

## FFY 2022 Certified Local Government Grant APPLICATION INSTRUCTIONS

The State Historic Preservation Office (SHPO) **will only accept complete applications received by the deadline** listed in the grant application and instructions. Please follow these instructions and review the checklist at the end of the grant application form to insure your application is complete.

Application Deadline: New this year, the application **must be posted to Dropbox by 5 p.m. on Monday, February 18, 2022**. Post the completed nomination, all supplemental materials and signed signature pages to Dropbox and share with [tharrah@ohiohistory.org](mailto:tharrah@ohiohistory.org).

Application Assistance — SHPO encourages applicants to call with any questions about potential CLG grant projects or the grant processes, and to send in a draft application prior to the submission deadline for administrative and program staff to review and comment. This is especially encouraged for projects that may qualify as meeting the 2022 Funding Priorities. Contact Adam Eltrich at 614.298.2000 or [aeltrich@ohiohistory.org](mailto:aeltrich@ohiohistory.org) with any questions or draft review requests.

### Section I. APPLICANT

Identify the CLG community by name and the county in which it is located.

Provide the names and addresses of:

- The CLG chief administrative officer or authorized designee
- Chair of your local commission or design review board,
- CLG program contact, and
- Project coordinator (if different from the CLG program contact).

The project coordinator is responsible for oversight of the project. The signatures of each of these people are required for the application to be considered complete. Applications without all required signatures will be deemed incomplete and may not be considered.

### Section II. LOCAL GOVERNMENT INFORMATION

- A. Provide the names and district numbers of your Ohio Senate, Ohio House, and U.S. Congressional representatives. Check the following websites to find your senator and representatives:
- Ohio Senate - [ohiosenate.gov/senators/district-map](http://ohiosenate.gov/senators/district-map)
  - Ohio House - [ohiohouse.gov/](http://ohiohouse.gov/)
  - US Congressional Representative - [house.gov/representatives/find-your-representative](http://house.gov/representatives/find-your-representative)
- B. Indicate whether your community requires (1) council approval to apply for and accept federal funds, (2) council approval to accept federal funds, or (3) no council action

required. If an ordinance is required prior to applying for funds, enclose a copy of council approval with application.

- C. If the CLG community is designating a third party to administer the grant, identify the organization and its authorized representative. Signature of the authorized representative is required in this section. Note: if the application is funded, the grant agreement will be between the Ohio History Connection and the designated third party administrator. However, the CLG community, as the applicant, must also comply with this section where applicable.
- Financial Administration: Identify the person who will be responsible for the financial administration of this grant. This party will also be responsible for submitting the federal fiscal year and project completion reports. If a third party is administering the grant, financial administration will be the responsibility of the third party.
  - Provide grant administrator's (CLG or third party) federal tax identification number and DUNS number.
  - Complete and sign the Financial Management Certification.
  - Audit-related requirements are dependent upon the overall level of federal funding received each year by the grant applicant (CLG). The appropriate audit material must be submitted with the application in order for the application to be considered complete and eligible for funding consideration.
    - If a community receives more than \$500,000 in federal funds per fiscal year, it is subject to single audit reporting requirements, and filing the SF-SAC electronic audit report. Post a copy of or supply a link to the community's most recent audit report and SF-SAC form with the application and provide the year of the most recent audit.
    - If the CLG community does not meet the \$500,000 annual federal dollar threshold, enclose a statement from the community auditor to this effect and post or provide an electronic copy of the most recent state or private audit report.
    - If the grant is to be administered by a designated third party, that organization must provide their most recent audit report (post or provide a link to) from an independent auditor or a compilation statement, which is an independent examination of the organization's financial statements. If the entity has not been audited or does not have a compilation statement, it is not eligible to serve as the third party administrator of a CLG grant.

### Section III. PROJECT SUMMARY

- A. Check the appropriate project category indicating the type of project proposed in your application. Project types are described below.
- B. The matching funds requirement has been eliminated for projects that meet one of the 2020 [Funding Priorities listed here](#) or on page 13 below. If the project addresses one of

these priorities the grant can cover 100% of the project costs. If you believe your project qualifies as a funding priority list, the specific priority and describe how your project qualifies.

- C. Summarize project costs, broken down into the amount of CLG funds being requested, the amount of local match to be provided and total project cost. If the project qualifies as a Funding Priority no match amount is required; the "CLG Funds Requested" can equal the "Total Project Cost". For all other projects the requested CLG grant amount cannot exceed 60% of total project costs. These figures should match the totals in Section VI. Budget.

## Section IV. PROJECT DESCRIPTION

Use this section to explain what will be done, why, how, when, and by whom. Organize this section in the following manner:

Introduction: Provide a brief explanation of the community's overall historic preservation goals and objectives.

Statement of Need: Identify the problem or need that will be addressed by the proposed project. Describe how the project is linked to the community's overall historic preservation goals and objectives and/or other current historic preservation programs underway.

Components: Describe the activities necessary to carry out the project.

- The activities that will take place,
- Who will do the work,
- What outcomes or products will result,
- If/how the public will be involved, and
- The expected benefit or effect of the proposed project.

All projects must include oversight by at least one individual meeting professional qualification standards as published in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716). In the case of rehabilitation or restoration work to historic properties, qualified personnel, as described above, must be on-site periodically during project work. The application should describe the personnel who meet applicable professional standards or state that such individuals will be hired for the project.

Project Type: CLG grants may fund projects in the following seven program areas. Each requires specific information be provided in the application in Section IV. Refer to the appropriate program area for your project and address all items in the project description.

**SURVEY:** *Survey projects are undertaken to identify and record information about properties and sites and must result in the completion of Ohio Historic Inventory (OHI) or Ohio Archaeological Inventory (OAI) forms and a survey report.*

All survey activities must meet the Secretary of the Interior's Standards for Identification and Evaluation and SHPO programmatic requirements presented in the [Guidelines for Conducting History/Architecture Surveys in Ohio](#) and the [Archaeology Guidelines](#). Survey projects must be conducted by individuals meeting the appropriate professional qualification standards.

All inventory forms will be completed using the SHPO Internet based I-Form application. Survey reports are to be submitted in Microsoft Word format.

Survey project deliverables; OHI/OAI I-forms and survey reports, are subject to review and final acceptance by SHPO prior to completion of the grant project and payment.

Include in your project description:

- The goals of the survey project,
- The type of survey to be conducted [reconnaissance or intensive level],
- The geographic area or specific theme and time period targeted by the survey,
- Approximate number of historic and non-historic properties in the survey area,
- Approximate number of properties to be documented to OHI, including new properties and the updating of previously recorded properties,
- A map of the area showing the proposed survey area boundaries,
- An explanation for boundaries chosen and estimated acreage in area to be surveyed.

Include in your project schedule the submission dates for:

- The research design and survey methodology,
- OHI and I-form training by SHPO,
- Submission of the first 5 survey forms,
- 25% of survey forms completed,
- 75% of completed forms,
- 100% of survey forms,
- Draft survey report and,
- Final survey report.

Check with SHPO for schedule requirements for archaeology surveys before preparing a project schedule.

Minimum required system configuration needed for completing the SHPO Internet based I-Form version of the OHI and OAI forms is:

- 3 Ghz or better processor
- Personal computer running a Microsoft Windows operating system such as: Windows 7 (MAC operating systems are not supported)
- 4 GB of RAM
- 19 inch color display with a resolution of 1600x900 pixels or higher
- Broadband DSL or Cable Internet access
- Image software capable of meeting the IForm Digital Imagery Standards available at: [www.ohiohistory.org/iform](http://www.ohiohistory.org/iform)

When planning an archaeological survey, note that archaeological collections and accompanying data and records must be curated in a repository meeting contemporary professional Standards, except where regulations for the Native American Graves Protection

and Repatriation Act apply. Address how this requirement will be met. The costs of ongoing curation are not allowable for CLG grant assistance.

**REGISTRATION:** *Registration projects involve documentation and evaluation of historic or prehistoric resources for listing in the National Register of Historic Places or local registers. All activities must meet the Secretary of Interior's Standards for Evaluation and Registration.*

NOTE: Registration projects for National Register nominations are required to submit a completed "Preliminary Questionnaire" to SHPO on or before **Thursday, January 28, 2022** for an opinion on National Register eligibility. Include a copy of the SHPO Preliminary Questionnaire response letter with your application. The Preliminary Questionnaire is available on the SHPO website under National Register of Historic Places.

A local designation project does not require the questionnaire to be completed. If local designation is sought, enclose with the grant application a copy of the local designation criteria and explain which criteria the nomination meets.

Include in your project description:

- Type of nomination [individual, district, thematic, or multiple resource],
- Type of registration [National Register or local designation];
- Estimated number of contributing properties if nominating a district;
- State whether property(ies) has(have) been identified in a survey, and if so, identify name and location of survey report.

For National Register projects include in your project schedule:

Submission dates that follow the required SHPO review periods, Ohio Historic Site Protection Advisory Board (OHSPAB) meeting dates, and time for any modifications of the nomination required by OHSPAB. The schedule for a National Register nomination is governed by the OHSPAB meeting schedule. A description of the National Register nomination process, the nomination submission deadlines, and the [OHSPAB meeting schedule](#) are available on the SHPO website.

For local designation projects include in your project schedule the submission dates for two drafts and the final nomination.

**PLANNING:** *Planning projects include:*

- *Developing or updating a community's historic preservation plan,*
- *Updating a local preservation ordinance,*
- *Development off a cultural resource management plan at a regional or local level,*
- *Development of historic contexts to guide future survey and evaluation projects,*  
*and*
- *Advanced mapping and analysis technology such as Geographic Information Systems (GIS).*

*All planning activities must meet the Secretary of the Interior's Standards for Preservation Planning.*

Include in your project description:

- Objective of the planning project,
- Anticipated benefits of the project,
- State whether the product is new or an update to an existing document,
- Explanation of how the community will be involved with and participate in the development of the product,
- Description of the format and description of the distribution plan for the final product.

Include in your project schedule: the submission dates for the research design or outline, first draft, and final draft with layout and all graphics completed.

A historic preservation plan or plan element is to include:

- Public participation consisting of at least two public forums. One to explain project/receive comments, and the second to review results of draft plan/gather additional input. (Documentation for this includes press releases and public notices, as well as information in the minutes of the local board/commission.),
- Historic context for the community,
- Map/list of current individual landmarks and historic districts, both on the National Register of Historic Places and those locally designated,
- Assessment of current local preservation legislation and policy,
- Historic preservation goals for the period covered by the plan,
- Action statements/implementation/mechanisms to achieve stated historic preservation goals and strategies,
- Integration/interaction with other plan elements [where appropriate].

**PRE-DEVELOPMENT:** *Pre-development projects involve historical, architectural, or archaeological research necessary to document the significance, condition and features of National Register-listed or –eligible properties. Pre-development projects can include:*

- *Preparation of a feasibility study,*
- *Structural assessment,*
- *A historic structure report and,*
- *Architectural drawings and specifications for development work.*

*Pre-development projects must meet the Secretary of Interior's Standards for Rehabilitation.*

Include in your project description:

- Property's historic name and name and address of the current owner,
- Provide the National Register listing date or SHPO eligibility opinion; state if the property is locally designated,
- Describe how this project contributes to the long term preservation of the historic property,
- State whether the property is open to the public,
- Describe the current and intended status and use and,
- State how the Americans with Disabilities Act standards have been or will be met.

Include in your project schedule: submission dates for two drafts and a final version of products with all associated graphics.

**\*\*\*NEW DIGITAL IMAGE SUBMISSION REQUIREMENTS\*\*\***

Post high resolution photos of the property to Dropbox showing all exterior elevations and interior views applicable to the proposed project. Name all digital image files using the following standard format.

The image file name must include:

**Property Name\_view description**

Example:

**Elizabeth Brown House\_front elevation**

**DEVELOPMENT:** *Development projects consist of construction-related activities to rehabilitate and restore National Register-listed properties. All work to the property carried out during the grant period, whether paid by the CLG grant, matching funds, or by other sources, must be reviewed by the SHPO and meet the Secretary of Interior's Standards for Rehabilitation. A project sign acknowledging National Park Service and Ohio History Connection/State Historic Preservation Office funding assistance must be in place throughout project work. A preservation agreement or covenant, depending on the cumulative amount of HPF grant assistance received to date, must be executed prior to the release of grant funds.*

Include in your project description:

- Property's historic name and name and address of the current owner,
- National Register listing date; state whether the property is also locally designated,
- Describe how this project contributes to the long term preservation of the property,
- Statement as to whether the property meets Americans with Disabilities Act standards for accessibility or how the project will provide or enhance accessibility and,
- Current status and use of property and intended use, statement as to whether property is currently open to the public or will be as a result of the proposed project.

Include in your schedule: submission dates for draft architectural drawings, if applicable, and specifications for SHPO review and approval prior to issuance of bid request, photo documentation of work in progress submitted at regular intervals (including project sign in place), and photo documentation of completed work.

Include in your application:

- Cost estimate(s) from Contractor(s) for the proposed work,
- A signed [Acquisition/ Development certification form](#) available from the SHPO website under CLG Grants, How to Apply,
- A flood plain assurance certification or proof of flood insurance, and
- High resolution photos

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The image file name must include:

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Example:

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**ACQUISITION:** *Acquisition projects involve acquiring full fee-simple or less-than-fee simple interest (e.g., easement) in a National Register-listed property. Mortgage installments or an option to purchase are not eligible. CLG grant assistance may only be used to acquire a property that is threatened with demolition, impairment, or other such controllable damage from natural or human sources such as erosion, vandalism, or relic collecting and where grant assistance is essential to ensure the preservation of the property for at least the term of the covenant or preservation agreement. The project must be executed in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended by Title IV of the Surface Transportation and Uniform Relocation Assistance Act of 1987 (42 U.S.C. 4601 et. sec). Appraisals required.*

Include in your project description:

- Property's historic name and name and address of the current owner,
- National Register listing date; state whether the property is also locally designated,
- Description of the nature of threat to the property,
- Current status and use as well as intended use of the property,
- How project contributes effectively to long term preservation of the property,
- Current market value of property and the basis for estimating this value,
- Explanation of whether the property is open to the public now or will be as the result of the proposed project,
- Statement as to whether the property meets Americans with Disabilities Act standards for accessibility and if not, and how the proposed project will provide or enhance this,

Include in your project schedule: submission dates for an appraisal that must be performed not more than six months prior to the acquisition. Contact the CLG contact person for other administrative requirements specific to Acquisition projects.

Include in your application:

- A signed Acquisition/Development certification form [available from the SHPO website under CLG grants, How to Apply),
- High resolution photos



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Post high resolution photos of the property to Dropbox showing all exterior elevations and interior views applicable to the proposed project. Name all digital image files using the following standard format.

The image file name must include:

**Property Name\_view description**

Example:

**Elizabeth Brown House\_front elevation**

**EDUCATION (AND OTHER):** *These projects include:*

- *Instruction and training for public and community officials about historic preservation programs and treatment techniques,*
- *Activities that involve multiple project types such as developing a National Register nomination (Registration) and a feasibility study for potential reuse (Pre-Development) for a local landmark building*

*All work must meet the Secretary of Interior's Standards for Historic Preservation Projects, as applicable.*

Include in your application:

- Identification of the target audience for the project;
- Explanation of how the project meets the needs of the target audience;
- Description of the product or outcome's lasting value,
- Description of alternatives considered in choosing proposed method and why this approach is appropriate and cost effective.

For printed or website material; include in your schedule the submission of an outline, two full drafts with associated graphics, and final document or product.

Contact the SHPO grants manager for what to include in the schedule with regard to draft materials for projects that may involve workshops, training, or other non-printed products. All written/audio/visual products must carry the NPS/Ohio History Connection/SHPO funding acknowledgement, both in graphic and text formats.

### **Section V. SCHEDULE FOR PROJECT COMPLETION**

The period for completing grant projects is **April 1, 2022 – September 30, 2023**.

List each activity or task and its associated duration in weeks or months. Include time for SHPO review of Requests for Proposals prior to issuance, subcontracts prior to execution, and draft and final versions of all deliverable documents. Refer to the "Include in your Schedule" paragraph in the instructions for the specific project type above.

Please allow sufficient time for the project director to review draft materials submitted by consultants/contractors prior to sending to SHPO. The CLG community's review comments

should be submitted to SHPO along with the draft products. The schedule should allow 2-3 weeks for reviews at SHPO.

For projects that extend beyond September 30, 2023, include in the schedule submission of a federal fiscal year report by November 1, 2022, that will list all expenses incurred and tasks accomplished during federal fiscal year 2022 (that is, from project start through September 30, 2023).

## Section VI. PROJECT BUDGET

Estimate costs by identifying personnel and the tasks they will perform and other costs associated with producing the products your project will generate. Budget estimates should be realistic and based upon the assumption of fair and open competition among suppliers of materials and services. SHPO strongly recommends that applicants obtain estimates of major cost items to use as a basis for preparing budgets and include such estimates as attachments to the application.

The hourly rate and associated benefit rate of CLG staff contributing time to the project should be identified for each person and listed under Personnel--In-kind. Personnel--cash is the category for any consultant or contractor that will be hired for the project. Personnel--volunteer is for the valuation of unpaid time contributed to the project. See information on valuing volunteer time under Section VII, Matching Share.

For consultant costs, enter either a lump sum amount inclusive of all costs (preferred) or an hourly rate and the estimated number of hours.

Mileage expense can be included in the project budget at the Ohio History Connection rate, currently \$0.52 per mile.

All project costs must directly relate to the accomplishment of the project.

The following costs are **ineligible**:

- Any cost related to fundraising or membership solicitation
- Archival research
- Food and beverage expenses [other than a per diem related to travel or conference attendance]
- Honoraria when primary intent is to confer distinction
- Lobbying
- Mitigation expenses under Section 106 of the National Historic Preservation Act

A construction budget is required for development projects that itemizes construction costs separately from administration costs. Use the applicable expense categories for construction listed in Section VI. of the Application form. Include a copy of a contractor's estimate.

Procurement – The hiring of any contractor/consultant as part of the CLG project must be done in an open, competitive manner. The Requests for Proposal must be reviewed and approved by SHPO prior to issuance to insure that the scope of work meets the Secretary of the Interior's Guidelines for Archaeology and Historic Preservation. Federal regulations

prohibit the hiring of any contractor/consultant for a project who was involved in drafting the RFP.

## Section VII. MATCHING SHARE

Matching funds are the grant recipient's contributing share of the project cost. If the grant project qualifies as one of the 2020 [Funding Priorities provided here](#) or on page 13 below, the match requirement has been eliminated. For all other projects the match requirement for federal fiscal year 2020 is 40%. That is the grant award can contribute up to 60% of the total project costs with 40% being covered by the grant recipient. If match is required, identify the source of funds and donations that will be used as the matching share. Indicate the donor, source, kind, amount, and status for each source of match.

Cash contributions refer to the actual funds committed to the project by the applicant or third parties. These funds can be state or local, grants, or fund-raising proceeds from private organizations, foundations, or individuals. Federal funds cannot be used as matching share with the exception of Community Development Block Grant (CDBG) funds.

Donated services and materials are allowable matching share when they directly benefit the objectives of the project and are specifically identifiable. Donated services or equipment usage must be documented. Contact Adam Eltrich, SHPO Grant Manager, for assistance in determining the value of donated services, materials or equipment use ([aeltrich@ohiohistory.org](mailto:aeltrich@ohiohistory.org) or 614.298.2000).

Personnel time spent by the grant administrator's employees are considered personnel—in-kind expenses. When an employer other than the grant recipient furnishes the services of an employee, these services can be valued at the employee's regular rate of pay (exclusive of fringe).

Volunteer services may be counted as matching share if they are an integral and necessary part of the approved work. If a volunteer performs services in his/her area of expertise their professional rate may be used up to the maximum allowed using a formula established by the National Park Service and must be pre-approved by SHPO. Contact the SHPO Grant Manager to establish allowable rates. If a volunteer performs services outside his profession or trade, this volunteer time must be valued at the Ohio minimum wage rate (\$8.55 effective January 2019). Volunteer time must be treated as matching share only.

The following are **not allowable as matching share**:

- Any cash or in-kind contribution used to match another federal grant,
- Volunteer work performed by grant recipient staff within the scope of their normal responsibilities of the position in excess of their paid working hours,
- Federally guaranteed loans,
- Time of students in a federally-funded work/study or Federal student loan program,
- Prison labor

Project Income: If income is anticipated from the project during the project period, identify the source of funds, estimated amount of income, and how it will be utilized during the project period. Income must be used to reduce overall project costs, to meet the matching

share requirements, or for another purpose allowable under Historic Preservation Fund grants. Contact the SHPO grants manager if project income is anticipated.

## GENERAL CONDITIONS FOR CLG GRANTS

Application – **Incomplete applications may not be reviewed.** Refer to the application checklist to insure all required materials are submitted with the application.

Application Deadline – Applications must be posted to Dropbox by 5 p.m. on **Friday, February 18, 2022** and shared with tharrah@ohiohistory.org.

There is a **\$5,000 minimum** for a CLG grant request.

Ohio History Connection travel reimbursement policy is applicable; contact the SHPO grants contact person for budget figures.

Although there is no maximum funding level established, any grant in excess of \$25,000 requires National Park Service approval prior to initiation and approval of any revisions in scope, schedule, or budget during the administration of the project. CLG grants usually average between \$15,000 and \$20,000.

Be mindful that there is limited funding and although there is no formally established geographic quota, federal regulations prohibit the award of the entire CLG annual appropriation to one project. Multiple applications may be submitted from one CLG, but the CLG may be asked to prioritize their project submissions.

The CLG grant is a **reimbursement grant**, meaning that the grant funds are paid at the end of the project after all costs have been incurred and paid. After a CLG grant project has been completed and reviewed and approved by SHPO, the grant administrator submits the project completion report, invoice, and associated financial documentation for payment. SHPO then reimburses the grant recipient for the grant portion of the paid expenses; 60% of allowable expenses up to the grant award amount. This means that the grant recipient has to carry the cost of the project for the period of time between when it pays the expense and the time it is reimbursed by the SHPO. One partial payment prior to project completion may be scheduled with SHPO approval.

Prior to the release of grant funds for a development grant, the owner of the property must execute a preservation agreement (or covenant) for a specific period of time, dependent upon the cumulative dollar amount of CLG grants awarded to develop the property.

The following **criteria are used to evaluate** grant applications:

*I. Project Need [0-20 points]*

Application explains how the project supports local and/or State historic preservation goals, or explains a specific threat [physical, financial, other] that the project will address, or otherwise adequately justifies the need for the project.

*II. Project Benefit [0-20 points]*

Application clearly describes the project impact in the community, its relationship with other preservation activities and programs; explains how this will further the

local and/or state historic preservation effort, and how the proposed project benefits and has a lasting impact on historic resources.

*III. Project Methodology [0-40 points]*

The project narrative contains the requisite activities, products or outcomes for achieving the goal and completing the project. A manageable work schedule is proposed including mandatory reviews at the local level and SHPO review periods. The project scope, as presented, complies with applicable Secretary of the Interior's Standards for Historic Preservation. The narrative calls for qualified in-house personnel or hired consultants to undertake project work. The budget is realistic. Educating the public, working with the local commission, and/or plans to publicize the project are included.

*IV. Project Support [0-20 points]*

Local support for the project has been expressed, the CLG is involved in project oversight (in the case of administration by a third party), or there is cash match for the grant.

*V. Bonus Points: [0-10 points]*

Ten (10) bonus points will be added to the score for those applications that effectively describe how the project scope addresses one of the state funding priorities listed below.

**The State Historic Preservation Office has identified the following Funding Priorities for 2020. Note:** Projects that qualify as Funding Priorities are not required to provide match to the CLG grant award:

- Projects to survey, nominate, or rehabilitate resources of the recent past, as defined in [Ohio Modern: Preserving Our Recent Past / Statewide Historic Context](#), such as mid-20th century properties or properties reflecting mid-century themes such as civil rights
- Projects that update National Register-listed historic district nominations with expanded periods of significance and/or boundary amendments
- In-state historic preservation-related training for CLG commission and related bodies, design guidelines, or community-based preservation plan or plan components
- Projects to survey, nominate or rehabilitate properties pertaining to the heritage of under-represented groups as defined in [Finding Common Ground: A Historic Preservation Plan for Ohioans 2016-2020, Goal 5](#). This can include ethnic minorities, women (particularly those associated with the suffrage movement), lesbian/gay/bisexual/ transgender and other regional, socioeconomic and ethnic groups.