

Applicants for grant assistance must provide responses to the categorical evaluation criteria AND the Administrative Priorities in their grant proposals. Both sets of evaluation criteria and the Historic Preservation Fund (HPF) grant program guidelines are being provided for public review and comment. Please provide any comments to the DHPA Grants Staff by Monday, April 10, 2023. All public comments received will be presented at the meeting of the State Historic Preservation Review Board on April 19, 2023.

All public comments must be received in writing. Send comments by e-mail to skennedy@dnr.IN.gov, or by mail to DHPA Grants Staff, 402 W. Washington St., Room W274, Indianapolis, IN 46204.

FY2024 ADMINISTRATIVE PRIORITIES – DRAFT

(Proposed changes are indicated in bold type or strikethrough)

The order of criteria in the Administrative Priorities has been revised, which is not indicated. Only substantive changes to the criteria text are noted.

Instructions: Provide complete but concise answers for each of the priority statements below. Please be as specific as possible in your answers, and explain exactly how the proposed project will meet the priority issues. Most projects will adequately address several priorities, while only partially addressing others, and will be scored accordingly. No project will address every priority statement. When a proposed project does not address a specific priority, mark “NA” as the response.

- Max.
Score: Priority will be given to:
- 16 pts 1. Projects that have a clearly defined and carefully explained project activity/activities and will result in valuable products or outcomes for the State. *Summarize the project activity/activities, goals, and methodology: how is the project going to be accomplished and what is the project going to produce? If applicable, list each product individually and include quantities. Note that the scope of work must be realistic and commensurate with the amount of grant funding requested.*
- 12 pts 2. Projects that will be sponsored or co-sponsored by a governmental agency that has been designated by the National Park Service as a Certified Local Government (CLG) for the purpose of carrying out historic preservation activities. *Currently there are twenty-four (24) CLGs in Indiana: Bloomington, Carmel, Crawfordsville, Crown Point, Elkhart, Evansville, Fort Wayne, Hobart, Huntington, Lafayette, LaPorte, Logansport, Madison, Mishawaka, unincorporated Monroe County, Muncie, Nappanee, New Albany, Newburgh, Pendleton, Richmond, South Bend, unincorporated St. Joseph County, and West Lafayette. Indicate whether or not the project sponsor or co-sponsor is a Certified Local Government. Note that the entire project area must be within a CLG jurisdiction in order to receive these points and for the DHPA to apply the project to its CLG pass-through formula. Projects that are only partially within a CLG jurisdiction will not score any points for this criterion since the CLG pass-through formula cannot accommodate partial-CLG projects. Any questions about properly structuring a CLG grant application should be directed to the grants staff.*
- 6 pts 3. Projects for which applicants are **under-represented** (minority or disadvantaged) organizations. *Explain how the project sponsor (the applicant organization **or a co-applicant**) qualifies as a minority or disadvantaged organization or directly serves a minority or disadvantaged group (in terms of ethnic background, language, culture, religion, socio-economic conditions, gender, etc.) as one of its primary functions.*

- 16 pts 4. Projects for which applicants have an individual capable of grant administration and acting as Project Coordinator. *Provide the name of this person, list their qualifications and grant-administration experience (if any). Note that the past performance of Project Coordinators on DHPA-funded grant projects will be considered. Project Coordinators with past DHPA-funded grant experience are evaluated on all aspects of grant administration, including Progress Reporting, Procurement, Reimbursement, timeliness, responsiveness, and their overall performance of supervising and coordinating the project on behalf of the sponsoring organization. If a current resume or c.v. for the Project Coordinator is NOT on file at the DHPA (as part of the Qualified Professional list), please submit one with the proposal.*
- 16 pts 5. Projects for which applicants have an individual capable of acting as Principal Investigator (P.I.). *If the P.I. is already identified, select the appropriate response under 3-A. If the P.I. is "To Be Determined," select the appropriate response under 3-B. Respond according to the instructions below that best describes your situation. Use the appropriate underlined statement as the first sentence of your narrative response to this criterion. If the sponsoring organization's P.I. selection DOES NOT precisely match one of the options below, please contact the DHPA Grants Staff to discuss the situation and seek guidance.*
- 3-A) If the P.I. is already identified: Provide the name of the person, list his/her qualifications (they must meet applicable 36 CFR 61 qualifications), and describe any previous experience on grant projects. If a current resume or c.v. for the P.I. is NOT on file at the DHPA (as part of the Qualified Professional list), please submit one with the proposal. Note that past performance of Principal Investigators on DHPA-funded grant projects will be considered.*
- *The P.I. is currently a member of the sponsoring organization. If the P.I. is a paid member of the organization, be sure to indicate whether his/her salary is included in the project budget and local match.*
 - *The P.I. will provide their professional services as an "In-Kind Donation." This means that the fair market value of their donated services is included in the project budget and will be used as part of the local match to leverage grant funds. However, the P.I. will NOT receive any payment for their donated services. The P.I. MUST document their pledged in-kind donation in writing on their letterhead, its value must be clearly explained, and this document must be submitted with this proposal.*
 - *The P.I. is already under a "Pre-Existing Contract." This situation applies ONLY if the P.I. was hired already and is documented by a fully executed contract dated on or before the date of the grant application deadline. A copy of this pre-existing contract MUST be submitted as part of the application. Provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), and describe any previous experience on grant projects.*
 - *The P.I. will provide their services totally "Off-Budget." This means that no cost for the P.I. is included in the project budget, nor does it constitute any portion of the local match. In this situation, the sponsoring organization is free to hire anyone without undergoing "fair procurement." If the intended P.I. is known at this time, provide the name of this person, list their qualifications (they must meet applicable 36 CFR 61 qualifications), and describe any previous experience on grant projects. If the P.I. is not identified at this time, indicate "To Be Determined" in the appropriate space on the cover sheet and see 3-B instructions for this question below.*
- 3-B) If the P.I. is unknown and To Be Determined: Indicate in the appropriate space on the cover sheet that the P.I. is "To Be Determined." On A&H applications, this situation will result in a maximum score of eight (8) points for this criterion. On A&D applications, this situation will result in a maximum score of four (4) points for this criterion.*

- The P.I. will be hired as a result of the grant project and is to be paid from the grant. (This is typical in A&H applications, or when the P.I. is on-budget for an A&D application.) Provide an answer that will explain how the P.I. services will be obtained. Note that the sponsoring organization must hire a qualified P.I. through an open bidding process that follows state and federal rules and procedures for “fair procurement.” This process CANNOT be initiated prior to the official grant award and start-up meeting. However, hiring of the P.I. is expected to be accomplished within the first ninety (90) days after the project start-up meeting.
 - The P.I. is yet to be hired and will be totally “Off-Budget” from the grant project. Provide a detailed answer explaining how appropriate P.I. services necessary for the grant project will be obtained. This could include hiring a P.I. to be paid “off-budget” or obtaining an in-kind donation for services at a later date. Note that A&D applicants must obtain P.I. services from an architect or equivalent professional. Hiring of the P.I. is expected to be accomplished within the first ninety (90) days after the project start-up meeting.
- 16 pts 6. Projects that have realistic timetables. Include a detailed timetable that shows the approximate amount of time (days, weeks, or months) that will be devoted to each of the various phases, tasks, or components of the overall project. In general, the more detail and breakdown provided, the higher the score will be for this criterion. Start and end dates given in the timetable must match those entered on the application cover sheet.
- Projects should not plan to begin prior to June 1st.
 - The timetable should account for grant start-up meetings and tasks necessary for procurement of the Principal Investigator and/or contractor services (this should include sufficient time for DHPA review of bidding documents, plans and specs, the minimum fourteen (14) day bidding periods, and contract negotiation and execution).
 - A&H and Archaeology projects should account for required thirty (30) day DHPA review of draft products and thirty (30) day revision period for final products.
 - National Register nomination projects should account for both Technical Review and Substantive Review procedures in their timetables.
 - A&D projects should give a detailed breakdown of all construction activities.
 - Projects must be completed and all final products must be submitted by June 30, 2026 ~~2024~~ – this deadline is NOT negotiable.
- 16 pts 7. Projects that have realistic and reasonable budgets. Include a detailed budget breakdown, indicate exactly how the various budget figures (line items) were computed, and include copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). Upon review of the proposal, the DHPA reserves the right to adjust or negotiate the scope of work or the grant request in cases where the project budget is out of line with the products to be created. In general, the more detail, breakdown, and documentation provided, the higher the score will be for this criterion.
- 12 pts 8. Projects for which applicants have 100% of the matching share on-hand AND documented. In addition to the signed Matching Share Form, provide copies of bank statements, university research program budgets, local government departmental budgets, or other documentation to demonstrate that the applicant has all of the matching share funds available in its own accounts. NOTE: The amount of required matching share is equal to the anticipated total project cost minus the grant funding requested. Applicants that claim to have 100% of the matching share but do not properly document it will NOT receive full credit. Documentation of cash donations pledged, but not yet collected, will NOT be counted as match on-hand. In-kind donations of goods or professional services, as well as any pledges of volunteer labor, MUST be documented in writing by the donors and be submitted with the proposal in support of the Matching Share Form. All matching funds MUST be from non-federal sources.

- 4 pts 9. Projects for which applicants will provide a matching share consisting of less than 10% in-kind and/or volunteer services. *Maximum points will be given for a match consisting totally of cash, or a combination match that includes less than 10% in-kind/volunteer services.*
- 12 pts 10. Projects for which applicants have not received funding commitment through the DHPA's grants program within the last three annual grant cycles (consider only funding awards made in **2021-2023** ~~2020-2022~~). *Indicate whether or not the project sponsor has ever received funding in the past from the DHPA, and list the years in which any grant assistance was received*
- 10 pts 11. Projects for which applicants can show evidence of broad-based community support by submitting formal letters of support endorsing the proposed project. *Support letters should be sought from any other groups or individuals that might have an interest in the successful outcome of the project, such as: historical societies, neighborhood organizations, elected officials, local businesses, community service organizations, etc. Applicants must limit their support letters to a maximum of twenty (20). The number of points awarded will be based on the quality, variety, and number of support letters submitted.*
Letters must be:
- *Printed on appropriate organizational letterhead (unless submitted by private citizens);*
 - *Original, and specific to the project and activities being proposed;*
 - *Dated and current;*
 - *Signed with either an original or electronic signature; and*
 - *All letters MUST be submitted with the application.*
- The following WILL NOT be counted:*
- *Unsigned or undated letters;*
 - *Generic letters that are not specific to the project or activities being proposed;*
 - *Letters from any person or organization directly associated with the applicant or the project;*
 - *Letters that are sent or delivered to the DHPA separate from the proposal;*
 - *Form letters, signed petitions, and copies of e-mail correspondence; and*
 - *"Thank you" letters or other correspondence that does not specifically support the current application.*
- 6 pts 12. Projects for which applicants have properly followed the proposal instructions and have also submitted a complete application. *The application must contain all the completed forms and required information, and must be received by the DHPA prior to the published grant deadline. Applicants are strongly encouraged to submit their applications early so that the DHPA Staff can verify that they are complete. Applications missing any parts after the application deadline or that did not follow instructions provided in the application packet will not receive full credit, and may receive reduced scores for other priorities as well.*

142 Points Possible

Note: Proposals MUST score a minimum of 65.0 points on the Administrative Priorities in order to be recommended for funding.