

Rivers of Steel / Pennsylvania Heritage Parks Program

2009

Heritage Grants



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2009 Rivers of Steel Grant Program Information

Grants from the Rivers of Steel/Pennsylvania Heritage Parks Program are available to eligible organizations in the Rivers of Steel Heritage Area to develop programs and projects addressed in the 1995 Rivers of Steel Management Action Plan.

The Rivers of Steel Heritage Area grew out of a broad-based, regional, grassroots vision for conserving the extraordinary legacy of Big Steel and the many steel-related industries and communities of southwestern Pennsylvania. Created to target opportunities for community development and regional economic revitalization, Rivers of Steel is coordinated by the Steel Industry Heritage Corporation (SIHC).

The mission of Rivers of Steel is to conserve, interpret, promote, and manage the historic, cultural, natural, and recreational resources associated with steel and steel-related industries in the seven-county Heritage Area.

To implement this vision, SIHC led a regional planning effort to develop the Rivers of Steel Management Action Plan. The Plan guides the development of the Heritage Area. It identifies the predominant industrial themes and community programs and projects, existing and proposed, that make up the Rivers of Steel Heritage Area.

After the plan was reviewed and approved by the Commonwealth of Pennsylvania, Rivers of Steel was designated a State Heritage Area in 1996. In that year, Rivers of Steel was also designated one of nine new National Heritage Areas.

As both a Pennsylvania and National Heritage Area, Rivers of Steel is eligible for financial support and technical assistance for implementing the Management Action Plan.

Applicants to this grant program are required to address how their project correlates with the Rivers of Steel Management Action Plan, and how their project relates to the industrial themes identified in the Plan. It is essential that applicants review the Rivers of Steel Management Action Plan before completing grant applications. Copies (\$15) can be obtained by contacting SIHC at (412) 464-4020.

Eligible Projects

Projects must be located in the counties of the Rivers of Steel Heritage Area: Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, and Westmoreland. Applicants must show the ability to complete proposed projects within the required timeframe.

Special Purpose Study – A focused study or plan needed to implement initiatives, or elements of an initiative, included in the Rivers of Steel Management Action Plan. These projects will be negotiated on a case-by-case basis. Examples of Special Purpose Studies include master plans, economic and marketing assessments, business plans, specialized inventories, archaeological surveys, environmental surveys, preservation and interpretive plans, construction drawings and specifications, and feasibility studies.

Implementation Project — Non-planning projects that implement the initiatives of the Rivers of Steel Management Action Plan and Special Purpose Studies. Eligible Implementation Project activities include the stabilization, development, rehabilitation, restoration, preservation, and acquisition of buildings and sites (e.g., river landings, historic, cultural or industrial facilities); the development and operation of interpretive and educational programs; the development and fabrication of interpretive, educational, and promotional exhibits, materials, and signs.

Special Requirements and Conditions:

- ❑ **A special purpose study is required before the grantee will be considered for funding to acquire, rehabilitate or develop any facility.**
 - **Professionally-prepared studies to determine community support, market characteristics, physical/structural requirements and the grantee's financial capability to acquire, develop or rehabilitate and sustain a site.**

Maximum Grant Amounts & Matching Funds

Grant funds awarded from the Rivers of Steel Pennsylvania Heritage Parks Program **must be matched with funds from sources other than the Commonwealth of Pennsylvania.** For Special Purpose Studies, one dollar of the applicant’s non-state matching money can match three dollars of the awarded grant funds. For Implementation Projects, one dollar of the applicant’s non-state matching money can match one dollar of the awarded grant funds. The private funding portion of the applicant’s required matching funds must be an amount equal to at least 10% of the total grant awarded. The 10% private share may be derived from non-government, private sources such as private contributions, fund raising events and activities, and private foundation grants.

Note: PHPP grant and matching funds may not be used to pay any of the sponsoring organization’s salary-related or other operating expenses.

Project Types	Typical Range of Grant Amounts	Maximum Grant Amount for any One Project over Project Life	Matching Requirement part match to part(s) grant	Minimum Share of Private Match % of required matching funds
Special Purpose	\$5,000 - \$20,000	\$150,000	1 to 3	10%
Implementation	\$10,000 - \$35,000	\$500,000	1 to 1	10%

Application Requirements

Note: Higher priority will be given to grant applicants that have all or most of their match funding in-hand or with formal commitments.

Items to be Submitted

Applicants must complete and submit the following:

1. Both sides of the Short Application Form;
2. A one-page Cover Letter on the letterhead of the 501c3 applicant organization;
3. Depending on the type of grant:
4. Implementation Project Application
Or
5. Special Purpose Study Application
And
6. Relevant support materials (photos, etc.).

NEW IN 2009

ALL APPLICATION FORMS AND ATTACHMENTS MUST BE SUBMITTED IN MICROSOFT WORD OR COMPATIBLE AND EMAILED ALONG WITH ANY ADDITIONAL ITEMS TO jleber@riversofsteel.com

ONE COPY OF THE SHORT APPLICATION FORM MUST CONTAIN A LIVE SIGNATURE AND BE MAILED VIA USPS OR OTHER CARRIER WITH A POSTMARK NO LATER THAN 4/3/09.

Deadlines

Applications must be in our email box (jleber@riversofsteel.com) by 3:00 p.m., EST, on Friday, April 3, 2009, at Steel Industry Heritage Corporation.

Fee

A check or money order in the amount of \$75.00 made payable to Steel Industry Heritage Corporation must be submitted with each completed application. Application fees are not refundable.

NOTICE:

APPLICATIONS THAT ARE INCOMPLETE WILL BE REJECTED AND WILL NOT BE CONSIDERED FOR A GRANT AWARD. IF A QUESTION DOES NOT APPLY, ENTER 'NA' FOR NOT APPLICABLE.

Information and Assistance

For information or technical assistance in preparing this grant application, please contact:

Jeffrey T. Leber, VP/COO
e-mail: jleber@riversofsteel.com
Main Telephone (412) 464.4020 x35
www.riversofsteel.com

Rivers of Steel State and National Heritage Area

Rivers of Steel State and National Heritage Area is a large geographic region of the Commonwealth that encompasses seven counties. The concept of Rivers of Steel goes beyond the traditional understanding of a “park” to something more expansive in size, more inclusive in terms of the variety of resources contained within, and much broader in regard to the goals it is designed to achieve.

Rivers of Steel contains a multitude of cultural, historic, recreational, natural, and scenic resources of state and national significance that collectively exemplify the industrial heritage of southwestern Pennsylvania. Through regional partnerships and public grassroots planning, these resources are identified, protected, enhanced and promoted to strengthen regional economies through increased tourism, job creation and stimulation of public and private partnerships for new investment opportunities. This holistic and community-oriented approach to planning will ensure that the industrial legacy of a region – and the cultural, educational and recreational values inherent to it – are conserved for future generations.

It is because of the state and federal designation of Rivers of Steel, that the Steel Industry Heritage Corporation is able to make this grant program available in the Rivers of Steel Heritage Area. Grants from this program are only available within the Rivers of Steel Heritage Area and cannot be used for planning new Heritage Areas.

Pennsylvania Heritage Park Program Goals

A. Economic Development – Strengthening regional and local economies through heritage tourism is a high-priority program goal. The primary objective is to develop and promote heritage attractions within the Heritage Area to generate more overnight visitations. The added dollars pumped into the economy from traditional tourist purchases of food, lodging, entertainment, retail sales, etc. will stimulate business expansions, create new business opportunities and result in the formulation of public and private partnerships for focusing regional investments – all of which serve to create new jobs and markets.

This is a broad-based goal encompassing an array of initiatives from the revitalization of economically distressed communities to the development of rural areas. The redevelopment and reuse of vacant commercial, manufacturing and industrial buildings and sites, the preservation and rejuvenation of historical

downtowns as centers for area-wide commerce, and the expansion of information technologies to improve rural life are just a few examples of the kinds of activities that are stimulated by heritage development.

An important component of the economic development goal is to make communities within heritage areas attractive places to live and work by building strong, sustainable communities. The support of partnerships and projects which link community conservation activities with sound economic development objectives will be key to creating places of promise and opportunity. Commitment and leadership in taking a holistic approach to building local and regional futures by integrating economic, education, housing, environmental, recreation and open space, transportation, growth management, and public and private infrastructure needs must be developed and nurtured within the Heritage Area. The enhanced quality of life will lure new businesses and industries to the region, helping to diversify local economies, stabilize local tax bases and provide work opportunities for area residents.

B. Partnerships — Regional partnerships form the foundation upon which the Rivers of Steel is formulated and advanced. A regional interagency approach to planning for and implementing Rivers of Steel is dependent upon the creation of a strong coalition of public officials, business and civic leaders, community organizations, planners, educators, preservationists, conservationists, and private citizens. The partnership commitment will be documented by the passage of resolutions and executions of interagency agreements at various stages of the program process.

Supporting the local regional coalition at the State level is a group called the Commonwealth Partners. The Pennsylvania Heritage Parks Program is housed in the Department of Conservation and Natural Resources but administered in partnership with several other Commonwealth agencies including the Departments of Transportation, Community and Economic Development and Education along with the Council on the Arts and Pennsylvania Historical and Museum Commission.

C. Cultural Conservation — Rivers of Steel is designed to foster the conservation of the region's distinctive and varied cultural resources including the preservation of the historical infrastructure and industrial context; the promotion of the human and social stories of the communities, leaders and laborers who built and sustained the continuation and interpretation of the cultural traditions maintained by various occupational and ethnic groups, neighborhoods and communities within the region. These cultural conservation efforts will encompass the preservation of the built environment relating to the industrial theme including the adaptive reuse and restoration of significant historic sites and properties as well as the protection of important architecture, artifacts, records and other like resources. The human dimension of industrial heritage will be conserved by sharing the legacy through interpretive programs, educational materials and exhibits; through the traditional arts; through the works of artisan crafters; through special events such as ethnic festivals, community reunions, religious and holiday observances, commemorations of historic events and other conservation activities necessary to preserve, develop and promote the complete story predicated by the industrial theme.

D. Recreation and Open Space — A major component of Rivers of Steel is the use of greenways to link the significant natural, recreational and historic sites within the region. Greenways often take the shape of corridors following rivers, trails and byways connecting these vital resources. The greenways must be included as an integral part of the heritage park proposal, and may even become the focal point around which a park evolves. The greenways will become major recreational and educational assets as well as key components of the circulation systems for moving people within the heritage park.

Significant public and private recreational resources already existing in the region must become an integral part of the marketing strategy to attract visitors to the area. As Rivers of Steel evolves, opportunities for the development of new recreational sites and facilities should become available to both the public and private sectors.

The protection of natural areas, especially those of significant ecological value, and scenic landscapes is an important aspect of Rivers of Steel.

This component must also address the creation and preservation of high quality green space areas in the urban centers of the region.

E. Education and Interpretation — The purpose of the education/interpretive goal is to communicate the significance of the region's resources and stories to its residents and visitors and to develop a common story that connects those resources.

Critical to the achievement of this goal is a coordinated and integrated system that orients visitors, encourages them to explore the region's attractions and familiarizes them with the themes and stories of Rivers of Steel. The cooperation of educational, informational and interpretive providers will focus program, facilities, media and personal services to help residents and visitors better understand, appreciate and enjoy the region's heritage resources. The residents of the Rivers of Steel Heritage Area are encouraged to value their resources more and communicate that pride to visitors. Public and private educational institutions are invited to develop curriculums, workshops and conferences to focus attention on the region and its assets. Rivers of Steel fosters public awareness and participation through its planning efforts and communicates often via the mass media, newsletters and other public information media.

Application Review Process

SIHC is the regional coordinator of the Pennsylvania Heritage Parks Grant Program in the Rivers of Steel Heritage Area counties of Allegheny, Armstrong, Beaver, Fayette, Greene, Washington, and Westmoreland. As such, SIHC serves as the regional point-of-contact for this grant program. Before applications are submitted to the Pennsylvania Heritage Parks Program interdepartmental review committee in Harrisburg, SIHC reviews applications for correlation with the Rivers of Steel Management Action Plan and technical merit. In order to ensure that applications are as competitive as possible, SIHC may contact applicants to

recommend changes to applications before submitting them to the Pennsylvania Heritage Parks Program for final review, or may reject applications that do not meet the goals and themes of the PHPP and SIHC.

Applications approved by the Pennsylvania Heritage Parks Program (PHPP) interdepartmental review committee will receive written approval from SIHC and a grant contract will be issued for the project. PHPP reserves the right to adjust the grant amount based on demand, the annual grant program budget, and other factors related to the application review.

Applications not approved will also receive written notification. The applicant is encouraged to contact SIHC to discuss why an application was not approved and to coordinate technical assistance if the applicant wants to continue to pursue the initiative. The applicant will have the opportunity to resubmit for funding in future grant programs.

Terms of Grant Awards

A. Grant Contract & Completion Deadline— Upon approval of an application, and after PHPP has contracted with SIHC for the release of grant funds, SIHC will issue a grant contract to the applicant. The contract will set forth the program requirements and grant conditions of both SIHC and PHPP, define the project scope and time frame, and establish the grant amount.

Upon full execution of the grant contract by the applicant, SIHC and PHPP, the project activity may commence. Beginning the project activity before the grant contract is fully executed may endanger the eligibility of the work for funding. All program requirements and grant conditions apply to matching funds as well as to grant funds. PHPP grant and matching funds may not be used to pay any of the applicant organization's salary or other operating expenses.

B. Grant Payment -- Match funds must be expended before any PHPP grant funds are drawn-down. As match funds are expended, reimbursements may be requested from SIHC.

C. Interest Income — All grant moneys received by the applicant must be deposited into a separate, interest-bearing, dedicated project account. All interest earned shall be repaid to SIHC, who repays it to the PHPP, at intervals of every three months.

D. Submission of Planning Documents and Reports — The applicant will be required to submit progress reports every six months in a format and timeframe determined by SIHC and PHPP for each specific project. For all historic preservation projects, all proposed restoration and construction work must be approved by SIHC and PHPP. For National Register structures, National Register-eligible structures, contributing structures in National Register Historic Districts, and National Historic Landmarks, the Pennsylvania Historical and Museum Commission (PHMC) Bureau for Historic Preservation must approve all proposed construction and restoration work. All preliminary drawings and plans must be submitted to SIHC and PHPP (and PHMC if necessary) before any construction can begin.

E. Compliance With State Laws — All approved grant projects will be required to follow state laws including competitive bidding (see page 18), prevailing wage, ADA, etc.

F. Project Revisions — Any revision to a project must be communicated to SIHC prior to initiation or enactment of the revision. For major revisions, written documentation will be required.

G. Contract Amendments — Major project revisions that significantly change the grant contract scope, time period, or grant amount, must be documented with formal amendments to the contract.

H. Final Report/Audit/Audit Fee — Upon completion of a project, the applicant will be required to submit a final report in a format and timeframe that will be defined by SIHC and PHPP for each specific project. The grant recipient must keep a separate file of the project records for the PHPP grant and maintain this file for a period of three years from the date the final report is submitted to SIHC, or until the project file is audited, whichever comes first. If a project is audited within the three-year period and exceptions are found, the grant recipient must maintain the project file until all audit findings are resolved to the satisfaction of SIHC and PHPP. The project records shall be subject to audit by SIHC, PHPP, and the Auditor General of the Commonwealth of Pennsylvania, or their representative. An audit report will be completed by SIHC in order to verify the financial accountability of the grant and to confirm compliance with programmatic requirements, as deemed necessary by SIHC and PHPP. SIHC is required to complete this audit regardless of any other audits the applicant may commission. A fee not to exceed 5% of the grant must be paid at the time the contract is executed to cover the grant audit expenses. The funding source for the audit fee may not be from state funds and will not be counted as part of the project grant's match.

I. Acknowledgement of Assistance -- Construction Signage - erected at the construction site, the signage shall indicate support from both the Rivers of Steel National Heritage Area and the Commonwealth of Pennsylvania, Department of Conservation & Natural Resources (or PA DCNR).

Permanent Signage – Grantee agrees to install permanent signage, if provided by the Grantor, and a tourist informational brochure box in prominent outdoor locations on or adjacent to the project.

Printed Materials - any and all publications concerning the project shall acknowledge financial assistance in the following manner: "This project was financed in part by the Steel Industry Heritage Corporation through the Rivers of Steel National Heritage Area, a Pennsylvania Heritage Park, and by the Pennsylvania Department of Conservation & Natural Resources".

Application Assembly Checklist

- Cover Letter (**email or USPS**)
- Check or money order for \$75.00 made payable to Steel Industry Heritage Corp. (**USPS**)
- Short Application form (**email**)
- One (1) signed original of the Short Application Form (**USPS**)
- Special Purpose or Implementation Project Application form. (**email**)
- IRS letter of determination of tax-exempt status under Sec. 501c3 (**email or USPS**)
- Award or commitment letters to verify availability of match funds (**email or USPS**)
- Letters of Support (**email or USPS**)
- Other Support Documentation (drawings, plans, etc.) (**email or USPS**)
- Digital photos of project (if applicable) in jpeg format on CD or email

Email and Original Signature Copy

Completed applications must be emailed to jleber@riversofsteel.com by 3:00 p.m., EST, on Friday, April 3, 2009, to the email address listed below.

Address original signature application with the application fee to:

2009 PHPP Grants
Steel Industry Heritage Corporation
The Bost Building
623 East Eighth Avenue
Homestead, PA 15120

APPENDIX A

PUBLIC ADVERTISING AND BIDDING of construction contracts, material purchases, and rental of equipment is mandated by both State and local government codes. Local municipal codes also regulate the conditions and schedules for public advertising. Basic requirements, which must be met are as follows:

A. The total project cost determines the need for the grant recipient to advertise for bids.

B. All construction contracts, material purchases, and/or rental of equipment for a total project between the amount of \$4,000 and \$10,000 must be secured through written or telephonic price quotations from at least three qualified and responsible contractors / vendors in accordance with the appropriate codes. In lieu of the three price quotations, a memorandum shall be kept on file showing that fewer than three qualified contractors/vendors exist in the market area from which it is possible to obtain price quotations. As part of the PPHP program requirements, a copy of all contractors'/vendors' written price quotations and/or telephonic quotations received shall be retained by the Applicant in their files for future audit purposes.

C. All contracts, material purchases, and/or equipment rentals for a total project in the amount of \$10,000 or more shall be publicly advertised for bid proposals. The minimum for frequency, number, and timing of the public newspaper advertisements will be in accordance with applicable codes. Advertisements shall be placed in more than one newspaper, if appropriate, and should seek proposals from both the immediate vicinity of the project and adjacent areas.

D. Negotiated contracts, material purchases, and/or equipment rentals in excess of \$10,000 are not allowed unless a minimum of two valid attempts at public advertising resulted in the receipt of no bid proposals. The validity of the two attempts shall be documented in the Applicant's files. If negotiation is justifiable, the Applicant must still ensure open competition by obtaining at least two written quotes from vendors or contractors for each item purchased or contract issued.

E. Written approval letters from the agency attorney or solicitor shall be maintained in the Applicant's files in those cases where (1) only one bid is received and awarded, (2) the bid is awarded to other than the lowest bidder, (3) no bids are received on two separate attempts and contracts are negotiated, and (4) when any other irregularities take place during the bidding and awarding process.

F. For professional service contracts, a grantee may consider, in addition to the contract cost, the firm's experience, training and quality of their personnel, financial strength, time requirements to complete, and other factors that might bear on their ability to perform as proposed. Documentation of the factors and scoring of the professional service firms interviewed must be maintained in the project file.

APPENDIX B

Pennsylvania Heritage Parks Program Grants

PHPP Project Financial Documentation Procedures

1. Local Project Coordinator should review and understand all PHPP grant contract documents
2. Local Project Coordinator should establish internal procedures to capture and maintain documentation on all aspects of the PHPP project:
 - a. Provide copies of certified audits or compilations and IRS Form 990 for each year of the contract period
 - b. Establish a separate project checking account to process all match and grant income and expenses
 - c. Determine the appropriate level of purchasing procedures (phone quotes, publicly advertised bids or professional services) for each of the project's components
 - d. Determine if project's size requires payment of prevailing wages, including weekly payroll certification form
 - e. Submit request for reimbursement must be in writing and detail phase of work that funds are being requested
 - f. Provide documentation for all matching funds that outlines the purpose and use of the matching grant
 - g. Submit documentation on how the matching funds were used.
 - h. Furnish copies of invoices and cancelled checks (both sides of the check) as evidence of expenditures
 - i. Provide a Final Contract Report detailing the outcomes of the project
3. **Erect sign at project site acknowledging PHPP grant support (see grant contract for wording)**
4. PHPP grant funds may only be used for the project purpose(s) stated in the application and contract; if changes in the project grant scope are required, contact SIHC for written permission before proceeding
5. PHPP grant funds may not used to pay any of the organization's operating expenses; including, but not limited to:
 - a. staff salaries,
 - b. facility rental/maintenance,
 - c. equipment rental,
 - d. office supplies, etc.
6. Project-related consultant fees and expenses are reimbursable.

**APPENDIX C
PENNSYLVANIA HERITAGE PARKS PROGRAM GRANT
FINAL CONTRACT REPORT
COMPLIANCE CERTIFICATION**

Project Title: _____

The following items requiring compliance must be reviewed and initialed by the Grant's Project Manager or Organization's Board President. If the project is not in compliance, the Project Manager/Board President/Chair must indicate the reason(s) why.

Bidding

The Project has complied with all bidding requirements. Yes_____ No_____ Not Applicable_____

List contracts and their amounts below that were bid:

List contracts and their amounts below that were not bid and the reason(s) they were not:

American Disabilities Act

The Project has complied with the American Disabilities Act. Yes_____ No_____ Not Applicable_____

If project does not comply, list reason(s) why:

Contractor Responsibility Provisions

The Project has complied with the Contractor Responsibility Provisions. Yes_____ No_____ Not Applicable_____

Non-Discrimination / Sexual Harassment Clause

The Project has complied with the Non-Discrimination/Sexual Harassment Clause. Yes_____ No_____ Not Applicable_____

Contractor Integrity Provisions

The Project has complied with the Contractor Integrity Provisions. Yes_____ No_____ Not Applicable_____

Signature _____ Print Name _____
Title _____ Date _____
Address _____ City _____ Zip Code _____
Telephone _____ Email _____