

Archaeology Grant Program - Application Guidance

Statement of Need

Private landowners across Utah have archaeological sites on their property. Many are curious to know more about what they have, while others want to know where archaeological sites are located so they can avoid them when modifying their property. Costs for archaeological work are often out of the range of ordinary Utahns, and a grant program can help alleviate the financial strain of learning what archaeology is on one's own property. Knowing about archaeological sites can help landowners avoid running into complications in the future.

Objective

This document outlines the activities of the archaeology grant, a rubric for how funds will be allocated to private landowners, and other details regarding the evaluation of work and disbursement of funds.

1. Definitions

- a. Utah State Historic Preservation Office (Utah SHPO)
 - i. The Utah SHPO disburses grant funds, determines the eligibility of a proposed grant, and reviews work completed under the grant.
 - ii. Consultation with the Utah SHPO is always free and does not require an active grant agreement to undertake.
- b. "Landowner"
 - i. Person or entity with legal ownership or control over the parcel of land where grant-funded activities will take place.
- c. "Archaeological consultant"
 - i. A professional archaeologist holding a current PLPCO Principal Investigator's permit who has been contracted by the landowner to complete the work outlined in the grant agreement.
- d. Archaeological site
 - i. A spatially discrete area where archaeological artifacts and features are observed.

- ii. The known extent of archaeological phenomena as observed on the ground surface.
- iii. Archaeological sites may date to any period in excess of 50 years old, though their exact date need not be known.
 - 1. Other dates and ages will be considered as the archaeological consultant, Utah SHPO, or landowner determine to be appropriate.

2. Program Activities

Grants offered through this program will fund a limited range of activities designed to give landowners the best information available for the best price. Program activities will adhere to professional standards to ensure that landowners are receiving consistent, high-quality results.

2a. Eligible Program Activities

- Survey/recording
 - Archaeological survey
 - An archaeological survey is typically conducted by having an archaeological consultant walk across the parcel in parallel lines in search of surface-level artifacts or archaeological features.
 - Archaeological consultants may survey selected areas or an entire parcel for archaeological sites, isolated artifacts, and isolated archaeological features.
 - The results of the survey will be written by the archaeological consultant in a short, letter format report for both the landowner and the Utah SHPO.
 - The report will outline the area surveyed, methods used, and survey results.
 - At the landowners request the report may also contain background information about the time periods and cultures represented by the archaeological remains discovered.
 - If results include the discovery of archaeological sites, those sites will be recorded on Utah Archaeological Site Forms (UASF) following professional guidelines. (See below for more information.)
 - Archaeological Site Recording
 - Archaeological consultants will be responsible for completing UASFs.
 - Professional guidelines and practices used across Utah to evaluate sites will be employed. This includes:
 - Site definition guidelines.
 - GIS and mapping guidelines.
 - Linear site guidelines.

- National Register of Historic Places statement of eligibility is required.
 - Use of the Utah Archaeological Site Form (UASF).
 - Parts A, B, C, and D will be used as appropriate.
 - Site forms will be submitted to the landowner and Utah SHPO for review prior to the completion of work. Both the landowner and Utah SHPO will have 30 days to complete their review.
- National Register of Historic Places Nomination
 - A National Register of Historic Places (NRHP) nomination form may be completed at the request of the landowner.
 - Archaeological consultants will write the NRHP nomination in close consultation with the Utah SHPO.
 - Finished nominations may be brought before the Utah State National Register Review Board to be put forward to the Keeper of the National Register for inclusion in the NRHP.
 - NRHP nominations may be made for properties discovered during archaeological survey or may be made for archaeological properties already known to the landowner, State of Utah, archaeological consultant, and others.
 - NRHP nominations may be made in addition to, but not lieu of, UASFs.
- Site protection
 - Sites that are at risk of natural or human destruction may apply for grant money for site protection.
 - Specific activities include but are not limited to:
 - Construction of protective fencing (typically non-ground disturbing construction activities).
 - Sandbagging areas of active erosion.
 - Planting or replanting native plants to limit erosion and topsoil loss.
 - Other site protection activities that will not interfere with the NRHP integrity of a site.
 - It is recommended that the landowner retain the services of an archaeological consultant when determining the activities necessary for site protection.
 - Only sites with UASFs or NRHP nominations are eligible for site protection funds.
 - A project may include site documentation or site documentation updates in order to commence site protection activities.
 - Consultation with the Utah SHPO may be necessary before final site protection measures are approved.
- Interpretation
 - This grant funds the interpretation of an archaeological site for the public.
 - Specific activities include but are not limited to:
 - Funding for physical infrastructure, such as signs and kiosks.

- Funding for items in direct support of interpretive infrastructure, such as a concrete pad underneath a kiosk.
 - Generation of text, images, and other media for archaeological interpretation by an archaeological consultant.
 - Interpretive media may include visual and audio communications.
- Activities not specified above may be permitted after consultation with the Utah SHPO.

2b. Ineligible Program Activities

- Excavation or testing of any archaeological sites.
 - Ground disturbing activities will be permitted only in rare circumstances and their need will be detailed by the applicant.
 - The nature and extent of ground disturbing activities will be agreed upon by a professional archaeologist, the landowner, and the Utah SHPO before activities begin.
- Removal of artifacts from original context.
 - Artifacts, unless demonstrated to be endangered by natural or human causes, must remain in situ.
 - In rare cases when artifacts are collected
 - A professional archaeologist must make that determination in consultation with the landowner and the Utah SHPO
 - All artifacts that may be collected may be repositied at museum.
- Demolition or substantial change to the site(s).
- Rehabilitation or conservation projects.
- Identification and analysis of previously removed artifacts with documentation of original context.
- Funds cannot be used for the acquisition of property.
- Funds cannot be used for work conducted prior to being awarded and completing a contract agreement with SHPO.

3. Grant Application

This section outlines who may apply for a grant and what may be required of the applicant before entering into an agreement with the Utah SHPO.

3a. Grant Entity Eligibility

- Who is eligible to apply and receive grant funding?
 - Private Landowners (individuals or families).

- Person or persons must be able to demonstrate ownership of the parcel where work is to be performed.
 - Trusts & Corporations
 - Organization(s) must be able to demonstrate ownership of the parcel where work is to be performed.
 - Cities, Towns, and Counties
 - (Entity needs to be responsible in the protection of any resulting archaeological information).
- One grant per applicant per Utah fiscal year (July 1 - June 30).
- Grant funds cannot be used to comply with other State or Federal undertaking, such as Section 106 or UCA 9-8-404.
 - Federal and state land managing/owning agencies should not have a stake in the property.
 - The Utah SHPO is available for consultation to determine if there is another federal or state undertaking that may be financially responsible for the work.
- The property must be within the State of Utah.
 - The property owner need not reside within the State of Utah, though preference may be given to residents.
 - The trust or corporation owning the property need not be incorporated in the State of Utah, though preference may be given to organizations that are.

3b. Application Packet

- Applications to this grant program will include:
 - A detailed project description,
 - A realistic timetable,
 - Written responses to grant evaluation criteria,
 - A realistic budget supported by a detailed breakdown and/or written estimates for work,
 - Documentation of available funds needed as grant match,
 - Disclosure of all other state funding sources received and the amount awarded,
 - Other items that may be necessary as part of the grant application include support letters, resumes of project staff, maps, photographs, and plans and specifications.
- The Utah SHPO will make a standardized application format publicly available on their website.
 - Utah SHPO staff will be available to support applicants through the process.
 - Staff support is not an indicator that the grant will be approved.
- Grants will be awarded on a rolling basis.
 - Applicants will be notified within 30 days of application receipt whether their project has been approved.

- Applicants that have not been approved are encouraged to re-write their application with changes suggested by the Utah SHPO and try again.
 - There is no limit to the number of times a single applicant may apply, only a limit to the number of projects that get funded within a fiscal year.

3c. Grant Matching

This grant program will require the applicant to provide matching funds to complete the project. Consultation with the Utah SHPO before the application is received is allowable to determine what qualifies as matching funds.

- 50/50 match between grant funds and funds supplied by the landowner/archaeological consultant.
- Grant matching funds may be cash.
 - These cash funds may come from the landowner or organization.
 - Matching funds may be from other grant awards (i.e., Eccles Foundation Award).
 - Matching funds from other awards may not be used to fund ineligible program activities (2b).
- Grant matching funds may be in-kind.
 - In-kind contributions include but are not limited to:
 - Providing camping accommodations for archaeologists on private land
 - Providing the materials to create an interpretive sign or kiosk.
 - In-kind contributions may be donated as long (i.e., donated supplies to create an interpretive sign or kiosk).
- Archaeological consultant can match as well, these contributions include but are not limited to:
 - A discounted rate for archaeological services
 - Additional services to the project
 - Services must not be ineligible program activities (2b).
- The Utah SHPO can alter the percentage of needed match based on availability of funds and viability of project.

4. Grant Program Administration

This grant program will be administered by the Utah SHPO. Funding for the program will be in the SHPO budget and funds will be used for grant activities and to support the Public Archaeology Program within SHPO that will administer the program.

4a. Utah SHPO responsibilities

- Pre-application consultation with landowner and archaeological consultant, as appropriate.
- Review of applications.
- Management of grant awards including but not limited to generation of grant agreements.
- Continued consultation with landowners and archaeological consultants, as needed.
- Review and comments on reports.
- Incorporation of archaeological data into Utah SHPO records.
- Ensuring timely disbursement of funds.

4b. Funding Limits for Eligible Program Activities

- Survey/recording.
 - \$65,000 per applicant, per year.
- National Register of Historic Places Nomination.
 - \$15,000 per applicant, per year.
- Site protection.
 - \$50,000 per applicant, per year.
- Interpretation
 - \$25,000 per applicant, per year.

Disbursement of Funds

- The Utah SHPO will create an agreement with the landowner and archaeological consultant regarding the disbursement of grant funds.
 - Deviations from the disbursement schedule will be made on a case-by-case basis.
- Grant money will be disbursed in three installments:
 - The first will be immediately upon the award of the grant and will be no more than 30% of the total project budget.
 - The second will be upon receipt at the Utah SHPO of a draft report, draft UASF, and other paperwork as appropriate.
 - Approximately 35% of the project budget will be awarded at that time.
 - The third and final grant disbursement will be upon receipt at the Utah SHPO of all final project deliverables.
 - The remaining balance of the grant award will be disbursed at that time.
- Funds will be disbursed from the Utah SHPO to the landowner or organization, unless otherwise agreed upon.

- Change orders, and other changes to the original grant agreement are not guaranteed.
 - Consult with the Grant Manager at the Utah SHPO early in order to work through changes to the contract.

5. Ethical Statement/Preservation Agreement

Funds from this grant may not be used to fund disruptions to the archaeological site(s), nor can the landowners plan to disrupt or disturb the site in the future. This section deals with the specifics of what the landowner is bound to by agreeing to take State Funds.

- No grant may be made under this policy unless:
 - Grant recipients agree they will not share any resulting information regarding work or sites on private lands with any party.
 - Grant recipients agree to assume, after completion of the project, the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Utah SHPO.
 - There must be no planned changes to the integrity and NRHP eligibility of the archaeological site(s) for a period of three years.
 - Site Protection. The owner must agree to take appropriate measures to protect the site against willful damage or vandalism, i.e., whatever is necessary to maintain the National Register eligibility of the property.
 - Nothing in this agreement prohibits the owner from developing the site in a manner that will not threaten or damage the National Register eligibility of the resource.
 - Nothing in this agreement shall prohibit the owner from seeking financial assistance from any source (including HPF Development grants) for additional preservation treatment work.