



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



**Municipality of Anchorage: Local Historic Resources
Inventory - Phase 2**

Certified Local Government Grant # 24002

This grant agreement is between State of Alaska, Department of Natural Resources Division of Parks and Outdoor Recreation Office of History & Archaeology 550 W. 7th Avenue, Ste 1310 Anchorage, AK 99501 hereafter the State, and		
Grantee Municipality of Anchorage EIN: 92-0059987 PO Box 196650 UEI: G6XSV18MVB9 Anchorage, AK 99519 VCUST: MUA84635 hereafter the Grantee		
Grantee Contact Name & Title Tom Davis, Historic Preservation Officer	Telephone Number 907-343-7916	E-Mail Address tom.davis@anchorageak.gov
<p>ARTICLE 1. Appendices: Appendices and provisions referred to herein are considered part of this agreement. The Grantee's application is incorporated by reference as part of this Agreement.</p> <p>ARTICLE 2. Performance of Services:</p> <ul style="list-style-type: none"> 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. <p>ARTICLE 3. Period of Performance: The period of performance for this grant agreement begins <u>upon full execution</u> and ends <u>September 30, 2026</u></p> <p>ARTICLE 4. Consideration: Under this matching grant program through the National Park Service, the State shall reimburse Grantee for eligible costs incurred, in accordance with the Budget in Appendix B and provisions in Appendix D, in a sum not to exceed <u>\$4,800.</u></p>		
GRANTEE		
Signature of Grantee's Authorized Representative <i>Rebecca A. Windt Pearson</i>		Date 07/29/2025 9:36:35 AM AKI
Type or Print Name and Title of Grantee Representative Rebecca A. Windt Pearson Municipal Manager		
STATE of ALASKA		
Signature: State of Alaska Certifying Officer <i>Sarah Meek</i>		Date 8/14/2025
Judith E. Bittner, 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		

Appendix A: Scope of Work

The recipient shall complete phase 2 of the local historic and cultural resource inventory and landmarks register for the Municipality of Anchorage. The recipient shall design the database and establish data security protocols and user group levels that are compatible with the Alaska Heritage Resources Survey (AHRS) data repository, maintained by the Office of History and Archaeology. The recipient must review the Historic Preservation Series Number 9, *Alaska Heritage Resources Survey* <https://dnr.alaska.gov/parks/oha/hpseries/hp09.pdf>.

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

<u>Timeline</u>	<u>Benchmark Activities & Project Deliverables</u>
Oct, Apr, July	Submit written quarterly reports to the Office of History and Archaeology (OHA) describing project work during the preceding three months, referencing benchmarks in this scope of work.
May – July 2025	Execute grant. Recruit and select GIS professional services contractor.
Aug – Dec 2025	Continue entering resource data into the database from phase 1. Finalize the GIS map user interface and cartographic design. Collaborate with the Office of History and Archaeology, (OHA) Anchorage Historic Preservation Commission (AHPC), and local Tribes on the draft design.
Jan – March 2026	Make further progress on entry of resource data into the database started in phase 1. Complete revision to the GIS map mobile application design based on feedback from the stakeholders. Launch the GIS map mobile application internally (for staff, AHPC, and OHA review)
June - August 2026	Upload the initial periodic update of AHRS data. Submit a draft report and product to OHA for review. Enter any additional local data and refine the product based on OHA feedback. Announce website to public and provide OHA with a link to the site and sample announcements.
Sept 2026	Upon final approval of OHA, activate/implement the inventory for usage by the designated user group(s). Submit reports on steps taken to promote the database's use (e.g. publication, conferences, outreach efforts).

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

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

Appendix B: Estimated Budget

Budget Categories	Federal 60% and Match 40%	Federal Share	Matching Share	Total Amount
	Personal Services		3,200	3,200
		0		
	Contractual	4,694		4,694
	Other: Admin	106		106
		4,800	3,200	8,000
	Total Estimated Costs			

Appendix C: Special Conditions

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

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

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

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

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

Name: Patricia Relay
Phone : 907-269-8692
E-mail: patty.relay@alaska.gov

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

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

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

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

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

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

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

Appendix D: Payment Processes

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

Appendix E: Standard Provisions

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

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

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

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

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

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

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

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

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

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

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

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

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

Article 13. Changes. The 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. The 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 it employees in writing, in the predominant language of the workforce, of employee whistle blower rights and protections under 41 USC 4712. Grantee shall insert the substance of this clause in all subawards or subcontracts over the simplified acquisitions threshold, 42 CFR § 52.203-17 as referenced in 42 CFR § 3.908-9.

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

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

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

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

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

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

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

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

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

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

Appendix F. OMB Circulars, Regulations, and Historic Preservation Fund Guidance

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

- a) **Administrative Requirements:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards*, in its entirety
- b) **Determination of Allowable Costs:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E*
- c) **Audit Requirements:** 2 CFR, Part 200: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F*
- d) **Procurement Procedures:** 2 CFR, Part 200.317-200.326
- e) **Code of Federal Regulations/Regulatory Requirements:**
 - 2 CFR, Part 182 & 1401, *Government-wide Requirements for a Drug-Free Workplace*
 - 2 CFR, Part 180 & 1400, *Non-Procurement, Debarment and Suspension*

2 CFR, Part 170: *Reporting Subawards and Executive Compensation*
 2 CFR, Part 175: *Trafficking Victims Protection Act of 2000*
 2 CFR, Part 25: *System for Award Management (www.SAM.gov) and Data Universal Numbering System (DUNS)*
 43 CFR 18: *New Restrictions on Lobbying*

Federal Acquisition Regulation, Clause 52.203-12, Paragraphs (a) and (b): *Limitation on Payments to Influence Certain Federal Transactions*

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

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

Appendix G. Digital Product Submission Guidelines

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

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

What to submit to OHA:

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

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

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

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

Naming files for submission:

- Name each file you will be submitting using the following naming convention:
[Grant Program]_[Fiscal Year]_[State, if applicable]_[Grantee or Subgrantee]_[Grant Number]_[Short File Description]
- Do not use spaces or special characters (#,%,&,?) in the file name.
- For "Short File Description," write a brief (less than 50 characters), unique description that would help someone easily and quickly identify the file.
- If files are part of a series, append the number 001, 002, etc. to the end of the description.
Ex: Audio files submitted under a FY2018 grant by the DC State Historic Preservation Office
SHPO_18_DC_GranteeHistoricDistrict_P17AF00001_JohnDoelInterview001.mp3
SHPO_18_DC_GranteeHistoricDistrict_P17AF00001_JohnDoelInterview002.mp3
- Use the appropriate abbreviation for your grant program in the file name

Required file formats and resolution standards:

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

Creating an index file for your submission:

- Include this information in the index file for each product that is being submitted: Grant Number
 - Subgrant Number (if applicable)
 - Title of Product
 - Filename
 - Product Creator(s) (give full names and their roles; include up to 5 names or organizations)
 - Date Completed
 - Extent (number of pages, photographs, or length of audio/video files; use when applicable)
 - Description (up to 200 words)
- Save the index file as a Microsoft Word document using the following naming convention: **[Grant Program]_[Fiscal Year]_[State, if applicable]_[Grantee or Subgrantee]_[Grant Number]_Index.docx**
Ex: SHPO 18 DC_GranteeHistoricDistric_P17AFO0001_Index.docx