

Arkansas Civil War Sesquicentennial Grants

Arkansas Historic Preservation Program
Department of Arkansas Heritage



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I. GENERAL INFORMATION

Purpose

The Arkansas Civil War Sesquicentennial Grant is designed to support the planning and execution of local commemorations of the 150th anniversary of the Civil War between 2011 and 2015.

Funding Source

Grants awarded by the Arkansas Historic Preservation Program (AHPP) through the Arkansas Civil War Sesquicentennial Commission (ACWSC) are funded by General Improvement Fund money awarded by the Arkansas General Assembly in 2009.

State and Federal Regulations

All grant recipients must agree to abide by and comply with applicable state and federal regulations and policies, including Fair Labor Standards, Title VI of the Civil Rights Act of 1964 [42 USC 2000 (d)] and Section 504 of the Rehabilitation Act of 1973 [29 USC Section 794], Title IX of the Education Amendment of 1973, and the Americans with Disabilities Act of 1991, as well as all other applicable state and federal laws, regulations, and executive orders.

II. GRANTS AND ELIGIBLE PROJECTS

The Arkansas Civil War Sesquicentennial Grant is a grant program that supports the planning and execution of local commemorations of the 150th anniversary of the Civil War between 2011 and 2015. Grant applications will be considered four times per year. County or municipal governments, non-profit organizations, and individuals may submit proposals for grants.

Arkansas Civil War Sesquicentennial Grants of up to \$2,000 may be used for, but are not limited to, the following types of projects:

1. **PLANNING:** Development of plans for local commemoration of the Arkansas Civil War Sesquicentennial.
2. **CONSULTANTS:** Speakers' fees and materials for symposia, conferences and workshops.
3. **EXHIBITS:** Development of museum exhibits or interpretive materials related to local Civil War events.
4. **PUBLICATIONS:** Development of printed materials, educational software, films, or videos interpreting the Civil War in Arkansas.
5. **ACTIVITIES:** Costs associated with re-enactments, living history events, etc.

III. PREPARING THE GRANT APPLICATION

Planning the Project

An applicant for any Arkansas Civil War Sesquicentennial Grant must first determine the scope of the project to be funded. Contact AHPP for information on past projects, or for general assistance in designing your own project.

Application Packet Format

The application packet for an Arkansas Civil War Sesquicentennial Grant should be organized using the following format, with sections numbered accordingly:

1. **Application:** Two-page document available from AHPP, containing basic information on applicant and proposed project. Includes space for a brief (2-3 sentence) summary of the project.
2. **Detailed Project Description:** Drawings and narrative explaining how the project is to be accomplished, what materials will be used, and timeline for the project. Narrative should include specific explanation of what project components will be funded by the grant, and what applicant's match will fund.
3. **Detailed Project Budget:** A line-item project budget, including material and research costs, labor, and consultant fees. Budget should also specify which items are to be grant-funded.
4. **Letters of Commitment and Support:** Letters from project stakeholders (clients, local government officials, donors) demonstrating community and/or financial support for the project.

IV. AHPP GRANT REVIEW PROCESS

Staff Review

Grants are awarded four times per year as funding allows. The technical staff of the AHPP reviews applications for completeness and project eligibility. The staff scores technical aspects of a project on a scale of 1 to 100. The staff forwards its recommendations to the Arkansas Civil War Sesquicentennial Grants Selection Committee, consisting of the following members: 1) Chairman of the Arkansas Civil War Sesquicentennial Commission; 2) the Director of the Arkansas Historic Preservation Program; and 3) another Commission member selected by the chairman.

Selection Criteria

The staff and Grants Selection Committee use the following primary criteria to evaluate proposals. Each is worth a possible 10 points.

- Ability of the project to foster a significant commemoration of the sesquicentennial or to interpret local Civil War history.
- Size of project audience.
- Evidence that the objectives of the project can be achieved within the framework set forth by the applicant.
- Qualifications and experience of the applicant and others participating in the project.
- Interest of the applicant in undertaking the project and acquired benefits to the applicant and to AHPP.
- Appropriateness of the budget.
- Timeliness and the need and significance of the project.
- Evidenced ability of applicant to administer the project (reporting history, compliance, etc.) in accordance with the grant agreement.
- Adequacy of facilities, equipment, and personnel.
- Completeness of application (**Incomplete applications will not be considered**).

V. ADMINISTERING THE GRANT

Notification

A notification letter from the Governor of Arkansas will be sent to all Arkansas Civil War Sesquicentennial Grant recipients.

Required Workshop

Grantees must attend a grant administration workshop in Little Rock at a time and location specified by the AHPP. Attendance is MANDATORY for the grant recipient or project manager. The workshop requirement can be waived at the discretion of AHPP. **FAILURE TO ATTEND THE GRANT ADMINISTRATION WORKSHOP WILL RESULT IN CANCELLATION OF THE GRANT AWARD AND REALLOCATION OF THE FUNDS TO OTHER PROJECTS.**

Matching Requirement

Each applicant must provide at least \$1 in match for every \$2 provided by the grant. At least half of the match must be in cash. For example, a \$2,000 grant must be matched by \$1,000 with at least \$500 in cash – the remainder can be in-kind.

Grant Contract

Each grantee must sign a contract with AHPP and comply with all of its terms. The contract is included in the grant award packet.

Project Time Limits

Unless otherwise authorized, all projects must be completed within the time period specified in the grant contract. Extensions are granted only in very special cases, and are strongly discouraged. A grantee that is unable to meet a project deadline is required to submit a written request for an extension of time at least 14 days prior to the deadline. This request will be reviewed by the AHPP, and the grantee will be notified as soon as possible of the action taken. A request for an extension does not guarantee it will be granted. If the grantee does not meet the established deadline and/or does not request and receive an extension, the grant will be terminated on the contract end date and funds will be reallocated. A grantee who encounters serious financial problems after accepting a grant, or who is for some other reason unable to proceed with the project, should immediately inform the AHPP. The funds will then be reassigned or returned to the AHPP according to the procedures specified in this manual.

Project Review/Approval

All Arkansas Civil War Sesquicentennial Grant projects will be required to undergo project evaluation when the project is completed. **The AHPP must review the final draft of any printed materials associated with the project BEFORE publication, production, printing, or distribution of these materials to the public.** The AHPP will develop an evaluation plan and select a review committee pertinent to each project. Comments, suggestions, approvals, etc. will be returned to the grantee in a timely manner following the review so that the project may be completed by its designated end date. **No changes in the project may be made without prior approval by the AHPP.** Grantees must submit a request in writing for approval of changes in the project.

Allowable Expenses

The following is a list of some of the more frequently used allowable costs. To be considered allowable, all costs must appear in the approved work-cost breakdown.

- Historical, architectural, or archeological research necessary to implement and carry out project work.
- Salaries and wages of project personnel.
- Expendable supplies and materials.
- Rental or lease of project equipment.
- Travel directly related to the project.
- Event insurance.

Non-allowable Expenses

The following costs are not reimbursed by Arkansas Civil War Sesquicentennial Grants:

- Any item not listed in the approved work-cost breakdown.

- Deficits.
- Contingency funds.
- Contributions or donations to other organizations or individuals.
- Capital expenditures defined as tangible property costing \$100 or more and having a life span of two or more years.
- Entertainment expenses, including refreshments, flowers, reception costs, etc.
- Interest and other financial costs.
- Lobbying expenses.
- New construction.
- Work done prior to grant award and after approved grant end date.

Grant Payments

Since grants are based on anticipated federal funds or state revenues and not on existing funds, **grant amounts could be reduced at any time during the grant period.**

The schedule of grant payments will depend upon the nature of the project. Grant payments will be made directly to the grantee. No payment will be made to the grantee until a signed grant contract is received by AHPP.

A blank AHPP invoice form and final project report form are included in the grant award packet. Please make copies as needed.

Financial Records

Grantee is subject to make all finance records available for audit. Records should be kept on file by the grantee for at least three years after completion of project.

Reporting

Grantees are required to submit reports during the grant period according to the grant agreement. A final project report is required no later than 30 days after completion of the project. This report must include certification/documentation of cash match and total project costs.

In-kind Documentation

Labor and/or material that is donated to the grant-funded project may be designated an in-kind match. The grantee must document such match.

The grantee should keep time sheets for all donated labor, identifying the work, dates and hours worked, and the value of the work performed. Rates used must be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved. If a volunteer performs services outside his or her profession or trade, this volunteer time must be valued at the federal minimum wage rates. Time sheets for donated labor should be submitted to the Arkansas Historic Preservation Program.

Acknowledgement of AHPP Assistance

Acknowledgement of AHPP assistance must be made in any publication, public event, audio or video production, or other activity based on, or developed under, any activity supported by Arkansas Civil War Sesquicentennial Grants. Statements should be worded substantially as follows:

“This publication has been financed (in part/entirely) with Tax Funds from the State of Arkansas. However, the contents and opinions do not necessarily reflect the views or policies of the Arkansas Civil War Sesquicentennial Commission or the Arkansas Historic Preservation Program, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Arkansas Civil War Sesquicentennial Commission or the Arkansas Historic Preservation Program.”

News releases, publications, and other public dissemination of information generated by a grant-supported activity must acknowledge the Arkansas Civil War Sesquicentennial Commission and the Arkansas Historic Preservation Program, an agency of the Department of Arkansas Heritage as applicable, as a source of financial support.

Reassignment of Funds

Occasionally during the course of the grant cycle AHPP identifies additional funds available for grants. These funds usually result from a grantee’s decision to decline a grant award. When additional funds are identified, the Arkansas Civil War Sesquicentennial Grant Selection Committee will meet to determine the reassignment of any unused grant funds previously awarded. The funds may only be awarded to another qualified applicant with a current grant proposal on file. The Grant Selection Committee will use the same criteria to reassign these midterm funds that are used to award the initial grants.

Executive Order 98-04

All work performed with AHPP grant funds must comply with the terms of EO-98-04 (**see Exhibit 1**).

VI. PROJECT CONTRACTING PROCEDURES

Most grantees funded by this grant program must use competitive bidding to purchase goods, services, materials, and labor. Competitive sealed bidding is required for the purchase of any construction-related goods and services of \$10,000.01 or more. All procurement of construction-related products and services between \$1,000.01 - \$10,000.00 shall be done by soliciting competitive quote bids by telephone or in writing from at least three qualified vendors.

Invitation to Bid

For projects costing more than \$10,000.00, the grantee must seek bids by placing an advertisement once each week for at least two consecutive weeks in a publication that has general circulation in the county where the work is to be performed. Bid date must be at

least one week following last advertisement. The grantee may also use additional advertising sources.

If a bid bond is required, the amount may be stated as a percentage. The bid invitation shall include a general description of the goods or services to be procured; shall state where bid documents may be obtained; shall state the date, time, and place of bid opening; and shall inform bidders that state funds are being used, and that relevant regulations, restrictions and applicable laws apply.

If, having advertised for bids, no bids are received by the date of the bid opening, the grantee must advertise for the goods and/or services to be procured a second time, with a second bid opening date established in accordance with these regulations.

Bids shall be opened at the time and place designated in the public notices and the invitation for bid. When practical, the names of the bidders and the amounts of their bids may be read aloud. Except where it may be deemed impractical, due to the nature or complexity of any invitation for bids, an abstract of bids that contains the amount of each bid and the name of the bidder shall be prepared for each invitation for bids. An abstract of bids shall be retained in the bid file and shall be available for public inspection.

Competitive Negotiation

Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. In competitive negotiation, proposals are requested from a number of sources and the Request for Proposals is publicized, negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. If competitive negotiation is used for procurement under a grant, the following requirements shall apply:

1. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirement of the procurement. The Request for Proposals shall be advertised a minimum of five days statewide, and reasonable requests by other sources to compete shall be honored to the maximum extent practical.
2. The Request for Proposals shall identify all significant evaluation factors. This identification must include the price or cost, where required, and the relative importance attached to price or cost.
3. The grantee shall provide mechanisms to evaluate proposals received, identify responsible offers for the purpose of written or oral discussions, and select proposals for contract award.
4. Award may be made to the responsible offer whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offers should be notified promptly.

5. Grantees may utilize competitive negotiation procedures for procurement of architectural, engineering, archeological, and other professional services, whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation.

Noncompetitive Negotiation

Noncompetitive negotiation may be used when the award of a contract is not feasible under competitive bidding (formal advertising) or competitive negotiation procedures. Noncompetitive negotiation is procurement by soliciting a proposal from only one source, or after soliciting a number of sources, it becomes apparent the competition is not adequate. Circumstances under which a contract may be awarded by noncompetitive negotiation are limited to the following:

1. The item is available only from a single source.
2. Public exigency or emergency when the urgency for the requirement will not permit a delay incident to competitive solicitation.
3. After solicitation of a number of sources, competition is determined inadequate.

Single source contracts must be approved by the AHPP.

Bid Documentation

The following bid documentation is required and a copy must be provided to the AHPP:

1. Dated copies of all required advertisements
2. Dated copies of all sealed bids received
3. Names and addresses of all vendors contacted for quote bids
4. Quotes from all bids
5. Documentation of negotiations for negotiated contracts
6. Justification for why the lowest bid was not accepted, if such was the case.

Bid Acceptance and Award

An award may be made to the lowest aggregate bidder for all items, group of items, or an individual item basis, whichever is deemed to be in the best interest of the project.

The right to reject any and all bids and to waive technicalities and minor irregularities in bids should be allowed.

After a reasonable evaluation period, the contract shall be awarded to the responsive and responsible bidder who submitted the lowest bid that meets the requirements and criteria set forth in the Invitation for Bids. If after evaluation of the bids, including consideration of any clarifying or explanatory information submitted by the bidders, it is determined that no satisfactory bid has been received, all bids may be rejected. If all bids are rejected, the grantee must re-advertise for the goods and/or services to be provided in accordance with these regulations.

EXHIBIT 1 – Executive Order 98-04

The Rules and Regulations implementing Executive Order 98-04 can be downloaded at <http://www.dis.arkansas.gov/aboutDIS/Documents/disclosure.pdf>.