

## Appendix J: Congressional Notification Letter Requirements

During the course of the grant project, the subgrantee is required to send a brief letter to their Congressional Delegates (one U.S. Representative and both U.S. Senators) to notify them of the Historic Preservation Fund project within their jurisdiction. Because Congress determines how much money is appropriated for the HPF Program each year, it is important for Indiana's delegates to know how this program affects our state.

The letter should be brief and should include the following items:

- The project sponsor's name;
- The project name;
- The project location or a description of the project area;
- A brief description of the project;
- The federal language required for acknowledgment of state and federal assistance (see below);
- The amount of the HPF grant; and
- The amount of local matching funds being provided by the project sponsor.

Including images of Development projects is optional.

The following wording is required for acknowledgment of state and federal assistance and must be used in all press releases and Congressional notification letters:

- This project has been funded in part by a grant from the U.S. Department of the Interior, National Park Service's Historic Preservation Fund administered by the Indiana Department of Natural Resources, Division of Historic Preservation and Archaeology.

In most cases, three letters must be sent. However, some projects that cover large areas (such as surveys and National Register historic district nominations) may cross Congressional District boundaries. In such instances, notification letters must be sent to the U.S. Representatives for all of the districts affected by the project. Subgrantees must send a copy of each letter to the DHPA Grants Staff for inclusion in the project file.

Maps of Indiana's Congressional District boundaries can be found at this website:

**<http://nationalatlas.gov/printable/congress.html#in>**.

Mailing addresses for Indiana's Congressional Delegates can be found at these websites:

**<http://www.senate.gov>** – for U.S. Senators

**<http://www.house.gov>** – for U.S. Representatives

When following the format described above, these letters do not constitute lobbying activities. The purpose of these letters is to provide awareness of the federal HPF Program at work in Indiana. In addition, the letters will complement the Congressional District reports that the DHPA Grants Staff prepares each year for Indiana's Congressional Delegation.

**Please note:** Letters to the State Senators and Representatives in the Indiana General Assembly are not required, but might also be useful to inform state legislators of the federal funding coming into their district.