

Wabash River Heritage Corridor Fund



2024 Proposal Instructions for Historic & Cultural Projects

Indiana Department of Natural Resources
Division of Historic Preservation & Archaeology
402 W. Washington Street, Room W274
Indianapolis, IN 46204
(317) 232-1646

www.in.gov/dnr/historic-preservation





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WABASH RIVER HERITAGE CORRIDOR FUND PROGRAM

Introduction

These guidelines explain how to apply to the Wabash River Heritage Corridor Fund (WRHCF). The Indiana Department of Natural Resources (DNR), Division of Historic Preservation and Archaeology (DHPA) will administer these State Funds for historic and cultural projects. This packet contains the forms and information needed to complete your application. Please refer to the application checklist for assistance in submission of all required items. The Forms and Instructions section contains the forms required to be prepared and submitted as part of a complete application.

Applicants are strongly encouraged to communicate with the DHPA Grants Staff about their prospective project prior to beginning the application to ensure that it fits the program requirements and evaluation criteria.

**ONE HARD COPY OF THE ENTIRE GRANT APPLICATION MUST BE
SUBMITTED AND RECEIVED BY THE DHPA GRANTS SECTION
NO LATER THAN 4:00 PM JANUARY 31, 2024**

For further information, please contact:

Grants Section
Division of Historic Preservation & Archaeology
Department of Natural Resources
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THE WABASH RIVER HERITAGE CORRIDOR FUND

Program History & Background

In the late 1980s, the Indiana Department of Natural Resources began receiving new requests for assistance with conservation and recreational development projects along the Wabash River and its historic transportation corridor, which includes the Little River and the old portage to the Maumee River. This is considered the northernmost transportation link for fur traders and canal shippers between Lake Erie and the Gulf of Mexico.

In the recent past, local communities along the Wabash River have taken an aggressive interest in developing this significant yet underutilized resource. Communities have reconnected with the Wabash River's rich natural, recreational, cultural, and historical significance. Local communities along the corridor have begun to develop their ideas and plans to rediscover the Wabash—the official State River.

As this surge of enthusiasm and interest began to grow, the Indiana General Assembly in 1990 appropriated \$700,000 to assist in the renaissance of the Wabash River. With the assistance of the DNR, the Wabash River Heritage Corridor Fund (WRHCF) was established to assist in funding conservation and recreational development projects in Cass, Carroll, Tippecanoe, Fountain, and Warren Counties.

The 1991 Indiana General Assembly appropriated an additional \$750,000 to the WRHCF program. At the same time, three more counties were added to the eligibility list: Miami, Parke, and Vermillion. To advise in the direction and procedures of the program the Wabash River Heritage Corridor Commission (WRHCC) was established. Membership is made up of the DNR Director and one representative from each county in the corridor.

In 1995 the Indiana General Assembly appropriated an additional \$750,000 for the WRHCF. These funds were available in 1996 for all 19 counties along the Wabash River to apply for grants. These counties include: Adams, Allen, Carroll, Cass, Fountain, Gibson, Huntington, Jay, Knox, Miami, Parke, Posey, Sullivan, Tippecanoe, Vermillion, Vigo, Wabash, Warren, and Wells.

In 1998 the General Assembly appropriated \$5 million for the corridor. The intent again was to spread these monies along the corridor to enhance the natural, recreational, and cultural significance of the river corridor. That was the last time the legislature budgeted money for WRHCF grants.

In 2009, legislation was revised to allow a new source of dedicated money to be placed in the fund. The owners of land in Indiana are due royalties from oil collected beneath their property. Because no person or agency owns the Wabash River, the royalties collected have gone into the state general fund. In 2009, IC 14-13-6 was revised to put this money in a non-reverting fund for grants in the Wabash River corridor. The revenue is approximately \$100,000 or more per year. This fund is used once again to assist projects in the Wabash River Corridor and to administer the Wabash River Heritage Corridor Commission.

The Indiana General Assembly has defined the Wabash River Heritage Corridor as the Wabash River, the Little River, the land area in Indiana abutting the rivers, and the historic portage to the Maumee River. The DNR views this 510-mile heritage corridor as having cultural and natural resources rivaling those of any

historic transportation route in the country. The corridor is primarily in private ownership and will remain largely privately-owned.

The WRHCF grant is a matching-reimbursement state assistance program. Projects may be reimbursed for up to 80 percent of the total project cost. Local sponsors must provide at least 20 percent of the project costs. The matching program promotes a partnership between state and local entities which will ensure well-planned historic and cultural projects.

Eligible Participants

All units of county and local government and organizations incorporated as not-for-profit 501(c)3 corporations will be eligible to participate.

Not-for profit organizations must provide proof of eligibility in the grant application packet by providing documentation from the IRS verifying Not-for-Profit 501(c)3 status. Such status must be granted and active at time of grant application to be eligible. Not-for-profits must provide some documentation of the organization's central mission.

Applicants shall comply with applicable state and local regulations, policies, guidelines and requirements as they relate to the application, acceptance, and use of State funds for this project. The DHPA reserves the right to deny any applications for projects that do not meet the program requirements and evaluation criteria.

Eligible Projects

Examples of Historical/Cultural projects include:

- Rehabilitation, preservation, or stabilization of deteriorated, threatened, and/or endangered historical/cultural sites and structures that are listed in the State Register (or have been formally determined by the DHPA as eligible for listing in the State Register prior to the grant application deadline). All proposed projects must be designed to be carried out in accordance with the applicable Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Archaeological survey, site evaluation, or data recovery projects. All proposed projects must be designed to be carried out in accordance with the applicable DHPA guidelines and requirements for archaeological work.
- Acquisition of land containing sensitive and/or threatened archaeological sites that are listed in the State Register (or have been formally determined by the DHPA as eligible for listing in the State Register prior to the grant application deadline) for purposes of permanent site control and protection.
- Design and fabrication of educational/interpretive exhibits related to specific cultural resources that are physically and contextually related to the development of the Corridor.

Eligible Properties

All properties to be rehabilitated or acquired with WRHCF assistance must be listed in the Indiana Register of Historic Sites and Structures (the State Register) or must be formally determined by the DHPA as eligible for listing in the State Register prior to the application deadline. There is no such listing or eligibility requirement for land that will be the focus of archaeological activities or for land/properties that may be the focus of educational/interpretive exhibits.

To find out if a property is already listed in the State Register, you can search in the State Historic Architectural and Archaeological Research Database (SHAARD) on the DHPA's website at <https://www.in.gov/dnr/historic-preservation/help-for-owners/national-and-state-registers/shaard-database/>. Enter SHAARD as a guest (you do not need a user account), accept the terms and conditions, then select "National Register" from the Survey Type drop-down menu, then select your county to run the query. This will return a list of all National Register-listed properties in your county, which exactly overlaps with State Register listings (all National Register listed properties are also listed in the State Register). If you do not find your property listed, you may contact the DHPA Grants Staff for assistance.

Properties that are not already listed in the State Register must go through a formal determination of eligibility process. This process must be completed prior to submission of the grant application. See the Instructions for Seeking a Determination of Eligibility for the Indiana Register in the Forms and Instructions section for guidance on how to proceed.

The deadline for submitting the Determination of Eligibility request for is **December 8, 2023**. Applicants **MUST** receive a formal Determination of Eligibility for their property (for rehabilitation and acquisition projects) to be able to submit a WRHCF grant application.

Grant Award Amounts

The WRHCF program provides reimbursement grants. Eighty percent (80%) State assistance will be provided for eligible projects with a 20% local match. Local applicants may request a minimum grant amount of \$20,000 (total project cost with match = \$25,000) up to a maximum grant amount of \$100,000 (total project cost with match = \$125,000).

Local Matching Share

At the time of application, the project sponsor must have at least 20% of the total project cost available. The local share may include cash held in organizational bank accounts, tax sources (appropriations), bond issues, Community Development Funds, Farmers Home Administration Loans, or force account contributions. The donated value of land, cash, labor, equipment, and materials may also be used. The "Writing the Grant Application" section that follows contains more information on the types of local match and how to document them for the grant.

Project Selection Process

Grant applications will be reviewed by DHPA staff for eligibility and completeness, then be evaluated and scored based on how closely they meet the evaluation criteria. Proposals will be ranked by score from highest to lowest. The available grant funds will be awarded to the highest ranking proposals until the pool of funds is exhausted.

Reimbursement

The project sponsor will not receive a cash award at the time of project approval. Instead, the sponsor must be able to pay the bills and be reimbursed for a maximum of 80% of the expenses incurred for the project according to the terms of the project agreement. Land donations will be credited toward the match of the sponsor's share of the project. In certain situations, the DHPA may agree to pay out a portion of the grant funds up-front only when the 20% local matching funds may not be sufficient to initiate the project.

Dates of Eligible Contributions and Expenses

To be eligible for grant reimbursement, project costs must be incurred after the State grant agreement is completed. Donations of equipment, labor, and materials also must be contributed after execution of the State grant agreement. However, cash contributions may be received at any time. The grant will not be used to reimburse for any expenses incurred before execution of the State grant agreement.

WRITING THE GRANT APPLICATION

The Grant Application

Applications requesting assistance for Wabash River Heritage Corridor Fund historic and cultural grant projects must be submitted to the Department of Natural Resources, Division of Historic Preservation and Archaeology. This chapter describes how to complete application forms and various other attachments that must be submitted. Grant Application form is available at <https://forms.in.gov/Download.aspx?id=10697>. Blank forms (Budget and Matching Share) are available in the Forms and Instructions section. A checklist of the items needed for all project applications is at the end of this chapter. Applicants are encouraged to contact the DHPA grants staff if questions arise in preparing an application. Please read the information carefully, since it will answer many of your questions. Each project sponsor should keep another copy of the complete grant application, as submitted, in local files.

This document provides the instructions to apply for a Wabash River Heritage Corridor Fund. This chapter includes instructions for filling out the application forms, plus a description of the various attachments that must be submitted in the application packet. A checklist of items needed for all application packets is found at the end of this chapter. *Applicants are strongly encouraged to contact the grants staff about their prospective project before they apply and/or when questions arise beyond the information contained in these guidelines.*

One hard copy of the full grant application packet must be received by the DHPA Grants Staff by 4:00 PM on January 31, 2024.

Following is the Grant Application Checklist and instructions for each item that must be included in the proposal packet.

WRHCF Program Grant Application Checklist

The items listed below are to be submitted as part of the project application packet. Please indicate "Y" for yes, "N" for no, or "N/A" for not applicable on each blank. Each "N" response should be explained in writing. Original signatures are required on all documents requiring signatures unless otherwise noted. Please provide this completed checklist with your application packet.

- A. Application Form.** One completed Application Form signed by the applicant. This form is available at: <https://forms.in.gov/Download.aspx?i d=10697>. See the Forms and Instructions section for a sample cover form and instructions for each line.
- B. Proof of Eligibility for Not-for-Profit Applicants.** (Applicants that are governmental units may skip this requirement.)
- C. Project Narrative.** One project narrative that includes detailed written responses to each of the evaluation criteria:
- 1. Project Topic and Description
 - 2. Geographical and Contextual Connection
 - 3. Endangered Resource
 - 4. Project Readiness
 - 5. Timetable
 - 6. Budget
 - 7. Grant Administration
 - 8. Interagency Coordination
- D. Project Budget Form.** One detailed cost breakdown for the project showing the estimated cost of all development, by major work unit (not to exceed the total project amount, grant + match). See the Forms and Instructions section.
- E. Matching Share Form.** A statement from the clerk-treasurer, county auditor, or fiscal agent certifying the availability and source of local funds and/or letters of intent for project donations. See the Forms and Instructions section.
- F. Environmental Impact Statement.** Include a description of any environmental, archaeological, or historic/cultural resources known and potential short- or long-term impacts. Mention any known or anticipated permits.
- G. Digital Photos.** Photos must be in JPG or TIF format and submitted on a CD or USB/Thumb Drive.

Application Instructions

A. Application Form

All items on the standard application form (SF #55049) should be answered. Instructions for how to complete the form for a Historic and Cultural Project are provided in the Forms and Instructions section. The Grant Request may not exceed the maximum amount of \$100,000.

B. Proof of Eligibility for Not-for-Profits

Not-for-profit organizations must provide proof of eligibility in the grant application packet by providing documentation from the IRS verifying Not-for-Profit 501(c)3 status. Not-for-profits must also provide proof that the organization's central mission via a webpage link, planning document, or other resource that clearly states the organization's mission. In addition to this documentation, not-for-profit organizations may choose to provide a brief narrative that describes how their mission relates to that of the Wabash River Heritage Corridor program, which can be found at <https://www.in.gov/wrhcc/>.

C. Project Narrative

Projects that propose to preserve, document, acquire, or interpret historical and cultural resources within the Wabash River Heritage Corridor will receive up to 100 points. Cultural resources that are severely threatened or endangered will receive primary consideration for funding. The project should ultimately assist the DNR Division of Historic Preservation and Archaeology (DHPA) in carrying out its responsibilities in meeting the preservation goals and objectives listed in *Indiana's Cultural Resources Management Plan for 2020-2026*, which can be found at <https://www.in.gov/dnr/historic-preservation/files/hp-indiana-cultural-resources-management-plan-2020-2026.pdf>.

Please provide thorough and detailed responses to each of the evaluation criteria listed below. Each criterion must be addressed in narrative form and must include supporting documentation, when applicable, in order to receive points. In general, the better the description and the more supporting documentation is submitted, the higher the evaluation scores will be.

1. Project Topic – 20 points possible

Choose ONE of the following topics (A., B., C., or D.) and provide a response to that criterion only. If the project is designed so that there is any overlap between these topics, respond to the criterion that addresses the major focus of the project, but also include a thorough description of the secondary part of the project. If a project is designed so that there is equal emphasis on two of these topics (not recommended without prior consultation with the DHPA Grants Staff), then provide a response to both criteria. In this instance, however, no more than 20 points will be awarded for a combined response. Proposed projects will not gain an advantage by trying to combine activities from the four different categories into one project.

A. Stabilization / Rehabilitation / Acquisition

Projects that are feasible in technological and practical terms, urgently needed, and meet the applicable *Secretary of the Interior's Standards for the Treatment of Historic Properties*, will receive up to 20 points. Thoroughly describe the building conditions, the need for all work items, and the work to be done. Confirm that the property is already listed in the State Register or provide a copy of the favorable Determination of Eligibility form from the DHPA.

B. Archaeological Investigations

Projects that will identify archaeological resources or recover significant information will receive up to 20 points. Provide a thorough description of the property, explain its significance and connection to the development of the Wabash River Corridor, and the reason for its investigation and documentation. If possible, have a professional archaeologist describe the scope of work for archaeological survey or site investigation.

C. Acquisition of Archaeological Sites

Projects that will acquire a property for purposes of protecting sensitive and/or threatened archaeological sites will receive up to 20 points. Thoroughly explain the reason for the purchase, provide at least one map of the property, document the negotiated sale price (if possible), or provide some other basis for determining a fair market value for the property. If possible, have a professional archaeologist describe the property, any known archaeological sites, and the need to provide site control. Confirm that the property is already listed in the State Register or provide a copy of the favorable Determination of Eligibility form from the DHPA.

D. Educational / Interpretive Exhibits

Projects that will result in the creation of educational/interpretive exhibits focused on historic/cultural resources or aspects of the Wabash River Corridor will receive up to 20 points. This includes the planning, design, construction, fabrication, and installation of exhibits. All planned exhibits must be permanent, with an anticipated lifespan of up to 20 years or more. Publication projects are NOT eligible for funding. Describe the historical/cultural resources or aspects of the Wabash River Corridor to be interpreted, the type of exhibit planned, the target audience for the exhibit installation, the need for the exhibit, and the planned location(s) for the exhibits or displays. List and describe any planning documents or products that have already been completed; submit one copy of these documents if possible.

2. Geographical and Contextual Connection – 15 points possible

Projects that focus on sites or properties directly related to the historical and/or cultural development of the Corridor will receive up to 15 points. Maximum points will be awarded only to those projects that demonstrate both a close physical and contextual connection.

- State the actual distance between the resource and the edge of the Wabash River in terms of feet, yards, or tenths of a mile. For properties not immediately adjacent to the river, state whether the property is within the “viewshed” of the river. State what physical barriers lie between the resource and the river, such as roads, other buildings, agricultural fields, fences, tree lines, woods, etc.
- Provide a narrative that explains the resource’s connection to the historical and/or cultural development of the Corridor.

3. Endangered Resource – 10 points possible

Projects that will assist resources (properties or sites) that are vacant, partially vacant/underutilized, and/or severely threatened or endangered will receive up to 10 points.

- State whether the resource is totally vacant or partially vacant (describe which areas are occupied and give a percentage of a building’s occupancy), describe the current conditions and how the resource is threatened.

- In the case of archaeological resources, describe any imminent or long-term threats to the resource (such as annual flood damage, erosion, planned construction projects, development pressure, etc.), and describe any damage that has already occurred at the site.

4. Project Readiness – 10 points possible

Projects that have adequate plans already in place to begin the project immediately, or some preliminary level of planning already completed with a minimal amount of design work, planning, or written specifications remaining to be completed, will receive up to 10 points. Maximum points will be awarded only to those projects with adequate documents already in place and submitted for review with the project proposal.

- For rehabilitation projects, describe and submit any documents completed to date, such as feasibility studies, condition assessments, schematic design drawings, or fully developed architectural plans and written specifications for the work to be performed.
- For archaeological projects, submit a project methodology statement and formal written proof of the landowner's permission (for each parcel) for any investigation to be carried out on public or private property.
- For acquisition projects, submit a boundary survey, estimate of value or property appraisal, a letter of intent to sell or donate the property signed by the property owner, or a purchase agreement if any of these documents are available.
- For interpretation projects, submit any draft language or concepts for exhibit panels or displays, preliminary schematic plans or designs, or documentation of preliminary communications with potential designers.

5. Timetable – 10 points possible

Projects that have realistic timetables will receive up to 10 points. Include a detailed timetable that shows the approximate amount of time (days, weeks, or months) that will be devoted to each of the various phases, tasks, or components of the project. Simply providing begin and end dates for the project does not constitute an acceptable timetable. In addition to the breakdown of tasks or work items, the timetable should account for a grant start-up meeting, preparation of any necessary plans and specifications with review and approval by DHPA, preparation of bidding documents with review and approval by DHPA, and a required minimum fourteen (14) day bidding period. In general, the more detail and breakdown provided, the higher the score will be for this criterion.

6. Budget – 15 points possible

Projects that have realistic, reasonable, and documented budgets will receive up to 15 points. Include a detailed budget breakdown, indicate exactly how the various budget figures (line items) were computed, and include copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). Upon review of the proposal, the DHPA reserves the right to adjust or negotiate the scope of work or the grant request in cases where the project budget is out of line with the products to be created. In general, the more detail, breakdown, and documentation provided, the higher the score will be for this criterion.

7. Grant Administration – 10 points possible

Projects whose sponsors have an individual capable of grant administration to act as local Project Coordinator will receive up to 10 points. Provide the name of this person and list their qualifications. List all grant administration experience (if any), and especially note any past

experience administering grants from the Department of Natural Resources. Submit the resume of this person with the project proposal.

8. Interagency Coordination – 10 points possible

Up to 10 points will be awarded for projects that improve and expand coordination within and among federal, state, and local governments, and/or 501(c)(3) non-profit organizations, and/or for-profit organizations to provide recreation opportunities, conserve natural resources, and/or protect and enhance historical/cultural resources. Projects may receive points under each of the following categories:

- a. The project is an integral part of another organization’s strategic or comprehensive plan, which must be submitted with the project application in order to receive up to 5 points;
- b. The applicant solicited the advice and cooperation of other public or non-profit organizations, such as community development departments, the Soil Conservation Service, special interest groups, schoolteachers, or DNR technical staff, and incorporated their recommendations into the proposed project. Such consultations must be documented in order to receive up to 5 points.

RATING POINTS SUMMARY

1. Project Topic	20 points possible
2. Geographic/Contextual Connection	15 point possible
3. Endangered Resource	10 point possible
4. Project Readiness	10 points possible
5. Timetable	10 points possible
6. Budget	15 point possible
7. Grant Administration	10 points possible
8. Interagency Coordination	10 points possible

Total 100 points possible

D. Project Budget Form and Documentation

Include a Project Budget Form (included in the Forms and Instructions section) and complete the appropriate line item for each expense or cost that will be incurred by the project. The total project cost shown on the Project Budget Form must match the figure listed on the project Application Form, Cost Classification section, line 8, and include the grant amount plus local match.

The project narrative should provide additional detail of the budget: a detailed breakdown, how the various budget figures (line items) were computed, and copies of any estimates received. Provide a justification for any items that are unusually expensive or inexpensive (such as discounted or donated goods or services). In general, the more information provided, the higher the score will be for this criterion. Cost estimates should be as accurate as possible and may need to account for inflation. Where appropriate, unit costs should be included in the application. If the project will utilize donated labor, equipment, or materials, these must be identified budget. Upon review of the proposal, the DHPA reserves the right to adjust or negotiate the scope of work or the grant request in cases where the project budget is out of line with the products to be created.

E. Matching Share Form and Documentation

In order for the DHPA to consider an application for grant approval, the applicant must have its 20% share of the project costs available for the project at the time the application is submitted. The type of documentation varies according to the source of funds as explained below.

In addition to the signed Matching Share Form (included in the Forms and Instructions section), provide copies of bank statements, local government departmental budgets, or other documentation to demonstrate that the applicant has all of the matching share funds available in its own accounts. NOTE: The amount of required matching share is equal to the anticipated total project cost minus the grant funding requested. Applicants that claim to have 100% of the matching share but do not properly document it will NOT receive full credit. Documentation of cash donations pledged, but not yet collected, will NOT be counted as match on-hand. In-kind donations of goods or professional services, as well as any pledges of volunteer labor, MUST be documented in writing by the donors and be submitted with the proposal in support of the Matching Share Form.

Types of Match

The applicant must provide cash, labor, equipment, and/or materials as part of their 20% match, and must include documentation of the type and value in the application. Donations over 20% will be considered as overmatch.

Cash

Match may be provided in cash, either entirely or in part. This includes any funding from other grant sources, organizational bank accounts, government funds, etc. Cash match should be documented with appropriate bank statements or other verification that the funds are currently on-hand and available.

In-kind Labor

When a third party provides professional services or supplies to assist the project, it is considered an in-kind donation to the grant project. In-kind services should be documented with statements from professionals stating the service being provided and the fair market value of the services. Either their employers or the employees themselves (if self-employed) need to verify their rate per hour or fixed fee for a service on company letterhead.

Volunteer Labor

When the grant recipient arranges to have individuals perform work on the project without any remuneration, it is considered to be a volunteer services donation to the grant project. Ordinarily, volunteer services are valued at \$10.00/hour. However, if the volunteer is normally a paid professional in a given field, and is providing free services in that same field, the services are considered a Professional In-Kind donation and should be listed under "In-Kind" using their regular rate of pay or fair market value of the work. For example, an architect pledging to provide architectural services pro bono would be making an in-kind labor donation of professional services; however, if the same architect would be providing general labor (such as scraping paint or digging post holes for installation of outdoor interpretive panels), they would be providing volunteer labor.

Equipment and Materials

- a. For donated equipment use, a letter from the donor that briefly describes the equipment and its use in the project construction must be submitted. In the case of construction equipment, quotations of local rental rates from other suppliers and the donor may be used to determine the donated rate per hour. The donor's letter for construction equipment must indicate the anticipated dates, hours, and

type of work performed for the project.

- b. Materials may be valued by the lower of at least two quotes from commercial suppliers of similar items.

F. Environmental Impact Statement

Applicants must consider the project's potential environmental impacts and make note of any significant natural or man-made areas at or near the project site (these should also be identified on any maps). Provide a summary of any known environmental, historical, archaeological, and architectural information, and indicate any associated permits anticipated. Explain any potential effects on wildlife, water sources, wetlands, nature preserves, viewsheds etc. Depending on potential impacts, coordination and consultation with additional agencies and guidance or mitigation may be necessary, if the project is awarded. Common examples include the DNR Division of Water, DNR Division of Fish and Wildlife, Indiana Department of Environmental Management (IDEM) and/or the U.S. Army Corps of Engineers (USACE).

G. Digital Photos

All digital photos must be in JPG or TIF format, and be submitted on a CD or USB/Thumb Drive. Please do not put images into Microsoft Word, Publisher, Adobe Acrobat Reader, or other programs. Please provide a photo key that includes basic identification, orientation, or description of all photos, as may be appropriate.

- Rehabilitation, preservation, or stabilization projects: Submit up to 24 digital photos that show each visible side of the building, any particularly significant historic features and spaces, and all of the deteriorated conditions to be addressed by the project.
- Archaeological projects: Submit up to 12 digital photos that show the overall environment of the area/parcels to be surveyed or investigated.
- Acquisition projects: Submit up to 12 digital photos that show the general environment of the area/parcels to be acquired for site protection.
- Educational/interpretive exhibit projects: Submit up to 12 digital photos that show the proposed locations and general environment of indoor or outdoor interpretive displays.

If you have any questions, please contact the staff of the DHPA Grants Section.

Your hard copy application must be **received by** the DHPA Grants Staff
no later than 4:00 PM on January 31, 2024.

Project Sequence Timeline

December 8, 2023 – Deadline to submit the Determination of Eligibility Form, if required.

January 31, 2024 – Grant application deadline.

February-March 2024 – Grant application review and evaluation.

Spring 2024 – State approval, State grant agreements initiated.

After State Approval

For planning purposes, projects that are awarded funding should consider the following components for initiating the grant.

Post Award Meeting. After receiving notification that an application is being recommended by the State for grant funding, project sponsors (Grantees) must participate in a post-award meeting with DHPA Grants staff. This meeting will provide project sponsors guidance on the many aspects of the grant process.

Plans. Submit detailed architectural/engineering plans for all development to the DHPA. These must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties

- Review takes 2 to 4 weeks

State & Local Historical Coordination. Grantee coordinates with state and local historic preservation offices to complete any required review and consultation.

Environmental Clearance. Grantee submits Environmental Assessment through DNR Fish & Wildlife, to determine any necessary environmental coordination.

All necessary clearances, plans, and permits must be completed before development commences.

Registration with the State. The State conducts all contracting electronically, and all grantees must be registered.

- To get registered as a vendor, fill out a W9 and Direct Deposit form and submit to DNRVendorForms@dnr.IN.gov.
- To register as a bidder, click here: <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/> and follow the steps (there is also a help area and a number to call if you get stuck). **Bidder registration is required for ALL vendors, regardless of their classification.**
- To register with Secretary of State click here: <https://www.inbiz.in.gov/BOS/Home/Index>
***Secretary of State registration is not required for some vendors, if they are a governmental entity, such as a county, city, fire department, school, or State university, or if they are classified as a sole proprietor or an individual.

State Grant Agreement. The grantee will be notified via email that the Grant Agreement is ready for download, review and signature via the State website. The agreement will provide information required for project correspondence and will describe the responsibilities of the State and of the park and recreation

board. Please read the agreement carefully.

Begin Quarterly Reporting. Quarterly reports are due by the end of the first full week of the grant quarter, unless otherwise assigned. Quarterly reports should cover all project progress from the previous quarter.

After Plan and Permit Approvals

Acquire land in compliance with State regulations.

- Acquisition may take 1 to 3 months

Contract bids. Grantees must solicit competitive bids through direct invitation or advertisement, following State bidding procedures. Bid tabulation sheet and award summary must be submitted to DHPA for review and approval of selected bidder and contract draft.

- Bidding and contract awards may take 30-45 days.

Construction activity.

- Construction activity may take 4 to 9 months.

Reimbursement requests. Send request to DHPA for reimbursement as needed.

- There is an approximately 35-day State turn-around.

Final inspection and project close-out.

- Final inspection and project completion

June 30, 2026 – Target project completion date

FORMS AND INSTRUCTIONS

- Sample Grant Application Form
- Application Form Instructions
- Project Budget Form
- Matching Share Form
- Instructions for Seeking a Determination of Eligibility for the Indiana Register



GRANT APPLICATION
State Form 55049 (R / 3-20)
INDIANA DEPARTMENT OF NATURAL RESOURCES

Interactive version online at
<https://forms.in.gov/Download.aspx?id=10697>

Reset Form

APPLICATION INFORMATION			
Type of grant <i>(Please check one.)</i>			
<input type="checkbox"/> Land and Water Conservation Fund (LWCF)		<input type="checkbox"/> Recreational Trails Program (RTP)	
<input checked="" type="checkbox"/> Wabash River Heritage Corridor Fund (WRHCF)		<input type="checkbox"/> Other: _____	
Name of organization Nonprofit Name / Municipal Government		Employer identification number 35-555555	
Name of contact person Jane Doe		Data Universal Number System (DUNS) number UEI number	
Address <i>(number and street, city, state, and ZIP code)</i> 123 Main St., Indianapolis, IN 46002			
Telephone number (317) 555-5555	Fax number ()	E-mail address janedoe@email.com	
Name and brief description of project: Masonry Rehabilitation of Historic John Smith House. Project will repoint mortar and repair or replace bricks on the north and west elevations of the John Smith House.			
COST CLASSIFICATION			
1. Preliminary expenses	\$		
2. Land, structures, and rights-of-way	\$		
3. Architectural and engineering basic fees	\$	5,000	
4. Relocation expenses	\$		
5. Construction and equipment	\$	125,000	
6. TOTAL PROJECT AMOUNT <i>(Lines 1 through 5)</i>	\$	130,000	
7. Grant Request in line 6	\$	100,000	
8. Applicant's share of line 6	\$	30,000	
METHOD OF FINANCING APPLICANT'S SHARE			
1. Local Appropriations <i>(by applicant)</i>	\$		
2. Donations	\$		
a. Land	\$		
b. Cash	\$	25,000	
c. Labor	\$	5,000	
d. Equipment	\$		
e. Materials	\$		
3. Federal source <i>(Specify in Remarks.)</i>	\$		
4. Force account <i>(Specify in Remarks.)</i>	\$		
5. Other <i>(Specify in Remarks.)</i>	\$		
6. TOTAL APPLICANT'S SHARE	\$	30,000	
Remarks: Labor donation is the in-kind professional fee of the architect to provide design services.			
To the best of my knowledge, information in this application is true and correct, the grant application has been duly authorized by the applicant and it will comply with all conditions of the program if funding is approved.			
Signature			Date <i>(month, day, year)</i>
Printed name Jane Doe		Title Director, Non Profit Organization	

Application Form Instructions

Use the forms link at the top of the example form to ensure you are using the most current form.

APPLICANTS GRANT INFORMATION

- Type of Grant: Select Wabash River Heritage Corridor Fund (WRHCF).
- Name of Organization: Enter the name of the not-for-profit organization or governmental agency that is applying for the grant.
- Employer Identification Number: Enter the Federal ID or Taxpayer ID number.
- Name of Contact Person: List the name of the person who will be the project coordinator managing the project.
- DUNS number: Please enter the Unique Entity Identifier number, as DUNS use has been replaced with UEI. To register for a UEI, go to: <https://sam.gov/content/home>
- Address: Enter the address of the applicant organization, not the Contact Person.
- Telephone Number: Enter the phone number of the Contact Person.
- Email Address: Enter the email address of the Contact Person.
- Name and Brief Description of Project: Enter a project title that concisely describes the planned project. For example: Masonry Rehabilitation of the Historic John Smith House.

COST CLASSIFICATION

This is the budget information that will also be indicated on the Project Budget Form. Make sure the figures match.

1. Preliminary Expenses • For purposes of this grant round, expenses incurred before the date of the grant award are not eligible, should not be included, and will not be reimbursed. Leave this line blank.
2. Land, Structures, and Rights-of-way • If the project includes land acquisition, state the value of all land and rights to land which will be acquired in the project, whether by negotiated purchase, condemnation, donation, or bargain sale.
3. Architectural and Engineering Basic Fee • Specify the anticipated costs for architectural/engineering design services, including project plan and specification preparation, project inspection fees, and any other necessary professional services.
4. Relocation Expenses • Leave blank, this is not an eligible expense for Historic & Cultural projects.

5. Construction and Equipment • State the projected costs for all construction, materials, and labor costs which will be incurred in this project.
6. Total Project Amount • Add lines 1 through 5. This amount will equal the total cost for the project.
7. Grant Request • State the amount of WRHCF assistance which will be requested for this project, cannot exceed 80% of the Total Project Amount or exceed \$100,000.00.
8. Applicant's Share • State the amount of match to be provided by the grant applicant. This should be a minimum of 20% of the Total Project Amount, although applicants may overmatch the requested grant funds.

METHOD OF FINANCING APPLICANT'S SHARE

This is the Matching Share information that will also be included on the Matching Share Form. Make sure the figures match.

Identify the amount and source(s) of the applicant's share (minimum 20%). The total must equal the amount specified in the evidence of local share item on the application checklist. Explain details of the costs in the remarks section and/or, if applicable, state if the project is larger than the grant amount + match.

1. Local Appropriations: Leave this box empty. Funding from local sources should be included under "Cash."
2. Donations: Although this indicates "donations," please indicate all match sources below--
 - a. Land:
 - b. Cash:
 - c. Labor:
 - d. Equipment:
 - e. Materials:
3. Federal source (specify below): Indicate any part of the budget that will come from a federal source.
4. Force account: Leave this box blank.
5. Other (specify below):
6. Total Applicant's Share: This should be the amount of the 20% (or more) match that is being provided by the applicant in either cash, in-kind/volunteer services, or equipment/materials, or any combination of these.

SIGNATURE AND DATE

A person authorized to submit the application should sign and date the application and print their name and title.

Project Budget Form

COST CATEGORY		PROJECT COSTS (reflects 100% of costs)
1. Personnel -- Paid: This Category refers only to persons on the direct payroll of the sponsoring organization	Administrative	
	Professional	
	Clerical	
2. Fringe Benefits: Fringe Benefits for paid personnel are allowable.		
3. Volunteer Personnel -- Unpaid: Volunteer time is valued at \$10 per hour.		
4. Travel: (@ \$0.41 per mile)		
5. Supplies and/or Materials:		
6. Architectural Design Fees:		
7. Advertisement:		
8. Contractual/Construction:		
9(a). Other: <i>(Describe)</i>		
9(b). Other: <i>(Describe)</i>		

10. TOTAL PROJECT COST \$ _____

11. Funding Level **X** **80 %**

12. GRANT AMOUNT REQUESTED* \$ _____

*The figure representing the Grant Amount Requested should be **rounded down to the nearest whole dollar**, and should be the same as that recorded the Grant Application form. Applicants should submit a detailed breakdown of costs, or "Budget Justification Page," on a separate sheet following this form.

Matching Share Form

Applicants are asked to submit appropriate documentation of the matching share (copies of bank statements, municipal budgets, etc.). Please note that proposals submitted without documentation WILL NOT receive full credit for the matching share under the grant evaluation criteria.

SOURCE #1

Donor: _____

Source: _____

Type (*check one*): Cash In-Kind Volunteer Amount: \$ _____

SOURCE #2

Donor: _____

Source: _____

Type (*check one*): Cash In-Kind Volunteer Amount: \$ _____

SOURCE #3

Donor: _____

Source: _____

Type (*check one*): Cash In-Kind Volunteer Amount: \$ _____

TOTAL MATCHING SHARE: \$ _____

Instructions for Seeking a Determination of Eligibility for the Indiana Register

If your Indiana property is already listed in the National Register of Historic Places (the National Register), it is automatically listed in the Indiana Register of Historic Sites and Structures (the State Register) at the same time. Listed Indiana properties are eligible for the Wabash River Heritage Corridor Fund; you do not need to proceed with a determination of eligibility.

To find out if your unlisted property might qualify for listing in the State Register – making it eligible for the WRHCF Program, you can submit a small amount of information for evaluation by the DHPA staff. The State Form, which includes instructions for submitting the information, photos, and maps, can be found on the DHPA’s website at <https://www.in.gov/dnr/historic-preservation/help-for-owners/national-and-state-registers/eligibility/> under the section Determination of Eligibility Requests.

Before proceeding with a Determination of Eligibility request, please check the DHPA’s State Historic Architecture and Archaeological Research Database (SHAARD) for your property at <https://secure.in.gov/apps/dnr/shaard/welcome.html>.

Enter SHAARD as a guest (you do not need a user account), accept the terms and conditions, then select “IHSSI (County Survey)” from the Survey Type drop-down menu, then select your county, then select your legal township to run the query. This should return a list of all survey-identified properties in your township; however, the database cannot return more than 500 records at once. If the query captures more than 500 records, try entering just the street name in the Address field, without any address numbers or other modifiers, for example “Main.” If you do not find your property listed, you may contact the DHPA Grants Staff for assistance.

If you find your property, you will notice that each surveyed resource has been assigned one of four different ratings.

- A rating of Outstanding indicates that the resource is considered potentially eligible for listing. You may proceed with completing the form to request a Determination of Eligibility.
- A rating of Notable indicates that the resource does not quite rise to the level of outstanding, but with more information it may be considered eligible. You may proceed with completing the form to request a Determination of Eligibility.
- A rating of Contributing indicates that the resource meets the minimum age and integrity criteria; however, it is probably not individually eligible. You should not proceed with completing the form to request a Determination of Eligibility without consulting the DHPA’s National Register staff first.
- A rating of Non-Contributing indicates that the property is located within a historic district but did not qualify as “historic” at the time the survey was conducted, either because it was not old enough or its appearance was highly altered.
- If your property is NOT included in the survey database, you may contact the DHPA’s Grants Staff for assistance.

For more information on the National Register and State Register, please visit the DHPA’s website at <https://www.in.gov/dnr/historic-preservation/help-for-owners/national-and-state-registers/>.