

**SUBJECT:** ACCEPTING AND APPROPRIATING \$18,000 FROM THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, OFFICE OF HISTORY AND ARCHAEOLOGY, APPROVING THE SCOPE OF WORK AND BUDGET, AND AUTHORIZING THE MANAGER TO ENTER INTO THE STATE GRANT AGREEMENT AND THE AGREEMENT WITH THE DEPRIEST FAMILY TRUST FOR THE DEPRIEST FAMILY FARM NATIONAL REGISTER NOMINATION PROJECT.

**AGENDA OF: August 5, 2025****ASSEMBLY ACTION:**

**AGENDA ACTION REQUESTED:** Introduce and set for public hearing.

Route To	Signatures
Originator	<div>7 / 1 1 / 2 0 2 5</div> <div>X M a r g a r e t B r o w n</div> <div>S i g n e d b y : M a r g a r e t B r o w n</div>
Planning Director	<div>7 / 1 1 / 2 0 2 5</div> <div>X A l e x S t r a w n</div> <div>S i g n e d b y : A l e x S t r a w n</div>
Finance Director	<div>7 / 1 1 / 2 0 2 5</div> <div>X C h e y e n n e H e i n d e l</div> <div>S i g n e d b y : C h e y e n n e H e i n d e l</div>
Borough Attorney	<div>7 / 1 1 / 2 0 2 5</div> <div>X N i c h o l a s S p i r o p o u l o s</div> <div>S i g n e d b y : N i c h o l a s S p i r o p o u l o s</div>
Borough Manager	<div>7 / 1 1 / 2 0 2 5</div> <div>X M i c h a e l B r o w n</div> <div>S i g n e d b y : M i c h a e l B r o w n</div>
Borough Clerk	<div>7 / 2 1 / 2 0 2 5</div> <div>X L o n n i e M c K e c h n i e</div> <div>S i g n e d b y : L o n n i e M c K e c h n i e</div>

**ATTACHMENT (S) :**

Fiscal Note: YES X No \_\_\_\_  
 Grant Agreement (9 pp)  
 Draft MOA with (3 pp)  
 Ordinance Serial No. 25-083 (2 pp)  
 Resolution Serial No. 25-069 (2 pp)

**SUMMARY STATEMENT:**

On March 18, 2025, the Assembly authorized the submittal of a grant application to the Alaska State Office of History and Archeology on behalf of the DePriest Family Trust, to list a historic farm

property on the National Register of Historic Places (NRHP). Listing this property on the NRHP will allow the Depriest Family Trust to apply for future grant funding to rehabilitate historic structures on the property. The application was submitted requesting \$30,000 in grant funding. This application required a 40 percent match, equaling \$12,000 that will be provided by the DePriest Family Trust.

In order to pass the funding to the DePriest Family Trust to complete the work prior to December 2026, a Memorandum of Agreement (MOA) was drafted. This MOA outlines the responsibilities of each party and the reporting requirements of the DePriest Family Trust to ensure the Borough receives the information needed to provide reports to the State on the use of the grant and DePriest Family Trust match funding.


**RECOMMENDATION OF ADMINISTRATION:** Approve the legislation as presented.

## MATANUSKA-SUSITNA BOROUGH

## FISCAL NOTE

Agenda Date: August 5, 2025

SUBJECT: ACCEPTING AND APPROPRIATING \$18,000 FROM THE STATE OF ALASKA, DEPARTMENT OF NATURAL RESOURCES, OFFICE OF HISTORY AND ARCHAEOLOGY, APPROVING THE SCOPE OF WORK AND BUDGET, AND AUTHORIZING THE MANAGER TO ENTER INTO THE STATE GRANT AGREEMENT AND THE AGREEMENT WITH THE DEPRIEST FAMILY TRUST FOR THE DEPRIEST FAMILY FARM NATIONAL REGISTER NOMINATION PROJECT.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <b>YES</b> NO
AMOUNT REQUESTED \$18,000	FUNDING SOURCE SOA DNR
FROM ACCOUNT #	PROJECT
TO ACCOUNT: 440.000.000 3XX.XXX	PROJECT # 15040
VERIFIED BY: <div style="text-align: right;">7 / 11 / 2025</div> <div style="text-align: center;">  M e r i s s a C a r r e l l         </div> <div style="text-align: center;">Signed by: M e r i s s a C a r r e l l</div>	

## EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL		18.0				
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REVENUE						
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## FUNDING:



(Thousands of Dollars)

General Fund						
State/Federal Funds		18.0				
Other						
TOTAL		18.0				

## POSITIONS:

Full-Time						
Part-Time						
Temporary						

## ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	 Recoverable Signature
	<div style="text-align: center;">  C h e y e n n e H e i n d e l         </div> <div style="text-align: center;">Signed by: C h e y e n n e H e i n d e l</div>



**State of Alaska Grant Agreement  
Historic Preservation Fund Program  
CFDA # 15.904**



**Matanuska-Susitna Borough: DePriest Farm  
Certified Local Government Grant # 24004**

This grant agreement is between **State of Alaska, Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Office of History & Archaeology  
550 W. 7<sup>th</sup> Avenue, Ste 1310  
Anchorage, AK 99501** hereafter the State, and

**Grantee**  
**Matanuska-Susitna Borough** **EIN: 92-0030816**  
**350 E. Dahlia Ave** **UEI: QRK7LJ2Y3RJ1**  
**Palmer, AK 99645** **VCUST: MAB84586** hereafter the Grantee

Grantee Contact Name & Title	Telephone Number	E-Mail Address
<b>Maggie Brown, Planner</b>	<b>907-861-8556</b>	<b>margaret.brown@matsugov.us</b>

**ARTICLE 1. Appendices:** Appendices and provisions referred to herein are considered part of this agreement. The Grantee's application is incorporated by reference as part of this Agreement.

**ARTICLE 2. Performance of Services:**

- 2.1 Appendix A: Scope of Work.
- 2.2 Appendix B: Estimated Budget.
- 2.3 Appendix C: Special Conditions.
- 2.4 Appendix D: Payment Processes.
- 2.5 Appendix E: Standard Provisions.
- 2.6 Appendix F: OMB Circulars, Regulations and HPF Guidance.
- 2.7 Appendix G: Digital Product Submission Guidelines.

**ARTICLE 3. Period of Performance:** The period of performance for this grant agreement begins upon full execution and ends September 30, 2026

**ARTICLE 4. Consideration:** Under this matching grant program through the National Park Service, the State shall reimburse Grantee for eligible costs incurred, in accordance with the Budget in Appendix B and provisions in Appendix D, in a sum not to exceed \$18,000.

**GRANTEE**

Signature of Grantee's Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Type or Print Name and Title of Grantee Representative \_\_\_\_\_

**STATE of ALASKA**

Signature: State of Alaska Certifying Officer \_\_\_\_\_ Date \_\_\_\_\_

**Judith E. Bittner, State Historic Preservation Officer, Office of History & Archaeology  
Dept of Natural Resources: Division of Parks & Outdoor Recreation  
550 W. 7<sup>th</sup> Avenue, Suite 1310 Anchorage, AK 99501**

## Appendix A: Scope of Work

The recipient shall collaborate with the DePriest family to prepare documents for the nomination of the DePriest Family Farm to the National Register of Historic Places. The recipient shall work with the Office of History & Archeology (OHA) to finalize the nomination. The recipient and contractor must review and follow the following: National Register Bulletin 15, [How to Apply the National Register Criteria for Evaluation](#), National Register Bulletin 16A, [How to Complete the National Register Registration Form](#), [Evaluating Garage and Outbuildings in Historic Districts](#), and [Preservation Briefs 20 - The Preservation of Historic Barns](#)

Period of Performance: Execution Date through **September 30, 2026**

<b><u>Timeline</u></b>	<b><u>Benchmark Activities &amp; Project Deliverables</u></b>
Oct, Apr, July	Submit written quarterly reports to the Office of History and Archaeology (OHA) describing project work during the preceding three months, referencing benchmarks in this scope of work.
May – June 2025	Execute grant. Recruit and select the project team. Work with the MSB Historic Preservation Commission (HPC) to establish the likely period of significance.
June – Sept 2025	Research and identify the historical significance of the DePriest Family Farm within the context of the distinctive characteristics of the Matanuska Colony architecture and farming in the Matanuska Valley. <b>Provide a report to the MSB HPC and OHA for a 30-day review that outlines completed research and context development.</b>
Oct 2025 – April 2026	Draft and compose nomination narrative, including photographs and maps. <b>Submit the initial draft to MSB HPC and OHA for a 30-day review.</b>
May - June 2026	Collaborate with OHA to incorporate feedback from the initial review.
July 2026	Compose final draft of National Register Nomination and submit it to OHA.

**Final Reports and Products: Submit the following items to OHA by October 30, 2026.**

1. Written grant report describing project activities conducted with grant funds. Include details: who, what, where, when, why. Describe how the *Secretary's Standards* were applied.
2. Final billing/reimbursement request with financial documentation supporting claimed eligible costs. (Copies of paid invoices, cancelled checks, receipts, account ledgers, etc.)
3. Minutes of MSB Historic Preservation Commission or other meetings showing review and engagement in the project.
4. One digital copy of the draft nomination.

## Appendix B: Estimated Budget

Budget Categories	Federal 60% and Match 40%	Federal Share	Matching Share	Total Amount
Personal Services		0	7,000	22,000
Supplies/Materials		0	200	200
Contractual		18,000	2,750	5,750
Travel		0	1,800	1,800
Other: document fees & misc.			250	250
<b>Total Estimated Costs</b>		<b>18,000</b>	<b>12,000</b>	<b>30,000</b>

## Appendix C: Special Conditions

**Contractor's Experience & Rates:** Consultants/contractors shall have the requisite experience and training in historic preservation or relevant field to oversee the project work. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary, per project location. Current regional salary tables can be found on the Office of Personnel and Management site at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/AK.pdf>

**Volunteers and Donations:** If a person volunteers services outside his profession or trade, volunteer time shall be valued at the Federal minimum wage rate or a higher applicable rate for general laborers, if Grantee documents such, and the rate is approved by the State Historic Preservation Office. See rates compiled for Alaska by the *Independent Sector's Value of Volunteer Time by State*: [https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time).

Donated labor, equipment or materials shall be adequately documented, if used for match project purposes. A form signed by the donor with dates, names, work performed or items donated, valuation of goods/services, and Grantee's signature, *or* a detailed listing from the Grantee is required.

**Reports:** Narrative and financial reports may be submitted as often as quarterly. Requests for reimbursement must be accompanied by a narrative for the corresponding period, and a signed and dated *Summary of Documentation* form with relevant financial backup (e.g., copies of invoices and proof of payment of those invoices; receipts; copies of checks paid to vendors, payroll ledgers, EFT or other statements, timesheets), as needed.

Reports are due within thirty (30) days following the quarter, and within thirty (30) days after project completion or end of project period, whichever occurs first. Submit reports by e-mail, United States Postal Service or other method to the Grants Administrator:

Name: Patricia Relay  
Phone : 907-269-8692  
E-mail: [patty.relay@alaska.gov](mailto:patty.relay@alaska.gov)

State of Alaska: Dept of Natural Resources  
Division of Parks and Outdoor Recreation  
550 W. 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, AK 99501

**Covenants:** If applicable, a protective covenant shall be attached to the property deed and a copy supplied to the Alaska Office of History and Archaeology (OHA). The covenant will apply when there is a change in ownership; it will be enforceable by Alaska law, and will be monitored by OHA. The covenant is effective upon execution of the document and shall be recorded prior to disbursement of HPF monies. A grant cannot be repaid to avoid the deed restriction.

**NEPA Compliance:** If grant-assisted activity involves development (construction) or archeology, grantee shall submit an *Environmental Screening Worksheet* to determine whether a Categorical Exclusion is allowed in accord with the National Environmental Policy Act (NEPA) of 1969.

**Section 106 Compliance:** If grant-assisted activity involves construction or ground disturbance, grantee must complete Section 106 consultation with the State Historic Preservation Office, prior to any such work, per the National Historic Preservation Act (54 U.S.C. 306108).

**Unanticipated Discovery Protocols:** Grantees or contractors shall immediately stop construction in the vicinity of the affected historic or cultural resource and take reasonable measures to avoid and minimize harm to the resource until the SHPO or THPO, grantee or contractor, and Tribes, as appropriate, have determined a suitable course of action within 15 calendar days.

**Project Sign/Notification:** Grantee shall create public notification of the project with a project sign or website posting, as appropriate. Photo documentation of the sign for development projects must be submitted to the State. Costs for fabricating and erecting signage is an eligible grant cost. The sign shall be of adequate design and construction to withstand weather exposure, be easily read from the public right-of-way, and be accessible to the public throughout the project term. At a minimum, all notifications shall contain the following: *[Project Name] is supported in part by the Historic Preservation Fund administered by the National Park Service, Department of Interior, and the State of Alaska Office of History & Archaeology.*

**NHPA and Secretary's Standards:** Grantee shall comply with provisions of the National Historic Preservation Fund Act (54 U.S.C. 300.101 et sq) and apply the appropriate Secretary of Interior's *Standards and Guidelines* for this grant-assisted project.

## **Appendix D: Payment Processes**

**Reimbursement:** Payment shall be made to the Grantee on a cost reimbursement basis. Requests for reimbursement, complete with all necessary backup documentation, shall be processed by the State within 30 days of Grantee submittal. All reimbursement requests must be accompanied by a narrative report covering relevant activities. Requests for reimbursement of less than \$1,000 may be held or combined with a future billing which meets that threshold.

## **Appendix E: Standard Provisions**

Article 1. Definitions. In this grant agreement, attachments, and amendments, "OHA" means State of Alaska Office of History and Archaeology. "NPS" means National Park Service. "CFR" means Code of Federal Regulations. "HPF" means Historic Preservation Fund.

Article 2. Insurance. Grantee is responsible for maintaining necessary liability insurance to cover claims brought by third parties for death, injury, property damage, or other loss resulting from activities performed in connection with this grant agreement. The Grantee shall provide and maintain worker's compensation insurance as required by AS 23.30 for all employees engaged in work under this grant agreement. The Grantee shall require any contractor to provide and maintain worker's compensation insurance for its employees as required by AS 23.30.

Article 3. Indemnification. Grantee shall indemnify, save harmless and defend the State and NPS, its officers, agents and employees from liability of any nature or kind, including costs and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from

injuries or damage sustained by any person or persons or property as a result of any error, omission or negligent act of the Grantee relating to its performance of this grant.

Article 4. Non-Discrimination. Grantee shall comply with requirements of Executive Order 11246 as amended; Title VI of the Civil Rights Act of 1964, as amended; Title V, Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; and all other Federal laws and regulations prohibiting discrimination on basis of race, color, national or ethnic origin, age, disabilities, religion, gender, or sexual orientation.

Article 5. Lobbying. In accepting these funds, Grantee agrees and assures that none of the funds will be used for the purpose of lobbying activities before the Alaska Legislature or United States Congress.

Article 6. Business Enterprise Development: Grantee is encouraged to utilize small businesses, minority-owned firms and women's business enterprises to the fullest extent practicable, per national policy pursuant to Executive Order 12432.

Article 7. No Assignment or Delegation. The Grantee may not assign or delegate this grant agreement, or any part of it, or any right to any of the money to be paid under it, except with prior written consent of the Certifying Officer.

Article 8. Officials Not to Benefit. No member of, or delegate to Congress or the Legislature, or officials or employees of the State or Federal government may share any part of this grant agreement or any benefit to arise from it.

Article 9. Partial Invalidity. If any provision of this Agreement be held invalid or unenforceable, the remainder of the Agreement remain valid and shall not be affected.

Article 10. Photographs and Data Rights. Grantee shall allow the State of Alaska and the National Park Service royalty-free authority to use and reproduce photographs, reports, and other data produced with this grant.

Article 11. Records Retention and Access. Grantee shall retain financial and programmatic records, supporting documents and other grant records in accordance with 2 CFR Part 200.333-337.

Article 12. Audits. Non-Federal entities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with 31 USC 7501-7507 and 2 CFR Part 200, Subpart F. Grantee may be subject to 2AAC 45.01, single audit regulations for state grants. If applicable, Grantee must comply with all provisions thereof.

Article 13. Changes. Grantee shall obtain prior approval for budget and scope revisions, in accordance with 2 CFR §200.308. Changes requested by the Grantee in writing, if approved, will be formalized in an amendment. Amendments must be dated and signed by the State before the change is considered official and approved. Grantee will receive copies of any such amendments.

Budget Flexibility and Amendments. Notwithstanding the provisions of Article 13, "Changes," the Grantee may revise line item or subcategory amounts in the project budget in Attachment B without a formal amendment to this agreement when such revisions are **limited to a maximum of 10%** of the total direct costs. Revisions are limited to changes in existing budget line items or categories and must be documented in writing.



Budget revisions may not be used to increase any budget item for project administrative expenses. Changes to the budget beyond the limits authorized by this provision may only be made by a formal amendment to this agreement.

Article 14. Conflicts of Interest. In procurement of supplies, equipment, construction, and services by recipients and subrecipients, the conflict of interest provisions in 2 CFR § 200.318 apply. Non-federal entities must avoid prohibited conflicts of interest, including any significant financial interest that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to a financial assistance agreement.

Article 15. Procurement. The Grantee shall procure supplies, materials, equipment, and services in a manner that is fair and reasonable, conforming to written procurement standards which reflect State and local laws, and applicable Federal law and standards in 2 CFR Chapter 1, § 200.317- 200.326.

Article 16. Termination. This agreement may be terminated in whole, or in part, consistent with termination provisions for Agreements found in 2 CFR 200.339 – 200.342.

Article 17. Prohibition on Texting and Driving. Recipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or -rented vehicles, government-owned or -rented vehicles or while driving privately-owned vehicles when on official government business or when performing any work for or on behalf of the government (Executive Order 13513).

Article 18. Seat Belt Provision. Recipient is encouraged to adopt and enforce on-the-job seat belt use policies for employees when operating company-owned, rented or personally owned vehicles.

Article 19. Trafficking in Persons. This award is pursuant to paragraph (g) of Section 106 of the Trafficking Victims Protections Act of 2000, as amended (2 CFR § 175.15).

Article 20. Whistle Blower Rights. Grantee shall inform its employees in writing, in the predominant language of the workforce, of employee whistle blower rights and protections under 41 USC 4712. Grantee shall insert the substance of this clause in all subawards or subcontracts over the simplified acquisitions threshold, 42 CFR § 52.203-17 as referenced in 42 CFR § 3.908-9.

Article 21. Current Prevailing Rates of Wage and Employment Preference. Certain grant projects are constrained by the provision of Alaska Statute 36: PUBLIC CONTRACTS. To the extent that such provisions apply to the project that is the subject of this grant agreement, the Grantee shall pay the current prevailing rates of wage to employees as required by AS 36.05.010.

Article 22. Reporting Requirements. The Grantee shall submit written progress reports to the State according to the schedule established in this grant agreement.

Article 23. Right to Withhold Funds. The State may withhold payments under this grant agreement for any violation of these provisions. Any grant funds not utilized for the specific purposes stated in the agreement shall be retained by or returned to the State.

Article 24. Site Control. If the grant project involves the occupancy and use of real property, the Grantee assures that it has the legal right to occupy and use such real property for the purposes of the grant, and Grantee has legal access to such property.

Article 25. Inspections and Retention of Records. The State may inspect, in the manner and at reasonable times it considers appropriate, the Grantee's facilities, records and activities under this

grant agreement. The Grantee shall retain property receipts and other grant financial records for at least 3 years after project completion or equipment disposal.

Article 26. Confidentiality Agreements. Public Law 113-235 prohibits issuing financial assistance awards to entities that require certain internal confidentiality agreements. Grantees must not require their employees or contractors seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or restricting them from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative or agency authorized to receive such information.

Article 27. Conflicts of Interest. Non-Federal entities shall avoid prohibited conflicts of interest, including any significant financial interests that could cause a reasonable person to question the recipient's ability to provide impartial, technically sound, and objective performance under or with respect to this financial assistance agreement.

Article 28. Publicity and Press Releases. Press releases about this project shall acknowledge the grant assistance provided by the Historic Preservation Fund, NPS, and the State of Alaska, and copies provided to NPS. Notice of public ceremonies shall be transmitted in a timely manner so that State of Alaska, Department of Interior, Congressional or other Federal officials can attend, if desired.

Article 29. GIS Spatial Data Transfer. One digital copy of all GIS data produced or collected as part of these grant funds will be submitted to the State via data transfer in shapefile (\*.shp) or GeoDatabase format. Geographic Data Committee compliant metadata shall be included. Template GeoDatabases and guidelines for creating and submitting GIS data can be found at the NPS Cultural Resource GIS Facility webpage: [https://www.nps.gov/crgis/crgis\\_standards.htm](https://www.nps.gov/crgis/crgis_standards.htm)

## **Appendix F: OMB Circulars, Regulations, and Historic Preservation Fund Guidance**

**Office of Management and Budget (OMB) Circulars and Other Regulations.** The following Federal regulations are incorporated by reference into this Agreement. (Full text is at <http://www.ecfr.gov> )

- a) **Administrative Requirements:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, in its entirety
- b) **Determination of Allowable Costs:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E*
- c) **Audit Requirements:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F*
- d) **Procurement Procedures:** 2 CFR, Part 200.317-200.326
- e) **Code of Federal Regulations/Regulatory Requirements:**
  - 2 CFR, Part 182 & 1401, *Government-wide Requirements for a Drug-Free Workplace*
  - 2 CFR, Part 180 & 1400, *Non-Procurement, Debarment and Suspension*
  - 2 CFR, Part 170: *Reporting Subawards and Executive Compensation*
  - 2 CFR, Part 175: *Trafficking Victims Protection Act of 2000*
  - 2 CFR, Part 25: *System for Award Management ([www.SAM.gov](http://www.SAM.gov)) and Data Universal Numbering System (DUNS)*
  - 43 CFR 18: *New Restrictions on Lobbying*
  - Federal Acquisition Regulation, Clause 52.203-12, Paragraphs (a) and (b): *Limitation on Payments to Influence Certain Federal Transactions*

## National Historic Preservation Fund Act (54 U.S.C. 300.101 et sq)

**HPF Grants Manual:** Grantee shall comply with the policies set forth in the Manual. Provisions of said manual are incorporated into and made a part of this project agreement.

### Appendix G: Digital Product Submission Guidelines

The National Park Service's (NPS) State, Tribal, Local, Plans & Grants (STLPG) Division developed these guidelines to outline the digital product submission process for grant recipients. These guidelines specify the types of products that should be submitted, supply guidance on the file names and formats grant recipients should use, and define how submissions should be made.

Products submitted digitally may be uploaded and shared with the general public through the Integrated Resource Management Applications (IRMA), the NPS's digital repository system. To see grant products that have already been uploaded, go to IRMA, choose Historic Preservation Fund (HPF) under "Select a Park, Office, Program or Region" and select a category of featured content.

#### What to submit to OHA:

- Provide one digital copy of each deliverable or publication under your grant agreement.
- Deliverables and publications include, but are not limited to, the following materials:

SUBMIT	DO NOT SUBMIT
<b>Reports, plans and guidelines</b> (including historic structure reports, design guidelines, economic impact studies, treatment reports, historic context statements, preservation plans)	<b>Digital copies saved on CD/DVD-Rs or flash drives</b> (unless arrangements have been made with your grant administrator)
<b>Substantive event materials</b> (including programs, proceedings, handouts, photographs)	<b>Confidential/restricted reports that cannot be viewed by the general public</b> (including archeological reports, architectural reports on federal buildings or restricted sites)
<b>Professionally produced content</b> (including books, documentaries, oral histories, presentations and PSAs)	<b>Other documentation not intended for the general public</b> (including survey forms, financial records, correspondence)
<b>Interpretive products</b> (including books, brochures, posters, interpretive tours, coloring books or other youth-focused products, lesson plans)	<b>Ephemeral products unlikely to be of future value to the general public unless OHA asks for them</b> (including flyers, postcards, invitations, meeting minutes). These generally do not go to NPS.
<b>Online content</b> (including websites, story maps, and other web-based projects)	

**Final grant products may be made available to the general public and should, by default, feature the NPS disclaimer.**

- Printed products must feature a printed disclaimer when feasible. Audio products must include a spoken version of the disclaimer. Video products must include the disclaimer as an on-screen graphic. A disclaimer is not required when it would be unreasonable to do so, such as on size-restrictive publications like postcards or flyers.
- For additional questions about the required disclaimer, consult with your NPS grant manager.

**Naming files for submission:**

- Name each file you will be submitting using the following naming convention:  
**[Grant Program]\_[Fiscal Year]\_[State, if applicable]\_[Grantee or Subgrantee]\_[Grant Number]\_[Short File Description]**
- Do not use spaces or special characters (#,%,&,:) in the file name.
- For "Short File Description," write a brief (less than 50 characters), unique description that would help someone easily and quickly identify the file.
- If files are part of a series, append the number 001, 002, etc. to the end of the description.  
*Ex: Audio files submitted under a FY2018 grant by the DC State Historic Preservation Office*  
*SHPO\_18\_DC\_GranteeHistoricDistrict\_P17AF00001\_JohnDoelInterview001.mp3*  
*SHPO\_18\_DC\_GranteeHistoricDistrict\_P17AF00001\_JohnDoelInterview002.mp3*
- Use the appropriate abbreviation for your grant program in the file name

**Required file formats and resolution standards:**

- *Reports and publications:* PDF files saved at 300 ppi (pixels per inch) and 100% of the original document size. When possible, convert original documents to PDFs (for example, saving as PDFs from Word or InDesign files). Otherwise, save high resolution scans of printed materials as PDFs.
- *Photos:* JPEG or TIFF files saved at a minimum resolution of 3000 x 2000 pixels (or 6 megapixels).
  - **When submitting photographs, include captions, photo credit, and a signed release form (if needed).** Photo release forms are available on the STLPG website.
  - **Development (construction) grants must submit at least one before and one after photograph of work completed under the grant.** Refer to the NPS Documenting Historic Places on Film guidelines for more information on photographing a variety of historic environments and buildings.
- *Videos:* MP4 files saved at a resolution of 1280 by 720 pixels. All videos produced with HPF funding should include closed captioning. When reasonable, provide transcripts of videos as Word documents.
- *Audio:* Uncompressed WAV files. When reasonable, provide transcripts of audio files as Word documents.
- For more information about formatting deliverables, consult the National Archives' Tables of File Formats.
- 

**Creating an index file for your submission:**

- Include this information in the index file for each product that is being submitted: Grant Number  
Subgrant Number (if applicable)  
Title of Product  
Filename  
Product Creator(s) (give full names and their roles; include up to 5 names or organizations)  
Date Completed  
Extent (number of pages, photographs, or length of audio/video files; use when applicable)  
Description (up to 200 words)
- Save the index file as a Microsoft Word document using the following naming convention: **[Grant Program]\_[Fiscal Year]\_[State, if applicable]\_[Grantee or Subgrantee]\_[Grant Number]\_Index.docx**  
*Ex: SHPO 18 DC\_GranteeHistoricDistrict\_P17AF00001\_Index.docx*

**MEMORANDUM OF AGREEMENT  
BETWEEN THE DEPRIEST FAMILY TRUST AND THE  
MATANUSKA-SUSITNA BOROUGH FOR THE  
THE DEPRIEST FAMILY FARM NATIONAL REGISTER NOMINATION PROJECT  
WITHIN THE MATANUSKA-SUSITNA BOROUGH**

This Memorandum of Agreement (MOA) is made and entered into this \_\_ day of \_\_\_\_, 2025, by and between the DePriest Family Trust and the Matanuska-Susitna Borough (MSB or Borough), acting by and through the Office of the Borough Manager.

The MSB, as the Certified Local Government, applied for and received a Historic Preservation grant on behalf of the DePriest Family Trust to list a historic farm property on the National Register of Historic Places (NRHP). Listing this property on the NRHP will allow the Depriest Family Trust to apply for future grant funding to rehabilitate historic structures on the property. This is important in protecting and preserving the MSB's history.

The Borough Assembly, with the adoption of Ordinance Serial No. 25-083, and its accompanying Resolution Serial No. 25-069 and Informational Memorandum 25-154, accepted and appropriated \$18,000 from the State of Alaska, Department of Natural Resources, Office of History and Archeology (State OHA), and approved the scope of work and budget to list a historic farm property on the NRHP. This includes the understanding that the DePriest Family Trust would meet the required 40 percent match, in the amount of \$12,000, and complete the work as outlined in the grant agreement.

The parties mutually agree as follows:

1. The DePriest Family Trust agrees to be responsible for and adheres to all the terms and conditions for the recipient in the grant application and authorized by the State Grant Agreement; CLG Grant #24004.
2. The DePriest Family Trust agrees to complete the project tasks as described in the grant application and authorized by the State Grant Agreement, CLG Grant #24004, and associated appendices and incorporated into this MOA by reference.
3. The DePriest Family Trust agrees to comply with all applicable codes, statutes, and regulations of the Borough, State of Alaska, and the United States.
4. The agreement shall become effective upon the signing by the Borough Manager or his designee. State Grant funding will expire on September 30, 2026; no project work will occur prior to the effective date or after September 30, 2026.
5. The DePriest Family Trust will provide the MSB with all information necessary to complete all status and financial reports required by the State of Alaska, on the form provided by the Borough. This information will include status updates on Benchmark Activities and Project Deliverables, and the Final Reports and Products

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as shown in Appendix A: Scope of Work of the State Grant Agreement, CLG Grant #24004.

6. The Borough will reimburse the DePriest Family Trust for 60 percent of actual expenditure, up to a maximum of eighteen thousand dollars (\$18,000) made in accordance with the grant documents. Reimbursements will be made upon receipt of a grant report outlining activities completed since the last report, and total expenses, with receipts and documentation. The remaining 40 percent of actual expenditures, up to a maximum of twelve thousand dollars (\$12,000), made in accordance with the grant documents, will be considered the required contractual match provided by the DePriest Family Trust and reported on the Borough's report to the State OHA.
7. The DePriest Family Trust shall coordinate all regulatory agency reviews and obtain all necessary written approvals from all regulatory agencies.
8. The DePriest Family Trust has the duty of providing for and overseeing all safety orders, precautions, and programs necessary to ensure reasonable safety through the completion of the project. In this connection, the DePriest Family Trust shall take reasonable precautions for the safety of all project employees and all other people who the project might affect.
9. The Borough retains the right to audit the project any time within three (3) years after close-out upon written notice to the DePriest Family Trust. The DePriest Family Trust shall maintain all project records for three (3) years after the date of the project close-out.
10. Nothing in this agreement, expressed or implied, is intended or shall be construed to give any person, other than the parties hereto, any right, remedy, or claim under or by reason of this agreement. The covenants contained in this agreement are for the exclusive benefit of the parties hereto, their successors, and assigns.
11. The DePriest Family Trust shall require compliance of any contractor retained for this project with all federal, state, and local laws, regulations, and ordinances relating to labor and civil rights.
12. The DePriest Family Trust shall ensure that none of the funds paid under this Agreement will be used for any purpose not included in the grant's scope, including, but not limited to, lobbying activities before the Alaska State Legislature.
13. The failure of the Borough to insist in any one or more instances upon strict performance by the DePriest Family Trust of any provision of the covenant in the Agreement may not be considered as a waiver or relinquishment of the provision or covenant for the future. The waiver by the Borough of any provision or covenant in

this Agreement cannot be enforced or relied upon by the DePriest Family Trust unless the waiver is in writing and signed on behalf of the Borough.

14. The DePriest Family Trust shall indemnify, defend, and hold and save the Borough, its elected and appointed officers, agents, and employees, harmless from any and all claims, demands, suits, or liability of any nature, kind, or character, including costs, expenses, and attorney fees. The DePriest Family Trust shall be responsible under this clause for any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violation of statutes, ordinances, constitutions or other laws, rules or regulations, contractual claims, or any other kind of loss, tangible or sustained by any person, or property arising from DePriest Family Trust's, agents, employees, partners, attorneys, suppliers, and subcontractor's performance or failure to perform this Agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the Borough or its agents which are said to have contributed to the losses, failures, violations, or damage. However, DePriest Family Trust shall not be responsible for any damage or claims arising from the sole negligence or willful misconduct of the Borough, its agents, or employees.

15. This agreement may be modified or amended by a written Agreement signed by both parties.

16. Unless changed by prior written notice, any notices required by the Agreement must be sent to the following addresses:

Matanuska-Susitna Borough  
350 E. Dahlia Avenue  
Palmer, Alaska 99645

The DePriest Family Trust

Matanuska-Susitna Borough

The DePriest Family Trust

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Michael Brown, Borough Manager

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Date

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Date