
New Mexico Historic Preservation Division

NOTICE OF GRANT AVAILABILITY

**FEDERAL FISCAL YEAR, HISTORIC PRESERVATION FUND
2022 GRANTS TO CERTIFIED LOCAL GOVERNMENTS**

Mission

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

Goals and Objectives

As part of the 2022-23 CLG 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, 2022-31*. See "Resources" below for a link to the online location of the Goals & Objectives.

Funding, Grant Awards, & Reimbursement

The pool of funding available for the 2022-23 CLG Grant Program is approximately \$125,000.

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

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

This round of CLG Grant funding will require **NO MATCH** from the CLG community. Projects that include a match will be taken into consideration.

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

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

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

Eligible matching costs include:

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

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

HPD may withhold up to 50% of the reimbursement, pending receipt and approval of the finished project deliverables. Final reimbursement requests must be submitted by September 30 after completion of the project. Final reimbursement will be held by HPD until the project work products are determined to be satisfactory.

Grant Schedule

CLG Grant Applications Due: October 21, 2022
Grant Selection by November 1
Notice of Award Week of November 7
Contract Period: September 30, 2024
Note that all grants must be completed by 9/30/2024, HPD may select an earlier date for contract completion based on the project type.

The 2022-23 Grant Program – Eligible Project Types

This grant program is for the following types of work:

- Training (CAMP Training or other training)
- Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures
- Updated National Register nominations
- CLG Staff Support / Partnerships
- Survey Projects & Historic Contexts
- Planning Projects
- Design Guidelines
- Preservation Education & Outreach
- Publications
- Information Management & Technology

Below are descriptions of the eligible project types

Training

HPD is interested in funding and hosting a training session for CLG communities across the state. If your community is interested in training of staff, preservation commission members, and elected officials, please see enclosed survey and complete it to provide further information. Various training workshops are available.

Training is offered by the National Alliance of Preservation Commission's Commission Assistance and Mentoring Program or CAMP. See Resources for further information about the types of training offered by CAMP and enclosed information.

Construction, Restoration, Rehabilitation, or Stabilization of Buildings, Sites or Structures (Brick & Mortar Projects)

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 CLG funds must commit to preserving their properties for a period of years. The intent is to ensure that public funds are invested wisely for the long-term preservation of historic structures. Projects receiving up to \$10,000 will require the signing of a Preservation Agreement. A covenant will be recorded for any grant project over \$10,000. The property owner is obligated for 5 years for funding up to \$24,999.

Updated National Register Nominations

HPD encourages applicants to revise existing National Register nominations. Many existing nominations are outdated. In 1993 guidelines for the National Register were updated and nominations prior to that date often do not contain information required for today's nominations or to support the tax credit program. For districts, revisions involve updating the lists of contributing and non-contributing properties and the reevaluation of their periods of significance which can include properties not originally noted. Updating these nominations assist property owners in the use of the State Income Tax Credit for the Preservation of Cultural Properties. **Applications for new and updated NR Nominations must have the owner's consent for an individual property or 50% of the owners of properties in proposed districts at the time the grant agreement is executed.**

CLG Staff Support & CLG Community Partnerships

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

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

Survey Projects & Historic Contexts

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

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

Intensive Surveys. An intensive survey is a close and careful look at the geographical area or theme being surveyed and is designed to precisely identify cultural properties. It involves a thorough inspection and documentation of cultural properties in the field. 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 to inform the development of a historic context and/or survey.

Architectural and Archaeological Surveys.

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

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

Planning Projects

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

Comprehensive Community Preservation Plan.

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

Archaeological Resource Protection Plan.

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

Feasibility Studies and Structural Assessment.

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

Historic Structure Report.

Historic Structure Reports provide 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 of a specific area that defines its boundaries by summarizing its history and describing its current condition. A CLR also makes recommendations about its treatment.

Ordinance Development & 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.

Design Guidelines for Designated Historic Properties.

Design Guidelines can be an essential document for local review of work proposals on historic properties. Design Guidelines often explain, expand, and interpret general design criteria found in the preservation ordinance; provide a basis for making fair decisions; protect the value of investments in historic properties and neighborhoods that might be threatened by poorly managed growth; reinforce the character of a historic area; ensure consistence in the design review process; and provide predictability for anyone working on a historic resource. Guidelines may address design community-wide, focus on particular property types or styles, or treat 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*. See Resources for a link to an online location of the SOI Standards.

Preservation Education & Outreach Programs

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

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

Publications

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

Information Management & Technology

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

Applicants

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

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

Grantee Obligations & Requirements

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

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

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

To Apply

1. Does the project meet the goals & objectives?
Confirm that the project meets the State's Historic Preservation Plan Goals & Objectives.
2. Assemble the project team. Be sure that the experience and education of the Project Coordinator and/or key personnel meets *The Secretary of the Interior's Professional Qualifications Standards*. Complete a Certification Form for each person who meets the SOIPQs. The professional qualifications may be found on the CLG Program page of the HPD website.
3. Review Grants Administration Materials. Review this announcement and the *National Park Service, Grants Manual*, and the *New Mexico Grants Manual*. Review grant reporting documents (found on HPD website) which will be required during contract period.
4. Complete the Application. These forms are downloadable from the CLG Program page of the HPD website – see link under Resources. The application should include:
 - Checklist
 - Application Form
 - Project Narrative
 - Project Budget
 - Project Schedule
 - Project Team Resumes & Certification Forms
 - Trip Cost Estimate if proposing to attend NAPC
5. Submitting the Application. Applications may be submitted in two ways:
 - Via Email. Please submit a PDF document of the entire application and supporting materials to NM.SHPO@state.nm.us. Note that ZIP files will not be accepted. Review electronic submittal guidelines above.
 - Via Mail/messenger. Please submit one copy of the application and supporting materials to the Grants Coordinator. Applications must be received by the deadline to be considered.

Electronic Submittal Guidelines

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

NOTE: Applications received after the October 21, 2022, deadline will not be accepted.

Contact

For additional information, please contact the Grants Coordinator:

Karla K. McWilliams, Historian
New Mexico Historic Preservation Division
407 Galisteo Street, Suite 236
Santa Fe, NM 87501
karla.mcwilliams@state.nm.us • 505-827-4451

How Are Grant Recipients Selected?

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

Grant Application Evaluation

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

Resources

Links and resources are below to aid in your application for a CLG grant.

CLG Grant Application Materials: <https://bit.ly/3qhPqap>

HPD's SHPO EMAIL: nm.shpo@state.nm.us

SOI Standards: <https://bit.ly/2H9ffEZ>

HPD Goals & Objectives: <https://bit.ly/3QcPOS4>

NM Grants Manual: <https://bit.ly/3TvV3in>

NPS HPF Grants Manual: <https://bit.ly/3cwQiVl>

NAPC's CAMP Training Programs: <https://bit.ly/3cy2h1r>

SOIPQS: <https://bit.ly/3cBLVbu>

Historic Preservation Division

Certified Local Government Program – Training Workshops

The Historic Preservation Division is interested in supporting Certified Local Governments by funding and hosting historic preservation training sessions for staff, commission members, and elected officials in the community. The training would be provided by the National Alliance of Preservation Commission's Commission Assistance and Mentoring Program or CAMP. **Please complete this form so that we can determine your community's needs.**

For more information about CAMP, please visit: <https://www.napcommissions.org/camp> Also, see attached for specific information about the programs that CAMP offers.

CONTACT INFORMATION

Name: Community:

TRAINING FORMAT

What is your preferred training session length?

- Half-Day Session
 Full-Day Session

Would you prefer in-person or via video conference?

- In-Person Session
 Video Conference (Zoom or comparable program)

TRAINING DAYS

What are your preferred days for the training?

- Week Day What day?
- Weekend Day Saturday or Sunday?

TRAINING CONTENT

What type of content would you like to see in the training session? NAPC currently offers training in the following topics:

- Procedures & Processes. This training focuses on the legal basics, legal ethics of historic preservation and review meeting procedures per state and local statutes.
- Design Review. This training focuses on the preservation standards set forth in The Secretary of the Interior's Standards, how to review plans, infill design, review design guidelines and what they are and how to implement them.
- Essential Strategies. This training reviews the CLG's relationship to the National Park Service, identify preservation planning strategies that could be utilized as a commission and the commission's role and review identification and designation of historic resources. Building public support will also be discussed as well as mid-century resources.
- Hands-On Workshops. These workshops are practice mock commission sessions used to practice design review and help commissioners identify their role.
- Other. A training workshop can focus on the items above or be a combination of the above or address other preservation commission concerns. What are yours? Please list your needs.

ATTENDEES

Who would attend from your community? The training workshop is open to city staff, preservation commission members, and elected officials. Please list the interested persons from your community so that we can begin planning.

COMMENTS OR SUGGESTIONS?

Please provide your comments or suggestions, here:

Please return to Karla McWilliams, Historic Preservation Division, karla.mcwilliams@state.nm.us



What is CAMP®?

The Commission Assistance and Mentoring Program (CAMP) is the signature training offered by National Alliance of Preservation Commissions (NAPC). CAMP® is led by qualified preservation professionals in support of local preservation commissions and the NAPC mission to *“build strong local preservation programs through education, advocacy, and training.”*

The goal of CAMP® is to provide high-quality, engaging and informative training to preservation related boards and commissions of all types through presentations, hands-on exercises, group discussions and networking (mentoring) opportunities. Trainers include commissioners, local, state and national staff members, attorneys and commission partners.

Who Attends CAMP?

CAMP is designed to provide continuing education and support to local design review commissions and Main Street organizations, their staff and partners, such as neighborhood organizations, local and statewide non-profits, community leaders and public officials. Sessions are customized for the state or local community, where applicable.

How to Plan a CAMP:

For more information please email us at director@napcommissions.org or call NAPC at 757-802-4141. Call us to customize your CAMP®. Tell us a little about you, your community and local issues and we'll help you decided which CAMP and which individual sessions will work best for you. CAMP® is offered in the following formats:



CAMPCore®: This is a daylong, or two consecutive half-days, event with three trainers who cover the basics that every commission needs to be effective. Topics may include Chair Training, Legal Basics, Meeting Procedures, Building Public Support, Reading Plans, Identifying and Designating Historic Resources, Standards & Guidelines, and Hands on Design Exercise.

CAMPCustom®: This is a daylong, or two consecutive half-days, event with three trainers who cover the sessions of your choice. This is for clients who either have already had CAMPCore® or receive this training locally and need more “advanced” topics. Clients choose any 5 general sessions and 1 workshop from the CAMP Menu with the guidance of the NAPC staff and trainers.

CAMPOne®: One Presenter, One Focus. This is a 1 to 3 hour session with one trainer. Choose any one topic from the CAMP Menu or request a specific topic and/or speaker. This is ideal for those looking for a conference speaker or for a community that has a burning issue that needs to be addressed quickly.



General Sessions

1. DESIGN REVIEW

1.1 Envisioning Infill Design

The Secretary of Interior Standards call for new construction to be differentiated but compatible. But what does that really mean? How close can you go without running afoul of the Standard's warning against creating a false sense of history? Likewise, how, truly modern can you go and still be compatible? There is a wide spectrum of compatibility and most communities fall somewhere between these two extremes. This session will help you to find your community's place on this spectrum. It is especially useful for commissions that have few architects/designers, do not have frequent infill applications or are struggling with infill review.

Learning Objectives

Participants will:

1. Understand how to mentally translate flat plans into 3D buildings.
2. Be aware of common pitfalls with infill designs.
3. Break down historic building design to understand what makes for appropriate infill design.
4. Begin to create your own infill philosophy.

1.2 Standards and Guidelines

This workshop gives participants an understanding of the relationship between Federal Standards and local design guidelines. Workshop leaders will guide participants through the origin and development of a variety preservation-based review standards and guidelines. Through case studies, participants will distinguish between the four treatments under Secretary of the Interior's Standards and understand how the treatments work within the framework of local design guidelines. Participants will also compare the application and the inherent flexibility of the Secretary of the Interior's Guidelines for Rehabilitation.

Learning Objectives

**If you don't see what you need here. Call us! We are constantly updating our offerings and can customize sessions.*



Participants will:

1. Have a working knowledge of the evolution of design guidelines in preservation theory.
2. Understand the four treatments under Secretary of the Interior's Standards and how they can influence design guidelines.
3. Apply the inherent flexibility of the Rehabilitation Standards and understand where there is discretion.
4. Discover where to locate additional design guideline resources.

2. PROCEDURES & PROCESSES

2.1 Legal Basics

The strongest defense commissions have against accusations of arbitrary and capricious decisions is to consistently follow established review procedures. Customized for each state, this workshop covers the legal basis for commission operation. Workshop leaders will provide an overview of procedural due process, takings, appeals, property rights, and economic hardship. Participants will examine common preservation legal issues and acquire tools to improve decision-making and build a defensible record.

Learning Objectives

Participants will:

1. Distinguish between how the law enables and how the law constrains.
2. Be familiar with common preservation legal issues.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.2 Legal Ethics

Accountable for their actions in the communities they serve, commissioners are routinely faced with ethical dilemmas. Workshop leaders will address commissioner responsibilities to the community and to the profession, as well as standards of professional conduct. The discussion will focus on widely accepted standards and practices for accurate, honest and forthright interactions with other commissioners, elected officials, staff, applicants, and the general public.

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Learning Objectives

Participants will:

1. Recognize a commissioner's role. Identify and discuss ethical issues encountered by commissions.
2. Identify and utilize widely accepted standards and practices for interactions with other commissioners, elected officials, staff, applicants, and the general public.
3. Acquire tools to improve decision-making.
4. Acquire tools to build a defensible record.

2.3 Meeting Procedures

How a local commission conducts its meetings is critical to maintaining its credibility and reputation. It is also critical to avoiding legal challenges. In this session, participants will learn to work within the legal framework of state law and local statutes and how to establish clear rules of procedure to ensure a defensible decision-making process. Beyond legal considerations, participants will learn how professionalism, courtesy and consistency build support for the commission and its work.

Learning Objectives

Participants will:

1. Operate a meeting consistent with state and local statutes, ordinances and regulations which govern meeting procedures in their community.
2. Conduct meetings with professionalism, consistency and courtesy to all persons involved to maintain the reputation and credibility of their community's preservation program.
3. Adopt, adhere to and amend as needed rules of procedure to accomplish a clear and defensible decision-making process.
4. Recognize the need for regular reevaluation of their commission's meeting procedures.

3. ESSENTIAL STRATEGIES

3.1 Preservation Planning for Local Commissions

A preservation commission is most effective when its work is a part of the larger local planning process. Good planning can also strengthen



grant applications and bring in money to the community. Using successful plans from around the country, this workshop covers the essential elements of preservation planning and how to integrate preservation as part of a broader planning effort -- not just an addition to it. The workshop will involve an overview of Certified Local Government benefits and responsibilities for preservation planning. Working with various types of plans and data requirements, participants will learn innovative techniques to involve the community and stakeholders; explore successful implementation techniques to assign responsibilities and to track performance measures.

Learning Objectives

Participants will:

1. Clarify programmatic agreement requirements for Certified Local Governments and relationship to National Park Service mandates.
2. Discern which types of plans are appropriate to address desired goals and outcomes, as well as common pitfalls to avoid.
3. Define data requirements for planning efforts and identify opportunities for data sharing.
4. Discover innovative techniques to involve the community and stakeholders.
5. Explore successful implementation techniques to assign responsibilities and track performance.

3.2 Identifying and Designating Historic Resources

Every preservation commission faces issues of determining what resources can and should be protected through local designation. This session deals with all aspects of identifying and designating resources. Topics include conducting historic resource surveys and using the information collected to determine eligibility for designation, drawing and defending district boundaries, and the legal aspects of the designation process.

Learning Objectives

Participants will:

1. Understand why documenting historic resources is the critical foundation for a successful local historic preservation program.
2. Understand how to conduct a historic resources survey and use the information to determine what resources should be protected through local designation.
3. Understand the process for designating a local historic district, including drawing defensible boundaries, assigning a preservation "value" to individual buildings within the district, and making the case for designation to various constituencies.
4. Understand that the designation process must follow the legal requirements set forth in the local ordinance.

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3.3 Preservation Incentives & Benefits

The days of grants are essentially gone, so how can commissions assist owners of historic properties? Tax incentives continue to be a major incentive for rehabilitation in many communities. Learn the basics of the Federal Rehabilitation Tax Credit program, including what projects qualify and what requirements apply. Participants will also learn about other programs and how to develop and establish local incentives for historic properties.

Learning Objectives

Participants will:

1. Discuss the importance of setting clear goals when developing local incentives.
2. Identify historic tax credits, easement, and abatement incentives offered by the state that could support historic preservation projects.
3. Explore innovative local programs in other communities, including zoning and process-incentives.
4. Learn about opportunities for local funding or incentive programs and how to advocate for them.

3.4 Building Public Support

Historic preservation commissions tend to get bogged down in the day-to-day administration of its local ordinance and forget that one of its major responsibilities is to be effective spokesmen for historic preservation in its community. This session helps participants communicate effectively with a wide range of audiences, build support for designations, defend sometimes unpopular decisions and deal with reluctant elected officials. Workshop leaders will also offer creative suggestions for promoting historic preservation in the community.

Learning Objectives

Participants will:

1. Communicate effectively with various audiences, such as elected officials, property owners, tenants, business interests, etc.
2. Speak knowledgeably about their own preservation program, including the application review process, ordinance review standards, and benefits and responsibilities of designation.
3. Identify and capitalize on opportunities to promote historic preservation in their community.

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3.5 Mid Century Resources for Local Commissions

Across the country, construction from the 1950's and 1960's is now eligible for designation, yet many communities struggle with how to understand and manage these resources. However, recent resources may be the key to engaging new audiences and revitalizing preservation efforts as well as building better local government and planning. Receive an introduction to the architecture & design of the Era and gain the tools to engage new audiences.

Learning Objectives

Participants will:

1. Receive a general overview of why the Mid-Century Architecture and social history is significant from urban centers to small towns.
2. Understand and articulate effective cases for saving these resources.
3. Learn how to craft local government preservation projects focused on the Mid-Century era and how to incorporate them into your preservation planning.
4. Learn how to utilize these resources to engage underrepresented and diverse audiences.

HANDS-ON WORKSHOPS

W.2 Design Review Exercise

Working in small groups, participants will practice design review with a simplified application and set of design guidelines. Participants will determine what questions they would want to ask of the applicant and explore a potential motion. Appropriate for both seasoned professionals and new commissioners, this session provides opportunities to learn from each other in a lively and fun format.

Learning

Objectives

Participants

will:

1. Recognize the roles and objectives of the participants in the design review process: commissioner, property owner, staff, members of the public and design professional.
2. Articulate an appropriate design review response in conformance with established guidelines.
3. Recognize that a number of design solutions may be possible within the review standards.
4. Develop confidence in future decision-making and in building a defensible record.

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6 Topics | 3 Trainers

In-Person Training - \$7,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

Virtual Training - \$5,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

4 Topics | 2 Trainers

In-Person Training - \$5,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual

- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

Virtual Training - \$4,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

2 Topics | 1 Trainer

In-Person Training - \$3,000

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

Virtual Training - \$1,500

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

1 Topics | 1 Trainer

In-Person Training - \$1,500

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- Trainer travel and honorarium
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

Virtual Training - \$750

Also includes:

- Pre-CAMP Planning Meeting with Trainers
- 60-day access to CAMP recording
- CAMP Training Manual
- 1-year NAPC Membership for Host and all first-time CAMPers
- AIA | AICP continuing education credits
- Certificates of completion
- Covers up to 30 attendees
 - \$25 per additional attendee

CAMP “Add-on”

- **Post-CAMP Meeting - \$2,000 (for both virtual and in-person CAMPs)**
 - Includes:
 - 1-hour focus meeting with CAMP Trainers
 - Collaborative follow-up report from CAMP Trainers