

**Certified Local Government (CLG) Commission Education & Training
Subgrant Program | Fiscal Year 2018**

*Office of Archaeology and Historic Preservation
1200 Broadway
Denver, CO 80203*

Application Deadline: December 3, 2018

Questions? Contact Erica Duvic at (303) 866-4681 or erica.duvic@state.co.us

Certified Local Government Subgrant Program

Through the Office of Archaeology and Historic Preservation (OAHP), History Colorado (HC) administers the U.S. Department of Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS), also part of the U.S. Department of Interior. Under this program, NPS has specified that at least 10 percent of Colorado's annual program funds must be subgranted to Certified Local Governments (CLGs). Currently, Colorado has 61 CLGs.

Each year, at least one Commission Member from each CLG must attend a HC-approved education and training session. To encourage the fulfillment of this requirement, HC offers a limited amount of funding to CLGs for scholarships to offset the cost of Commission Members and staff attending education and training opportunities and for stipends to engage speakers and trainers who can provide expert guidance to Commission Members on topics directly related to CLG activities. The total amount available for 2018 Education & Training grants is \$6,385. Funding decisions and award notifications will be made by December 14, 2018.

The education/training opportunity must take place before June 30, 2019, to be considered eligible for funding.

This funding is typically used to offset the cost of Commission Members and staff attending the "Saving Places Conference" presented each February by Colorado Preservation, Inc., one of Colorado's best historic preservation training opportunities. **"Saving Places: The Next Generation of Preservation: A Call to Action" will be held February 4 - 7 in Denver.** A conference agenda may be found at <http://coloradopreservation.org/saving-places-conference/2019-saving-places-conference/>.

In extending this grant to your CLG, HC assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. HC is held accountable by NPS for compliance with all applicable federal laws and regulations.

Eligibility

Only official Certified Local Governments are eligible to participate in this federally funded grant program. All CLGs are eligible to apply for funds on behalf of their commission members and staff, but no applicant is guaranteed funding.

Requirements for CLG certification may be obtained from HC. Any political subdivision of the state, such as a city or a county, that meets the criteria set forth in the Colorado Certified Local Government Program Handbook is eligible to apply for CLG certification. Applications for CLG certification may be submitted at any time. Only those governments which have approved certified status as of December 3, 2018, are eligible to apply for funding under this grant program.

Eligible Expenses

Eligible Expenses for this subgrant are limited to:

- Registration fees
- Lodging (\$100 per night maximum) when scholarship recipients must travel more than 60 miles
- Speaker/Trainer fees (\$1000/per person maximum)

All aspects of the reimbursement must conform to the federal OMB's Uniform Guidance (available online at <https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html>) regarding allowable costs as well as other administrative requirements, federal regulations, and the Historic Preservation Fund Grants Manual.

- **Documentation Requirements:** Reimbursement requests must be submitted within 60 days after the end of the education/training opportunity and must include copies of invoices and/or receipts for eligible expenses.

Scoring and Evaluation Criteria

Grants are reviewed and awarded based on the number of applicants, the quality and relevance of the educational opportunity, and the amount of available funding, with the goal of assisting as many CLG Commission Members as possible. Priority for funding will be given to Commission Members and staff who have not attended previous training opportunities. Awards will be made to the applicant CLGs and not individuals. If a CLG does not receive their full award request, the CLG will be responsible for determining which Commission Member(s) or staff receive(s) the award(s).

CLG Commissioner Education & Training Grant Application: Instructions

How to Complete the CLG Grant Application

CLGs should complete one application for each Education & Training opportunity, **including all attendees on one application**. If you are applying for a Speaker/Trainer stipend(s), please submit one application per event.

Where to Send Your Application

CLG applicants must submit one copy of the completed application via email to both david.gonzalez@state.co.us and oahp@state.co.us by December 3, 2018.

Grant applications are due to History Colorado by 5pm on Monday, December 3, 2018.

CLG Commissioner Education & Training Grant Application

Name of CLG _____
 Address _____
 Federal Employer Identification Number (IRS tax ID number) _____
 Contact Person for CLG _____
 Title _____
 Phone _____ Fax _____ Email _____

Name and Title of Chief Elected Official _____
 Congressional District Number _____
 Federal House Representative _____
 Federal Senate Representative _____
 State House Representative _____
 State Senate Representative _____

Request Type:

- Education/Training Scholarship(s)
- Speaker/Trainer Stipend(s)

If you are requesting funding for Education/Training Scholarship(s), please provide the following information:

Education/Training Opportunity: _____
 Travel Distance: ____ miles
 Lodging Expenses per person: \$ _____ per ____ nights
 Duration of Conference/Training: ____ Days

CLG Staff	Attendee Name	# of Days Attending	Registration	Lodging	Total Requested Amount
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

Total Requested Amount for CLG: _____

Describe what attendees(s) hope(s) to gain/learn from this training opportunity:

For each potential attendee, list past training received/conferences attended:

If you are requesting funding for Speaker/Trainer Stipend(s), please provide the following information for each Speaker/Trainer:

Speaker/Trainer Name(s): _____

Speaker/Trainer Title(s): _____

Speaker/Trainer Organization(s): _____

Presentation/Workshop Topic: _____

Presentation/Workshop Location: _____

Expected number of people attending presentation/workshop: _____

Speaker/Trainer Fee: \$ _____

Describe the Speaker/Trainer(s) qualifications and areas of expertise:

Describe how the Speaker/Trainer(s) presentation/workshop will directly benefit CLG Commission Members and staff. What specific skills will they learn/knowledge will they gain?

Invoices/Receipts must be fully submitted for reimbursement within 60 days of the end of training/education opportunity. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your CLG's eligibility to receive future CLG Commissioner Training & Education grant funding.

I understand that my invoices/receipts must be submitted within 60 days of the end of training/education opportunity. I understand that failure to comply with this deadline could result in History Colorado declaring expended funds ineligible for reimbursement.

Certification: This application is submitted to History Colorado for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that _____ (name of CLG) has an approved Certification Agreement and is eligible for participation in this program.

Signature of Chief Elected Official _____

Title _____ Date _____