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**New Mexico Historic Preservation Division**

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**NOTICE OF GRANT AVAILABILITY**

**2016 HISTORIC PRESERVATION FUND GRANTS  
TO UNDERREPRESENTED COMMUNITIES  
PUEBLO LEGACY & TRIBAL SUMMIT**

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**Mission**

NMHPD's 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.

This grant opportunity is funded via the Historic Preservation Fund, Secretary of the Interior, National Park Service, in its State, Tribal, and Local Plans and Grants Division under the Underrepresented Communities Grant Program "UC".

The UC grant program funds will complete the following two projects in New Mexico:

1. Coordination of a Tribal Summit to discuss historic preservation and cultural resource issues among Pueblos.
2. The development of a Computerized Methodology for the Survey and Inventory of Pueblo Legacy Nominations.

**To accomplish the above projects, the New Mexico Historic Preservation Division is seeking responses from interested parties who will:**

1. **Serve as Coordinator of the Tribal Summit.**

**And/Or**

2. **Serve as the Architect/Project Manager for the development of the computer software program.**

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**The 2016 Underrepresented Grants Program**

**BACKGROUND**

The New Mexico Historic Preservation Division (NMHPD) was awarded a grant via the National Park Service's State, Tribal, and Local Plans and Grants Division for these two projects in its Underrepresented Communities Grants Program. NMHPD applied for the grant in 2014 and was notified in June, 2014.

The grant is a matching grant and all work must be completed by September 30, 2016.

HPD seeks to improve its relationship with New Mexico Native American Pueblos and Native American Communities ("Pueblos") by hosting a Tribal Summit focusing on historic preservation and by updating legacy nominations for listings in the National Register of Historic Places by providing a computer software program for Pueblos to use to identify significant properties within Pueblos.

In order to accomplish the goals of the grant, NMHPD seeks applicants to fulfill two project roles: Tribal Summit Coordinator and Architect/Project Manager who will direct the development of a computer software program.

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## Funding, Grant Awards, & Reimbursement

The maximum amount of funds available for the 2016 UCGP is \$59,620.00. The funds will be divided amongst the two project roles. The minimum funds available for this grant are \$39,747.00. Grants are awarded on a competitive basis.

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

The local match represents that portion of the total project costs supplied by the grantee using cash or in-kind contributions. Federal dollars from other sources may not be used for the local match portion. In-kind contributions may be services (project team and/or volunteer labor), goods, property, or any combination.

### **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. NMHPD will then reimburse the grantee for eligible project costs. Reimbursement should not be expected for a minimum of six (6) weeks after required documentation and submittal of an invoice have been approved by NMHPD.

### **Eligible matching costs include:**

- Project costs earned by the grantee during the project period;
- Project costs financed with cash and donated by the grantee;
- 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 personal property, or use of these, contributed or donated by non-federal third parties during the project period.

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## Applicants

Applications for this 2016 UCG/HP Grant Program are open to:

- Non- and For- Profit Architecture or Historic Preservation Organizations who have experience working with the National Register of Historic Places.
- Recent graduate students with experience in working with Native American Pueblos.
- Cultural resource professionals with experience in working with Native American Pueblos.

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## Project Roles (Eligible Project Types):

HPD is seeking applicants interested in fulfilling the Tribal Coordinator position and/or the Architect/Project Manager position to complete this project. Below is information regarding both positions. Applications will be accepted for one of the positions or both.

### **PROJECT ROLE 1: TRIBAL COORDINATOR**

Contractor responsibilities:

1. Coordinate and manage a one-day Tribal Summit focusing on historic preservation and cultural resources in Pueblos. Tribal Summit shall be held in September, 2016.
2. Coordinate the Tribal Summit by creating an agenda and developing panel discussions and workshops. Agenda, workshops and participants must be pre-approved by NMHPD.
3. Develop a Project Schedule in collaboration with NMHPD which will be followed for the duration of the grant project. Schedule will require a minimum of three progress reports, providing financial information, securing match funds, and updates as to contacts with all Pueblos, as well as selected State and Federal partners and other interested parties. Schedule will also require progress reports on development of Tribal Summit activities.
4. Coordination and consultation with Architect/Project Manager on progress with survey software development and how that project will be presented at the Tribal Summit.

Qualifications:

- A. Education. Graduate degree or all but dissertation in anthropology, history, American studies, geography, historic preservation, or related field.
- B. Experience.
  1. With New Mexico Pueblos and Native American Tribal entities.
  2. Addressing or assisting in addressing cultural resource/historic preservation issues and concerns within Pueblos.
  3. Collaborating with Native American communities.
  4. Leading and managing conference sessions/oral speaking.
- C. Specialized knowledge of:
  1. New Mexico Native American Communities.
  2. Historic preservation methods, including the National Register of Historic places, Historic Building Materials and techniques for surveying historic structures.

**PROJECT ROLE 2: ARCHITECT/PROJECT MANAGER**

Contractor responsibilities:

1. Serve as Project Manager overseeing the development of specialized computer software that will assist New Mexico Native American Pueblos in recording historic properties. Software will be designed to survey historic buildings, identify significant building elements and provide historical information.
2. Establish a Project Schedule in collaboration with NMHPD.
3. Follow the Project Schedule for the duration of the grant requiring a minimum of three project reports, financial information, and presentation of 30% design, 60% design, and 100% design benchmarks.
4. Develop computer software or sub-contract with an experienced software development firm.
5. Provide a prototype of the software to HPD by August 15, 2016.
6. Assist the Tribal Summit Coordinator in unveiling the prototype with a presentation at the Tribal Summit, to be held in September 2016.

Qualifications:

- A. Education. Graduate degree in architecture, architectural history, building construction, or related field.
- B. Experience:
  1. In the professional practices of the field of architecture and historic preservation.
  2. In collaborating with regional and local Native populations in New Mexico.
- C. Specialized knowledge of and experience in:
  1. Architectural history, specifically the study of historic building types and materials in Pueblos.
  2. The National Register of Historic Places and the criteria for listing of properties in the NRHP.
  3. Historic building survey techniques and methods.
- D. Experience in working with software development or with a software developer who:
  1. Has 10+ years' experience with computer programming and software development.
  2. Has a degree in computer programming or related field.

Grant recipients will be required to execute a legally binding Grant Agreement between NMHPD and the grant recipient. 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. If a consultant fails to perform as expected, submits work that does not meet *The Secretary of the Interior's Standards*, or fails to deliver draft and final products by or before the deadlines set in the Grant Schedule, it remains the grant recipient's responsibility to rectify outstanding issues.

Failure on the part of the grant recipient to begin the project in a timely manner or to perform as agreed may result in NMHPD 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 may not be reimbursed through the grant.

NMHPD 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. NMHPD recommends that the grant recipient set up their contracts with consultants with a payment schedule that provides itself with similar control.

For more information about Grant Requirements please review the *Historic Preservation Fund, Grants Manual* and the *New Mexico Grants Manual*.

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**Grant Schedule**

Grant Applications Due	February 1, 2016
Grant Selection	February 2016
Notice of Award	by February 15, 2016
Contract Period	March 1, 2016 – September 30, 2016

*(Contract period start date is estimated at March 1, 2016 but is dependent on timely completion of Grant Agreement; Grants cannot extend beyond September 30, 2016)*

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## Requesting Reimbursement & Grant Reporting

Instructions for completing forms and the required documentation needed to support grant expenditures is explained in the *Historic Preservation Fund, Grants Manual from 2007, and the New Mexico Grants Manual*.

All grant reporting forms are located on the NMHPD website:

<http://nmhistoricpreservation.org/programs/grants.html>

Only project activities that are eligible expenses and completed between the execution date of the Grant Agreement and September 30 are reimbursable.

NMHPD 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, 2016 following completion of the project. Final reimbursement will be held by NMHPD until the project work products are determined to be satisfactory.

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## To Apply

To apply for the 2016 UCG/HP Grant:

- Review grant materials online:  
<http://nmhistoricpreservation.org/programs/grants.html>
- Thoroughly review this announcement and the *Grants Manuals (located online)*.
- A completed grant application includes the following (all of these forms may be found online):
  - Checklist
  - Application Form
  - Project Narrative. Use the guidelines and template provided to write the Project Narrative.
  - Project Budget
  - Project Schedule
  - Resume
  - Other supporting documents

Applications and supporting documents may be submitted in two ways:

### I. Via Email.

One PDF copy of the above documents and those listed on the checklist may be submitted electronically.

HPD will NOT accept ZIP Files.

To submit an electronic application:

1. Determine if your file exceeds **20 MB** in size. If it does, move to # 4 below.

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## To Apply (continued)

2. Send your application & supporting documents as PDF documents to [karla.mcwilliams@state.nm.us](mailto:karla.mcwilliams@state.nm.us). Zip files will not be accepted.
3. A confirmation will be sent to you regarding the application submittal.
4. If your file exceeds 20 MB in size, email Karla (see below) at who will then send you an external web-based site for the document submission. ZIP files will NOT be accepted, PDF documents only.

### II. Via Mail/Messenger/Delivery

Send one copy of the entire application to the address under “More Information” below. To be considered, HPD must receive the applications by February 1, 2016. Postmarked applications will not be accepted.

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## For More Information

For more information about the Grants Program please consult the *Grants Manuals* located on the grants section of the NMHPD website. The Manual has been updated from previous years (previously called The 2014 Supplement).

The complete grants manual for programs funded by the Historic Preservation Fund (National Park Service) can be found at:

[http://www.nps.gov/preservation-grants/HPF\\_Manual.pdf](http://www.nps.gov/preservation-grants/HPF_Manual.pdf)

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

Karla K. McWilliams, CLG & Grants Coordinator  
New Mexico Historic Preservation Division  
407 Galisteo Street, Suite 236  
Santa Fe, NM 87501  
[karla.mcwilliams@state.nm.us](mailto:karla.mcwilliams@state.nm.us) • 505-827-4451

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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 NMHPD 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 NMHPD Grants Committee follows this section. Each application will be reviewed and scored by two or more reviewers. The Project Narrative should briefly and concisely answer the following questions:

#### **PROJECT SCOPE (50 points)**

NEED (25 Points):

How does your project scope address our project position scope of work?

PROJECT ACTIVITIES (15 Points):

What activities will be carried out as part of the project?

DELIVERABLES (10 Points):

What product(s) will be derived from the project?

#### **ADMINISTRATION (15 Points):**

Does the Architect/Project Manager meet The Secretary of the Interior’s Professional Qualifications Standards?

Does the Tribal Summit Coordinator meet The Secretary of the Interior’s Professional Qualifications Standards?

Do other project team members meet The Secretary of the Interior’s Professional Qualifications Standards?

Are the personnel appropriate for achieving project objectives?

Is the time schedule realistic? Can the project be accomplished in the proposed grant period?

Has the project team demonstrated that they have sufficient experience to complete the project?

#### **BUDGET (35 Points)**

Are anticipated costs to accomplish project activities realistic, reasonable, and necessary?

Is the cost basis for the budget justified and documented?

What funding sources will be used for the match? Is the required match satisfied?

#### **TOTAL POINTS AVAILABLE – 100 POINTS**

# 2016 UCG/HP GRANTS SELECTION SCORE SHEET

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

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

**PROJECT SCOPE (50 POINTS)**

**NEED** Applicant has identified that their project will address one of the project roles described herein (12.5) \_\_\_\_\_

(25 Points) Applicant has described how their qualifications and education meet the requirements described herein. (12.5) \_\_\_\_\_

**ACTIVITIES** Applicant has described the activities that will be carried out using grant funds. (5 points). \_\_\_\_\_

(10 Points) Applicant has identified the project roles and who will be responsible for project activities. (5 points) \_\_\_\_\_

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

(15 Points) Applicant has outlined what products that 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 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. (5 points) \_\_\_\_\_

**BUDGET (35 POINTS)**

Applicant has demonstrated that the anticipated costs to complete and accomplish the project are realistic, reasonable, and necessary. (20 points) \_\_\_\_\_

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

Applicant has demonstrated the funding sources for the required match. (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

## 2016 UCG & HP GRANT APPLICATION CHECKLIST

Include a completed checklist in the grant application package. Include documents below as shown in order listed. Items in **BOLD** are available on NMHPD's website under Grants at [nmhistoricpreservation.org](http://nmhistoricpreservation.org)

Is this an application for a Historic Preservation Grant or a CLG Grant?

HP Grant

CLG Grant

### CHECKLIST FOR GRANT APPLICATION DOCUMENTS:

- Grant Application. Applicants must use the application form template provided in Microsoft Word.
- Project Narrative. See application for directions on how to complete the narrative.
- Project Budget. Budget format must use the excel worksheet provided.  
Federal budget funds (60%) must be matched by 40% of match funds; budget must describe match fund source
- Project Schedule. Schedule format must use the word worksheet provided.
- Additional documents. Below is a suggested list, your project may or may not include these:
- Resumes of Project Coordinator, Key Personnel & Volunteers who will work on the project  
(resumes must be submitted with each application even though key personnel may have a history of working with NMHPD)
- Key Personnel Certifications – Certification of *The Secretary of the Interior's Professional Qualifications Standards*
- Certification of Professional & Conformance
- Assurances – Non-Construction Programs

### **DEADLINE:**

**Monday, February 1, 2016  
5:00 p.m.**

Submit **ONE** digital copy of application materials – see instructions on **How to Apply electronically**

**OR**

Submit **ONE** hard copy of application materials to:

New Mexico Historic Preservation Division  
ATTN Grants Coordinator  
407 Galisteo Street, Suite 236  
Santa Fe, New Mexico 87501

**Faxed Applications will not be accepted**  
**Postmarked application received after 2/1/2016 will not be accepted**