

**NATIONAL PARK SERVICE SURVEY AND PLANNING FUNDS  
2012-2013 FISCAL YEAR  
GRANT APPLICATION INSTRUCTIONS**

**DEADLINE FOR SUBMITTAL: POSTMARKED NO LATER THAN March 9, 2012**

**PLEASE READ THIS IN ITS ENTIRETY PRIOR TO COMPLETING A GRANT APPLICATION.**

**INTRODUCTION**

Each year the Division of Historic Preservation distributes an allocation of federal funds for Survey and Planning projects. These funds are from the National Park Service, U. S. Department of the Interior. Typical recipients include historical organizations, parish governments, economic development districts, planning commissions, museum houses, state agencies, municipal governments, educational institutions and historic district commissions. Typical projects include public education proposals, survey projects in which every building over 50 years old in a given geographical region is recorded and mapped, publications, projects to develop nominations to the National Register of Historic Places, and Historic American Buildings Survey projects in which architecture students develop measured drawings of important and/or endangered buildings. All proposed projects must relate to the Goals and Objectives outlined in the recently approved Louisiana Comprehensive Plan entitled, *Our Places, Our Heritage: A Plan for Historic Preservation and Archaeological Conservation in Louisiana*). **These funds must be matched by non-federal monies on at least a 50/50 basis, though grantees may elect to overmatch. In addition, funds are distributed on a reimbursable basis, i.e., the recipient makes an expenditure and is subsequently reimbursed, once the necessary billing documentation is received.** Grant application packets must be postmarked no later than **March 9, 2012 or hand delivered to our office by 4:00 pm on that date.** Grant awards will be announced in June and grant projects may begin as early July 2012.

All applications **must** be complete when submitted to the Division of Historic Preservation. Upon receipt, the applications will be reviewed and ranked by a ranking panel. The ranking panel's recommendations are then submitted to the State Historic Preservation Officer. The State Historic Preservation Officer in turn makes substantive recommendations regarding the funding of the proposed projects. If additional information or clarification is needed, over and above what is requested in this packet, the grantee will be notified.

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, the United States Department of the Interior **prohibits discrimination** on the basis of race, color, national origin, sex, religion, handicap, disability, age or sexual orientation in federally assisted programs such as this. 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, U. S. Department of the Interior, Washington, D.C. 20240.

**STANDARDS AND GUIDELINES**

Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards for Archaeology and Historic Preservation*, and shall be conducted under the professional supervision of the Division of Historic Preservation. **If a consultant must be hired to perform work in a subgrant, the grantee applying for the funds will have to solicit written estimates from five qualified candidates or advertise for bids in a daily newspaper of general circulation. A copy of the newspaper advertisement, solicitations and any estimates received will have to be submitted to this office.** If the organization selects a candidate that was not the lowest bidder, a letter of justification will have to be submitted and approved.

Grantees will be required to sign an Equal Opportunity Statement.

## **GRANT PROPOSALS**

All proposals submitted for grant projects should contain the following:

- 1) The completed FY 2012-2013 Historic Preservation Grant Application Form
- 2) A concise scope of work (see instructions in grant application)
- 3) An accurate budget (you **must** use the budget form in the application packet)
- 4) An **up-to-date** resume of the Principal Investigator (project coordinator) and any other personnel who will be performing any large amount of work on the proposed project

If a university is applying for a grant, the following additional information may be needed (if applicable):

- 1) A copy of the federally and state (if both used to derive an indirect cost rate figure) approved indirect cost rate that will be in force for the duration of the project, along with the fringe benefits rate;
- 2) If a professor's time (Principal Investigator) is being used as part of the match for the project, we will need a statement of the percentage of his time to be devoted to the project. This must be signed by the appropriate university official, **not by the Principal Investigator.**

If a municipality or a private organization is applying for a grant, the following information may be needed (if applicable):

- 1) If the cost of rented office space will be part of the grant, we will need a floor plan depicting the Principal Investigator's office, along with the rate per square foot (common area is not an allowable cost).
- 2) If overhead is charged, submit a copy of the overhead rate.

We realize that many questions often arise concerning the various components of the proposal; therefore, we are happy to offer assistance in this regard.

The **Scope of Work** is a concise narrative description of the nature, extent and expected product of the proposed project.

The Principal Investigator must meet applicable federal professional standards set forth in 36 CFR 61. For example, an Architectural Historian must possess a baccalaureate degree in the field plus two years of professional experience with a historic preservation agency. (These standards are not applicable to some types of projects. Please contact the Division of Historic Preservation if you have any questions.)

The **budget** is normally divided into categories: salary and fringe benefits of the principal investigator, travel (mileage, meals and lodging), supplies (photo processing, maps, books, general office supplies, documents, etc.), copying and drafting costs, telephone and postage expenses. Other allowable expenses can include accountant fees and clerical assistance as they directly pertain to the project. If an audit is performed in accordance with OMB Circular A-133 pursuant to the Single Audit Act, a portion of the audit fee can be charged as a grant expense. For travel expenses, refer to the attached Louisiana State Pocket Guide to Travel Regulations.

For further travel, explanation view PPM No. 49 - General Travel Regulations at <http://www.doa.louisiana.gov/osp/travel/travelpolicy/2011-12travelguide.pdf>.

## **RANKING PROCEDURE**

All proposals will be reviewed and evaluated on the basis of the following:

Each project will be awarded points relative to the context area as highlighted in the Louisiana Comprehensive Plan, such as but not limited to:

- Louisiana's Colonial Development (1699-1812)
- The Antebellum Plantation World (1812-1860)
- Upland South, Acadian, and Other Cultural Influences (Late 18<sup>th</sup> and 19<sup>th</sup> Centuries)
- New Orleans as a Commercial and Cultural Center (1718-1860s)
- Forts, Battlefields, and Historic Cemeteries (Colonial Era Through the 19<sup>th</sup> Century)
- African American Life After the Civil War (1865-Present)
- Early 20<sup>th</sup> Century Louisiana (1900-1945)
- Louisiana After 1945

Each project will be awarded points relative to its contribution to the Louisiana State Historic Preservation Office's resource inventory and the Louisiana Comprehensive Plan.

Formal historic resource surveys will be awarded points relative to the Louisiana State Historic Preservation Office's survey priority areas and parishes and the Louisiana Comprehensive Plan.

Level 1 HABS documentation (Measured Drawings) will be awarded points relative to the Louisiana State Historic Preservation Office's priority HABS documentation projects and the Louisiana Comprehensive Plan.

Formal historic structure reports will be awarded points relative to the Louisiana State Historic Preservation Office's priority preservation projects and Louisiana Comprehensive Plan.

Each project will be awarded points relative to its ability to educate and effectively promote widespread awareness of the value of Louisiana's historic resources as outlined in the Louisiana Comprehensive Plan.

Each project will be awarded points relative to its ability to protect, preserve and/or record properties endangered by abandonment, neglect, or development as outlined in the Louisiana Comprehensive Plan.

Each project will be awarded points relative to the likelihood that the project, as proposed, can be properly executed for the amount requested.

Each project will be awarded points to reflect the clarity and completeness of the application.

Poor performance by grantees who received grant awards in the past may also affect rankings.

## **ELIGIBLE ACTIVITIES**

- 1) A comprehensive architectural inventory of every 50+ year old building in a particular parish, town, etc.
- 2) A comprehensive architectural survey of an historic district in a city to enable the area to be listed in the National Register of Historic Places
- 3) A special architectural or historical theme study in which all historic properties of a particular type are nominated to the National Register of Historic Places
- 4) Historic American Buildings Survey (HABS) measured architectural drawings of important historic properties such as Creole plantation houses, plantation agriculture, the historic lumber industry, and properties associated with important events in Louisiana history.
- 5) Special historic preservation publications ranging from design review guidelines to public educational material
- 6) A comprehensive historic structures report for the rehabilitation and preservation of a significant National Register of Historic Places property as outlined in the Louisiana Comprehensive Plan

If you have any questions concerning the viability of a survey and planning proposal, please contact:

**Mike Varnado, Programmatic Grants Coordinator**  
**Division of Historic Preservation**  
**P. O. Box 44247, Baton Rouge, LA 70804**  
**Phone (225) 219-4596**

## **APPLICATION PROCESS**

- 1) Complete Application Packet, plus required attachments, must be hand delivered to the Division of Historic Preservation by **4:00 pm on March 9, 2012** or postmarked no later than **March 9, 2012**.
- 2) Applications selected for funding will be announced in June 2012 provided the federal award has been made by that date.
- 3) Selected projects will be scheduled to begin July 1, 2012.
- 4) Projects must be completed by June 30, 2013.

## **GRANT REQUIREMENTS**

This is just a general overview of grantee requirements. More specific requirements will be discussed at length once applicants are selected.

The Principal Investigator will be responsible for overseeing the project, ensuring that the material prepared is accurate and in compliance with the Secretary of Interior's *Standards for Archaeology and Historic Preservation*. He will also be required to keep this office informed of his activities. This will be done by way of a written quarterly report. This report will be approximately one to two pages in length. It will describe the work that has been accomplished during the period specified in the grant agreement. These reports are normally due in our office no later than 30 days after the end of each quarter. ***(Due to the Division of Historic Preservation's end-of-year closeout procedures, the final report is due no later than 10 days after the final period.)*** The approved scope of work that will be attached to the grant agreement will contain a schedule for submission of these reports.

If a Principal Investigator determines that he will be unable to fulfill the terms of the approved scope of work or that he will be unable to complete the project by the required date, he will need to immediately notify the Division of Historic Preservation staff person in charge of that project. We will work with the Principal Investigator as much as possible to ensure that the project is completed in a correct and timely manner.

Any changes in the scope of work must be granted by the Division of Historic Preservation prior to implementation. After we have discussed the matter with the Principal Investigator and decided that a change in scope is warranted, he will have to submit a formal written request to amend the scope. Once this is done, our office will amend the appropriate sections of the grant agreement, and if necessary we will obtain federal approval from the National Park Service.

If the grantee needs to make any major changes in the approved budget, our office will need a written request to make those changes. In some instances, a revision to the grant agreement will have to be made.

If, for any reason, the Principal Investigator assigned to the project is no longer able to fulfill his obligations, this office must to be notified in writing immediately. It will be determined at that time whether or not the project will be terminated or if the project will be continued under the guidance of a new Principal Investigator.

If, for any reason, the matching funds needed for this project are withdrawn or reduced, this office must be notified in writing immediately. It will be determined at that time whether or not the project will be terminated or if some lesser amount of work can be accomplished with the money available. Any other requirements will be discussed at the time of award.

Please make sure that the application packet is complete. Incomplete applications will not be considered. All applications must be postmarked no later than **March 9, 2012**. Seven working days will be allowed for delivery. Applications not received within seven working days, regardless of postmark, will not be accepted. Hand delivered applications must be submitted to the Division of Historic Preservation (Room 406, Capitol Annex, 1051 North 3<sup>rd</sup> St., Baton Rouge, LA) by **4:00 pm on March 9, 2012**. **PLEASE REFER TO THE PROPOSAL CHECKLIST ON PAGE 4 OF THE APPLICATION FORM TO ENSURE THAT ALL NECESSARY ITEMS ARE INCLUDED IN YOUR APPLICATION.**

**DIVISION OF HISTORIC PRESERVATION  
HISTORIC PRESERVATION GRANT APPLICATION**

**2012-2013 FISCAL YEAR  
SURVEY AND PLANNING FUNDS**

Mail completed application to:  
**Division of Historic Preservation  
Historic Preservation Fund Grants  
PO Box 44247  
Baton Rouge, LA 70804**

\*Postmarked no later than March 9, 2012

**IF ANY CONTRACTED OR CONSULTING WORK IS PERFORMED UNDER THIS GRANT AGREEMENT, THE PROPER BIDDING PROCEDURES (I.E., NEWSPAPER ADVERTISEMENT OR OBTAINING FIVE BIDS) MUST BE FOLLOWED.**

<b>APPLICANT INFORMATION</b>	1 Organization Name		
	2 Address		
	City		State
	Zip code		
	3 Federal Employer I.D. or Vendor #		
	4 Is Organization Tax Exempt? <input type="checkbox"/> YES If YES, attach a copy of LETTER FROM IRS. <input type="checkbox"/> NO		
	Contact person:		
	Title:	Telephone: (       )	
	5 Email:	Fax: (       )	
	6 Principal Investigator for Project:		
	7 Project Title:		
	<b>PROJECT INFORMATION</b>	8  <b>Project Type (circle one):</b>	Architectural Survey
HABS			
National Register Nomination			
Publication			
Other (specify) _____			
9	Number of Acres to be Surveyed:	Number of Resources to be Surveyed:	
<b>NON-FEDERAL MATCH INFORMATION</b>	<b>**NOTE: VERIFICATION OF NON-FEDERAL MATCH MUST ACCOMPANY APPLICATION</b>		
	10 More than one Donor and/or Source Of Match? <input type="checkbox"/> YES If YES, attach separate list with information requested below for each. Continue with line 17. <input type="checkbox"/> NO If NO, continue.		
	11 Donor:		
	12 Source:		
	13	Date Match Available:	Amount of Match:
	Kind of Match:	Cash:	Operating Funds:
			Other (specify):

<b>SCOPE OF WORK</b>	<p>14 <b>The proposed Scope of Work must be attached (typed and double-spaced) and describe in detail all of the following:</b></p> <p>A. The need for this project.</p> <p>B. How and by whom the work will be accomplished.</p> <p>C. Does it meet the needs of the Division of Historic Preservation's goals and priorities for the coming year? If so, how? If not, why do you feel that this is a worthy project?</p> <p>D. The product(s) that will be produced.</p>
<b>AUDIT INFORMATION</b>	<p><b>THE FOLLOWING INFORMATION MAY HAVE TO BE OBTAINED FROM THE CPA FIRM THAT PERFORMS YOUR ORGANIZATION'S AUDIT, OR YOUR GRANTS AND CONTRACTS OFFICE.</b></p> <p>15 Fiscal Year of Applicant: _____ Beginning Date: _____ Ending Date: _____</p> <p>16 Does your organization have an annual comprehensive audit performed?  <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>17 If your organization has an annual comprehensive audit performed, the audit is performed in accordance with the following OMB circulars:</p> <p>ADMINISTRATIVE REQUIREMENTS:  _____ OMB Circular A-102  _____ OMB Circular A-110</p> <p>COST PRINCIPLES:  _____ OMB Circular A-21  _____ OMB Circular A-87  _____ OMB Circular A-122</p> <p>AUDIT REQUIREMENTS:  _____ OMB Circular A-133  _____ Other (specify) _____</p> <p>18 Date that your organization's comprehensive audit is usually issued: _____</p>
<b>BUDGET INFORMATION</b> (Principally for Universities and Economic Development Districts)	<p>19 If an annual audit is performed in accordance with OMB Circular A-133 pursuant to the Single Audit Act, a percentage of the cost of the audit may be charged to this project.</p> <p>20 If <b>office rent</b> is charged to the project, the following is required as a part of your proposal packet:</p> <p><b>A. A floor plan of the building, marking the office spaces of the principal investigator, as well as the square footage of the office. Common areas are not allowable.</b></p> <p><b>B. Cost per square foot.</b></p> <p>21 THE FOLLOWING INFORMATION NEEDS TO BE SUBMITTED WITH THE APPLICATION ONLY IF IT APPLIES TO YOUR BUDGET:</p> <p>A. A statement of percentage of time for the professor designated for the project. This document must be approved by the necessary university officials, <u>prior</u> to submittal.</p> <p>B. A copy of the current federal or state approved indirect cost rate, which will cover the grant period. The method in which the rate has been figured must be included in the budget.</p> <p>C. The fringe benefits rate must be included and a breakdown of how the amount was figured must be included.</p> <p>D. A breakdown of salaries of wage personnel, student workers, graduate students, etc. must be included. Please indicate how salary figures were derived (i.e., 40 hours @ \$7.50 per hour, or 9 months @ \$36,000 annually.)</p> <p>22 <b>COMPLETE THE BUDGET FORM INCLUDED IN THIS APPLICATION. THIS FORM <u>MUST</u> BE USED.</b></p>

**HISTORIC PRESERVATION GRANT APPLICATION**  
**2012-2013 FISCAL YEAR**  
**SURVEY AND PLANNING FUNDS**

**PROPOSED BUDGET**

LINE ITEMS	GRANT FUNDS (FEDERAL SHARE)	CASH MATCH (RECIPIENT SHARE)		TOTAL
		a) CASH	b) IN-KIND	
<b>PERSONNEL</b> (break down salaries)				
Principal Investigator _____% of time @ _____(annual/monthly salary)				
Fringe Benefits _____% (include fringe benefit rate)				
Other Personnel (i.e., student worker, clerical) ____ hours @ \$_____ per/hour or _____% of time @ _____(annual/monthly salary)				
<b>OFFICE EXPENSES</b>				
Office Rental (if applicable; must include floor plan)				
Utilities (if applicable)				
Telephone				
<b>TRAVEL</b>				
Mileage (____ miles @ \$.51 per/mile)				
Lodging (____ nights @ \$____/night)				
Meals (____ days @ \$____/day)				
<b>GENERAL EXPENSES</b>				
Photo Developing				
Supplies				
Printing & Copying				
Audit Fee (if in accordance with A-133)				
Indirect Cost - University (_____% - include federal or state approved rate and explain how figure was derived)				
<b>OTHER EXPENSES</b>				
<b>TOTALS</b>	\$	\$	\$	\$

*Travel will be reimbursed according to the revised PPM-49 State Travel Regulations.*

To view PPM No. 49 –General Travel Regulation, go to [www.doa.Louisiana.gov/osp/travel](http://www.doa.Louisiana.gov/osp/travel)

**HISTORIC PRESERVATION GRANT APPLICATION**  
**2012-2013 FISCAL YEAR**  
**SURVEY AND PLANNING FUNDS**

**PROPOSAL CHECKLIST**

ONCE YOU HAVE READ THROUGH THIS APPLICATION PACKET IN ITS ENTIRETY AND PREPARED THE NECESSARY MATERIAL, COMPLETE THE CHECKLIST BELOW. THE APPLICATION PACKET **MUST BE COMPLETE WHEN SUBMITTED.** *INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.* ONCE YOU HAVE CHECKED TO MAKE SURE ALL OF THE NECESSARY INFORMATION IS ATTACHED TO THIS APPLICATION PACKET, PLEASE SIGN AND RETURN TO THIS OFFICE. **THIS APPLICATION MUST BE POSTMARKED NO LATER THAN MARCH 9, 2012 OR HAND DELIVERED TO THE DIVISION OF HISTORIC PRESERVATION NO LATER THAN 4:00 PM ON MARCH 9, 2012.**

**MAIL COMPLETED APPLICATION TO:**

Division of Historic Preservation  
 Historic Preservation Fund Grants  
 PO Box 44247  
 Baton Rouge, LA 70804

**HAND DELIVER APPLICATION TO:**

Division of Historic Preservation  
 Historic Preservation Fund Grants  
 1051 North Third Street, Rm. 405  
 Baton Rouge, LA 70804

1. TAX EXEMPT LETTER FROM I.R.S. (if applicable, line 4)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. <b>CURRENT</b> RESUME OF PRINCIPAL INVESTIGATOR (line 6)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. LIST OF DONORS (if applicable, line 10)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. PROPOSAL ATTACHED (SCOPE OF WORK, line 14a-d.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. FLOOR PLAN & COST (if applicable, line 20)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. STATEMENT OF PERCENTAGE OF PROFESSOR'S TIME (if applicable, line 21a)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7. <b>CURRENT</b> FEDERALLY APPROVED INDIRECT COST RATE (if applicable, line 21b)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. <b>CURRENT</b> STATE APPROVED INDIRECT COST RATE (if applicable, line 21b)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. EXPLANATION OF INDIRECT COST RATE (if applicable, line 21b)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. FRINGE BENEFITS RATE (if applicable, line 21c)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. EXPLANATION OF SALARY FIGURES (line 21d)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. PROPOSED BUDGET FORM (line 22)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

\_\_\_\_\_  
 SIGNATURE OF APPOINTING AUTHORITY      DATE

\_\_\_\_\_  
 SIGNATURE OF PRINCIPAL INVESTIGATOR      DATE

\_\_\_\_\_  
 NAME & TITLE (type or print)

\_\_\_\_\_  
 NAME & TITLE (type or print)