

SUBJECT: AN ORDINANCE ACCEPTING AND APPROPRIATING A TRAVEL GRANT FOR \$3,468.00 FROM THE ALASKA DNR DIVISION OF PARKS AND OUTDOOR RECREATION, OFFICE OF HISTORY AND ARCHAEOLOGY, AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE CHAIR OF THE HISTORICAL PRESERVATION COMMISSION TO ATTEND THE 2026 NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS FORUM CONFERENCE.

AGENDA OF: June 2, 2026

ASSEMBLY ACTION: Defeated with Assemblymembers Bowles, Gamble, and Bernier in support 06/16/26 - BJH

AGENDA ACTION REQUESTED: Introduce and set for public hearing.

Route To	Signatures
Originator	5 / 1 9 / 2 0 2 6 X P a u l D C l a r k S i g n e d b y : P a u l C l a r k
Department Director	5 / 1 9 / 2 0 2 6 X A l e x S t r a w n S i g n e d b y : A l e x S t r a w n
Finance Director	5 / 1 9 / 2 0 2 6 X C h e y e n n e H e i n d e l S i g n e d b y : C h e y e n n e H e i n d e l
Borough Attorney	5 / 1 9 / 2 0 2 6 X N i c h o l a s S p i r o p o u l o s 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
Borough Manager	5 / 1 9 / 2 0 2 6 X M i c h a e l B r o w n S i g n e d b y : M i k e B r o w n
Borough Clerk	5 / 1 9 / 2 0 2 6 X B r e n d a J . H e n r y f o r S i g n e d b y : B r e n d a H e n r y

ATTACHMENT (S) : Ordinance Serial No. 26-069 (2pp)
Resolution Serial No. 26-054 (2pp)
IM 26-112 Fiscal Note
Grant Award Notification (18pp)

SUMMARY STATEMENT:

The Matanuska-Susitna Borough Planning & Land Use Department has been awarded a travel grant of \$3,468.00 from the Alaska Office of History and Archaeology to cover travel and registration expenses for the Chair of the MSB Historical Preservation Commission to attend the National Alliance of Preservation Commissions (NAPC)

Forum in Minneapolis, MN from July 22-26, 2026. The NAPC Forum is the nation's only conference dedicated to training local historic preservation boards and commissions, offering five days of educational sessions.

The grant requires a 40% non-federal match, totaling \$2,312, which will be covered by the HPC Chair's volunteered time for travel and conference attendance, at an hourly rate of \$37.13.

RECOMMENDATION OF ADMINISTRATION: Approve legislation as presented.

MATANUSKA-SUSITNA BOROUGH

FISCAL NOTE

Agenda Date: June 2, 2026

SUBJECT: AN ORDINANCE ACCEPTING AND APPROPRIATING A TRAVEL GRANT FOR \$3,468.00 FROM THE ALASKA DNR DIVISION OF PARKS AND OUTDOOR RECREATION, OFFICE OF HISTORY AND ARCHAEOLOGY, AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR THE CHAIR OF THE HISTORICAL PRESERVATION COMMISSION TO ATTEND THE 2026 NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS FORUM CONFERENCE.

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT YES NO
AMOUNT REQUESTED \$5,780 (\$2,312 is in-kind match)	FUNDING SOURCE Grant/In-Kind Match
FROM ACCOUNT #	PROJECT
TO ACCOUNT: 480.000.000 3xx.xxx (\$3,468)	PROJECT # 47520
VERIFIED BY: X <u>L i e s e l Z a n t o</u> 5 / 1 9 / 2 0 2 6 Signed by: L i e s e l Z a n t o	

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						
CAPITAL						
REVENUE						

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds						
Other	58					
TOTAL	58					

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

APPROVED BY:	 Recoverable Signature X <u>C h e y e n n e H e i n d e l</u> Signed by: C h e y e n n e H e i n d e l
--------------	---

Ordinance Serial No. 26-069
Resolution Serial No. 26-054
IM No. 26-112



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources

OFFICE OF THE COMMISSIONER

550 West 7th Avenue, Suite 1400
Anchorage, AK 99501-3561
Main: 907-269-8431

May 6, 2026

Michael Brown, Borough Manager
Matanuska-Susitna Borough
350 E Dahlia Ave
Palmer, AK 99645

**Subject: Award Notification – Certified Local Government Grant CLG25-003
2026 NAPC Forum Travel Grant -**

Dear Mr. Brown:

The Alaska Office of History and Archaeology (OHA), Department of Natural Resources, is pleased to inform you that the Matanuska-Susitna Borough has been selected to receive funding under the **Historic Preservation Fund (HPF) FY25 Certified Local Government (CLG) Program for project CLG25-003: Anchorage 2026 NAPC Travel Grant (Bryan).**

This award supports travel for one representative to attend the **2026 National Alliance of Preservation Commissions (NAPC) Forum in Minneapolis, Minnesota, July 22–26, 2026.** Funding is provided through the National Park Service's Historic Preservation Fund and administered by the State of Alaska.

Grant Award and Match Requirement

This is a **60–40 matching grant**, with the Historic Preservation Fund (HPF) providing **\$3,468.00**, representing **60% of the total eligible project cost**, and the Matanuska-Susitna Borough responsible for the remaining **40% match**, totaling **\$2,312.00**, for a **total project cost of \$5,780.00**, as outlined in **Appendix B: Estimated Budget**.

Contingency for Increasing Travel Costs

The additional allowance may be applied only when actual travel costs exceed initial estimates. Allowable uses include airfare increases, lodging rate changes, ground transportation adjustments, and required travel-related fees (such as baggage or airport transit), provided all costs meet HPF requirements. All contingency-related expenses must remain **eligible, necessary, reasonable, and fully documented**, and may **only** be used for allowable travel costs directly associated with participation in the 2026 NAPC Forum. These funds cannot be shifted to other categories or used for personal travel deviations, upgraded accommodation, or costs outside the approved travel window.

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054

Please pay particular attention to **Appendix A (Scope of Work)** and **Appendix B (Estimated Budget)**, as these govern eligibility, allowable activities, cost categories, and reimbursement rules.

Important Funding Conditions

Please note the following key federal and state requirements:

- **Work performed prior to full execution of the grant agreement by both the State and the Grantee is not eligible for reimbursement or match under the HPF program.**
- All project activities and expenditures must comply with the **Assurances, Certifications, and Willingness to Comply with Grant Requirements** included with your award packet.
- Reimbursement will be provided on a **cost-reimbursement basis**, consistent with Appendix D. All costs must be necessary, reasonable, and properly documented.
- Travel deviations—including personal days, extended stays, or route changes—are not eligible for reimbursement or match.
- All final reports and documentation must be submitted by the deadlines outlined in **Appendix A.**

Next Steps

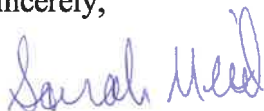
Enclosed for your review are:

- The **Grant Agreement (CLG25-002)**
- **Assurances**
- **Certifications**
- **Willingness to Comply with Grant Requirements**

Please review all documents carefully. **The agreement and associated documents must be signed and returned to OHA before funding can be encumbered.** Once fully executed, OHA will issue an authorization to proceed.

We look forward to supporting the Matanuska-Susitna Borough's participation in the 2026 NAPC Forum and appreciate your continued commitment to historic preservation. If you have any questions or need assistance, please contact: **Patty Relay, Grants Administrator** Email: ohagrants@alaska.gov Phone: 907-269-8692

Sincerely,



Sarah Meitl
Deputy State Historic Preservation Officer
Office of History & Archeology, Department of Natural Resources

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054



State of Alaska
Department of Natural Resources
Division of Parks and Outdoor Recreation
Office of History and Archaeology
550 W. 7th Avenue, Suite 1310 Anchorage, AK 99501



**Matanuska-Susitna Borough 2026 NAPC Forum Travel Grant
CLG Grant # 25-003**

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 th Avenue, Ste 1310 Anchorage, AK 99501			hereafter the State, and
Grantee Matanuska-Susitna Borough 350 E. Dahlia Ave. Palmer. AK 99645			Employer ID Number (EIN): 92-0030816 UEI: QRK7LJ2Y3RJ1 VCUST: MAB84586
			hereafter the Grantee
Grantee Contact Name & Title Paul Clark, Long Range Planner	Telephone Number (907)-861-8556	E-Mail Address paul.clark@matsugov.us	
ARTICLE 1. Appendices: Appendices and provisions referred to herein are considered 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: This grant agreement begins _____ and ends July 28, 2026			
ARTICLE 4. Consideration: In consideration of the Grantee's performance, the State shall apply to the National Park Service for HPF assistance not to exceed \$3,468.00 and shall reimburse the Grantee in accordance with Appendix B and Appendix D, unless prior written approval is granted.			
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
Sarah Meitl, Deputy State Historic Preservation Officer Office of History & Archaeology, Dept of Natural Resources: Division of Parks & Outdoor Recreation 550 W. 7th Avenue, Suite 1310, Anchorage, AK 99501			

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054

Appendix A: Scope of Work

The Grantee shall send **one representative** to attend the National Alliance of Preservation Commissions (NAPC) Forum in **Minneapolis, Minnesota, from July 22–26, 2026**. The scope of work includes travel to and from the conference and full participation in conference activities. Reimbursable expenses may include travel costs, per diem, and registration fees.

CLG employees may document time spent traveling and attending the conference as eligible for reimbursement. If the representative is a commission member, their time will be reimbursed at the approved volunteer rate (Appendix C). All reimbursement requests must include legible receipts or other valid supporting documentation.

Grant Period of Performance Begins _____ and Ends July 28, 2026

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

1. Written Report Requirement. The Grantee must submit a written report describing the activities completed with support from this grant while attending the 2026 NAPC Forum. The report should explain **who** attended, **what** sessions or events they participated in, **where and when** these took place, and **why** they were chosen. The report should also describe the **benefits of attending the conference**, including what you learned, how the experience will help you in your role, and how your participation will support or improve historic preservation efforts in your community. **Please do not exceed two (2) pages.**

2. Final Billing and Reimbursement Requirements The final billing and reimbursement request must include complete financial documentation supporting all claimed eligible costs. Acceptable documentation includes copies of paid invoices, canceled checks, receipts, volunteer time records, and any other materials necessary to verify expenditures.

Required Documentation: Original receipts for airfare, lodging, and ground transportation.

- **Proof of conference registration payment**
- **Per diem documentation** using the **GSA 2026 per diem rate for Minnesota**, as follows:
 - Meals and Incidental Expenses (M&IE): **\$92 per full day**
 - First and last day of travel: **\$69** (75% of the daily rate)
- **Travel itinerary** showing airfare and travel dates

Matching and reimbursable travel expenses, including airfare, lodging, and related costs, must be directly associated with NAPC conference activities **occurring between July 21 and July 27, 2026**. We encourage early booking of lodging, airfare, and registration to obtain the most favorable pricing. **Any travel deviations, including personal days or alternative travel dates, are solely the responsibility of the traveler and the sponsoring CLG.** Additional costs or Per Diem associated with such deviations are not reimbursable and may not be applied as match under this grant.

IM 26-112
OR 26-069

IM 26-112 ATTCH RS 26-054

Appendix B: Estimated Budget

Cost Category	Total Cost by Category	Federal Share 60%	Match Share 40% Minimum
1000 Personal Services	\$ 1,912.00	\$	\$ 1,912.00
2000 Travel	\$ 2,868.00	\$ 2,868.00	\$
Subtotal Direct Cost	\$ 4,780.00	\$ 2,868.00	\$ 1,912.00
7000 Other (Flat Allowance)	\$ 1,000.00	\$ 600.00	\$ 400.00
Total Project Cost	\$ 5,780.00	\$ 3,468.00	\$ 2,312.00

Appendix C: Special Conditions

Contractor's Experience & Rates: Consultant, contractor, and professional service costs must comply with 2 CFR 200.459. Reimbursement or match for these services may not exceed **120 percent of the GS-15, Step 10 hourly rate** for the project location, as specified in the HPF Grants Manual. Based on the current OPM Alaska salary table, the maximum allowable rate under this award is **\$113.39 per hour**. 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/2026/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://independentsector.org/wp-content/uploads/2025/04/vovt-state-by-state-data-2025.pdf> and download the report for State specific value.

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, and volunteer 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 to the State by e-mail, United States Postal Service or another carrier to the Grants Administrator:

Phone: 907-269-8692 E-mail: ohagrants@alaska.gov	State of Alaska: Department of Natural Resources Division of Parks and Outdoor Recreation 550 W. 7 th Avenue, Suite 1380 Anchorage, AK 99501
---	---

IM 26-112

OR 26-069

IM 26-112 ATTCH RS 26-054

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 Archaeology and Historic Preservation* for this grant-assisted project.

Appendix D: Payment Processes

Reimbursement: Payment shall be made to the Grantee on a cost reimbursement basis. Allowable costs must be necessary and reasonable for project performance, allocable to federal awards, treated consistently, conform to limitations in 2 CFR 200 Subpart E (especially § 200.403–§ 200.404), and supported by adequate documentation; variable costs—costs that fluctuate with project activity—are permissible when they meet these criteria and are clearly attributable and documented. Requests for reimbursement, complete with all necessary backup documentation, shall be processed by the State within 30 days of Grantee submittal. For matching assistance, Grantee must document all eligible project expenses and submit them to the State.

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054

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.

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054

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. Recipient is 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 timely enough 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

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) 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.

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

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.m
p3
SHPO_18_DC_GranteeHistoricDistrict_P17AF00001_JohnDoelInterview002.m
p3
- 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 guide lines for more information on photographing a variety of historic environments and buildings.

**IM 26-112
OR 26-069**

IM 26-112 ATTCH RS 26-054

- **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:

Grant Number; Subgrant Number (if applicable); Title of Product; Filename; Product Creator(s) (full names and roles; up to 5 names or organizations); Date Completed; Extent (number of pages, photographs, or length of audio/video files, 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. Example: SHPO_18_DC_GranteeHistoricDistrict_P17AF00001_Index.docx
--	---

Assurances—Non-Construction Programs

OMB Approval No. 0348-0040

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address provided by the sponsoring agency.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.O. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 36701 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (e) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of

- project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the national Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit Institutions.
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date Submitted

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)" and "Governmentwide Requirements for Drug-Free Workplace" and 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, for prospective participants in primary covered transactions, as defined at 15 CFR Part 26, Sections 26.105 and 26.110 --

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. DRUG-FREE WORKPLACE REQUIREMENTS Alternate I. Grantees Other Than Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR Part 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 --

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for

violation of such prohibition;

- b) Establishing an ongoing drug-free awareness program to inform employees about--

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--

- (1) Abide by the terms of the statement, and
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted--

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance: (Street address, city, county, state, ZIP code): _____

Check ☐ if there are workplaces on file that are not identified here.

Alternate II. Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000, or loan or loan guarantee over \$150,000, as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that;

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding

of any Federal contract, the making of any Federal grant, the making any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for loan Guarantees and Loan Insurance

The Undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT	AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Willingness to Comply with Grant Requirements

1. I understand that this is a grant agreement administered by the State of Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation, Office of History and Archaeology.
2. In accepting these funds, I understand it is my responsibility to comply with all program requirements, pertinent State and Federal regulations, and the grant agreement.
3. In accepting these funds, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been reimbursed, I will return any amount paid for questioned expenditures.
4. I understand that no grant or promise of a grant exists until the State Historic Preservation Officer (SHPO) or his/her designee signs the grant agreement, and that any funds expended prior to the grant period or before full grant execution (SHPO signature) may not be reimbursed without specific approval.
5. I understand that the State of Alaska may incorporate an indirect cost to help off-set administration of this grant. The percentage of the indirect may fluctuate over the course of the grant but will not exceed amount shown on the grant agreement.

Signature

Date

Print or Type Name

Entity Name and Title