


MEMORANDUM

DATE: October 28, 2024

TO: Certified Local Governments

FROM:  Amy Spong, Deputy State Historic Preservation Officer

SUBJECT: Fiscal Year 2025 Certified Local Government Grant Funds

The Department of the Interior's National Park Service (NPS) is expected to approve shortly the fiscal year 2025 Historic Preservation Fund (HPF) Program for Minnesota. Department of the Interior regulations stipulate that at least ten (10) percent of the allocation be awarded under the Pass-Through Program to cities that have achieved Certified Local Government (CLG) status. Approximately \$120,000 will be awarded to cities in Minnesota through this program. As of October 2024, the following Minnesota cities have been certified:

Afton	Edina	Lake City	Pipestone
Albert Lea	Elk River	Lanesboro	Red Wing
Belview	Excelsior	Litchfield	Saint Cloud
Carver	Faribault	Little Falls	Saint Paul
Center City	Farmington	Mankato	Saint Peter
Chaska	Fergus Falls	Maplewood	Stillwater
Chatfield	Florence Twp.	Minneapolis	Taylors Falls
Cottage Grove	Gaylord	New Ulm	Wabasha
Dassel	Hastings	Newport	Waseca
Duluth	Henderson	Northfield	Winona
Eden Prairie	Kenyon	Otsego	

As in year's past, the match requirement is 70:30, 70 percent federal and 30 percent local match. Additionally, no cash is required for the 30 percent match. Matching funds may be in-kind and/or donated services or materials contributed to the project. Minnesota Historical and Cultural (Legacy) grants may be used to match a CLG grant. In the past, several cities have made good use of [Legacy grants](#) in matching their CLG grants, so please consider this as a source of match.

Like last year, there will be an extended period for projects to be completed.

As in previous years, projects that will receive special priority are those that: reflect the goals and strategies in the [Statewide Preservation Plan 2022-2032](#); result in local designations or National Register nominations; and involve properties associated with the history of heretofore under-documented groups of communities (ethnic or racial minorities for example, but also other groups defining

themselves as communities). The CLG Grants Manual provides additional instructions regarding the full range of eligible activities and the selection criteria used in making awards.

Eligible cities should begin considering their project ideas now. Preservation office staff are pleased to provide technical assistance and advice. Requests for grant assistance and general inquiries about the CLG grant program should be directed to Michael Koop, Certified Local Government Coordinator, at 651-201-3291 or michael.koop@state.mn.us.

Applicants access the on-line grants system here:

<https://www.grantinterface.com/Home/Logon?urlkey=mndeptadmin>

If you have previously applied for a CLG grant you should have a username and password. Please click “Forgot your password?” to reset your password if necessary. If you are a new applicant, please click “Create New Account” to get started. The system allows you to save your work on an application and come back to finish it later.

The State Historic Preservation Office uses an entirely on-line grants system. Applicants access the system through the grants portal, which provides access to everything you’ll need to administer a grant, from the draft application stage through reporting on the completion of a project. Please read through the application carefully to answer all the questions. Applicants will be required to demonstrate how their proposal reflects the Goals and Objectives in the Statewide Historic Preservation Plan.

The calendar year for Fiscal Year 2025 CLG Pass-Through Program Funds is as follows:

2025

January 10	Draft application deadline (highly recommended)
February 21	Final application deadline (due by 11:59 pm)
April 11	SHPO announcement of approved grants
May-June	CLG grant agreements prepared
July 1	Earliest beginning date for project work if grant contract is fully executed
September 30	Interim financial close-out for projects that will be completed after 10/1/25*
October 1	Alternate date to begin project work if grant contract is fully executed

2026

July 31	Latest ending date on all project work
September 15	Final deadline for grant recipients to submit project products, final project report, and Request for Reimbursement (note: Funds will be released to grant recipients upon formal approval of products, final project report, and fiscal documentation.)

Your participation and cooperation in the Certified Local Government Pass-Through Program will aid in making the state and federal preservation programs successful.

*Federal regulations require interim financial close-out reports at the end of the first federal fiscal year on September 30. This requirement will apply to all projects which have incurred expenses between July 1 and September 30 during 2025. If your project period extends beyond September 30, 2025 then a second interim financial close-out report of the second federal fiscal year will be required.