



LOUISIANA STATE HISTORIC PRESERVATION OFFICE

2018-2019 Historic Preservation Fund Grants Application Information

IMPORTANT DEADLINES

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| Grant Applications Due at LASHPO | May 30, 2018 |
| Grant Selection | June 2018 |
| Notice of Award..... | June 20, 2018 |
| Grant Period | July 1, 2018 – June 30, 2019 |

LASHPO must receive applications by 5:00 p.m. May 30, 2018.

This program receives Historic Preservation Funds. The U. S. Department of Interior prohibits discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age or sex per Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended and the Age Discrimination Act of 1975. If you believe that you have been discriminated against in any program, activity or facility or if you desire further information regarding Title VI, please write to: The Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

LOUISIANA STATE HISTORIC PRESERVATION OFFICE

MISSION

The Louisiana State Historic Preservation Office (LASHPO), a component of the Office of Cultural Development, is composed of the Division of Archaeology and the Division of Historic Preservation. The Office of Cultural Development serves the citizens of Louisiana by preserving, supporting, developing, and promoting Louisiana culture, including archaeology, arts, French language, and historic places.

HISTORIC PRESERVATION FUND GRANT PROGRAM

Each year the State Historic Preservation Office distributes an allocation of federal funds for projects through a competitive grants process. These funds are from the National Park Service, U.S. Department of the Interior.

Previously funded projects include the development of preservation plans; surveys of historic districts; the preparation of National Register Nominations; Historic American Building Survey (HABS) documentation; and educational activities to promote historic preservation. These grants are available to historical organizations, parish governments, economic development districts, planning commissions, museum houses, state agencies, municipal governments, educational institutions, historic district commissions, and Certified Local Governments (CLG).

Examples of CLG grant projects include, but are not limited to: developing design guidelines for historic districts; municipal Historic Resource Inventory Surveys; feasibility studies on a single historic building or groups of historic buildings; conditions assessments and historic structures reports; public information projects relative to historic preservation; education projects relative to historic preservation; and historic preservation training programs for officials and local citizens.

In the Division of Archaeology, for 2018 – 2019, federal Historic Preservation Fund grant monies will be directed to the Poverty Point Station Archaeology Program. The station archaeologist identifies, defines and designs projects to address priorities that focus on surveying, testing, planning, site protection and public information for the Poverty Point World Heritage Site.

PRIORITIES

Annually, LASHPO selects priority funding areas for preservation-related projects in Louisiana. In 2018, LASHPO will give special consideration to **Historic Standing Structures Survey** of properties fifty years and older within those Louisiana parishes where no parish-wide survey or only a partial parish-wide survey has been completed. See appendix C for List of Priority Parishes

However, other preservation oriented projects are eligible under the following categories:

PROGRAM AREAS

Identifying and Protecting Historic Properties

- identifying and evaluating important historic buildings, structures and sites
- cultural resource documentation
- preservation planning
- national register nominations

Expanding Education, Public Knowledge

- hosting workshops or seminars to inform local historic district commissioners and citizens about the innovative ways to increase historic preservation initiatives within their communities
- collaborating with university students to produce National Register of Historic Places nominations and Historic American Building Surveys (HABS).
- providing preservation information to the public via magazines, newspapers, television, exhibits, talks, workshops, seminars, internet, etc.

PROPOSAL SUBMISSION

All applications must be submitted through the Louisiana Office of Cultural Development, My Government Online system, by Wednesday, May 30, 2018.

GENERAL INFORMATION

Applicants are responsible for obtaining landowner consent and all necessary permits, if a grant is awarded.

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.

Grant funds must be matched by non-federal monies on at least a 50/50 basis, though grantees may elect to overmatch.

Funds are distributed on a reimbursable basis, i.e., the recipient makes an expenditure and is subsequently reimbursed for the grant portion of the expenditure, once the necessary billing documentation is received.

Not allowable expenses for archaeology projects are: indirect costs, purely archival research, archaeological salvage, archaeological mitigation, entertainment, fines, lobbying, and curation after the end of the project during which artifacts were recovered.

An individual or entity may submit no more than two applications.

Activities funded under this program must be performed in compliance with 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 (see following link: http://www.nps.gov/history/local-law/arch_stnds_0.htm)

GRANT AWARDS

Funding is contingent upon LASHPO's annual appropriation from the National Park Service Historic Preservation Fund and State General Fund appropriation. The number and size of grants will depend on the funding available and on the proposals received. Further, finalization of grants depends on negotiation of a jointly acceptable grant agreement.

PROPOSAL REVIEW PROCESS

Proposals will be accepted only if they are complete and meet the requirements listed in this document. LASHPO reserves the right to reject any or all proposals.

The LASHPO Grant Review Panel will review all proposals, and will evaluate projects based on the criteria outlined below. Award considerations will be made without regard to race, color, national origin, age, sex, sexual orientation or disability. The panel's recommendations then will be submitted to the State Historic Preservation Officer for approval.

EVALUATION CRITERIA

During the selection process, at least three third-party evaluators will read each proposal.

A 100-point evaluation system, as described below, will be used in the review of each project.

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| Impact – 20 Points |
| Project will have an impact on the public and will advance Preservation efforts or awareness either on a local level or statewide. |
| Preservation Priority - 20 Points |
| Project aligns with 2018 grant priority of Parish-wide Standing Structure survey. |
| Budget - 20 Points |
| Budget is detailed and realistic for the project proposed. The applicant provides an appropriate match and expenses are reasonable. |
| Project Planning - 20 Points |
| Project is well planned, with a detailed scope of work provided. The timeline of the project is realistic and the deliverables proposed are reasonable. |
| Deliverables - 10 Points |
| Deliverable proposed will be available to the public, or help the public by advancing Preservation goals in a real way. |
| Experience - 10 Points |
| Personnel are qualified for the project and meet the Secretary of the Interior's Professional Qualification Standards. Applicant has prior experience and success with a project of this nature. |

GRANT APPLICATION INSTRUCTIONS

Applicants must submit an application through the Louisiana [Office of Cultural Development website](#).

Please note that **all required supporting information** must follow the format outlined in the application system.

Complete proposals include the following:

- Online application
- Grant Application Budget Form
- Architectural plans and specifications, along with any cost estimates for the project, if they have been prepared
- Resumes of key personnel

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

Organization Information

In the Organization Information section, give a brief overview of the project.

- Project Name:** List the name of the project.
- Applicant:** Include the name of the applicant (individual; organization; or local, non-federal, government agency) applying for the grant. Also, include address and contact information.
- Program Area:** Indicate which program area the proposed project represents.
- Project City/Parish/DUNS/Congressional District:**
Includes the city/parish location of the project. Also provide the Data Universal Numbering System (DUNS) number and congressional district of the project. To determine the congressional district, go to:
<http://www.legis.la.gov/legis/FindMyLegislators.aspx>
- Total Cost of Project:** Show total cost of project, including both grant share and matching share. Grant funds must be matched on a 50/50 basis, though applicants may elect to overmatch.
 - Requested Grant Amount:** Indicate amount being requested from the LASHPO office.
 - Match Amount:** Indicate amount applicant will contribute (cash or in-kind) toward the total cost of the project.

NARRATIVE

In the Grant Application Narrative, give a detailed description of the intent of the project. Describe the methodology and expected results/deliverables and note the work experience of the applicant. The narrative should include the following sections.

- Project Summary:** Summarize the project. Discuss the need for the project, the objectives, the anticipated results, and how the project relates to Louisiana's 2018 priorities. State clearly who will be the recipient of the grant, if project is selected to receive grant funds.

2. **Scope of Work:** Provide details about how the work will be accomplished and what outcomes are expected. Demonstrate that the scope and methodology of the work are appropriate and consistent with Secretary of the Interior's Standards for Archaeology and Historic Preservation (see http://www.nps.gov/history/local-law/arch_stnds_0.htm).

Discuss anticipated deliverables (see Appendix A: Grant Product Requirements for Selected Project Types). Note that the final list of deliverables for the grant will be determined after proposals are selected for funding.

Mention which outreach, public education, or media components will be incorporated into the project. At a minimum, plan to prepare an article about the project that is appropriate for publication in the LASHPO newsletter or similar media.

3. **Personnel:** List the names of all personnel, including consultants, who will contribute to the project. Note the role of each and the percentage of time each will provide to the project. Upload resumes for key personnel, showing that they meet the Secretary of the Interior's professional standards (see Appendix B).
4. **Proposed Schedule of Work:** Include a schedule of planned work that lists key tasks, outcomes, and/or deliverables, and their completion dates. The schedule should be detailed enough to demonstrate adequate planning. All activities must take place between July 1, 2018 and June 30, 2019. Some project deliverables (e.g., narrative portion of reports) may require drafts to be submitted by June 1. Therefore, take this into consideration when preparing schedule.
5. **Performance Record:** Briefly provide information about similar projects conducted within the past five years. Describe the project, list the sponsoring organization, give the project dates, and tell whether the project was finished on time.

BUDGET FORM

Use the Budget Form to show all project costs, both those to be charged to grant funds and those to be paid by the applicant's cash or in-kind contributions (match).

All budget items must be allowable according to state and federal guidelines, necessary, fully documented, and incurred during the grant period.

Personnel

- **Salaries:** For key project personnel, list the name (if known), title, and pay rate. For other staff, list job title, number of hours, and pay rate. Compliance with Davis-Bacon is required.
- **Fringe Benefits:** List fringe benefits for personnel who are employees of institutions or organizations. Self-employed personnel are not eligible for fringe benefits. Specify the benefits

and the percentage of salary for each benefit.

- **Consultants/Subgrantees:** Consultants are hired by the applicant to provide specific services. In the budget, list the type of consultant (e.g., “architect”) and the pay rate. Maximum hourly rates charged to this grant may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10.

Office Expenses

- **Office Rental:** If the cost of rented office space will be part of the grant, provide a floor plan depicting the office along with documentation supporting the rate per square foot for the space (common areas are not an allowable office rental cost).
- **Utilities and Telephone:** Estimate cost, if applicable.

Travel

- **Mileage:** Estimate the total number of miles, multiplied by the State of Louisiana mileage rate (\$0.53/mile).
- **Lodging and Meals:** Calculate using the State of Louisiana rates established by the Division of Administration revised PPM-49 State Travel Regulations. To view PPM No. 49 – General Travel Regulations, go to <http://www.doa.la.gov/Pages/osp/Travel/travelPolicy.aspx>.

General Expenses

- **Supplies/Materials/Equipment:** Estimate supplies and materials to be used in project activities. Items exceeding a cost of \$500 each must be individually listed. LASHPO must receive National Park Service approval before equipment costing \$5,000 or more can be purchased with grant funds.
- **Photography:** Estimate cost.
- **Report Preparation:** Include typing, editing, and graphic production cost. Refer to Appendix A for estimating the cost of final grant products.
- **Printing/Copying:** Estimate cost relative to scope of project and deliverables cost.
- **Audit Fee:** Only include cost of audits performed in accordance with OMB’s final rule “Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.”
- **Indirect Cost:** Use indirect cost rate that will be in effect throughout the duration of the grant project. A copy of the federally/state approved rate must be included with the application.

Appendix A: Grant Product Requirements for Selected Project Types

Certain project types have specific, predetermined grant deliverables. These specific deliverables are outlined below and should be taken into consideration when developing the grant application budget. For project types not listed below, the proposed deliverables should be included in the application scope of work and the grant application budget.

National Register of Historic Places Nomination

One printed copy and four (4) compact disks each containing one electronic copy of the final, approved documents. A description of the required nomination documents may be found here: <http://www.crt.state.la.us/cultural-development/historic-preservation/national-register/index>

Survey

- One (1) approved, final Louisiana Historic Resources Inventory (LHRI) form for each resource
- Digital shapefile, .kmz, or spreadsheet containing structure number and latitude/longitude for each structure surveyed (1 copy on each disk)
- Jpeg copies of any additional photographs with image numbers linked on the spreadsheet provided

Historic American Building Survey

- One (1) compact disk containing PDF copies of the field notes, measured drawings, and Written Historical and Descriptive Data report and JPEG and TIFF copies of record photographs

The following should be retained for submission to Library of Congress or for the Peterson Prize Competition (Please refer to their specific requirements):

- One (1) complete set of bound field notes
- One (1) set of contact prints of record photographs
- One (1) copy of the Written Historical and Descriptive Data Report
- One (1) set of full size measured drawings on Mylar
- One (1) set of reduced 8 ½" x 11" photocopies of the measured drawings

Archaeological Reports, Historic Structures Reports, Historic Preservation Conservation Studies, Historic Architectural Studies, Miscellaneous Studies

- One (1) bound copy of the final, approved study/report
- One (1) compact disk containing a PDF copy of the final approved study/report and JPEG and TIFF digital images contained in the final, approved reports

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 four months of supervised field and analytic experience in general North American archaeology, 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 a 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: Parish Survey Priorities

2018-2019 Parish Priorities:

| Parish | Progress | #Surveyed | Year Surveyed | Focus Areas |
|------------------|------------|-----------|---------------|---------------------------------|
| East Baton Rouge | Urban Only | 2371 | 1985, 2017 | North Baton Rouge/Scotlandville |
| Iberia | Partial | 1007 | 1979 | New Iberia |
| Plaquemines | No Survey | 119 | N/A | Parish-Wide |
| West Baton Rouge | Partial | 322 | 1989 | Port Allen |