

INSTRUCTIONS FOR COMPLETING SURVEY AND PLANNING GRANT APPLICATION

ATTACHMENT A

SECTION VI

The description will contain three distinct sections:

1. For all types of projects, include a statement describing the reason you are initiating this project, its purpose, and how it fits into your long-range plans.
2. Describe the proposed project, providing all applicable information required below:

For HISTORICAL/ARCHITECTURAL SURVEY PROJECTS state:

- a) Estimated acreage to be surveyed
- b) Estimated number of properties to be inventoried.
- c) Include a map identifying the area to be surveyed.
- d) Why area was selected.

For ARCHAEOLOGICAL SURVEY sites;

- a) Estimated acreage to be surveyed.
- b) Estimated number of sites to be inventoried.
- c) Include a map identifying the area to be surveyed.
- d) Survey methodology to be used.
- e) Why area was selected.

For COMPREHENSIVE PLANNING PROJECTS state:

- a) Purpose and need for the written report documentation
- b) Area to be addressed by the documentation
- c) Factors that impact the historic resources within the project area.
- d) Number of copies to be completed and in what media.

For NATIONAL REGISTER PROJECTS state:

- a) Type of nomination to be prepared (individual, district, multiple property document).
- b) Number of nominations to be prepared.
- c) Approximate number of contributing properties to be contained in nomination(s).
- d) Map locating proposed nomination boundary.
- e) If previous survey work has been conducted in the project area and the results.
- f) If there is support or any opposition to the nomination from the property owners or public officials.

For HERITAGE EDUCATION PROJECTS state:

- a) Purpose of project and how it will be carried out.
- b) Quantify products wherever possible.
- c) If a project includes workshops or conferences, indicate if these are to be free of charge or, if there is a fee; indicate the estimated amount of program income that will be produced and the method of handling this income. Also estimate number of persons attending any sessions.

- d) If a project includes curricula supplements, indicate: grade level to benefit, estimated number of students, how and when the results of the project will be incorporated into the school curriculum.
- e) If a project includes publications, include: number of publications produced; how and who it will be made available to; and if it will be distributed free of charge, or if there is a fee, the estimated amount of program income and the method of handling this income.
- f) Information on previous preservation activity in project area, if not state-wide.

For PREDEVELOPMENT PROJECTS state:

- a) Type of planning documents, report, or guideline to be produced.
- b) Who will use the final document?
- c) The reason for producing the document.
- d) The method for distributing the document.
- e) If the project is site specific, include a photograph.

3. For all projects, explain how the results of the project will be used and by whom.

SECTION X

Any consultant hired for a grant project must be selected through competitive procurement AFTER the grant award. This process will include evaluation of previous work. Previous work must meet professional standards and accepted by SHPO. Members of your Historic Landmark Commission may not be considered as paid consultants on the project. The following are the Professional Qualifications found in 36 CFR 61:

ARCHITECTURAL HISTORIAN – The minimal professional qualifications for the architectural historian 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:

- (1) 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
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

HISTORIAN – The minimal professional qualification for the historian 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:

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

HISTORIC ARCHITECT – The minimal qualifications for the historic architect are a professional degree in architecture or State license to practice architecture, plus one of the following:

- (1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- (2) At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed organizations of historic structures, preparation of historic structures and reports, and the preparation of plans and specifications for preservation.

ARCHAEOLOGIST – The minimal professional qualifications for the archaeologists are a graduate degree in archaeology, anthropology, or closely related field plus:

- (1) At least one year of full-time professional experience or equivalent specialized training in archaeological research administration or management.
- (2) At least four months of supervised field and analytic experience in general North American archaeology; and
- (3) Demonstrated ability to carry research to completion.

In addition, to these minimal 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 the archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year full-time professional experience at a supervisory level in the study of the archaeological resources of the historic period. Documentation of consultant qualifications must be sent to the State Historic Preservation Office for review and approval prior to selection.

SECTION XI

An appropriate budget breakdown is comprised of cost categories, such as personnel, consultant, supplies, etc. Product categories (survey, nomination, etc.) should be avoided in the budget breakdown; these are likely to contain several discrete cost categories that will be difficult to monitor, report and/or document.

UNACCEPTABLE COST CATEGORIES – “Miscellaneous” and “Other” are unacceptable categories; they do not describe what is included and preclude a determination of allowable or unallowable costs.

SECTION XII

DONOR: Indicate “sponsor” in donor, or name(s) of other donor(s).

SOURCE: Indicate where the funds are coming from (i.e. “operating funds”, “private donation”, “appropriated funds”, “CDBG”, etc.) The source of the match should be carefully evaluated to ensure it is eligible match and nonfederal funds, with the exception of CDBG which can be used as match.

KIND - Indicate the type of match (i.e. “cash”, “donated materials”, “volunteer services”, etc.). If non-cash, indicate the proposed rate at which these are valued and describe how the rate was determined.

The total matching share from all sources must be equal to the amount entered in Section XI on the non-federal matching share of the application.

