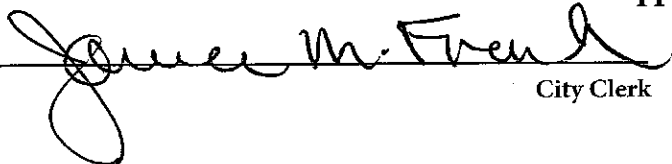
WHEREAS, the grant request will be for \$25,000 in funding with a 10% match to modernize the Historic District Program.

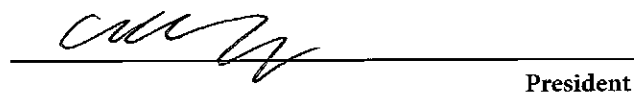
WHEREAS, the application grant deadline is April 11, 2022 at 5:00 PM EST and if awarded, the CLG grant expenditure timeline starts on July 1, 2022 and conclude on September 29, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT, authorizes the submission of the CLG FFY 2022 application to PA SHPO for the Historic District Program is hereby approved; and

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIAMSPORT, authorizes the Mayor to sign the application for submission.

Approved


City Clerk


President

MEMORANDUM

TO: MAYOR DEREK SLAUGHTER & CITY COUNCIL MEMBERS

FROM: AUGUST MEMMI, DIRECTOR OF COMMUNITY & ECONOMIC DEVELOPMENT

DATE: 03/31/2022

SUBJECT: RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CLG FFY2022 PROJECT GRANT APPLICATION TO THE PA SHPO

Attached for your review is a resolution to be considered at the upcoming March 31st, 2022 Williamsport City Council meeting:

RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE CLG FFY2022 PROJECT GRANT APPLICATION TO THE PA SHPO

The Certified Local Government Grant Program (CLG) FFY2022 Project Grant application will be submitted to the Pennsylvania State Historic Preservation Office (PA SHPO). If awarded projects are anticipated to start July 1, 2022 and must conclude by September 29, 2023.

This opportunity has been directly recommended by a PA Community Preservation Coordinator from the PA SHPO. Community & Economic Development has been in correspondence with the State during this process and they greatly advised Community & Economic Development to apply for this grant. The CLG Master Grant Contract was approved in July 2020, Resolution #9055. That approval was set up for project submission, awarded grants, and scholarships. With the CLG Master Contract in place this offers City the ability to seek these such actions.

The grant amount being pursued is \$25,000 with a 10% match of \$2,500. The total project cost will be \$27,500. The submission deadline is April 11, 2022 by 5:00PM. This is why we are bringing this to you all today.

A blank application is provided to Council as the department was recently directed by the PA Preservation Coordinator on how to structure the grant on Wednesday, March 23. The purpose of this grant would solely be to modernize the entire Historic District Program and support the overall creation of appropriateness to the program. Some priority goals for funding are to update:

- The 1975 Ordinance to meet with modern standards
- Policies and procedures for timeliness and public usability
- Design guidelines for cost effective modern materials
- Building structure review based upon a ranking like process (i.e. when home was built)

If approved, the completed application will be submitted to the PA SHPO.

Should you have any questions, please feel free to contact me.



Pennsylvania State Historic Preservation Office
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

FROM: Elizabeth Rairigh, Division Chief
Preservation Services
Pennsylvania State Historic Preservation Office
erairigh@pa.gov
(717) 705-4035

TO: Certified Local Governments

DATE: January 25, 2022

RE: Instructions for the FFY 2022 CLG Project Grant Application

Attached is the electronic version of the Pennsylvania State Historic Preservation Office (PA SHPO) Certified Local Government (CLG) Grant Application for the 2022 Federal Fiscal Year. There are three separate documents that you need in order to complete the FFY 2022 CLG Subgrant Application. These documents are:

1. **The FFY 2022 CLG Application Guidelines and Instructions**
2. **This FFY 2022 CLG Project Grant Application**
3. **The FFY 2022 CLG Project Grant Application Signature Page**

The CLG Grant Application Guidelines and Instructions can be obtained from the PA SHPO. Please read the items below as they refer specifically to the electronic CLG Grant Application.

This application is a Microsoft Word form document. Please save it to your computer using a different file name.

All items on the electronic application that require a response from the applicant are represented by gray squares or brackets. If you do not see gray squares or brackets in your document, you may have to turn on "Bookmarks." Do this by going to the "Tools" menu, clicking on "Options," and then clicking on the "View" tab. Select the "Bookmarks" check box. The gray squares or brackets should now appear in the form section of the application.

Clicking on a gray square or bracket will enable you to insert a response to a question. The text areas are expandable. As you type, the text areas will expand to allow text to run beyond the visible space. When typing, please keep in mind that each section must not exceed the maximum number of pages stated in the application. Parts I and II should not exceed one (1) page each. Part III should not exceed five (5) pages. Part V must be printed out and signed where appropriate.

****Electronic ONLY submission****

FY2022 grant applications and related materials will **only be accepted via email**. Applications must still be signed by an authorized official, but to make that part of the application process easier, the signature page has been separated from the main application and is provided as a fillable PDF. Please include this signature page as an attachment with the main body of the application.

All applications, including signature pages and attachments must be submitted via email to RA-PHCLG@pa.gov by Monday, April 11, 2022 at 5:00PM EDT. Applications received after this date will not be considered. If you intend to submit files in excess of 10MB, please contact Elizabeth Rairigh (erairigh@pa.gov, 717-705-4035) in advance.

****Master CLG Grant Contract Required****

All CLGs are required to execute a Master CLG Grant Contract. If you have not already returned your signed contract, you must sign and return the contract with your application. Grant applications may not be reviewed or selected for funding if the Master Contract has not been received by the PA SHPO by the application deadline. If you are unsure about whether your community has returned its Master Contract, please contact a Community Preservation Coordinator.

Pre-application counseling with Community Preservation Coordinators

To ensure that applicants submit applications that are consistent with the guidelines, the PA SHPO is requiring all prospective grantees to consult with SHPO staff, PRIOR to submitting a CLG grant application. You may contact Bill Callahan (wcallahan@pa.gov; 412-565-3575) Frank Grumbine, (fgrumbine@pa.gov; 717-772-5071), or Elizabeth Rairigh (erairigh@pa.gov; 717-705-4035) about your application at least 12 business days prior to the deadline.

PA SHPO CLG PROJECT GRANT APPLICATION

FEDERAL FISCAL YEAR 2022

PART I – GENERAL INFORMATION (Not to exceed one page):

1. Applicant Information

Applicant Municipality _____

Mailing Address _____

City	State	Zip Code
------	-------	----------

Street Address (If different from above) _____

Federal Identification Number	Federal Congressional District of Applicant
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2. Project Contact Person Information

Contact Person Name	Contact Person Job Title
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Mailing Address (if different than above) _____

City	State	Zip Code
------	-------	----------

Contact Daytime Telephone Number	Contact E-mail Address
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3. Pre-Application Consultation

Have you consulted with your Community Preservation Coordinator prior to submitting this application? Yes

4. Master Grant Contract

Has your community signed and returned the Master CLG Grant Contract? Yes No
 (if No, you must enclose the signed contract with this application)

5. Annual Report

Has your municipality submitted a CLG Annual Report for 2021? Yes No
Please note: Failure to submit CLG Annual Reports by the stated deadline may disqualify you from future CLG funding.

6. Project Information

- a. Provide a Project Title: _____
- b. Please provide a brief project summary describing the purpose of the project and any project products:
 (Use only the space provided below. Part I of this application must not exceed one page.)

7. Project Budget (All figures must match those provided on the Project Budget in Part IV of this Application)

Amount of Funding Requested from the CLG Grant:	CLG Grant \$	(A)
Applicant Cash: Other project funding may include non-federal sources such as municipal, corporate, institutional, individual donations or pledge agreements to provide direct funding for the proposed project.	Applicant Cash \$ _____	(B)
	Total Project Cost \$	(A+B)

8. Eligible Grant Supported Activities

Please indicate what types of eligible activities this grant will support (check all that apply). Be sure to reference each selected activity in the Project Summary, Methodology, Timetable, and Products questions in Part III of this application. Refer to the Guidelines and Instructions for more information about each activity.

- | | |
|---|---|
| <input type="checkbox"/> Planning (10% match)
<input type="checkbox"/> Design Guidelines (10% match)
<input type="checkbox"/> Cultural Resource Survey (10% match)
<input type="checkbox"/> Revitalization/Reuse studies (25% match) | <input type="checkbox"/> National Register Nominations/DOE (25% match)
<input type="checkbox"/> Public Education (25% match)
<input type="checkbox"/> Design Assistance (25% match)
<input type="checkbox"/> Shared Services/Circuit Rider (50% match) |
|---|---|

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

PART II - PROJECT NEED *(not to exceed one page):*

10. Project Description

A. Please provide a clear and concise description of the project, and its expected outcomes and deliverables. The deliverables should correspond to your answers to Question 14.

B. Describe the architectural, archeological or cultural resource(s) affected by this project, including a brief description of locally designated resources protected by the municipality's historic preservation ordinance(s).

11. Project Need, Impact, and Educational Value

A. How will this project benefit your community?

B. If successful, how will your community promote the receipt and use of this grant? Explain how the project will raise awareness of historic and cultural resources and promote the preservation of such resources.

12. Relationship of this Project to Pennsylvania's Statewide Historic Preservation Plan 2018-2023

Please review #Preservationhappenshere, the [Pennsylvania Statewide Historic Preservation Plan 2018-2023](#) and select which goal(s) this project most closely relates to. Please see the FFY2022 CLG Grant Guidelines and Instructions for a link to the plan and more guidance on this question.

GOAL 1 - Implement the Statewide Historic Preservation Plan as a resource that provides solution-oriented steps for preservation outcomes

GOAL 3 - Position Pennsylvania to better respond to new preservation challenges and opportunities in the 21st century

GOAL 2 - Use the power of planning to transform Pennsylvania's historic places into vibrant and diverse communities

GOAL 4 - Invest in the future of Pennsylvania through the commonwealth's historic places and the people and programs that protect and celebrate them

Please describe how the activities supported by this grant relate to these goals and related actions.

13. Letters of Support

Each application must include at least two (2) letters of support from local governments, organizations, or institutions that may benefit from the project. These letters should be from individuals/organizations other than the applicant community.

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

PART III - PROJECT SCOPE, TIMELINE, AND MANAGEMENT

14. Scope of Work

Please provide detailed information about the tasks, deliverables, and timeline for each aspect of the project. Be as specific as possible, as this information will be used to prepare a grant agreement and should be used for any procurement documents or RFPs your community may issue if awarded a grant. Attach additional pages to the application, as necessary, following the format below. Refer to the example in the Guidelines and Instructions for additional information.

A. Grantee Tasks: In this section, list the steps, tasks, and deliverables that you, as the grantee will undertake in the administration of the project. Complete each section, as may be relevant to your project.

CONSULTANT SELECTION	
Steps/Tasks	
Deliverables	
Start Date/End Date	
PROJECT/CONSULTANT MANAGEMENT	
Steps/Tasks	
Deliverables	
Start Date/End Date	
STAKEHOLDER/PUBLIC ENGAGEMENT	
Steps/Tasks	
Deliverables	
Start Date/End Date	
REPORTING	
Steps/Tasks	
Deliverables	
Start Date/End Date	
OTHER	
Name/Description	
Steps/Tasks	
Deliverables	
Start Date/End Date	

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

B. Consultant/Contractor Tasks: In this section, list the steps, tasks, and deliverables that a consultant, contractor, or municipal staff will undertake as part of the project.

Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	
Name/Description:	
Steps/Tasks	
Deliverables	
Start Date/End Date	

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

15. Project Timetable

Provide a summary of the project timeline using the timeframes entered in Question 14.

16. Project Personnel

- A. Project Coordination: Describe who will direct the project and who will be responsible for the various components of fieldwork, writing, analysis, etc. Describe the qualifications of the project staff and attach resumes of potential project personnel.
- B. Grants Management: Identify the person who will be responsible for overseeing the financial and reporting requirements, and describe their experience with managing a grant of this type, and list their name, title, address, daytime phone number and email address.
- C. Personnel Resumes: Applicants must enclose the resumes of those people who will perform key project tasks such as local project managers and providers of in-kind services.
Have you enclosed resumes of all primary project personnel? Yes No
**Resumes must be limited to one or two pages of experience relevant to the project. Longer curriculum vitae are not acceptable.*

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

PART IV – PROJECT BUDGET

17. Provide a cost breakdown for the proposed project. See page 20 in the application instructions for details on how to complete this section. The individual line items should relate to the tasks described in Question 11 and the products described in Question 13. The project budget should not exceed one page.

Cash Match Calculator

Grant Request:	\$	X	=	\$
		Match percentage* (.10, .25 or .50)		Minimum cash match required**

* Refer to the match requirements on page 1 of this application or page 11 of the Guidelines and Instructions

**Line B of the budget must be equal to greater than this number

REVENUE			
	TYPE	SOURCE	AMOUNT
A	Grant	CLG grant	
B	Cash Match		
C		TOTAL	\$

EXPENSES			
	CATEGORY	DESCRIPTION	EXPENSE
D	Administration	Equal to Grant Amount (line A) multiplied by .10	
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P		TOTAL	\$

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

18. Budget Narrative

Use the space below to provide any additional information about the revenue or expenses associated with this project that you feel will help the PA SHPO understand your project better.

19. Other Project Funding

Identify source(s) matching funds. If more than one organization is providing support, identify each organization and the kind and amount of matching funds. Documentation that these funds are in hand must be submitted as part of this application.

Have you enclosed documentation that these funds are available for the project? Yes No

A. Donor:	C. Donor:
Source:	Source:
Amount:	Amount:
<hr/>	
B. Donor:	D. Donor:
Source:	Source:
Amount:	Amount:
<hr/>	

20. Application Checklist

Please use the following checklist to ensure that your grant application is complete. If for any reason, part of your application will be submitted separately, please clearly note this in the space below with an explanation.

Please check each item to ensure that your application is complete:

- Resumes of key project personnel
- Two (2) letters of support for the project
- Proof of matching funds (where applicable)
- One PDF of this application form emailed to RA-PHCLG@pa.gov on or before **Monday, April 11, 2022 at 5:00PM EDT.**
- One PDF signature page emailed to RA-PHCLG@pa.gov on or before **Monday April 11, 2022 at 5:00PM EDT.**

PA SHPO CLG PROJECT GRANT APPLICATION
FEDERAL FISCAL YEAR 2022

PART V – SIGNATURES

20. Public Information Disclosure Statement

The contents of this application may be subject to production in compliance with the requirements of the Pennsylvania Right-to-Know Law, 65 P.S. §§ 67.101 *et seq.* If you are submitting information that you believe is not a public record, as defined in 65 P.S. § 67.102 (“public record”), please advise PHMC of the same at the time that you produce the information as part of your grant submission. Failure to do so may result in waiver of defenses to production, such as confidential proprietary information, trade secret or other reasons for non-production.

I have read the above disclosure statement and agree to waive the municipality’s right to request confidentiality.

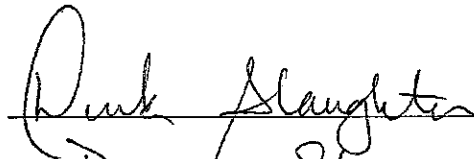
Signatory’s Initials: _____



21. Authorization Statement

I, the undersigned, certify that all the information contained in this application is true and accurate and that I am legally authorized to submit this application to the Pennsylvania State Historic Preservation Office.

Signature: _____



Date: _____

03/31/22

Printed Name/Title: _____

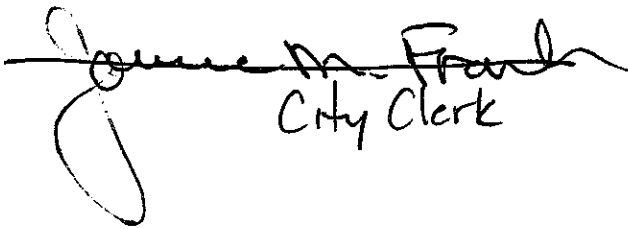
Derek Slaughter

Daytime Telephone: _____

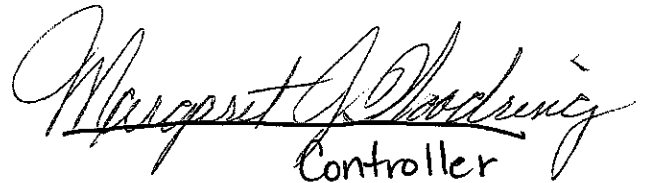
570.327.7566

E-Mail: _____

dslaughter@cityofwilliamsport.org



Joanne M. Frank
City Clerk



Margaret A. Harding
Controller