NEW MEXICO DEPARTMENT OF
CULTURAL AFFAIRS

New Mexico Historic Preservation Division

NOTICE OF GRANT AVAILABILITY

2019-20 GRANTS TO
CERTIFIED LOCAL GOVERNMENTS

Mission

The New Mexico Historic Preservation Division's (HPD) mission is to identify, study, and protect New Mexico's unique cultural resources, including its archaeological sites, architectural and engineering achievements, cultural landscapes and diverse heritage. Through the Certified Local Government (CLG) Grant Program, HPD supports a variety of preservation projects statewide.

Goals and Objectives

As part of the 2019-20 grant program, HPD will give consideration to proposals that closely meet the Goals & Objectives outlined in the State of New Mexico's Historic Preservation Plan, *Preserving the Enchantment, Sustaining New Mexico's Cultural Heritage, 2017-2021*. See Appendix II in the *State of New Mexico, Grants Manual* hereinafter "Grants Manual" for a list of the goals and objectives. The Grants Manual may be found on the CLG section of the HPD website.

Funding, Grant Awards, & Reimbursement

The pool of funding available for the 2019-20 CLG Grant Program is approximately $85,000. Grant funds must be spent on a project that is completed no later than September 15, 2020.

Applications for the CLG Grants Program must be for grant funds between $5,000 and $59,999.

Grant Program funding for the CLG Grant Program is contingent upon HPD's annual appropriation of funds from the Department of the Interior, National Park Service.

Grants are awarded on a competitive basis. A maximum of two (2) applications for CLG Grants may be submitted by the same community.

CLG Grants are awarded on a matching basis with the federal/HPD share up to 50% of the total project costs and the local share 50%. The local match represents that portion of the total project costs supplied by the grantee using cash and/or in-kind contributions. Match funds cannot be federal funds. In-kind match contributions can be services (volunteers), project materials, equipment rentals, meeting room rentals, etc.

All awards will be paid on a reimbursable basis only. The grantee must have the necessary financial resources available to fund and complete the total project. HPD will then reimburse the grantee for eligible project costs. Reimbursement should not be expected for a minimum of four (4) weeks after required grant project documentation and an invoice are submitted and approved by HPD.

Ineligible grant-funded expenses include catering and durable equipment purchases (computers, cameras, etc.). However, these costs may be included in the local match. Eligible matching costs include:

- Project costs paid by the grantee during the project period;
- Project costs financed with cash contributed or donated to the grantee by other non-federal third parties, including other public agencies, institutions, and private organizations and individuals;
- Project costs represented by services and use of property, or use of these, contributed or donated by non-federal third parties during the project period.

Instructions for completing Grant Reporting Forms and the required documentation needed to support grant expenditures is explained in the *Grants Manual*. Only project activities that are completed before the end of the grant period, September 15, 2020 will be considered for reimbursement.

HPD may withhold up to 50% of the reimbursement, pending receipt and approval of the finished project deliverables. Final reimbursement requests must be submitted by October 15 after completion of the project. Final reimbursement will be held by HPD until the project work products are determined to be satisfactory.

Grant Schedule

CLG Grant Applications Due: November 1, 2019
Grant Selection   Weeks of November 4 & 11
Notice of Award   Week of November 18
Contract Period: from the establishment of a purchase order to September 15, 2020

The 2019-20 Grant Program – Eligible Project Types

This grant program is for the following types of work:
- CLG Support/CLG Partnership Activities/Training
- Survey Projects & Historic Contexts
- New & Updated National Register nominations
- Planning Projects
- Preservation Education & Outreach Programs
- Publications
- Cultural Resource Documentation
- Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures
- Information Management & Technology

Below are descriptions of the eligible project types

CLG Staff Support & CLG Community Partnerships
Certified Local Governments may opt to utilize CLG grant funds to support the hiring of, or continuation of, a staff person supporting the CLG program at the local level. CLG Communities may opt to partner with another CLG community to hire a consultant to fulfill the staff support position in both communities.

Staff/consultant must meet the Secretary of the Interior's Professional Qualifications. See CLG website for more information on the SOIPQs.

Survey Projects & Historic Contexts
Identifying and documenting historic resources is a high priority when developing an effective historic preservation program. Surveys are undertaken to identify and gather information on prehistoric and historic properties such as buildings, structures, archaeological sites, landscapes, and districts. The purpose of a survey is to make well-informed decisions about the relative importance and future preservation of historic resources.

Decisions regarding the future preservation of cultural properties are dependent on an in-depth understanding of the historic development of a community. A planning study of a particular resource or related resources (e.g., historic districts, landscape parks, archaeological sites, railroad-related buildings, ethnic housing, etc.) will result in a thorough knowledge of the resources and an assessment of their relative importance. Thematic studies are useful for threatened properties, resources that are not well understood by the public, and for common resources where evaluation is difficult. Other types of survey documents include:

Intensive Surveys. An intensive survey is a close and careful look at the geographical area or theme being surveyed and is designed to precisely identify cultural properties. It involves a thorough inspection and documentation of cultural properties in the field focusing on those 45 years of age or older. Each property should have an inventory form (New Mexico Historic Cultural Properties Inventory (HCPI)) completed with a photograph, description, construction date, physical changes, historical information, and a National Register evaluation of the property.

Oral Histories. Oral histories are often the only way to document community or neighborhood histories that are not identified through standard public records but are richly represented in the memories of the people and their associated cultural values. An oral history project should be structured so as to inform the development of a historic context and/or survey.

Architectural and Archaeological Surveys.
Architectural and archaeological surveys should be updated regularly to consider properties that may have achieved significance since the survey was originally conducted and to incorporate resources that were initially overlooked. Updating an existing survey offers an opportunity to identify and document physical changes that have occurred to a property and its surroundings since the last survey and to reevaluate the property within broader historic contexts using local, New Mexico, and National Register criteria. New or updated archaeological surveys will require completion of Laboratory of Anthropology and NMCRIS Information Abstract Forms as well as HCPI forms.

Final Survey Project Requirements. A Final Survey Report is required. Three copies of the final survey report should be provided along with a PDF version. The survey report is a separate document than the Final Grant Reporting Documents, which are the responsibility of the grantee. Two copies of final HCPI forms are required by HPD. One USB drive is required that contains all of the inventory forms in digital format and scanned photographs or JPG/TIFF files.

New & Updated National Register Nominations
In addition to supporting new nominations of individual properties, districts and multiple property documentation forms, HPD encourages applicants to revise existing nominations. For districts, revisions involve updating the lists of contributing and non-contributing properties and the reevaluation of their periods of significance. **Applications for new and updated NR Nominations must have the owner's consent for an individual property or 50% of the owners of properties in proposed districts at the time the grant agreement is executed.**

Planning Projects
Planning projects promote the preservation of existing resources and develop principles and techniques for future preservation and rehabilitation projects. Municipal and/or county comprehensive plans and local preservation plans should be periodically amended to incorporate new information, such as recent designations, preservation ordinance amendments, design review issues, and revised goals and objectives.

Comprehensive Community Preservation Plan.
A preservation plan typically has several elements: the identification of historic and prehistoric resources; an evaluation of resources; and a protection strategy. The preservation plan should incorporate a range of possible strategies for preserving and enhancing historic properties, and it should integrate preservation efforts into the community's goals and comprehensive long-range and short-range plans.

Archaeological Resource Protection Plan.
Archaeological resources are extremely susceptible to inadvertent damage. Protection plans take into account detailed identification and determination of resource significance, potential sources of negative impacts and counteractions, an exploration of strategies for future protection and management, the place of the archaeological resources within the overall preservation plan for the local community and ways to enhance public appreciation and understanding of the resources.

Feasibility Studies and Structural Assessment.
Proposals related to structural restoration or work on an archaeological site, preparation of architectural plans, specifications and feasibility studies, are eligible grant projects. Applications for these projects require name of property owner, street address, current and proposed use of structure, plans, specs and construction estimates, RFPs, and Scope of Work documents. Acquisition of historic buildings; projects involving active churches or those used for religious purposes; and historic markers/signage are not eligible projects.

Historic Structure Report.
A Historic Structure Report provides documentary, graphic, and physical information about a property's history and existing condition. Broadly recognized as an effective part of preservation planning, a Historic Structure Report also addresses management or owner goals for the use or re-use of the property. It provides a thoughtfully considered argument for selecting the most appropriate approach to treatment, prior to the commencement of work, and outlines a scope of recommended work. The report serves as an important guide for all changes made to a historic property during a project: repair, rehabilitation, or restoration; and can also provide information for maintenance procedures. Proposed work outlined in the report must comply with *The Secretary of the Interior's Standards for the Treatment of Historic Properties.* Finally, it records the findings of research and investigation, as well as the processes of physical work, for future researchers.

Cultural Landscape Report.
A Cultural Landscape Report (CLR) is an inventory for an area and a study completed to define the boundaries of a distinct cultural landscape summarizing its history and describing its current condition. A CLR also makes recommendations about its treatment.

Ordinance Developments & Revisions;
Applications for Certified Local Government Status.
Applications for the revision of a preservation ordinance and completion of application and supporting materials for a community to support a Certified Local Government program will be considered. The preservation ordinance provides the legal basis for a local jurisdiction's historic preservation program. All CLGs are required to have an ordinance in place that meets certain minimum requirements specified in the CLG Grant Application and Procedures can be found on the nmhistoricpreservation.org website.

Design Guidelines for Designated Historic Properties.
Design Guidelines can be an essential document for local review of work proposals on historic properties. Design Guidelines often explain, expand, and interpret general design criteria found in the preservation ordinance; provide a basis for making fair decisions; protect the value of investments in historic properties and neighborhoods that might be threatened by poorly managed growth; reinforce the character of a historic area; ensure consistence in the design review process; and provide predictability for anyone working on a historic resource. Guidelines may address design community-wide, focus on particular property types or styles, or treat particular neighborhoods or districts. Applicants must demonstrate a commitment to developing guidelines that are based on the principles in *The Secretary of the Interior's Standards for the Treatment of Historic Properties.*

Preservation Education & Outreach Programs
HPD will consider funding educational and outreach programs that will promote historic preservation. Grant applications should indicate how the proposed program meets a critical need in a way that is both innovative, cost-effective and reaches a wide audience. The types of projects that will be considered may include, but are not limited to:

- Hosting a regional historic preservation workshop;
- Hosting webinars or developing eLearning on historic preservation topics;
- Developing a mobile app for making information available about local historic resources;
- Developing educational materials and outreach efforts to provide homeowners with guidance regarding design solutions, appropriate materials, and sources for such materials to help homeowners better preserve and maintain their properties;
- Developing a citizen's guide to historic preservation in the community which is available in print and online;
- Collaborating with local educators to develop a curriculum module that engages students in learning more about a community's history.

Publications
Reprint, digital re-mastering or preparation of public information pamphlets, brochures, along with electronic publishing and distribution of research, outreach, and education materials, may be considered. Draft and final content must be pre-approved by HPD before publishing.

Information Management & Technology
Applications for grant projects that involve innovative technology in acquiring, managing and disseminating information about cultural resources are encouraged. Projects that may be considered include, but are not limited to phone applications, website design, and databases. Software and licensing fees are allowable project costs.

Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures (Brick & Mortar Projects)
Grant funds are available this year for projects that involve the construction, restoration, rehabilitation, or stabilization of historic structures. Eligible structures must be listed in the National Register of Historic Places either individually or be a contributing resource in a listed historic district. All work must meet the Secretary of the Interior's Standards and be reviewed and approved prior to starting construction. Property owners in receipt of CLG funds must commit to preserving their properties for a period of years. The intent is to ensure that public funds are invested wisely for the long-term preservation of historic structures. Projects receiving up to $10,000 will require the signing of a Preservation Agreement. A covenant will be recorded for any grant project over $10,000. The property owner is obligated for 5 years for funding up to $24,999. Most property owners easily comply with these requirements as they care about their historic buildings and want to treat them well.

Training
Grant funds are available this year for interested CLG Staff and Commission members to attend the July 2020 National Alliance of Preservation Commissions (NAPC) Conference in Tacoma, Washington.

Visit: **HTTP://NAPCOMMISSIONS.ORG/FORUM/** for more information.

Applicants
Applications for the Certified Local Government Grant Program are open to the following communities which have been certified via HPD and the NPS:

City of Albuquerque	Village of Columbus
City of Deming	City of Las Vegas
Los Alamos County	Lincoln County
City of Santa Fe	Village of Santa Clara
Town of Silver City	Town of Taos

Be sure that the project team meets the requirements as set forth in the Secretary of the Interior's Professional Qualifications Standards.

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Grantee Obligations & Requirements
Grant recipients will be required to execute a legally binding Grant Agreement with HPD. The Grant Agreement includes a Scope of Work, Project Schedule, and Project Budget. The scope of work cannot be substantively changed once the grant is awarded and the Grant Agreement signed.

Failure on the part of the grant recipient to begin the project in a timely manner or to perform as agreed may result in HPD taking action through a Notice of Default. Depending on the terms of the contract between the consultant and the grant recipient, a consultant's failure to perform could leave the grant recipient with costs that would not be reimbursed through the grant. HPD typically holds a significant portion of the grant amount in reserve, authorizing disbursement only after it has reviewed and accepted final grant products and deliverables. HPD recommends that grant recipients set up their contracts with consultants with a payment schedule that provides similar controls.

For more information about Grant Requirements please review the *Grants Manual* found on the HPD website under grants and Certified Local Governments.

To Apply

1. Does the project meet the goals & objectives? Confirm that the project meets the State's Historic Preservation Plan Goals & Objectives. See Grant section on HPD website.

2. Assemble the project team. Be sure that the experience and education of the Project Coordinator and/or key personnel meets *The Secretary of the Interior's Professional Qualifications Standards.* Complete a Certification Form for each person who meets the SOIPQs. The professional qualifications may be found on the Grants Program page of the HPD website.

3. Review Grants Administration Materials. Review this announcement and the *National Park Service, Grants Manual* and the *New Mexico Grants Manual.* Review grant reporting documents (found on HPD website) which will be required during contract period.

4. Complete the Application. These forms are download-able from the Grants Program page of the HPD website. The application should include:

   - Checklist
   - Application Form
   - Project Narrative
   - Project Budget
   - Project Schedule
   - Project Team Resumes & Certification Forms

5. Submitting the Application. Applications may be submitted in two ways:
   - Via Email. Please submit a PDF document of the entire application and supporting materials to NM.SHPO@state.nm.us. Note that ZIP files will not be accepted. Review electronic submittal guidelines above.
   - Via Mail/messenger. Please submit one copy of the application and supporting materials to the Grants Coordinator. Applications must be received by the deadline to be considered.

Electronic Submittal Guidelines
- Determine if file exceeds **20 MB** in size. If it does, email the Grants Coordinator at karla.mcwilliams@state.nm.us who will then send you an external web-based site for the document submission. PDF documents only.
- Send application to NM.SHPO@state.nm.us. Zip files will not be accepted.
- A confirmation email will be sent to you (please note that staff will acknowledge receipt of the application within two working days).

NOTE: Applications received after the November 1, 2019, deadline will not be accepted.

Contact

For additional information, please contact the Grants Coordinator:

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> Local Government (CLG) & Grants Coordinator
> New Mexico Historic Preservation Division
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Resources

New Mexico Grants Manual	https://bit.ly/2HjqrPp
Historic Preservation Fund, Grants Manual -	
	https://bit.ly/2kks19P
Grants Program page, HPD Website -	https://bit.ly/2sJaPv0

How Are Grant Recipients Selected?

The State Historic Preservation Officer (SHPO) will convene an application review committee (Grants Committee) made up of both fiscal and program staff from HPD who will consider the proposed scope of work, the project personnel, the plan to administer the project, the benefits of the proposed project to statewide preservation efforts, and the budget. The committee will rank applications in order of their scores for selection as grant recipients.

Grant Application Evaluation

A copy of the "Grant Application Score Sheet" used by the HPD Grants Committee follows this section. Each application will be reviewed and scored by two or more reviewers.

New Mexico Historic Preservation Division
GRANTS EVALUATION SCORE SHEET

Applicant: _____   Project Type: _____

Reviewer: _____   Date: _____   Overall Score: _____ 0

Grant applications will be competitively ranked based on the following criteria:

35 points - Project team is experienced and qualified.   Points _____ 0

40 points - Project is well-planned and roles and responsibilities are described in the budget.   Points _____ 0

20 points - Project topic complies with the Statewide preservation plan.   Points _____ 0

5 points - The application is complete.   Points _____ 0

TOTAL POINTS   0

Additional Reviewer comments: