





Good Grant Management



HPF grants come with many responsibilities

Read project agreement (contract) and grant guide to understand your responsibilities

Historic Preservation Fund 2025 Grant Guide



Photo from the City of Pittsburg Off-Broadway Survey Report – Pittsburg, KS (HPF 2022)

PROJECT AGREEMENT

THIS AGREEMENT is hereby entered into this _____ day of _____, 2018 by and between **Douglas County, Kansas**, (hereinafter Subgrantee"), and the State of Kansas, Kansas Historical Society, State Historic Preservation Office, (hereinafter "SHPO").

WHEREAS, the Subgrantee has applied for and been awarded a **$10,000** Historic Preservation Fund grant from SHPO to undertake a project to **intensively survey select properties in Willow Springs Township in the Subgrantee's community**; and,

WHEREAS, the Historic Preservation Fund grant is funded by federal historic preservation funds appropriated by Congress to carrying out its National Historic Preservation Act, as amended; and,

WHEREAS, in order to receive the grant funds, the Subgrantee must carry out its project activities in accordance with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*; and,

WHEREAS, the Subgrantee shall follow all requirements in the "Historic Preservation Grants Manual" prepared by the National Park Service, and the "Historic Preservation Fund (HPF) Grant Guide" prepared by SHPO; and

WHEREAS, the Subgrantee shall follow the conditions and requirements governing National Park Service grants as outlined herein; and,

WHEREAS, the parties desire to enter an Agreement setting forth these and other requirements relating to the grant.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

I. WORK TO BE PERFORMED

a. Schedule

Subgrantee shall not begin work under the terms of this Agreement prior to **June 1, 2018**, and Subgrantee shall complete, expend funds, submit products, and request final reimbursement by **August 31, 2019**. Requests for extensions must be made thirty days prior to that end date. The following dates shall be used as

Let's go over the Grant Guide

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Source link: https://www.kansashistory.gov/5_2025_hpf_grant_guide.pdf

Chapter 1 Establishing Project Guidelines

- Read over the Project Agreement
- Let SHPO know if there are any questions, or if you need changes
- Don’t start work until the Agreement is signed by both parties*

Chapter 2
Contracting for Services

- **SHPO should review RFPs prior to you sending them out.**

- Allow plenty of time to complete the process of seeking and finding competitive bids.

- Have reasonable expectations for the consultant services your budget will cover.



Request for Proposal (RFP) or Request for Qualifications (RFQ)

Submit a copy of the RFP / RFQ and cover letter to the SHPO

Receive approval

Send the RFP / RFQ directly to at least three consultants.

Publicize widely.

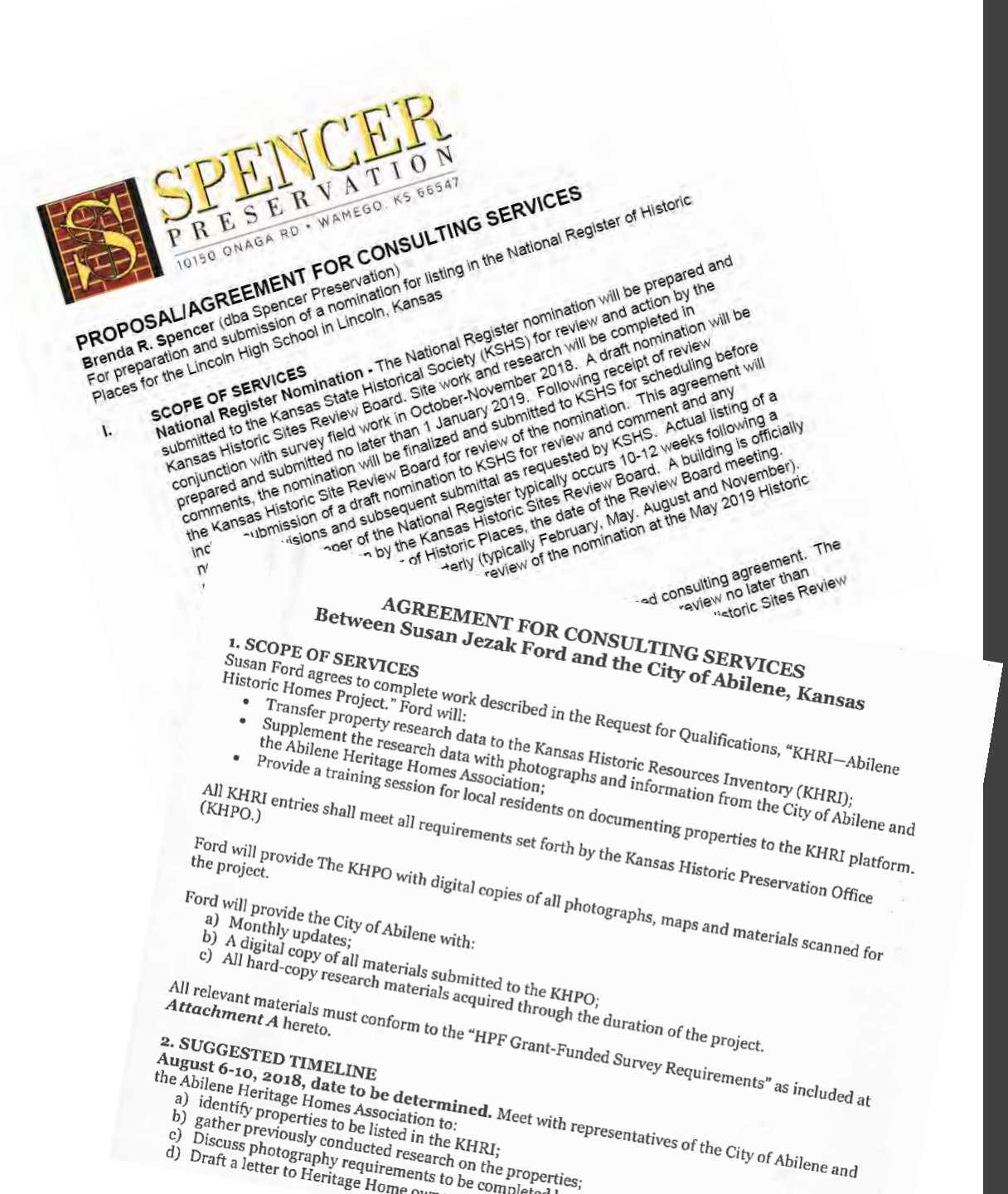
Allow sufficient time for responses. We recommend 21 days, but state rules only require 3-10.

The following documents must be submitted for approval by the Grants Manager before signing contracts with the consultant:

- List of the consultants contacted
- Copy of all the responses
- Process used to evaluate responses
- Letter documenting your choice and why
- Statement verifying the time and place
- Get SHPO approval

After receiving approval of source selection from the SHPO, the following concludes the consultant selection process:

- ❑ Submit a copy of the draft contract (between you and the consultant) to the SHPO for approval before signing.
  - ❑ **Receive approval letter from SHPO**



SPENCER PRESERVATION
10150 ONAGA RD • WAMEGO, KS 66547

PROPOSAL/AGREEMENT FOR CONSULTING SERVICES

Brenda R. Spencer (dba Spencer Preservation)
For preparation and submission of a nomination for listing in the National Register of Historic Places for the Lincoln High School in Lincoln, Kansas

I. **SCOPE OF SERVICES**

National Register Nomination - The National Register nomination will be prepared and submitted to the Kansas State Historical Society (KSHS) for review and action by the Kansas Historic Sites Review Board. Site work and research will be completed in conjunction with survey field work in October-November 2018. A draft nomination will be prepared and submitted no later than 1 January 2019. Following receipt of review comments, the nomination will be finalized and submitted to KSHS for scheduling before the Kansas Historic Site Review Board for review of the nomination. This agreement will ...ubmission of a draft nomination to KSHS for review and comment and any ...isions and subsequent submittal as requested by KSHS. Actual listing of a ...per of the National Register typically occurs 10-12 weeks following a ...n by the Kansas Historic Sites Review Board. A building is officially ...of Historic Places, the date of the Review Board meeting. ...derly (typically February, May, August and November). ...review of the nomination at the May 2019 Historic

...ed consulting agreement. The ...review no later than ...istoric Sites Review

AGREEMENT FOR CONSULTING SERVICES
Between Susan Jezak Ford and the City of Abilene, Kansas

1. SCOPE OF SERVICES

Susan Ford agrees to complete work described in the Request for Qualifications, "KHRI—Abilene Historic Homes Project." Ford will:

- Transfer property research data to the Kansas Historic Resources Inventory (KHRI);
- Supplement the research data with photographs and information from the City of Abilene and the Abilene Heritage Homes Association;
- Provide a training session for local residents on documenting properties to the KHRI platform.

All KHRI entries shall meet all requirements set forth by the Kansas Historic Preservation Office (KHPO.)

Ford will provide The KHPO with digital copies of all photographs, maps and materials scanned for the project.

Ford will provide the City of Abilene with:

a) Monthly updates;
b) A digital copy of all materials submitted to the KHPO;
c) All hard-copy research materials acquired through the duration of the project.

All relevant materials must conform to the "HPF Grant-Funded Survey Requirements" as included at ***Attachment A*** hereto.

2. SUGGESTED TIMELINE

August 6-10, 2018, date to be determined. Meet with representatives of the City of Abilene and the Abilene Heritage Homes Association to:

a) identify properties to be listed in the KHRI;
b) gather previously conducted research on the properties;
c) Discuss photography requirements to be completed
d) Draft a letter to Heritage Home

Consultant Contracts

Allow SHPO to review draft contracts

Include provisions from pages 13-14 of Grant Guide

Consider "what could go wrong"

Cost must be a lump sum; no percentages.

Hourly costs must be below max and have a not-to-exceed limit.

Manage Your Project



Stay connected with your consultant and SHPO.

Deadlines in your contract should match or be ahead of deadlines in your grant agreement.

Grant work must be done by September 30, 2027.

Payments and reports can be done in October, SHPO must close all grants by December 31.

Chapter 3
Submitting Project Products

- Project must result in a tangible final product
- Products must have verbiage acknowledging assistance from the National Park Service – see pages 15-16 of the grant guide.
- Generally, the product will come to SHPO from the subgrantee with comments
- Products must meet the Secretary of the Interior's Standards and *Guidelines for Identification and Evaluation* (for survey and nominations) or the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (for physical work, assessments, preservation plans).

HISTORIC PRESERVATION FUND GRANT PROGRAM

Completion Report

Project Number: HPF 2023-

Project Title:

Major Work Items:
Planned

Actual

Major Cost Items	Planned	Actual
Administrator		
Volunteers		
Consultant		
Communication		
Printing & Advertising		
Equipment / Supplies		
Total:		

Total Project Cost:
Federal $ .00 Match $ .00 Total $ .00

If applicable:
Additional Information:

Number of Acres Surveyed as part of this project:

Certification: I certify professional qualified program and grants management staff of my organization have confirmed, through site visits and/or review of financial and performance reports that work under this subgrant (or contract) has been accomplished according to applicable laws, regulations, Secretary of the Interior's *Standards*, other program requirements specified in the National Register Programs Guideline, and the terms and conditions of the applicable HPF grant(s).

Chapter 4 Reimbursement

- Completion report form can be used as a reimbursement request if you seek payment before the final products.
- Edit the form to fit your project.
- Submit back-up evidence of expenses and match.
- Submit the products for which you are seeking reimbursement
- Final report, due 30 days after completion of final products

Allowable Costs / Match

No food or drinks

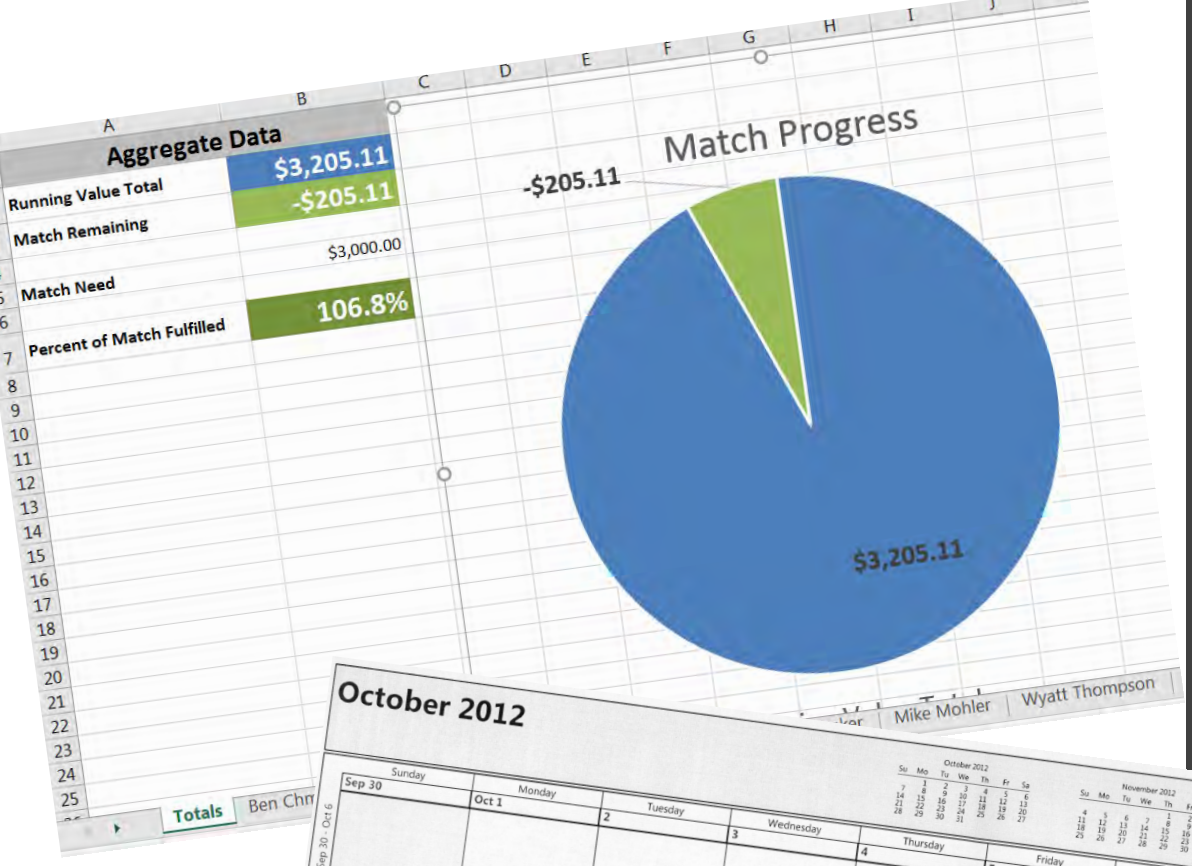
Must be directly related to the project

There is a maximum allowable salary.

Grant must result in a final, tangible product.

Volunteer rates depend on level of duties:

- Stuffing envelopes = Federal minimum wage
- Deciding who will be hired for the consultant = Independent Sector website
- Professional accountant providing bookkeeping services = Their professional rate of pay





Record Keeping

- Time sheets for staff and volunteers
- Documentation of salaries or value of donated time
- Receipts for paid expenses
- Invoices and proof of payment

Example:

admin	1,000.00
bookkeeper	524
volunteers	6,525.00
consultant	10,500.00
venue rental	200
printing & advertising	400
Total	19,149.00
60%	11,489.40
Reimbursable expenses	10,900.00

Grant award was $12,000

That requires $8,000 match.

HPF cannot reimburse for donated match.

Over match is great!

Chapter 6 Reporting Deadlines

- Monthly reports are due on the 10th of each month after you sign the grant agreement.
- **All work should be finished by September 2027.**



Grant Agreement

- Most important: Don't freak out!
- We are including the Federal Grant Agreement to make sure all legal language is included.
- Let me know if you or your organization have any concerns.

HPF 2022-xxxxx

PROJECT AGREEMENT

THIS AGREEMENT is hereby entered into this _____ day of _____, 2022 by and between the **City of Topeka**, (hereinafter Subgrantee"), and the State of Kansas, Kansas Historical Society, State Historic Preservation Office, (hereinafter "SHPO").

WHEREAS, the Subgrantee has applied for and been awarded a **$16,500** Historic Preservation Fund grant from SHPO to undertake a project to **intensively survey the Old Town neighborhood in the Subgrantee's community; and,**

WHEREAS, the Historic Preservation Fund grant is funded by federal historic preservation funds appropriated by Congress to carrying out its National Historic Preservation Act, as amended; and,

WHEREAS, in order to receive the grant funds, the Subgrantee must carry out its project activities in accordance with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*; and,

WHEREAS, the Subgrantee must follow all requirements in the "Historic Preservation Grants Manual" prepared by the National Park Service, and the "Historic Preservation Fund (HPF) Grant Guide" prepared by SHPO; and

WHEREAS, the Subgrantee must follow the conditions and requirements governing National Park Service grants as outlined herein; and,

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NOTICE OF AWARD

1. DATE ISSUED MM/DD/YYYY: 07/21/2023	1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded		
2. CFDA NO.: 15.904 - Historic Preservation Fund Grants-In-Aid			
3. ASSISTANCE TYPE: Formula Grant			
4. GRANT NO.: P23AF01463-00 Originating MCA #		5. TYPE OF AWARD: Other	
4a. FAIN: P23AF01463		5a. ACTION TYPE: New	
6. PROJECT PERIOD	MM/DD/YYYY		MM/DD/YYYY
From	10/01/2022	Through	09/30/2025
7. BUDGET PERIOD	MM/DD/YYYY		MM/DD/YYYY
From	10/01/2022	Through	09/30/2025

AUTHORIZATION (Legislation/Regulations)

54 USC §302902 Grants to States (Historic Preservation Fund)

8. TITLE OF PROJECT (OR PROGRAM)
FY23 HPF SHPO Kansas

9a. GRANTEE NAME AND ADDRESS State of Kansas - Accounting Services 6425 SW 6th Ave Topeka, KS, 66615-1099	9b. GRANTEE PROJECT DIRECTOR KATRINA RINGLER 6425 SW 6TH AVENUE TOPEKA, KS, 66615-1099 Phone: 7852728681
10a. GRANTEE AUTHORIZING OFFICIAL PATRICK ZOLLNER	10b. FEDERAL PROJECT OFFICER Ms. Megan Brown

Gwen Perney

Grants Manager

785-272-8681 x228

gwen.perney@ks.gov