



FY 2009 *Preserve America*
Historic Preservation Fund Grants to Preserve and Promote America's Heritage and Cultural Assets

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Please complete the SF424 Application for Federal Assistance, and note that some fields have been pre-filled and should not be changed. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages, plus one (1) additional photocopy of this page. See additional mailing instructions on the last page of the application form.

1. GENERAL INFORMATION

Project Title (10 words or less) Stevens County Crossroads on the Columbia Digital Archive
Applicant Organization Stevens County Washington
Contact Person Joseph Barreca Title Preserve America Coordinator
Address 215 South Oak St. Room #214
City Colville State WA Zip Code 99114
Telephone (509) 684 - 3751 FAX Number (509) 684 - 8310 E-mail commissioners@co.stevens.wa.us
EIN Number: 91-6001372 DUNS Number: 08-148-1756
Applicant's Congressional District(s) 5th U.S. Representative(s) Cathy McMorris Rogers

Type of Applicant (Select all that apply)

- Preserve America* Community
- Preserve America* Neighborhood
- SHPO
- THPO
- CLG (must be in the process of applying for *Preserve America* designation or already designated)

Project Category: (Select only one)

- Research/Documentation
- Interpretation/Education
- Marketing
- Planning
- Training

Amount Requested Federal Share \$ \$86,850
Matching Share \$ \$87,980
Total Costs \$ \$174,830

Is your community in a designated National Heritage Area?

No Yes If so, which NHA _____

Does your community have an active grant or financial assistance through the NHA? No Yes

Has your community received a Preserve America grant before?

No Yes If so, what is the status? _____

SIGNATURE OF AUTHORIZING OFFICIAL (Original copy must have an original signature and be in ink.)

Signature _____ Date _____

Print Name and Title Commissioner, Merrill J. Ott

2. PROJECT SUMMARY

A. Briefly summarize your project emphasizing the primary objectives and results.

(Your summary must fit in the space provided. Use at least a 10-point font.)

This project will digitize historical documents, pictures and artifacts selected for their pertinence to developing historical tours and other media content, that are currently held in museums, government offices, libraries and private collections throughout the county. It will apply metadata to the files' properties using a Dublin Core Metadata Element Set (see attachment) and it will provide public access to these files through an Internet WIKI (see attachment) or an open source content management system.

The objectives of the project are:

- To duplicate and preserve fragile documents and artifacts from unsafe handling, transport or storage.
- To share original historical information among museums, researchers and the public
- To support museums, cities and other groups in their preservation efforts
- To provide a body of historic reference material indexed into the 7 categories of the Crossroads on the Columbia theme that can be readily applied to interpretation for historic tours, mobile devices and other geographically organized visitor experiences.

3. PROJECT DESCRIPTION AND BUDGET

Applicants are strongly encouraged to provide answers in the spaces provided.

A. Describe the historic resources affected by the project, including whether they are listed in the National Register of Historic Places and/or designated at the State or local level. Please explain how this project will aid in the preservation of the resources listed.

Although Stevens County contains numerous sites of major historical importance to native, state national and international heritage, the majority of them are not available for physical preservation because the Federal Government's Grand Coulee Dam project inundated them in 1941. These include Kettle Falls, one of the two most important major native fishing sites along the Columbia since before the last ice age, Hudson Bay's Fort Colville, the staging area for most of its fur trading activities West of the Rocky Mountains, and 37 early towns hosting many of Washington State's first irrigated orchards, a mining boom that left over 1000 mines throughout the county and associated transportation hubs for steamboats, ferries, wagons and railways serving the surrounding region and the gold fields of southern British Columbia.

The area does have several buildings such as St Paul's Mission and the Keller House that are on the National Register of Historic Places, and the towns of Colville, Kettle Falls and Chewelah all have active programs that list significant buildings on the State Register. The stories that make these buildings interesting to visit and our stories of the 109 ghost towns that lie underneath Lake Roosevelt and hidden in our forests are themselves tucked away in small museums, government records and private collections of documents, photographs and artifacts. This is a beautiful area to visit and tour, but there is much more to know about it that we first want to bring into the virtual world and then into an active program of cultural heritage to share with visitors.

By digitizing these resources we preserve them from excessive handling and make copying and sharing them much easier; by creating indexes and metadata for these files we make them available for research and public access; by paying museums for access to their materials we help them afford quality storage and display and by posting files in an interactive web site we involve the public, cut our costs and open the way for interpreted products and programs that can further enhance income to museums and the community as a whole.

B. Project Objectives

- **How will the proposed project promote heritage tourism in the community and lead to the preservation of its historic resources?**

In preparing for this grant, Stevens County has surveyed museums and small towns as well as the National Park Service, the US Forest Service, the US Fish and Wildlife. We have categorized their holdings into themes consistent with the origins of our heritage as "Crossroads on the Columbia". Those themes are Native Culture, the Fur Trade, Government Forts and Roads, Mining, Boats, Railways and the Ends of the Roads, about local communities and resources. A 27 minute DVD presentation is included in this application explaining how those themes tie our history together and create an ideal path to developing tourism. We used the numerical data from those surveys to calculate the time and money necessary to complete this project. A series of linked spreadsheets used in those calculations is included in the attachments and ties directly to the budget.

The county already has an active program of tourism development with contributions from the county, several cities and chambers of commerce. One of the keystones of that program is publishing free visitor maps that include locations of camping, boating and numerous recreational activities. In the process of developing these maps, we are creating a series of self-guided history-themed auto tours that will be depicted on the maps and will be available in more detail in brochures, magazines, specialized maps and downloadable files over the Internet. A draft of these maps and tours is included in the attachments. This research project will directly impact the development of those tours. The Crossroads on the Columbia theme fits nicely into geographically oriented tourism whether in tours or looking over the homesteads and public buildings of a particular community.

Increased heritage tourism makes it possible for more books and media presentations to be developed and add to the income of small museums as well as other local businesses.

Additionally, the process itself of soliciting volunteer help for this project has brought forth extensive collections that are currently in private hands and could remain so through this project while still contributing to a much greater public resource of heritage material. We have uncovered private oral histories, family diaries and histories and thousands of photographs with only a limited amount of publicity. This has led to an increase in interest and activity as well as the recording and replication of much more historical information.

- **Describe how the project meets the goals of the local or statewide preservation plan, heritage tourism plan, or other plan(s) that address heritage tourism, cultural resources, and preservation. Identify the specific goal(s) and plan(s) and state when they were developed and adopted by the community.**

In 2009, the Washington State Department of Archaeology and Historic Preservation will release a new State Historic Preservation Plan: 2009-2013. A draft of that plan is already available on their web site, <http://www.dahp.wa.gov>. The vision for the plan, the goals of this project and the overall goals of the *Preserve America* grant program are very much in sync on the efforts to increase outreach and awareness, involve more people and make current efforts self-sustaining.

Three of the goals are specifically addressed in the Crossroads proposal:

Goal I: Strengthen the Foundation for Historic Preservation - Many of the bullet points under this goal apply, specifically C. Encourage Partnerships and Collaboration; D: Establish a coordinated historic preservation communication strategy; and E: Create an integrated set of online resources for a wide range of audiences.

Goal IV: Increase Statewide Support for Heritage Tourism - B.i. "...collecting and publishing visitor information about historic attractions throughout the State, including heritage-related day trip suggestions and vacation ideas by theme"; B.ii Target funding and other incentives to assist local communities and organizations in creating heritage tourism materials.

Goal VI: Increase the Diversity of Participation in Historic Preservation - "The future of preservation depends upon our ability to encourage the support and active participation of younger generations and socially, economically and ethnically diverse populations....making information on historic and cultural resources available in multiple languages and media, such as the Internet, posters and brochures." Our History Detectives (see section F and History Detectives Attachment) cross all age boundaries and several states. They have all levels of computer and literary skills but are able to work together in putting significant indexed historical material on the Internet.

The County Comprehensive Plan sets a goal of assuring that our community "proudly recognizes our heritage," and that our county "encourages the development of tourism and tourist based activities."

Several of the museums surveyed have goals of increasing participation, tourism and assuring the safety of their collections.

- **Describe the public-private partnerships involved in the project and how these partnerships will sustain and support the resource(s) after the grant project is complete?** Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations such as letters of support that specifically state confirmation of their contribution(s). See Supplemental Information in the guidelines for more information regarding partnership documentation.

| PARTNER | CONTRIBUTION |
|---|---|
| Chewelah Museum | Access to records and photos |
| City of Chewelah | Original impetus to gaining Preserve America Community status – tourism support |
| City of Colville | Heritage walking tours and planning staff support |
| City of Kettle Falls | Archives and advice – use of new visitor center |
| City of Marcus | Articles on local history and access to photographs |
| City of Northport | Access to historic material both at their museum and connections to private collections. |
| Colville Chamber of Commerce | Support for Auto Tours and maps |
| Colville National Forest | The Colville National Forest has a parallel project related to interpretation over the newly designated Sherman Pass Scenic Byway. They have up to a thousand historic photos that will be included in the project. |
| Heritage Network | A non-profit group that includes all the museums in the county and has been very supportive with communication and collaboration in this effort. We expect to be using photographic and computer equipment they already own valued at \$5000. |
| Lake Roosevelt National Recreation Area | The staff at the Lake Roosevelt National Recreation area has been very supportive of this effort. We have some parallel projects regarding native culture and early Kettle Falls. We have also had access to their library and Administrative History. |
| Little Pend Oreille National Wildlife Refuge | The LPO has participated in our surveys and will both benefit from and contribute to the archive. |
| Secure Webs | Use of video recorder and computer equipment. Use of Community Server website for communication on the project. |
| Spokane Tribe of Indians | The Spokane Tribe has served in the advisory group for Stevens County's Preserve America Community application and subsequent efforts. They have not committed to contributing to the archive but have established liaisons for its consideration. |
| Stevens County Historical Society | The largest collection of historic documents in the County and a leading role in cooperation between museums |
| Stevens County Rural Library District | Use of Library Wiki, access to archives of county history and mining records, computer, scanner and software. |
| The Northwest Museum of Art and Culture | The Northwest Museum has volunteered to give us access to materials in their collection for the archive. We will be looking over an inventory of their holdings published in 1987. |
| Washington State Department of Archaeology and Historic Preservation | Access to the historical register, posting Preservation Consultant opening on website. |
| Washington State Library | Advice on archiving software, digital storage and Internet Wiki's |

• **Explain how the project will engage public involvement?**

The main engine of this project is public involvement through the “History Detectives” (see attachment and article F.). They have already begun scanning, applying metadata and contributing suggestions for further material. Additionally the advertisement for “History Detectives” has evoked contributions of more material. As the material is posted on the Internet, wider awareness, more Internet links and tourism spinoffs are expected.

C. Project Activities -- Describe the project activities necessary to achieve the Project Objectives? List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

Rough surveys of available materials, a structure to take the digital information into interpreted tourist activities and an advisory committee to oversee hiring and project progress are already in place. The project expects to digitize 22,000 document pages and pictures, apply metadata to them to make them searchable, and post them on an interactive web site to make them available for further research and worldwide examination. These are the tasks to those goals:

1. Begin the hiring process by posting positions on the State Worksource website and in local papers. Additionally the Preservation Consultant position will be posted on the Washington State Department of Archaeology and Historic Preservation website. Expand advertisement for History Detective volunteers.
2. With a project coordinator position filled, begin preliminary scanning and indexing of museum and government archives for pilot data.
3. With the Preservation Consultant and Internet Technician positions filled, begin a project plan review to confirm software, hardware and methodology using pilot data.
4. Purchase and install software and hardware, set up system.
5. Begin scanning of materials by the project coordinator and mobile volunteers.
6. Begin prioritization of materials by Preservation Consultant.
7. Begin resizing, archival storage and mass application of metadata to digital files by Internet Technician.
8. Farm out digital files to History Detectives to supplement keywords on names, places, dates and crossroads categories.
9. Apply keywords to metadata.
10. Link working files and database/internet software. Post to Internet.
11. Review of progress by Preservation Consultant for quality and by Project Coordinator for project progress.

D. Timeline -- Show a timeline for all of the above listed activities. The timeline may be attached as a separate page.

Overall timeline is 14 months with the initial 2 months devoted to hiring and startup and the remaining year allocated for continuous work on all tasks 5 through 11.

| Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|-----------------------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|
| Task | | | | | | | | | | | | | | |
| Hiring | | | | | | | | | | | | | | |
| Pilot Data | | | | | | | | | | | | | | |
| Planning | | | | | | | | | | | | | | |
| Purchasing | | | | | | | | | | | | | | |
| Scanning | | | | | | | | | | | | | | |
| Prioritization | | | | | | | | | | | | | | |
| Storage | | | | | | | | | | | | | | |
| Keywords | | | | | | | | | | | | | | |
| Metadata | | | | | | | | | | | | | | |
| Posting | | | | | | | | | | | | | | |
| Review | | | | | | | | | | | | | | |

E. Personnel & Consultant Qualifications -- List the project personnel that will administer and the types of consultants that will be hired to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project. Describe the criteria that will be used to competitively select consultants for their services. **All Federal grants require consultants to be competitively selected** (please see page 3 of the guidelines for more information).

This is a partial list of the Stevens County Preserve America Committee who oversee hiring and expenditures for Stevens County Preserve America projects.

| |
|--|
| Amanda McKerrigan, Director Stevens County Rural Library District |
| Barbara Swanson, Director Chewelah Museum |
| Camille Pleasants, Colville Tribal Historian |
| Dave Keeley, Kettle Falls Planner |
| Debra Kollock, Washington State University Extension Agent |
| Elaine Clough, Volunteer Coordinator Heritage Network |
| Jack Nisbet, Historian, Author |
| Jamie Sijohn, Spokane Tribal Tourism Director |
| Janet Thomas, President Stevens County Historical Society |
| Louanne Atherley, Archaeologist and Historian, Heritage Design |
| Marilyn James, Aboriginal Advisor, Sinixt Tribal Reburial advocate |
| Ray DePuydt, Archaeologist NPS |
| Scott Hirsch, CEO Secure Webs |
| Shirley Dodson, Stevens County Historian |
| Steven Fowler, Director Little Pend Oreille National Wildlife Refuge |
| Susan Dechant, Historian, President NEW Genealogical Society |

Project Coordinator and Internet Technician

These positions will be hired through the county’s standard hiring procedure of posting internally, in local newspapers and with the Washington State Workforce employment agency. Stevens County follows Washington State purchasing and procurement standards as specified in the applicable Revised Code of Washington articles 36.32 and 39.34.

The Project Coordinator will be responsible for project management, oversight of materials inventory and scanning activities. Additionally the Project Coordinator will report monthly to the advisory committee and County Commissioners on project progress. The Project Coordinator will have familiarity with project management, computer technology and the historical resources available throughout the county. This is a part time position and may be hired through a contract. Estimated time is 30% of full-time over 14 months.

The Internet Technician(s) will be under the direction of the Project Manager and will be responsible for graphic file manipulation, database and Internet programming and management. This position may also be filled through a single or multiple contracts. It would be full time for one person over 12 months.

Preservation Consultant

The Preservation Consultant will

1. Meet the Secretary of the Interior’s Professional Qualifications for Historian.
2. Have experience evaluating the historical significance of documents, photographs and artifacts.
3. Have familiarity with the history and historical resources available to Stevens County both within the county and in relevant collections outside the county.

This will be a part-time position hired through a contract.

F. What are the sources of the non-federal match?

List the **secured** sources and other funds associated with the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants may **not** be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal matching funds must be used during the grant period to execute the project. If the match is **not secured**, explain how it will be raised.

The **secure portions** of this application are in the area of Supplies, Equipment and Office space/furniture. The County buys supplies in bulk and has computer equipment, software and office space and furniture at hand. The County also has phone service and Internet connections. The Stevens County Rural Library District has offered the use of their Wiki site to expand the history offerings already posted. That saves this project the cost of building and maintaining its own Internet server. The library has also offered the use of a high-end Epson Scanner. The Heritage Network has \$5000 worth of equipment that includes a Nikon digital camera, camera stand, laptop computer and Nikon Camera Pro software that it has offered to use for this project.

The **not secured portions** of this application are all in the realm of matching labor. Our current estimates are for 3456 hours of scanning, keyword detection and metadata application. Most of this work can be done at home by volunteers. In fact being able to use volunteer help without demanding their presence in a particular place at a particular time has opened up a large untapped source of labor. To alert the public to this project and get an idea of the level of public support we could expect, we ran a story in the Statesman-Examiner, the County Seat, Colville's weekly newspaper asking for "History Detectives." The response was immediate and enthusiastic. We have 22 volunteers lined up from that one article. (A copy of the article is included in the attachments.) To successfully complete this project, we may need up to 100 volunteer History Detectives. There are 4 other weekly newspapers and a good number of monthly publications we plan to use for publicity. Additionally, giving presentations and soliciting the help of civic clubs, churches and businesses are all viable options. All parties consulted to date expect that finding sufficient volunteers is a very achievable goal.

The skill level of the volunteers was also impressive. We have computer consultants, a professional Archaeologist, teachers, professionals and retired people, senior citizens with a long history in the county, young people and several from outside the county. Some of the skills necessary for this project are simple, reading papers and highlighting key words for instance. People with minor computer skills can be trained to run a scanner, a repetitive job for which the only perk is being able to review the material first hand. Even applying metadata to files, which requires a little bit more computer experience, is repetitive and easily trainable.

The Washington State Library reduces its archival documents scanned at 600 dpi in tiff format to 150 jpegs for exchange and use over the Internet. Such files are less than 1 meg in size and transferable even at low speeds. We intend to do much of the data exchange over the Internet, once the original scans have been archived and converted to the smaller size. The work of registering files in archiving software and posting them to the Internet will be left to the Internet Technician. Our tests show that it takes an average of 1 minute to scan a page, 5 minutes to highlight keywords and another 5 minutes to apply them to the metadata.

In order to keep the first volunteers involved, we will be using these same techniques to archive and post some material from private collections immediately. To limit the amount of management necessary keeping up with the volunteers, we will not solicit further help through the media until further funding is secured.

- G. Budget** -- Outline the project budget in the form below; add additional lines in a category as needed.
- All costs associated with the project must be eligible, reasonable, and directly relevant to the project.
 - Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
 - All major costs must be listed, and all cost items should be explained in the narrative of the application.
 - The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe a total of \$60,000 in costs/work).
 - All non-Federal match must be cash expended or services donated during the grant period (generally 1 to 2 years) and not before.
 - If including indirect costs, please make sure to include documentation supporting your Indirect Cost Rate.
 - If you have any questions about cost categories, or how to formulate some of your budget items, please email NPS_PreserveAmerica@nps.gov.

Explanation of Cost Calculations

Wage rates for the Coordinator and Internet Technician positions are within the typical ranges available on Washington State's WorkSource website under Workforce Explorer.

The History Detective wage rate is a standard for volunteer help.

The Curator compensation equals a rate of \$1.37 per document if the expected goal of 22,000 documents is achieved. Any documents processed above that amount will reduce the per page value. Museums in our area typically charge for both research time and copy costs at varying rates. In this grant, a token amount is allocated by expected document volume and falls within the parameters of current charges.

Consultant fees were taken from a similar grant application awarded in 2007 and corroborated with local professional historians.

Estimates of required hours and travel distances are derived from a survey of local sources of historical material that is included in the attachments.

Mileage rates are substantially below IRS standards but are above compensation rates used by some local organizations.

Paper and postage rates are extrapolated from an estimated need for 40,000 pages at a rate of \$.10/page and a volume of 400 letters at a cost of \$.50 each. Actual volume will probably be smaller but package size substantially larger. We anticipate that much of the material will be printed and exchanged by mail with volunteers who do not use computers.

Software costs are estimated at a rate of \$400 for 4 major pieces of software – such as image management or Optical Character Recognition packages.

The Heritage Network and Secure Webs equipment contributions are based on actual costs already occurred and somewhat depreciated.

Office equipment and furniture costs are within the range of office catalogs. Phone service is typical for a single line in the area. Office space is within a standard range for local rental space. The Internet Web Site cost is derived from typical offers for combination hosting and webmaster services for a business website.

1. Personnel. Provide the names and titles of key project personnel. Include only the percentage of time used on the project. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share. Please consult page 3 of the guidelines for more information on allowable personnel costs.

| Name/Title of Position and % of time spent on this Project | Wage or Salary | Federal Grant Funds | Match /Cost Share (if any) | Total |
|--|----------------|---------------------|----------------------------|------------|
| Coordinator | \$ 12,400 | \$ 12,400 | \$ 0 | \$ 12,400 |
| Internet Technicians | \$ 35,625 | \$ 35,625 | \$ 0 | \$ 35,625 |
| History Detectives | \$ 69,120 | \$ 0 | \$ 69,120 | \$ 69,120 |
| Curators | \$ 30,000 | \$ 30,000 | \$ 0 | \$ 30,000 |
| Subtotal | | \$ 78,025 | \$ 69,120 | \$ 147,145 |

2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.

| Rate | Salary or Wage Base | Federal Grant Funds | Match / Cost Share (if any) | Total |
|-----------------|---------------------|---------------------|-----------------------------|-------|
| % of | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Subtotal | | \$ 0 | \$ 0 | \$ 0 |

3. Consultant Fees. Include payments for professional and technical consultants participating in the project. Please consult page 3 of the guidelines for more information on allowable consultant costs. Maximum hourly rates charged to this grant may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10, which in Fiscal Year 2008 was \$88.67 per hour or \$685 per day.

| Name and Type of Consultant | # of Hours | Rate of compensation or fixed rate for project | Federal Grant Funds | Match/Cost Share (if any) | Total |
|-----------------------------|------------|--|---------------------|---------------------------|----------|
| Preservation Consultant | 75 | \$ 75 | \$ 5,625 | \$ | \$ 5,625 |
| Subtotal | | | \$ 5,625 | \$ | \$ 5,625 |

4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

| From/To | # of People | # of Travel Days | Subsistence Costs (Lodging and Per Diem) | Transportation Costs (Airfare and Mileage) | Federal Grant Funds | Match/ Cost Share (if any) | Total |
|-----------------|-------------|------------------|--|--|---------------------|----------------------------|----------|
| | 3 | 75 | 0 | \$ 1,600 | \$ 1,600 | \$ 0 | \$ 1,600 |
| Subtotal | | | | | \$ 1,600 | \$ 0 | \$ 1,600 |

5. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in Equipment - Category 6.

| Item | Cost | Federal Grant Funds | Match/Cost Share (if any) | Total |
|-------------------|----------|---------------------|---------------------------|----------|
| Paper and Postage | \$ 600 | \$ 300 | \$ 300 | \$ 600 |
| Disk Drives | \$ 1,000 | \$ 500 | \$ 500 | \$ 1,000 |
| Software | \$ 1,600 | \$ 800 | \$ 800 | \$ 1,600 |
| Subtotal | | \$ 1,600 | \$ 1,600 | \$ 3,200 |

6. Equipment. List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.

| Item | Cost | Federal Grant Funds | Match/Cost Share (if any) | Total |
|---|----------|---------------------|---------------------------|----------|
| Scanners, Camera, Computers, Camera Stand | \$ 5,000 | \$ | \$ 5,000 | \$ 5,000 |
| Subtotal | | \$ | \$ 5,000 | \$ 5,000 |

7. Other (specify).

| Item | Cost | Federal Grant Funds | Match / Cost Share (if any) | Total |
|-------------------|----------|---------------------|-----------------------------|-----------|
| Phone Service | \$ 560 | \$ | \$ 560 | \$ 560 |
| Desk and Chair | \$ 300 | \$ | \$ 300 | \$ 300 |
| Internet Web Site | \$ 5,000 | \$ | \$ 5,000 | \$ 5,000 |
| Office Space | \$ 6,400 | \$ | \$ 6,400 | \$ 6,400 |
| Subtotal | | \$ | \$ 12,260 | \$ 12,260 |

| BUDGET SUMMARY | | | |
|----------------------------------|----------------------------|-------------------------|--------------|
| Enter category totals here | | | |
| Category | Federal Grant Funds | Match/Cost Share | Total |
| 1. Personnel | \$ 78,025 | \$ 69,120 | \$ 147,145 |
| 2. Fringe Benefits | \$ 0 | \$ 0 | \$ |
| 3. Consultant Fees | \$ 5,625 | \$ 0 | \$ 5,625 |
| 4. Travel and Per Diem | \$ 1,600 | \$ 0 | \$ 1,600 |
| 5. Supplies and Materials | \$ 1,600 | \$ 1,600 | \$ 3,200 |
| 6. Equipment | \$ 0 | \$ 5,000 | \$ 5,000 |
| 7. Other | \$ 0 | \$ 12,260 | \$ 12,260 |
| TOTAL PROJECT COSTS | \$ 86,850 | \$ 87,980 | \$ 174,830 |

***** IF USING WORD FORMAT YOU MUST DOWNLOAD
THE SF424 - APPLICATION FOR FEDERAL ASSISTANCE SEPARATELY AND
SUBMIT WITH THIS COMPLETED APPLICATION *****

**Applications must be received by 5:00 pm Eastern Standard Time,
Tuesday November 18, 2008.
This is NOT a postmark deadline.**

APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- (1) original and five (5) copies – a total of 6 – complete application packages (preferably double-sided).
- One (1) additional photocopy of page one of the application.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original must be secured with a binder clip.
- Each copy must be **securely** held together with a staple or binder clip; do **not** use pocket folders, notebooks, or ring binders.

A complete application package includes:

- Application on 2009 form.
- SF 424 Application for Federal Assistance (Download separately from the NPS website if using Word format)
- Authorizing Official signature.
- Timeline for project completion.
- Detailed budget.
- Necessary supplemental information to explain the project (photographs, maps, documentation of public/private partners, etc.)

***** NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.**

SEND APPLICATIONS TO:

Please address **ALL** support letters to the address below, attn: Hampton Tucker; Chief, Historic Preservation Grants Division – they must accompany the grant application or they will **NOT** be considered.

*Preserve America Grants
National Park Service
1201 "Eye" Street, NW
6th Floor (ORG. 2256)
Washington, DC 20005*

**Applications must be received by 5:00 pm Eastern Standard Time,
Tuesday November 18, 2008.
This is NOT a postmark deadline.**

**For more information please contact the National Park Service at:
(202) 354-2020**

**nps_preserveamerica@nps.gov
www.nps.gov/history/hps/hpg/preserveamerica**