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**New Mexico Historic Preservation Division**

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**NOTICE OF GRANT AVAILABILITY**

**2017 GRANTS TO**

**CERTIFIED LOCAL GOVERNMENTS**

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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. Through the Certified Local Government Grant Program, NMHPD supports a variety of preservation projects at the local level.

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**Goals and Objectives**

As part of the 2017 grant program, NMHPD will give consideration to proposals that closely meet the Goals & Objectives outlined on pages 7-8 of the State of New Mexico's Historic Preservation Plan, *Preserving the Enchantment, Sustaining New Mexico's Cultural Heritage, 2012-2016*. 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: <http://goo.gl/YhrByD>

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**Funding, Grant Awards, & Reimbursement**

The total amount of funds available for the 2017 CLG Grant Program is approximately \$60,000. This funding must be spent by September 15, 2017.

Individual grant awards are estimated to be between \$5,000 and \$25,000. The grant period will extend from the execution of a contract to September 15, 2017 (Projects are not anticipated to start earlier than March 1, 2017).

**Certified Local Government Grant Program funding is contingent upon NMHPD's annual appropriation of funds from the Department of the Interior, National Park Service.**

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Grants are awarded on a competitive basis. NMHPD will seek to ensure a reasonable distribution of grants between CLG communities statewide. Not more than two (2) applications may be submitted by the same community.

Certified Local Government Grants are awarded on a matching basis with the federal NMHPD 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 or in-kind contributions. No federal monies can be used for the local match. In-kind contributions are represented by services (volunteers), goods, property, or any combination of the three.

**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 an invoice are submitted and approved by NMHPD.

**Ineligible grant-funded expenses include catering for meetings and workshops, 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 personal 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 *Grants Manual*. Only project activities

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that are eligible expenses and completed between the execution date of the Grant Agreement (establishment of a State of New Mexico purchase order) and the end of the grant (September 15, 2017).

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 September 30 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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### Grant Schedule

Grant Applications Due	November 30, 2016
Grant Selection	Week of December 5
Notice of Award	by December 15, 2016
Contract Period:	from the establishment of a purchase order to September 30, 2017

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### The 2017 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
- 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 (SOIPQs). 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, 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 historic properties are dependent on an in-depth understanding of the historic development of the 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.** Intensive survey is a close and careful look at the geographical area or theme being surveyed, designed to precisely identify cultural resources. It involves a thorough inspection and documentation of historic properties in the field focusing on those 45 years of age or older. Each resource 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.

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

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### *New & Updated National Register Nominations*

In addition to supporting new nominations of individual properties, districts and multiple property documentation forms, NMHPD 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 signed.**

### *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.

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### **Historic Structure Report.**

A Historic Structure Report (HSR) 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 CLG Application and Procedures found on the [nmhistoricpreservation.org](http://nmhistoricpreservation.org) website.

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

Design Guidelines can be the 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*.

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### Preservation Education & Outreach Programs

NMHPD 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 good design solutions, appropriate materials, and sources for such materials to help homeowners better preserve and maintain their older 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 NMHPD before publishing.

### 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.

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### 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
Lincoln County	City of Santa Fe
Town of Silver City	Town of Taos

*Be sure that your 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 between themselves and NMHPD. 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.

Project cannot be started or advertised UNTIL a State of New Mexico Purchase Order Number is established. Five (5) original, signed grant agreements are required by all parties in order for HPD to submit to State financing authorities for a purchase order. Any project costs incurred outside the parameters of the grant will not be reimbursed.

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 would 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 *Grants Manual* found on the NMHPD website under grants and Certified Local Governments.

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### To Apply

To apply for the 2017 CLG Grants:

- Confirm that your project meets the State's Historic Preservation Plan Goals & Objectives, see *Grants Manual, Appendix II*.
- 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* for a full description of each position. Complete a Qualifications Certification for each person. The professional qualifications may be found on the website.
- Review this announcement and the *Grants Manual* and understand what is expected.
- Complete the Application Form and supporting documents. These forms are download-able from the grants section and CLG section of the [nmhistoricpreservation.org](http://nmhistoricpreservation.org) website.

### CLG PROGRAM WEBSITE:

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

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- Submit a complete grant application package which consists of ONE copy of the required documents and forms:
    - Checklist
    - Application Form (using word document)
    - Project Narrative. Use the guidelines provided to write the Project Narrative. Use template provided.
    - Project Budget (use template provided)
    - Project Schedule (use template provided)
    - Certification Forms, *The Secretary of the Interior's Professional Qualifications Standards*
    - Resumes for Project Team
    - Other supporting documents
      - Assurances
      - Certificate of Professional & Conformance

Applications and supporting documents may be submitted via two ways:

- Via Email.

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

HPD is unable to 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.
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 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. No ZIP files will be accepted, PDF documents only.

- Via Mail/Messenger/Delivery

Send one copy of the entire application to the address under "More Information" at the right. To be considered, HPD must receive the applications by May 16, 2016. Postmarked applications will not be accepted.

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

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

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

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For further questions or information, please contact the Local Government (CLG) & Grants Coordinator:

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### **More Information**

For more information about the 2017 CLG Grants Program please consult the *Grants Manual*. The Manual has been updated from previous years (previously called The 2014 Supplement).

The *Grants Manual* may be found on the New Mexico Historic Preservation Division website under grants at

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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.

# 2017CLG GRANTS SELECTION 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. (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 using grant funds. (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 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*. (7.5 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. (2.5 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 demonstrated the funding sources for the required match. (10 points) \_\_\_\_\_

**STATE PLAN (10 POINTS)**

Applicant has selected the State Plan Goals & Objectives that the project meets 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

## 2017 NMHPD 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.
- 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:
  - Applicable Maps for Survey Projects
  - Photographs of Subject Property/Properties
  - Significance Statement for NR/SR Nomination Proposals
  - Other documents that support grant application
- 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

### **APPLICATIONS MUST BE RECEIVED BY:**

**Wednesday, November 30, 2016 at 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 applications will not be accepted**