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**New Mexico Historic Preservation Division**

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**NOTICE OF GRANT AVAILABILITY**

**2019 HISTORIC PRESERVATION GRANTS**

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**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 its Grants Program HPD supports a variety of preservation projects statewide.

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**Goals and Objectives**

As part of the 2019 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 Grants section of the HPD website: <https://bit.ly/2sJaPv0>

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**Funding, Grant Awards, & Reimbursement**

The amount of grant funds available for the 2019 Historic Preservation Grants Program is \$50,000. Grant funds must be spent on a project that is completed no later than September 15, 2019.

Applications for the HP Grants Program must be for grant funds between \$5,000 and \$24,999.

**Grant Program funding for the Historic Preservation Grants 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. HPD will seek to ensure a reasonable distribution of grants between urban and rural areas. A maximum of two (2) applications may be submitted by the same community.

Historic Preservation Grants are awarded on a matching basis with the federal HPD share up to 60% of the total project costs and the applicants' share at 40%.

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The match represents that portion of the total project costs supplied by the grantee using cash or in-kind contributions. Match funds cannot be federal funds. In-kind match contributions can be services (volunteers/in-kind), 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 six (6) 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.

*Requesting Reimbursement*

Instructions for completing forms and the required documentation needed to support grant expenditures is explained in the *New Mexico Grants Manual* which can be located on the Grants section of the HPD website. Only project activities that are eligible expenses and that were completed between the execution date of the Grant Agreement (when a State of New Mexico purchase order is established) and the end of the grant period, September 15, 2019, are reimbursable.

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. Final reimbursement will be held by HPD until the grant products are determined to be satisfactory.

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## Grant Schedule

CLG Grant Applications Due:	March 8, 2019
Grant Selection	Weeks of March 11 & 18
Notice of Award	Week of March 25
Contract Period:	from the establishment of a purchase order to September 15, 2019

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## The 2019 Historic Preservation Grant Program – Eligible Project Types

This grant program is for the following types of work:

- 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:*

### 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 that may lead to the listing of resources in the National Register.

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 Survey.** An intensive survey is a close and careful look at the geographical area or theme being surveyed, 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.

HPD is especially interested in contexts and studies of historic archaeology 1900-1930, mining districts/uranium history, ranching histories, modern and late modern resources, and depression-era historic archaeology.

### 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 owners' consent and contact information for an individual property or 50% of the owners of properties in proposed districts at the time the grant agreement is signed. Applications for new NR nominations must also include the State Register and National Register Preliminary Questionnaire available on the Grants Section of the website: : <https://bit.ly/2sJaPv0>**

### 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

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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](http://nmhistoricpreservation.org) website.

#### **Design Guidelines for Designated Historic Properties.**

Design Guidelines can be an essential document for review of work proposals on historic properties. Guidelines may address community-wide design criteria, 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**

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 your 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, etc., along with electronic publishing and distribution of research, outreach, and education materials on cultural resources, may be considered. Draft and final content must be pre-approved by HPD before publishing.

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## INFORMATION MANAGEMENT & TECHNOLOGY

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

## BRICK & MORTAR PROJECTS

*Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures* Grant funds are available 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 grant funds must commit to preserving their properties for a period of years through the establishment of a preservation agreement or easement. The intent is to ensure that public funds are invested wisely for the long-term preservation of historic structures. A covenant will be recorded for any grant project receiving funds for brick and mortar projects. The duration of the easement will be related to the amount of funding awarded.

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## Applicants

Applications for the Historic Preservation Grant Program are open to non-profit entities, government organizations (those that are not Certified Local Governments), tribal organizations, etc.

At least one member of the applicant team must meet the requirements set forth in the Secretary of the Interior's Professional Qualifications Standards. The SOIPQs may be found on the Grants section of the HPD website at: <https://bit.ly/2sJaPv0> The team member must complete the appropriate SOIPQs form for their discipline and include it with the grant application.

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## Grantee Obligations & Requirements

Grant recipients will be required to execute a legally binding Grant Agreement between themselves and 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 is 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 and rescinding the grant. 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, <https://bit.ly/2sJaPv0>

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## For More Information

Additional information about the HPD Grants Program is supported by these documents, both of which may be found on the Grants section of the HPD website, see link below:

National Park Service, Historic Preservation Fund, *Grants Manual*

*New Mexico Grants Manual*

For further questions or information, please contact the Grants Coordinator:

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## GRANTS PROGRAM WEBSITE:

<https://bit.ly/2sJaPv0>

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## 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 is included in this announcement. Each application will be reviewed and scored by two or more reviewers.

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### Grant Process

1. Grant applications are due March 8, 2019 at 5:00 p.m.
2. During the weeks of March 11 & March 18, grant applications will be reviewed and scored by HPD Grants Committee using the evaluation on the next page. A “Notice of Award” will be sent to grant recipients during the week of March 25, 2019.
3. A Grant Agreement will be drafted by HPD that outlines the stipulations of the grant. The Agreement will include the narrative, schedule, and budget that were submitted as part of the application.
4. When the Agreement is approved by both parties the Agreement is signed by HPD and the grant recipient and submitted by HPD for a State of New Mexico Purchase Order.
5. Once the purchase order is issued, HPD will notify grant recipient that the grant project may officially start.
6. Grant recipient starts the work of the grant project and follows the schedule in the Grant Agreement. Grant recipient completes required grant reporting and submits grant products per the schedule.
7. HPD reviews submitted grant products and reporting documents and provides comments.
8. Grant recipient takes HPD comments into consideration and completes grant project, pays consultants/contractors. All grant project work must be completed by September 15, 2019.
9. Grant recipient completes required grant reporting documents and requests reimbursement. Grant reporting documents are available on the Grants section of the HPD website.
10. HPD reviews final grant products and grant reporting documents and if all items are complete, HPD reimburses grant recipient.

## To Apply

1. Does your project meet the goals & objectives? Confirm that your project meets the State’s Historic Preservation Plan Goals & Objectives. See Grant section on HPD website.
2. Assemble your 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*, see *Grants Manual* and the SOIPQs document on the Grants website. Complete a Certification Form for each person who meets the SOIPQs. The professional qualifications may be found on the website.
3. Review Grants Administration Materials. Review this announcement and the *National Park Service, Grants Manual* and the *New Mexico Grants Manual*.
4. Complete your Application. These forms are downloadable from Grants section of the HPD website. Your application should include:
  - Checklist
  - Application Form
  - Project Narrative
  - Project Budget
  - Project Schedule
  - Project Team Resumes & Certification Forms
  - If application is for an NR nomination include the Preliminary Questionnaire and Consent Forms, <https://bit.ly/2sJaPv0>
5. Submit Your 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](mailto:NM.SHPO@state.nm.us) Review electronic submittal guidelines below/
  - Via Mail/messenger. Please submit one copy of the application and supporting materials to the address under ‘More Information’. Applications must be received by the deadline date.

### Electronic Submittal Guidelines

- Send application to [NM.SHPO@state.nm.us](mailto:NM.SHPO@state.nm.us). Zip files will not be accepted.
- Determine if file exceeds **20 MB** in size. If it does, email the Grants Coordinator at [karla.mcwilliams@state.nm.us](mailto:karla.mcwilliams@state.nm.us) who will then send you an external web-based site for the document submission. PDF documents only.
- A confirmation email will be sent to you.
- Contact the Grants Coordinator if you are not in receipt of an acknowledgement of your application.

**NOTE: Applications received after the deadline of 5:00 p.m. on Friday, March 8, 2019, will not be accepted.**

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# GRANTS EVALUATION SCORE SHEET

**APPLICANT:** \_\_\_\_\_ **TYPE OF PROJECT:** \_\_\_\_\_

**REVIEWER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **OVERALL SCORE:** \_\_\_\_\_

**PROJECT SCOPE (50 POINTS)**

**NEED** Applicant has identified the historic preservation needs the proposed project will address. ( 10 points) \_\_\_\_\_

(25 Points) Applicant has explained how the project is a priority for the community. (5 points) \_\_\_\_\_

Applicant has explained how the proposed project will benefit the community, the state, and/or the nation. (10 points). \_\_\_\_\_

**ACTIVITIES** Applicant has described the activities that will be carried out. (2.5 points). \_\_\_\_\_

(10 Points) Applicant has identified the project roles and who will be responsible for project activities. (2.5 points) \_\_\_\_\_

Applicant has identified that the project is the most efficient and cost-efficient way to address the preservation need. (2.5 points) \_\_\_\_\_

Applicant has identified how the public will be involved in the project. (2.5 points) \_\_\_\_\_

**DELIVERABLES** Applicant has identified if and how the final product(s) will be made available to the public. (7.5 points) \_\_\_\_\_

(15 Points) Applicant has outlined what product(s) will be derived from the project. (7.5 points) \_\_\_\_\_

**ADMINISTRATION (15 POINTS)**

Applicant has demonstrated that the Project Coordinator and/or key personnel meet *The Secretary of the Interior's Professional Qualifications Standards*. (5 points) \_\_\_\_\_

Applicant has demonstrated that the project team is appropriate for achieving project objectives. (2.5 points) \_\_\_\_\_

Applicant has demonstrated that the time for the project is realistic and that the project can be accomplished in the allowable time. (5 points) \_\_\_\_\_

Applicant has demonstrated that the project team has sufficient experience to complete the project. (2.5 points) \_\_\_\_\_

**BUDGET (25 POINTS)**

Applicant has demonstrated that the anticipated costs to complete and accomplish the project are realistic, reasonable, and necessary. (10 points) \_\_\_\_\_

Applicant has demonstrated that the proposed project costs are justified and documented. (5 points) \_\_\_\_\_

Applicant has identified the funding/in-kind resources for the required match. (10 points) \_\_\_\_\_

**STATE PLAN (10 POINTS)**

Applicant has selected the State Plan Goals & Objectives and has described how the project meets that goal or objective. (10 points) \_\_\_\_\_

**TOTAL**

*ADD UP ALL NUMBERS IN FAR RIGHT COLUMN*

**SCORE APPLICATIONS BASED ON THE FOLLOWING SCALES:**

SCALE	NOT AT ALL	NOT ADEQUATELY	GENERALLY TRUE	MOSTLY TRUE	ABSOLUTELY
2.5 Point	0	.75	1.5	2	2.5
5 Point	0	1	2-3	4	5
7.5 Point	0	1.5	3-4	5	7.5
10 Point	0	1-3	4-6	7-9	10
15 Point	0	1-5	6-9	10-14	15