
NEW MEXICO HISTORIC PRESERVATION DIVISION

2008 Small Historic Preservation Grants

And

2008 Special Project Grant

Request for Proposals: Basic Guidelines

and

Application Information

Federal Fiscal Year 2008

2008 Small Historic Preservation Grants:

Draft Proposals Due:	November 13, 2007
Deadline for HPD to return Draft Proposals:	December 3, 2007
Final Proposals Due:	December 21, 2007
Grant Selection Period:	December 21, 2007 - January 15, 2008
Notice Letters Mailed:	January 20, 2008
Contract Finalization Period:	February - March 2008

2008 Special Project Grant:

Final Proposal Due:	November 13, 2007
Grant Selection Period:	November 13 - 30, 2007
Notice Letters Mailed:	November 30, 2007
Contract Finalization Period:	December 2007

The NM Historic Preservation Division receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, N.W. Washington, D.C. 20240

NEW MEXICO HISTORIC PRESERVATION DIVISION

The New Mexico Historic Preservation Division (HPD) would like to support through its *Small Historic Preservation Grants* program for FY 2008 preservation activities at the local level.

MISSION STATEMENT

Identify, study and protect New Mexico's unique cultural resources, including its archaeological sites, architectural and engineering achievements, cultural landscapes and diverse heritage.

SMALL HISTORIC PRESERVATION GRANT PROGRAM

Through the National Park Service Historic Preservation Fund subgrant program, along with other federal and state funding sources, the Historic Preservation Division contracts with individuals and groups each year for a variety of preservation projects. Examples include, but are not limited to: development of preservation plans; surveys of historic districts; public events to promote historic preservation; historic preservation education programs and curriculum development; preparation of nominations to the State Register of Cultural Properties and National Register of Historic Places; surveys to identify historic and prehistoric sites; and recording and/or monitoring endangered archaeological sites. These grants are available to historical societies, archaeological societies, preservation groups, individuals and local, non-federal, governments.

Each year, HPD selects priority funding areas for preservation-related projects in New Mexico. For Fiscal Year 2008, strong consideration will be given to grant applications that serve the goals and objectives of the state plan, *Preserving the Enchantment: A Plan for 2007-2011* and 2008 funding priorities.

NEW MEXICO GOALS 2007-2011

- Expand and strengthen public knowledge.
- Fund historic preservation.
- Incorporate historic preservation into community planning.
- Strengthen advocacy and legal protections for cultural resources.
- Expand and strengthen the network of preservation organizations and individuals statewide for a better cross-representation by age, ability, and cultural and ethnic heritage.

2008 FUNDING PRIORITIES

- Education and outreach activities to commemorate the 75th anniversary of the New Deal Program in order to generate public awareness regarding the nationwide program and its many contributions related to buildings, arts, sites, infrastructure in the state of New Mexico.
- Development of secondary-level education curriculum based on New Deal history
- An education and outreach activity or program to take place during Preservation Month, May 2008.
- Preparation of a collective state or national register nomination or similar documentation for the historic rolling stock within the state of New Mexico.
- An education and outreach activity to generate statewide community input addressing cultural resources within New Mexico communities.
- An educational workshop or training course for archaeologists and/or other preservation professionals to meet state requirement for continuing education credits.
- Conversion of the existing NM Cemetery Database into an on-line version for placement on the NM State History website in consultation with the State Historian and technical staff.

2008 SPECIAL PROJECT

In addition to encouraging proposals consistent with the state plan goals, objectives, and HPD funding priority areas, additional grant funds will target the following special project to help move forward HPD program initiatives:

- Preparation of National or State Register nominations for New Deal buildings, sites, or infrastructure in commemoration of the 75th anniversary of the New Deal Program.

ADDRESS FOR PROPOSALS

Please mail or deliver five (5) copies to:

New Mexico Historic Preservation Division
Attn: Grants Administrator
407 Galisteo Street, Suite 236
Santa Fe, NM 87501

Delivery may be made in person at the HPD office during weekday business hours of 8 a.m. to 12:00 pm and 1:00 p.m. to 5:00 p.m.

Please note: Faxed or e-mailed applications will not be considered.

GENERAL INFORMATION

- Applicants are welcome to contact HPD staff for advice on a proposal. Examples of successful proposals are available.
- Applicants are ***required*** to discuss their small grants proposal with the Grants Administrator by phone or e-mail before applying to ensure that proposals fall within Historic Preservation Fund (HPF) guidelines.
- Applicants are responsible for securing all appropriate and necessary state, federal, tribal and local permits and/or individual or landowner consents required to execute the terms and conditions if a contract is awarded.
- HPD ***does not*** fund building construction, rehabilitation, or stabilization projects.
- Mitigation activities performed as a condition or precondition for obtaining a Federal permit, license, or funding by other Federal programs are not eligible for these grant funds.
- No more than two project proposals may be submitted by any one entity or individual; these must be submitted as two separate applications.

GRANT AWARDS

The actual number and size of grants will depend on available funding and the number and quality of proposals. Strong consideration is given to proposals that address funding priority areas.

All awards are made without regard to race, age, sex, religion, physical handicap, or national or local origin of applicants. HPD reserves the right to reject any and all proposals. Additionally, proposals will be accepted only if they meet the requirements set forth in this document AND if a mutually acceptable contract can be negotiated. If funding is not available or no proposal is acceptable to HPD in its sole discretion, HPD need not grant any award for a given project.

GRANT REVIEW PROCESS

Both draft and final grant proposals will be reviewed by HPD staff. Grants will be awarded competitively based on selection criteria outlined below. Please note that small grants and special project proposals will be evaluated separately.

SIGNIFICANT EVALUATION FACTORS

Through a competitive selection process each proposal is reviewed by a minimum of three evaluators. Each grant proposal receives a numerical score. The proposal with the

highest average points is then accepted for contract negotiations.

The highest possible points as described below will be used in the evaluation of each project. The evaluation system is based on a maximum score of 100.

Criteria I:

HPD considers the extent to which the project serves the goals and objectives of the state plan, *New Mexico Preservation: A Plan for 2007-2011* and other 2008 funding priorities. HPD places a higher priority on projects that serve communities outside the city limits of Santa Fe, Las Cruces and Albuquerque. In determining this criterion, application reviewers are guided by:

Project serves goals and objectives of statewide preservation plan and other priorities as identified in the RFP announcement letter	10 points
Geographic need for preservation project	10 points
Geographic location of the state where project takes place	5 points

Criteria II:

HPD considers the qualifications of the project staff, team or advisor. Where appropriate, consideration will be given to education, to applicable experience for proposed work and to the Secretary of the Interior's Standards and Guidelines. In determining this criterion, application reviewers are guided by:

Personnel qualifications	15 points
Experience and demonstrated success in completing a project of this nature and performance on previous HPD contracts or other contracts of this nature	10 points

Criteria III:

HPD considers the completeness of the proposed project scope of work, deliverables and responsiveness to the RFP. In determining this criterion, application reviewers are guided by:

Applicant understands nature and extent of work involved, and plan of work is adequate for project scope	20 points
Project outcome and/or products are adequate for project scope	10 points
Project scope is complete and appropriate	10 points
Proposed scope of work can be accomplished by applicant in timely manner	5 points
Creativity and efficiency of project based on examples/samples provided	5 points

HOW TO APPLY

Individuals, organizations and local, non-federal, government agencies interested in applying for a *2008 Small Historic Preservation Grant* or the *2008 Special Project Grant* must submit a complete proposal. Both draft and final proposal must be received by HPD by the deadline dates outlined above.

Please note that no more than two (2) grant proposals may be submitted by any one entity or individual; these must be submitted as two separate applications

APPLICATION INFORMATION

Applicants must submit five (5) copies of completed grant proposal. Please note that all proposals **must** include page 2 of the *Grant Application* and must follow the format outlined in the application form.

The following explanatory information is organized by section to coincide with the sections in the application form.

Section 1: Organizational Summary

Information about Entity Submitting Proposal:

Provide the name of the applicant (individual, organizations and local, non-federal, government agency). Proposal must state clearly who will be the party(s) to the contract if the applicant is successful.

Letter of Authority: If the person submitting the proposal is not the applicant, the proposal must include a letter authorizing the individual who is submitting the proposal to propose on behalf of the entity in whose name the proposal is made.

Cost: Show total project cost; federal share; and matching share, if proposed. The Federal share must be no greater than that specified in the RFP contract description.

Section 2: Project Summary

Provide a one (1) page description of the project including a discussion of the need for and objectives of the project (*see Appendix A: Types of Projects*).

Section 3: Scope of Work

Provide details about procedures and methods and include specific products or deliverables. Final list of deliverables will be determined during contract negotiations, if selected, and will be a joint decision of HPD and the applicant. The scope of work must include preparation of an article describing the project that is suitable for publication in the HPD newsletter or other news media.

**Section 4:
Data Sources**

If relevant, proposal must discuss archival sources, persons possessing expert knowledge, and others who will be consulted in course of the project.

**Section 5:
Personnel**

Proposal must include a curriculum vitae/resume for each principal member of the project team and must address which individuals meet the 36 CFR 61 standards, where compliance with the standards is a prerequisite of the particular project. Proposals should demonstrate knowledge of the Secretary of Interior Standards and Guidelines, if relevant to the project (*see Appendix B: Professional Qualifications*).

**Section 6:
Proposed
Schedule of Work**

Proposal must include a conceptual schedule of work. The schedule must be sufficiently detailed and manageable. At least three milestones are required. If the applicant can only accomplish proposed work over a certain calendar time period (for example, from November 2008 to February 2009), this should be clearly noted.

For *Small Historic Preservation Grants*, proposed work must be accomplished the period from approximately March 1, 2008 (or contract award date) to September 30, 2009.

For the 2008 *Special Project Grant*, proposed work must be completed between January 1, 2008 and June 30, 2008.

**Section 7: Record
of Performance**

Proposal should list previous projects of a similar nature in which project principals have been involved. Indicate starting and ending dates, a brief description of the project, whether the project was completed on time, and contact person(s) with current address and phone number.

Section 8: Budget

The budget must include the project costs that will be charged to HPD grant funds, as well as those that will be supported by the applicant's cash and/or in-kind contributions (match).

All items listed in the budget must be reasonable, necessary to accomplish project objectives, allowable in terms of state and federal cost principles, auditable, and incurred during the contract period. Proposals must include a detailed line-item budget that includes all major work elements and the cost of each element as discussed below. (*See Appendix C: Sample Budget*). Please note that "other," "miscellaneous" and "contingency" are NOT acceptable budget categories.

Salaries:

Itemize by personnel title and time unit (per hour/day, etc.). For principal project personnel, provide the name (if known), title and wage rate. For support staff, include only the title(s)

of position(s) and the number of persons who will be employed in this capacity. Actual rates should be presented where possible. Rates may not exceed state rates for this job category or, if no state rate exists, then it may not exceed the current reasonable going-rate in New Mexico. In accordance with National Park Service guidelines, no salary cost may exceed \$68.82/hr or \$550 daily rate.

Benefits: Itemize by personnel. Applicant must specify the particular benefits and percentage of hourly rate given for each benefit. Please note benefits are not available to individual applicants.

Mileage: Estimated total mileage multiplied by the current State of New Mexico mileage rate (\$0.32/mile).

Per Diem: Calculated using State of New Mexico approved rates included in reimbursement information. Allowable per diem costs will not exceed the rates established by the Department of Finance and Administration [currently \$85/day, in-state (except for Santa Fe, which is \$135/day) for 24-hour stay away from office].

Consultants/ Subcontractors: These are independent contractors hired by the proposing entity. In the proposed budget, explain the type of consultant (i.e., "architect," "archaeologist," "lawyer," etc.) Include the hourly rate, or other established rate of pay, and number of hours to be worked; or provide a daily rate and number of days the consultant is expected to work on the project.

Actual rates should be presented where possible. Rates may not exceed state rates for this job category or, if no state rate exists, then it may not exceed the current reasonable going-rate in New Mexico. In accordance with National Park Service guidelines, no salary cost may exceed \$68.82/hr or \$550 daily rate.

Supplies, Materials and Equipment: Include consumable supplies and materials for use in project activities. If a large budget item can be broken down into component parts, provide the cost computation of each component. Note that components exceeding a cost of \$500 must be clearly and separately designated. NPS approval will be required before the equipment can be purchased with contract funds.

Photography: Estimate, need not be broken down

Report Preparation: Include typing, editing and graphic production costs

Equipment Rental: Prior approval must be secured for all equipment rental costs over \$500.

Indirect Costs:

Indirect costs are available only for those entities that have a federally approved indirect cost rate. An indirect cost rate proposed budget can only be approved if the proposing entity has a current federally approved indirect cost rate. Satisfactory proof of an appropriate rate must be submitted as part of the proposal. Normally, this requirement can be satisfied by including, in the proposal, a letter from a federal agency that states the indirect cost rate and the time period for the existence of that rate or by other such proof as is approved by HPD in advance of proposal submission.

For individuals, all costs must be documented on a *direct cost* basis

Appendix A: Types of Projects

Survey Projects

In addition to the required narrative elements (*see* above), proposals submitted for survey projects must also address the following:

1. Type of survey to be done (architectural, historical or archaeological).
2. Level of documentation to be produced (intensive or reconnaissance).
3. Estimated area to be surveyed.
4. Estimated number of properties to be recorded.

National Register Nomination Projects

In addition to the required narrative elements (*see* above), proposals submitted for National Register projects also must address the following:

1. Type of nomination(s) to be prepared (e.g., individual, district or thematic).
2. Number of nominations to be prepared.
3. Estimated number of contributing properties to be contained in the nomination(s).

Planning Projects

In addition to the required narrative elements (*see* above), proposals submitted for planning projects also must address the following:

1. Type of plan, report or guideline to be produced (e.g., historic context, structure report, historic district guidelines, etc.).
2. Who will use the report produced.
3. Whether this planning effort is part of the state's comprehensive planning process.

Other Projects

In addition to the required narrative elements (*see* above), proposals submitted for other types of projects must also address the following:

1. Purpose of the grant and how it will be carried out.
2. Type of product(s) that will be produced.

Appendix B: Professional Qualifications Standards

The following is a summary of the 36 CFR 61 standards that currently apply.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field, or a bachelor's degree in history or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrated professional activity with an academic institution, historic organization or agency, museum, or other professional institution, or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archaeology

The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

- At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- At least twelve months of field and analytical experience in Southwestern archaeology, and no less than six months field and/or analytical supervisory experience; and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at the supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution, or
- Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a state license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a state license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field, or
- At least one year of full-time professional experience in historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structure reports, and preparation of plans and specifications for preservation projects.

Appendix C: Sample Budget

Survey of Revolutionary War British Campsites on the Rio Seco

Salaries

Principal Investigator (200 hr @ \$20/hr)	4,000.00
Field Archaeologist (100 hr @ \$15/hr)	1,500.00
Historian (100 hr @ \$15/hr)	1,500.00
Secretary (100hr @ \$10/hr)	1,000.00

Benefits

Total Salary x 21%	1,680.00
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Mileage

1,200 mi x \$.32/mi	384.00
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Per Diem

28 days x \$85.00	2,380.00
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Consultants

3days @ \$200/day	600.00
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Supplies

40.00

Photography

300 B&W photos @ \$.50/photo	150.00
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Report Preparation

Photocopying/2,000 copies @ \$.10/copy	200.00
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Equipment Rental

35mm camera, 2 days @ \$25/day	50.00
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TOTAL	13,484.00
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