

Historical Resource Development Program: FY 2017 Special Round

General Guidelines

The Historical Resource Development Program (HRDP) is established in the Code of Iowa, Chapter 303.16. Administrative rules for the program are found in Iowa Administrative Code 223—49. The following items apply to **all** projects funded through the Historical Resource Development Program.

The Resource Enhancement and Protection/Historical Resource Development Program (REAP/HRDP) is funded by the Resource Enhancement and Protection Act (REAP). The purpose of the grants programs is to provide funds to preserve, conserve, interpret, enhance, and educate the public about the historical resources of Iowa.

- All projects must involve Iowa's historical resources. Non-residents may apply if the project resource is located in Iowa.
- All projects involving personal property must, upon request, document a legal relationship to the property and/or owner agreement to the project.
- Funded projects will encourage and support the economic and cultural health and development of the state and the communities in which the resources are located.

Program History

Funding for the Resource Enhancement and Protection/Historical Resource Development Grant Program was first appropriated for FY 1990. What has been accomplished in over 25 years of programming?

- More than \$16 million in grant funds have been awarded for historical projects across the state.
- More than 1,200 projects have been funded.
- Museum collections have been conserved.
- Historical newspapers have been microfilmed.
- Photographs have been preserved.
- Museum exhibits have been installed.
- Historic neighborhoods have been surveyed.
- Historic buildings and districts have been nominated to the National Register of Historic Places.
- Historic buildings have been rehabilitated.
- Archaeological sites have been investigated.
- And the list goes on and on.

Program Features

- Application can be found online at iowahistory.slideroom.com. We no longer print copies of the applications or guides, or accept paper copies of applications.
- Samples of successful applications are available to applicants upon request.
- Funded applicants (grantees) will receive 50% of their grant dollars at the time of award. At the conclusion of each project, the grantee is responsible for submitting a final report and claim. The final report must document both the grant and matching funds. Upon acceptance of the final report, the state will pay the grantee the remainder of the grant. If a project is not completed in accordance with Resource Enhancement and Protection/Historical Resource Development program requirements, the grantee may be required to return grant funds to the state.
- The application includes a grant contract. Read it over carefully. Please download the contract, have the authorized official provide an electronic signature and upload the signed contract as an attachment to your grant application.
- If you are awarded a grant, the State Historical Society of Iowa will send a fully-signed contract and issue a grant award letter via email. The fully signed document will serve as the grant contract. This process will allow projects to begin more quickly, as a signed grant contract will already be in place.

Eligible Applicants

The following entities are eligible to receive Historical Resource Development Program grants:

- Nonprofit corporations
- Governmental units
- Traditional tribal societies and governments of recognized resident American Indian tribes in Iowa
- Individuals
- Private corporations and businesses

Project Types

The following broad **project types** can be funded with Historical Resource Development Program grants:

- Acquisition and development of historical resources
- Preservation and conservation of historical resources
- Interpretation of historical resources
- Professional training and educational programs on the acquisition, development, preservation, conservation and interpretation of historical resources

Grant Categories

The FY 2017 special round is limited to the Documentary Collections category. This category has specific requirements. Carefully review the requirements that pertain to this category in the Documentary Collections Guide.

Application Deadline and Project Schedule

- Grant applications for the Resource Enhancement and Protection/Historical Resource Development FY 2017 regular grant cycle must be submitted online at iowahistory.slideroom.com by 11:59 p.m. CST, **October 3, 2016**.
- Projects funded in this grant cycle will begin on January 2, 2017. Projects must be completed by November 30, 2018.

Application Review and Approval

- All applications will be reviewed by Historical Resource Development Program staff for eligibility.
- Eligible applications will be reviewed and scored by the grant review panel. The panel will be composed of a minimum of three members, including at least two public members and one historical division staff member.
 - For documentary collections applications, the public members will be representatives from the Iowa Historical Records Advisory Board. The historical division staff member(s) serving on the review panel will be professionally trained in the archives discipline.
- The recommendations of the review panel will be forwarded to the department director and the State Historical Society of Iowa Board of Trustees.
- The Board of Trustees will consider the panel recommendations, and then make a recommendation to the department director, who makes final funding decisions.

Review Criteria

Projects will be evaluated on the following four criteria:

- The significance of the historical resource;
- The proposed scope of work;
- The project's impact on the local community;
- The degree to which the budget is reasonable, appropriate to the project, complete and mathematically correct.

The Historical Resource Development Program [scoring rubric](#) will be used by reviewers to assign points to the applications.

Notification

All applicants will be notified of funding decisions by January 2, 2017 via email. Shortly after, grantees will receive an electronic contract for review and signature. The State will retain one fully-signed contract and will email a fully-signed contract to the grantee in early January. Upon receipt of the signed contract, the grantee may proceed with the project.

Developing the Project Budget

All Resource Enhancement and Protection/Historical Resource Development Program projects include both grant funds and matching funds.

The match ratio varies depending upon the type of applicant. For every grant dollar awarded, the grantee is responsible for matching funds, as follows:

- All non-profit corporations, units of government, and American Indian tribes – fifty cents, of which at least twenty-five cents must be in cash.
- Individuals – seventy-five cents, of which at least fifty cents must be in cash.
- Businesses – one dollar, of which at least seventy-five cents must be in cash.

Nonprofit Match Ratio This match ratio applies to nonprofit corporations, units of government and American Indian tribes.	Individual Match Ratio	Business Match Ratio
For every grant dollar requested:	For every grant dollar requested:	For every grant dollar requested:
25 centers cash match	50 cents cash match	75 cents cash match
25 cents in-kind match	25 cents in-kind match	25 cents in-kind match

The cash match amounts listed above represent the minimum cash match requirements. You may substitute additional cash to meet the in-kind match requirements. You cannot substitute in-kind match for the required cash.

Match Definitions

- **Cash Match:** The cash donations (including items or services) provided by the applicant and revenues and grants expected or received for the project.
- **In-kind Match:** These are the goods and services (not cash) that are donated by individuals or organizations other than the applicant. The dollar amount should be calculated at verifiable fair-market value. Donated labor shall be calculated at the State's minimum wage rate (presume \$7.25 per hour) unless the individual providing the donated labor is regularly employed in that occupation, and can document a higher wage rate. For example, if a carpenter donates his professional services to a project, and can document that he ordinarily charges \$25 per hour for such work, then the value of his donated time can be figured at \$25 per hour.

Applicants are not required to have their match dollars in hand at the time of application, but the match dollars must be available, as appropriate, so that the project can be completed within the contract period. Final grant reimbursement will not be made until all required match has been spent.

Grant awards to combined applicants shall use the least favorable match ratio. Thus, for example, a private business and a non-profit organization could be co-applicants on a project, but the project would be required to use the business match ratio.

- **Please use only whole dollar amounts for your budget figures.**
- All costs must represent expenditures that are necessary to the accomplishment of the grant objectives and are outlined in the budget. Make sure that each cost in your budget represents an expense that is needed to support the proposed grant activity.
- Indirect expenses (overhead) cannot be used as cash match, in-kind match, or grant expense. Overhead includes items such as, but not limited to, rent and utilities.

- All expenditures (including grant dollars, cash match and in-kind match) must be made during the contract period.
- Grant projects **cannot** begin the grantee receives a fully-signed contract. Expenses incurred prior to the contract start date cannot be included in a project.
- FICA and unemployment taxes are eligible expenses.
- Costs of producing any required reports and products are eligible grant expenses.
- Mileage costs should be calculated at 39 cents per mile.
- The costs of preparing the grant application are **not** eligible grant expenses.
- Lobbying is **not** an eligible grant expense.
- Public relations and marketing are **not** eligible grant expenses.

Professional Standards

All projects must comply with certain nationally-accepted professional standards. Applicants must demonstrate knowledge of, intention to, and ability to adhere to, the professional standards that pertain to the grant category to which they are applying.

Projects in the Documentary Collections category are strongly encouraged to involve a trained professional in a discipline appropriate to the project scope.

Restrictions

The law creating the Historical Resource Development Program stipulates several restrictions. **Read these restrictions carefully.** The Historical Resource Development Program grants manager, the Resource Enhancement and Protection/Historical Resource Development Program grants steering committee, the Resource Enhancement and Protection/Historical Resource Development Program grants review panel, the State Historical Society of Iowa Board of Trustees, and the department director will consider these restrictions as funding requests are evaluated. These restrictions are:

- Grant funds shall not be used to support public relations or marketing expenses.
- The Enhancement and Protection/Historical Resource Development Program shall not award grants to be used for goods or services obtained outside the state, unless the grantee demonstrates that it is neither feasible nor prudent to obtain the goods or services within the state.
- Any applicant who receives a direct or indirect appropriation from the Legislature for a project or portion of a project is ineligible for a Historical Resource Development Program grant for that same project during the fiscal year for which the appropriation is made. The "project" includes any related activities, such as construction, restoration, supplies, equipment, consulting, or other services.
- No appropriated state funds shall be used by a grantee to match the grantee's historical resource development program grant.
- An applicant shall not apply for or use any program funds for the purpose of re-granting.
- All **government, nonprofit corporation, or Indian tribe** applicants shall demonstrate that the historical resource is accessible to the public no less than an average of **16 hours per week** or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is

restricted by specific federal or state code. Archaeological sites that are part of funded projects are **not** required by this program to be accessible to the public.

- All **private corporations, businesses, and individual** applicants shall demonstrate that the historical resources which benefit from being acquired, developed or preserved, or the portions of the historical resource so benefited, shall be accessible to the public no less than an average of **96 hours per year** or shall provide a statement concerning actions to be taken in the forthcoming 36 months after the grant award to provide the above-specified accessibility of the funded project to the public, unless access is restricted by specific federal or state code. Archaeological sites that are part of funded projects are **not** required by this program to be accessible to the public.
- An applicant may not submit more than one application in any single category in any grant cycle. Only one eligible application per grant category from a single applicant will be reviewed.
- An applicant may not submit more than two applications in any grant cycle. A second grant application must be submitted in a different category than the first.
- Applicants funded in two consecutive fiscal years in the same grant category are not eligible to receive funding in the same grant category during the next fiscal year.
- Not more than twenty percent of the grant funds allocated in a fiscal year shall be given to or received by state agencies and institutions, or their representatives or agents.
- Not more than one hundred thousand dollars or ten percent of the annual appropriation, whichever is more, shall be granted to any single recipient or its agent within a single fiscal year.
- Not more than one hundred thousand dollars or twenty percent of the annual appropriation, whichever is more, shall be granted to recipients within a single county in any given grant cycle.
- While requests up to \$100,000 are eligible, applicants are encouraged to consider requests not exceeding \$50,000 due to the amount of funding available and the high demand for these funds.

Photograph Requirements

- Provide **color** photographs to illustrate various aspects of the proposed project. The exception to this would be historic photographs that are not available in color.
- All images should be in focus with proper exposure.
- Images taken with a digital camera should be at a minimum resolution of 300 dpi.
- Please attach a digital file to the application for each photograph. Please label the photographs to describe what is in each photograph. You must attach at least one image and no more than five.
- If you are unable to limit the number of images to five, you may create a pdf document with multiple photographs, as long as it does not exceed 10 MB.
- Image files must be less than 5MB and PDF files must be less than 10MB.

Substitute W-9/Vendor Update Form

In the event that you are awarded a grant, for the State of Iowa to pay you the amount due to you and to comply with IRS regulations on reporting these payments, the Iowa Department of Cultural Affairs requires the grantee complete a substitute W-9/Vendor Form. Failure to provide this information will result in withholding of payment. This form is filled out by the applicant and must be signed by an authorizing official of the grantee. Funded applicants will receive this form with the contract.

IOWA DEPARTMENT OF CULTURAL AFFAIRS

STATE HISTORICAL BUILDING • 600 E. LOCUST ST. • DES MOINES, IA 50319 • IOWACULTURE.GOV

Minority Impact Questionnaire

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. Please follow the instructions on the form provided.