



# Historic Resources Board

## Staff Report (ID # 14864)

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**Report Type:** City Official Reports **Meeting Date:** 10/13/2022

**Summary Title:** OHP HPF Grant Opportunity

**Title:** Office of Historic Preservation Alert to National Park Service  
Historic Preservation Fund Grant Opportunity

**From:** Jonathan Lait

### Recommendation

Staff recommends the Historic Resources Board (HRB) review and comment as appropriate. No action is required by the HRB for this item. Staff intends to submit the non-competitive grant request by the October 14, 2022 deadline.

### Background

Each year, staff submits a timely annual report to the Office of Historic Preservation (OHP) for the prior year of historic preservation activity of the Certified Local Government (Palo Alto). This allows the City to be in 'good standing' to qualify for OHP grants.

Typically, OHP competitive grant applications are due in May each year. Each year since 2017, staff has noted the possibility of submitting a grant application prepared by previous historic preservation staff for a 'Modern Era Context Statement'. Due to a variety of issues including staffing, no grant application has been submitted since the completion in 2016 of the Professorville Guidelines project, which benefitted from an OHP grant. The Eichler Guidelines were completed in 2018, without the benefit of grant funding.

In 2020, OHP alerted CLGs about funding that had not been used for grants and that was available for distribution to cities in good standing. Staff requested this funding but OHP did not send Palo Alto any portion of the available funds.

On September 23, 2022, staff received an email from OHP staff announcing once again the opportunity for funds distribution among CLGs. The City must request the funds by October 14, 2022, and must use the funds between October 1, 2022 and September 30, 2023. The application form is attached to this report.

### September 22, 2022 Email from OHP

The email text is as follows:

“As part of the National Park Service Historic Preservation Fund (HPF) grant, OHP is required to pass ten percent of the grant funds through to Certified Local Governments (CLGs) each year. Traditionally, this has been accomplished via a competitive grant program. This year, because OHP did not receive grant applications sufficient to fulfill the ten percent obligation, a special pass-through opportunity is being offered. Some of you may remember we offered the same opportunity back in 2020.

OHP intends to divide the remaining HPF funds (about \$100,000) evenly among each of the CLGs that meet eligibility requirements and submit a grant request form (attached). Because we do not know how many CLGs will apply for funds, the grant amounts are not yet set. CLGs are eligible to apply for funds if they have submitted their 2020-2021 annual report by the date of this email and are able to make the required 40 percent grant match. **A cash match is not necessary as staff time and overhead may be used for this purpose.**

While these grants may be used to generally support local historic preservation programs, such as for staff time managing programs, staff and/or commission development (there are many online classes/seminars/conferences now available), and for projects and programs, **programs that relate to climate change and its impact on cultural resources or to telling the stories of under-represented communities are strongly encouraged.**

Please note that grant funds cannot be used for development or construction projects, acquisition of property, food and beverages, giveaways, or equipment. Grant funds must be spent between October 1, 2022, and September 30, 2023. **A final narrative report explaining how the grant funds were spent is the only grant product/reporting requirement.**

### **Discussion**

Staff would be interested to know whether HRB members would be interested in working on a project focused on telling the stories of under-represented communities in Palo Alto. Several communities may come to mind.

Another use of funds the HRB Chair has contemplated is the transfer of content from the old (1970's) forms that comprise the Palo Alto Historic inventory to modern DPR forms. These forms could then be uploaded to the City's historic preservation webpages. This is viewed as a manageable project in that it could be started and completed within a year to meet the timeline of the grant. The concept the HRB Chair offered is to:

- Bring the original Inventory up to the same standards as the 1998-2000 survey, so that Palo Alto has a complete list of resources online at the completion of the Inventory Update process.
- Use volunteers to update the original Inventory sheets.

- Grant funds could help recruit and train volunteers, pay for secretarial help in typing up the information, along with professional assistance with expanding our website to accommodate additional information and developing methods to keep it up to date.

### **Resources**

Staff continues to be faced with staffing shortages and an ambitious workload; therefore, a 40% match comprised of staff time and overhead may be a challenge for staff to contribute. A consultant's time would likely be needed to work with an ad hoc committee of HRB members and volunteers to complete this project.

### **Attachments:**

- Attachment A: CLG grant form (DOCX)

**CLG APPLICANT:**

<b>Contact Person</b>	<b>Responsible for PROGRAM Management</b>	<b>Responsible for FISCAL management</b>
<b>Name</b> <b>Title</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

**LEGISLATIVE REPRESENTATIVES**

	<b>State Senator</b>	<b>State Assembly</b>	<b>U. S Representative</b>
<b>Name</b>			
<b>District #</b>			

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**Authorized Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name and Title of Authorized Representative**

Submit to [info.calshpo@parks.ca.gov](mailto:info.calshpo@parks.ca.gov).