

FY2024 Historic Preservation Fund Program Information

Please read the following information carefully before completing the Historic Preservation Fund application online linked at <https://www.kshs.org/14615>

The Historic Preservation Fund (HPF) is a grant program administered by the National Park Service (NPS). Funds for the HPF program are derived from Outer Continental Shelf mineral receipts. Each year the NPS provides the Kansas State Historic Preservation Office (SHPO) with funds that finance its operations, salaries, and grants. Ten percent of those grant funds awarded to the SHPO must be passed through to Certified Local Governments (CLGs) per federal regulations. The SHPO awards additional grant monies to cities, counties, universities, and other eligible organizations, to help support local historic preservation activities when funding levels permit. Grants reimburse up to 60% of project costs.

HPF grants must result in a completed, tangible product and/or measurable result. All activities must pertain to the preservation programs outlined in the National Historic Preservation Act, 54 USC 300101-307108 (formerly the National Historic Preservation Act of 1966, as amended). They must be carried out in accordance with the Secretary of the Interior's *Standards for Archeology and Historic Preservation* and National Register Program Guidelines. All identification, evaluation, and treatment activities supported by HPF or matching funds must be conducted, supervised, or reviewed by an appropriately qualified professional who meets the Secretary of the Interior's *Professional Qualification Standards* - <https://www.nps.gov/articles/sec-standards-prof-quals.htm>.

Eligible Activities

Eligible activities include, but are not limited to:

- **surveys** to identify a community's historic structures or archeological sites
- **testing** to assess National Register of Historic Places eligibility of archeological sites
- preparation of **nominations** to the National Register of Historic Places
- development of **preservation plans** for properties or communities
- historic preservation-related **educational activities**
- preservation-focused **disaster preparedness plans**
- preservation-focused **conferences** and **training** opportunities
- **preservation assistants** for organizations and local preservation commissions
- **archeological testing and excavation** (with additional review and oversight)
- physical **preservation and repair** of historic properties (with additional review and oversight)
- any other activities focused on the preservation of cultural resources in our state

Consult the current HPF Products Manual at <https://www.kshs.org/14615> for further descriptions of the most common activities undertaken with HPF grant funds. Contact the SHPO if you have questions about eligible activities.

Matching Funds

Grant regulations require applicants to provide a minimum of 40% of the project total as a match for the 60% reimbursed by grant funds. The 40% match may be provided as direct payment of costs or donation of services. Certified Local Governments (CLGs) who have difficulty providing a full 40% match should contact the SHPO for assistance. This match requirement may be waived by SHPO for CLGs when circumstances warrant.

Priorities

Each year the state posts a list of high-priority projects. Projects that address these priorities receive additional consideration in the evaluation process. The state priorities for FY2024 are as follows:

Urgent Priority

- Surveys and/or National Register nominations focused on the history of a population in Kansas that is currently underrepresented in the inventory and/or National Register designations.
- Projects to increase knowledge and awareness of historic resources associated with minority populations in Kansas.
- Survey of historic heritage parks and building collections (aka “building zoos”)
- Surveys of residential neighborhoods, especially those developed post-WWII and mid-20th century.
- Surveys of modern movement architectural styles constructed between 1950 and 1980.

Medium Priority

- Survey and National Register nominations within counties that have no National Register listings (Stanton, Haskell, Stevens, and Seward)
- Updating information in older National Register and National Historic Landmark nominations
- Updating information in older existing surveys
- Surveys and National Register nominations of historic parks, designed landscapes, and rural sites
- Survey and context statements for resources related to mining in southeast Kansas
- Planning for historic districts and historic resources including planning for response to disasters
- Creation of maintenance plans for properties listed in the National Register of Historic Places
- Creation of historic preservation educational curriculum for K-12 students
- Educational workshops and seminars focusing on preservation-related topics

A priority for Certified Local Governments (CLGs) specifically is the planning and implementation of regional or local workshops and seminars that promote the use of traditional craftsmanship to preserve and repair historic properties. CLGs are encouraged to apply for grant funding to send members of their planning and preservation commissions to historic preservation training and conferences in-state as well as other regional and national preservation conferences and preservation training opportunities. Attendance may be in-person or remote, but application budgets should reflect estimated costs accordingly.

For further information about conferences and training opportunities, please contact Grants Manager and CLG coordinator Gwen Perney at 785-272-8681 ext. 228 or gwen.perney@ks.gov.

Preliminary and Final Applications

Preliminary applications are not being accepted for review this year. The **final deadline** for completed applications is **May 15, 2024**. Final applications must be received by 11:59 p.m. on May 15, 2024.

Evaluation

A committee of the Kansas Historic Sites Board of Review evaluates all final applications. This is the same governor-appointed board that evaluates properties proposed for nomination to the National Register of Historic Places. Occasionally, committee members are invited from other state agencies or cultural resource organizations as needed and when there is not a conflict of interest. Each application is rated to determine if it has adequately addressed the questions outlined in the application instructions. The application is evaluated in the categories of **project rationale and objectives, project description and products, organizational** and **professional ability** of the applicant, and

educational potential. The committee will also evaluate the **overall** application. SHPO staff will conduct a **risk assessment** based on information provided and will advise the grant committee of any concerns.

The grant committee must feel confident that the project will meet the needs of preservation planning in Kansas, that the applicant has proposed a feasible plan to achieve those goals, that the applicant’s organization has the personnel needed to implement the project, and that the project is likely to have a positive long-term impact on preservation, either on a state-wide or local level. The committee will also evaluate the budget to be certain it is both reasonable and sufficient for the work proposed. You are encouraged to be very clear in your answers to ensure that the committee will fully understand the nature of your proposed project.

Each application is awarded scores within five categories. The maximum points that can be awarded to any one category are listed below.

| | |
|---|-----------|
| 4. Project Rationale and Objectives | 25 |
| 5. Project Description and Products | 25 |
| 6. Applicant Organization and Personnel | 15 |
| 7. Public Education and Impact | 20 |
| 8. <u>Budget</u> | <u>15</u> |
| Total Possible: | 100 |

Bonus Points Available:

- Project Addresses an Urgent Priority Up to 5
- Project Addresses a Medium Priority Up to 2
- Overall Application 5
- Applicant’s status as a Certified Local Government 5

Access a link to the application form at

<https://www.kshs.org/14615>

Questions

Gwen Perney
 Grants Manager
 785-272-8681 ext. 228
gwen.perney@ks.gov

Important Dates:

May 15, 2024

Final Submission: **Submit through the online application system.**
 Must be received by 11:59 p.m.

May 31, 2024 – 9:00 a.m.

Public meeting via Zoom. Details to be announced.

June 1, 2024 – 9:30 a.m.

Announcement of grant awards at the Kansas Historic Sites Board of Review; location and format of meeting to be announced.



Instructions for the 2024 Historic Preservation Fund Application

Complete the application by accessing the form online via the link at <https://www.kshs.org/14615>. **Note:** Attachments will not remain attached if you are saving the form to complete later. Please add attachments only when you are ready to sign and submit the application.

Please keep in mind that the application will be the model upon which your project will be funded and will serve as the basis for your contract with the Kansas State Historic Preservation Office (SHPO) should your grant be awarded. Be as accurate as possible in the description of your project and budget. You may wish to read the evaluation criteria in the introduction to this application to guide you.

The assurances found separately at <https://www.kshs.org/14615> must be signed and attached to the online grant application for it to be accepted for consideration along with the risk assessment questionnaire. All final applications for the 2024 Historic Preservation Fund must be complete and submitted through the online system no later than 11:59 p.m. on May 15, 2024.

FY2024 Historic Preservation Fund Grant Application

1. Project Information

- Provide a title for your project that is unique and descriptive. For example, “Survey of Cultural Resources in Downtown Anytown” or “Radiocarbon Dating of Materials from the Acme Site”.
- Provide type of project being proposed. See the current HPF Products Manual for further guidance linked at <https://www.kshs.org/14615>.
- Provide project location or location of project applicant.

2. Applicant and Project Contact

- Record information about the applicant organization and project contact. Please provide the name of the applicant entity. Applicants must be local governments, non-profit organizations, or universities. Provide the applicant’s mailing address, along with an email address and phone number from someone who serves as a representative of the applicant.

3. Applicant and Project Information

- Applications from Certified Local Governments (CLGs) will be given priority consideration. A current list of CLGs in Kansas is available online at <https://www.kshs.org/14605>. Please indicate if the applicant is a local government entity certified by the National Park Service.
- Please record the number of the U.S. Congressional District(s) where the project will take place.
- Provide SAM Unique Entity Identifier of the applicant organization. Entities doing business with the federal government must have a Unique Entity Identifier (UEI) created in [SAM.gov](https://sam.gov). Please indicate if you have requested a UEI and are awaiting issuance.
- Provide an estimated ending date for the project. Projects may begin once a grant agreement is signed between the subgrantee and SHPO; usually by June. All project products should be submitted on or before August 1, 2025, to provide sufficient time for SHPO staff to review and approve them before the September 30, 2025 funding deadline. Extensions into 2026 are available under extenuating circumstances.

4. PROJECT RATIONALE AND OBJECTIVES

Write a narrative description of the problem, need, or research question your project will answer. Answer all of the following questions as they pertain to your project. Your narrative is limited to 500 words.

- a. **Why** is the project needed?
- b. **Describe** what questions or needs this project will address.
- c. **How** does your project address the priorities listed in the program information document (see page 2 above)?
- d. **Explain why** grant support is required to address these needs.
- e. **Would** partial funding allow you to meet some of the project goals?
- f. **Explain** why or why not.
- g. **Please cite** any research you may have conducted that laid the groundwork for this grant project (i.e. survey prior to a historic district nomination).

5. PROJECT DESCRIPTION AND PRODUCTS

- a. Select an eligible product type that best matches your project. See the current HPF Products Manual posted at <https://www.kshs.org/14615> for a list of eligible products.
- b. All grants must produce a product or tangible result to qualify for funding. Write a narrative description of the **project products**. Note the number of products that may result from this project. Consult the HPF Products Manual for examples of specific products such as nominations, survey reports, brochures, etc. Be specific regarding the content and format of the products. **The answer to this question should explain how the completion of these products will address the issues you have identified in your PROJECT RATIONALE AND OBJECTIVES.**
- c. Describe how you will **implement the project**. For example, will you hire a consultant or utilize staff and volunteer labor? Be certain to describe major components or phases of the project and the estimated dates when each will be accomplished. The answer to this question will, to a large degree, determine the evaluators' expectations regarding the timeline of the project and will provide the milestones by which it will be evaluated should your application be funded. Remember to allow 30 days for SHPO staff to review all drafts, final products, consultant contracts, request for proposals (RFP), etc. Reimbursement to the grantee will be withheld if the project products do not meet the requirements of the HPF grant program. *Final products should be submitted to the SHPO on or before August 1, 2025, to allow time for review. All work on the project must be completed on or before September 30, 2025.* Extensions into 2026 are available under extenuating circumstances.
- d. Explain the geographic boundaries of this project. For example, projects involving nomination of a historic district or survey of an area would include a description of the neighborhood or number of blocks to be included in the district. A **map** that identifies the approximate boundaries of the proposed district and indicates the approximate number of resources expected to be included in the nomination is also helpful and should be uploaded at the end of the application. Even if your project does not involve a nomination or a survey, please describe where the project will take place.
- e. **For projects involving survey of cultural resources only**, estimate the number of **acres** within the project boundaries.

6. APPLICANT ORGANIZATION AND PERSONNEL

- a. Briefly describe the **applicant organization** (i.e. city government, non-profit, university, etc.). Include information concerning organizational structure, personnel, facilities, and past involvement in preservation-related issues or grant-funded activities that will assist you with completing a successful project. Be clear as to who will be responsible for the project daily. This person should also be listed as the contact for the project on the application's first page.
- b. Describe the project team and their qualifications. If the project is to be staffed by consultants hired from outside the applicant organization, describe the planned hiring process and the qualifications you will be seeking. Upload a maximum of 5 resumes for the project team to illustrate their relevant education and experience.
- c. **Describe** the role the local historic preservation commission will play in the project (e.g. conducting the project, reviewing drafts, serving on the project team, etc.). If your community does not have a preservation commission, you may enter N/A.
- d. List the qualifications of any **additional resource persons** not employed by the applicant organization or on the project team who might provide information or guidance for the project activities and development. For example, will you be seeking out consultant services for additional help? Will someone else in the community or your organization be available to help if called upon?
- e. Has the applicant **previously received an HPF grant** from the Kansas SHPO? If so, describe the grant(s), including the project year and products produced. Administration of past grant projects may be taken into consideration by the grant review committee as they evaluate your application. You are welcome to use a bullet point list here.
- f. Has the applicant sought out any **other funding sources** for this project? If so, describe the funding source, whether you have already applied for it, and whether you were successful in receiving that funding.

7. PUBLIC EDUCATION AND IMPACT

Write a narrative to address the points below.

- a. **Describe** how the public will be involved in the project or informed about the project.
- b. **Describe how the project will educate the public** about methods and issues related to historic preservation. **What** audience or sector of the public is most likely to be reached by this effort?
- c. **How** will the results of this project be distributed to the public? **Include** a description of any activities, promotional plans, or contacts that will be undertaken to disseminate project results.
- d. If physical materials are to be produced, **describe** their intended content and their value to the targeted audience. This includes project products intended for use by professionals or government officials.
- e. **Explain** how the success of this project will be measured.

8. PROJECT BUDGET

NOTE: There are two parts to the Project Budget Section. These include, 1) the Budget Narrative and, 2) the Budget Chart. Be sure to complete both parts. A sample budget chart and description can be found on pages 9 and 10 of this document.

a. Budget Narrative

Write a **budget narrative** that justifies each of the expenses noted in the budget chart. The budget chart supplied with this application only provides figures and a very brief label for each line-item expense. Without an itemized budget narrative, the evaluators will not be able to determine whether the amounts are accurate or answer questions concerning the allocation of project resources. For this reason, we ask you to be thorough in your budget narrative. **At the end of the budget narrative, please describe the accounting system that will be used for the project.**

Caution: Please consider your ability to obtain adequate documentation for each item claimed in your budget. Reimbursement for expenses cannot be processed without adequate documentation (i.e. receipts, invoices, vouchers, timesheets, etc.).

The following sections have been written to assist you in the preparation of the budget narrative:

SALARIES

a. Provide the basis for establishing the figures listed. As an example, staff is usually paid on an hourly basis. Indicate that hourly rate and the amount of time staff are expected to spend on this project. Total up the hourly rate and the estimated time to explain the total shown in the budget chart.

b. The figures entered on the budget chart should reflect the proportion of the individual's time that will be invested in the project. For instance, if the project administrator is expected to invest ten percent of his time toward the project, his monthly salary should be stated, multiplied by the number of months of the duration of the project, and then divided by ten. Additional costs such as fringe benefits and unemployment insurance should not be broken out as separate items but should be included in the overall hourly or monthly rate.

c. Time donated by volunteers for in-kind matching funds must be calculated on an hourly basis equal to the most current figures reported for volunteer labor in Kansas via <https://independentsector.org/value-of-volunteer-time-2021/> or the current federal minimum wage. Use the figure that best fits the labor being provided. Professionals who are donating their time may match their standard fee as an in-kind expense only if their volunteer activities correspond with the duties they perform professionally and when those duties are essential to the completion of the project. Please contact our office if you are in doubt as to whether the rates quoted for donated services are acceptable for the application.

MILEAGE

Travel incurred for the performance of project-related activities may be charged to the grant at a rate determined by your city/organization but not to exceed the current federal rate. Travel must take place within the grant period. The grant period begins when the applicant signs a project agreement and ends upon submission of a completion report.

EXPENDABLE SUPPLIES

This category would include consumable items purchased for short-term use. The applicant does not need to include a detailed itemization for minimal costs. It may be more efficient to claim indirect costs for small expenses.

COMMUNICATION

This category should be used to describe the estimated cost of all long-distance calls and postage. This would include postage needed to distribute publicity mailings. The full cost of a telephone line should not be included unless the line is used only for project activities. Costs should be prorated to reflect the percentage of time used for grant-related activities or the specific number of calls.

OFFICE RENT

In this category give the rental value of the office space used for the administration of the project. If you are not sure of its value, use similar locally available office space as a guide. **The prevailing rental value of the property will need to be verified through an independent source, such as a real estate agent before it can be claimed as match for reimbursement.** When office costs are included for personnel not employed full-time on the project, the amount should be adjusted in accordance with the percentage of time invested in project activities.

PRINTING AND ADVERTISING

This would include printing of reports, photographs, and promotional items. The cost of newspaper advertisements or media time may be entered under this category as well. If media space is donated it may be listed as an in-kind expense. Include photocopies. In-house printing will need to be substantiated with documentation of the cost if claimed as match.

UTILITIES

Utility costs incurred for the office space of the project personnel may be included here. When utility costs are included for personnel or spaces not employed full-time on project activities, the rates should be prorated as with office space.

EQUIPMENT RENTAL

Grant funds may not be used to purchase any equipment that will remain with the grant recipient after the completion of the project. The use of equipment may be counted as an in-kind contribution by placing a fair market value on such use. Please identify the equipment to be used and the estimated cost of its use; provide documentation for that estimate.

EQUIPMENT MAINTENANCE

This category may be used to document expenses for the upkeep of any equipment directly used in the project. The purpose of this category is to cover the wear and tear that such use might place on equipment owned by or donated to the applicant (i.e. printers and copiers). Claiming indirect costs may be a more efficient way to capture such costs.

INSURANCE AND BONDING

Please list relevant costs for bonding or additional expenses for insurance brought about by the acceptance of the grant award. An example of this would be increased liability insurance necessitated by the hiring of additional personnel for project-related activities.

OTHER

This category should be used for any additional grant-related expenses. If you are uncertain as to whether an expense is eligible under this program, **please** verify it with the SHPO prior to submission of the grant application.

SAMPLE - Budget Narrative

(DO NOT include this page with your final application.)

1. Salaries

- Grant Administrator will be senior city planner, Jane Doe.
 - 275 hours x \$22.33 per hour = approximately \$6,140.00
 - 10% indirect costs claimed = \$614.00
- Department Secretary will assist with mailings and public meetings.
 - 80 hours x \$16.55 per hour = \$1,324.00
 - 10% indirect costs claimed = \$132.40
- City Preservation Commission will advise on hiring of consultant and will assist with public meetings.
 - 5 commission members x \$7.25 per hour x 44 hours (approx.) = \$1,570
- City Accounting staff will oversee payments to consultant and reimbursements.
 - 20 hours x \$19.75 per hour = \$395.00
 - 10% indirect costs claimed = \$39.50
- A consultant will be hired to produce the survey. It is estimated that the total cost for consultant services will be \$20,000. The city has dedicated \$1,500 in cash toward that cost.

4. Communication

- Notifications will be mailed to property owners in the survey area.
 - 2 mailings x 150 property owners x \$0.49 = \$147.00

6. Printing & Advertising

- Flyers will be printed up to be mailed to all property owners giving notice of public meetings.
 - 2 flyers x 150 property owners x \$0.25 per copy = \$75.00
- Public meetings will be publicized via local media outlets (i.e., newspapers, websites, etc.)
 - Estimated costs for publications = \$500.00

*Accounting system used by the City is its standard accounting and auditing practices. Annual audits meet the OMB Circular A-128 audit guidelines. Two copies of the audit will be submitted to the SHPO upon request.

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In this example, the applicant has provided match above and beyond the minimum 40% required. Overmatch is not necessary but is always appreciated.

Keep in mind that match expenses must be directly related to the HPF-funded project. Food and beverage costs are not eligible costs for federal funding or match under the HPF program.

Be sure that you will be able to document costs and verify payments through invoices, receipts, time sheets, payroll statements, etc. for both HPF-reimbursed expenses as well as cash and in-kind match.

Please contact Gwen Perney, Grants Manager, at 785-272-8681 ext. 228 or gwen.perney@ks.gov with any questions about eligible costs and match.

b. Budget Chart

- Provide a detailed project budget utilizing the chart found in the grant application. At least two Proposed Budget Line Items are required in this section (i.e. one federal grant expense and one match expense).
 - Proposed Budget Line-Item column - Use the categories provided that best fit your project. Condense expense types if needed; there are only 5 available lines. Clarification of the budget categories can be provided in the Budget Narrative section.
 - Proposed Budget Line-Item Cost column – Enter a dollar amount for each proposed budget line item. The form does not allow commas. The application will automatically total the expenses at the bottom of the chart. The application will NOT automatically fill your grant request amount.
 - Federal grant, Cash Match, or In-Kind Match column – Select the category most appropriate for each line item. Will this expense be charged to the federal grant? Will this expense be counted as cash match? Or will this expense be counted as in-kind match?

At the end of the application there is an opportunity to upload a separate file for the budget chart to provide additional explanation and clarity. A blank budget chart is available at <https://www.kshs.org/14615>.

SAMPLE - Project Budget Chart

| BUDGET ITEMS | Expense Amount | Federal Share / Cash Match / In-kind Match |
|---|----------------|--|
| 1. Salaries | | |
| Administrator | \$6,140.00 | Cash Match |
| Surveyor | | |
| Admin Assistant | \$1,324.00 | Cash Match |
| Volunteer(s) | \$1,570.00 | In-kind Match |
| Bookkeeper | \$395.00 | Cash Match |
| Consultant | \$18,500.00 | Federal Share |
| Others | \$1,500.00 | Cash Match for Consultant |
| Indirect costs (maximum of 10% salaries) | \$785.90 | In-kind Match |
| 2. Mileage | | |
| 3. Expendable Supplies | | |
| 4. Communication | \$147.00 | Cash Match |
| 5. Office Rent | | |
| 6. Printing and Advertising | \$575.00 | Cash Match |
| 7. Utilities | | |
| 8. Equipment Rental | | |
| 9. Equipment Maintenance | | |
| 10. Insurance and Bonding | | |
| 11. Other (describe in budget narrative) | | |
| TOTAL | \$30,936.90 | |
| Grant Request | \$18,500.00 | |

9. HPF GRANT APPLICATION ATTACHMENTS AND SUBMISSION

- On the last page of the application, please attach the required materials described below. Do not submit materials that have not been requested.
 - **Note:** Attachments will not remain attached if you are saving the form to complete later. Please add attachments only when you are ready to sign and submit the application.
 - Each submission has a total upload limit of 25MB. Please contact SHPO if you are having difficulty attaching large files.
- a. Provide written documentation from the applicant organization, especially applicants that are also units of local government, expressing support for this application. Upload a file to illustrate that support. Examples might include a resolution from the governing body of the city or the board of directors.
 - b. Upload a map if pertinent to this project.
 - c. Upload a detailed budget chart if more explanation of expenses/funding are needed. A blank budget chart can be found at <https://www.kshs.org/14615>.

10. ASSURANCES AND RISK ASSESSMENT

- Find the Assurances document posted at <https://www.kshs.org/14615>. Print and sign each page (three signatures total) then scan and upload a single PDF version of the Assurances below.
- Find the Risk Assessment worksheet post at <https://www.kshs.org/14615>. Answer questions as they apply to your organization and project, print, sign, scan, and upload a single PDF version of the Risk Assessment worksheet below.

11. DIGITAL IMAGES

- If appropriate for your project, upload a maximum of 10 digital images illustrating the area(s) or resources to be affected by this project. Files may be .jpg, .pdf, .doc, tif. or .zip.

Requirements for Various HPF-Funded Products and Activities

- a. For **survey and inventory** projects, does your application:
- identify the area to be surveyed and estimate the number of properties to be included?
 - includes a map of the proposed survey area?
 - provide the estimated number of acres within the survey area?
 - describe a process to notify and work with owners of properties within the area to be surveyed?
 - describe a process to notify and work with interested and concerned groups who have an association with the properties to be surveyed?
 - include a research design if the project is for archeological survey?
 - acknowledge any previous surveys or historical studies of the area?
 - indicate that the survey information will be uploaded to the Kansas Historic Resources Inventory (KHRI)?
- b. For **National Register nomination** projects, does your application:
- acknowledge that the property has previously been determined eligible for National Register listing by the SHPO through a PSIQ or survey?
 - describe how the property owner(s) were asked to consent to the nomination? Do the property owners consent to the nomination? Provide verification of that consent.
- c. For **planning** projects, does your application:
- include public involvement in the process? Does the proposal show that diverse groups in the community will be invited to participate?
 - focus on historic preservation?
 - describe how the plan will be utilized?
- d. For **design review guidelines** projects, does your application:
- describe how the guidelines will be used by the community/ property owner?
 - identify the intended primary audience for or users of the guidelines?
 - acknowledge that the guidelines produced will meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties*?
- e. For **preservation assistant** projects, does your application:
- address why an assistant is needed?
 - acknowledge that future funding for the assistant is not guaranteed through HPF?
 - describe the tasks that the assistant will be asked to complete?
 - describe the products that the assistant will produce?
- f. For **preservation education** projects, does your application:
- have a historic preservation focus?
 - clearly identify the audience(s) and/or participants?
 - establish a proposed date for the educational activity?