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**New Mexico Historic Preservation Division**

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**NOTICE OF GRANT AVAILABILITY**

**2020 HISTORIC PRESERVATION GRANTS**

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**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 its Grants Program HPD supports a variety of preservation projects statewide.

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**Goals and Objectives**

As part of the 2020 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, 2017-2021*. See Appendix II in the *State of New Mexico, Grants Manual* hereinafter "Grants Manual" for a list of the goals and objectives. The Grants Manual may be found on the Grants section of the HPD website: <https://bit.ly/2sJaPv0>

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**Funding, Grant Awards, & Reimbursement**

The amount of grant funding available for the 2020 Historic Preservation Grants Program is \$50,000. Grant funds are awarded on a competitive basis.

This year's grant program focus is on the completion of an historic context. HPD will award a single grant in the amount of \$50,000.00. Note that, at the discretion of the State Historic Preservation Officer (SHPO), **NO MATCH** will be required for this round of grant funding.

Awardee will have one year from grant establishment to complete the grant project, up to March 15, 2021.

*Funding for the Historic Preservation Grants Program is contingent upon HPD's annual appropriation of funds from the Department of the Interior, National Park Service, Historic Preservation Fund.*

Eligible and ineligible expenses

If applicants have questions about eligible and ineligible grant expenses, please review information in the *New Mexico Grants Manual*, which may be found on the Grants section of the HPD website, or the *Historic Preservation Fund, Grants Manual* (See links below).

Grant Payments

All awards will be paid on a reimbursable basis only. Reimbursements will be spread out throughout the grant period. Note that requests for reimbursement may take up to four weeks for payment. HPD will then reimburse the grantee for eligible project costs.

Instructions for completing the applicable forms and the required documentation needed to support grant expenditures is explained in the *New Mexico Grants Manual*. All grant reporting forms are available on the Grants Program page on the HPD website (See below).

Only project activities that are eligible expenses and that were completed between the execution date of the Grant Agreement (when a State of New Mexico purchase order is established) and the end of the grant period, March 15, 2021, are reimbursable.

HPD may withhold up to 50% of the final reimbursement payment, pending receipt and approval of finished project deliverables. Final reimbursement requests must be submitted by March 15, 2021, or the end term noted in the Grant Agreement. Final reimbursements will be held by HPD until the grant products are determined to be satisfactory.

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## Grant Schedule

Grant Applications Due:	November 15, 2019
Grant Selection	Weeks of November 18 & 25
Notice of Award	Week of December 9
Contract Period:	from the establishment of a purchase order for one year
End of Grant:	no later than March 15, 2021

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## The 2020 Historic Preservation Grant Program – Eligible Project Types

This grant program is for the following project type:

- Historic Contexts

A Historic Context is the foundation for decisions about the identification, evaluation, registration and treatment of historic properties, and surveys. A well-developed historic context is critical to developing future preservation strategies. Historic context statements:

- provide the basis for evaluating significance and integrity;
- are an organizing structure for grouping information about historic properties that share a common theme, place, and time;
- are a specialized form of historical writing with specific goals and requirements; and
- are intended to provide an analytical framework for identifying and evaluating resources.

More information about how to develop context statements may be found in *The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, and in National Register Bulletins, especially *How to Complete the National Register Multiple Property Documentation Form*, and *Historic Residential Suburbs, Guidelines for Evaluating and Nominating Properties that have Achieved Significance Within the Past Fifty Years*.

Information included in historic contexts need to pass the 'so what' test. For example "So what information does this sentence, paragraph, or section provide to help explain how land use patterns developed or why the built environment looks the way it does today?"

The Historic Preservation Division is interested in historic context proposals in the following subject areas:

- Acequias
- African-American / Segregation in New Mexico
- Historical Archaeology

## Applicants

Applications for the Historic Preservation Grant Program are open to non-profit entities, non-governmental organizations, tribal organizations, preservation consultants, historians, anthropologists, or related disciplines, etc.

At least one member of the applicant team must meet the requirements set forth in the Secretary of the Interior's Professional Qualifications Standards. The SOIPQs may be found on the Grants section of the HPD website (See below). Each team member must complete the appropriate SOIPQs form for their discipline and include it with the grant application.

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## 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, 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 here:

Additional information about the HPD Grants Program is supported by these documents:

- New Mexico Grants Manual - <https://bit.ly/2HjqrPp>
  - Historic Preservation Fund, Grants Manual - <https://bit.ly/2kks19P>
  - Grants Program page, HPD Website - <https://bit.ly/2sJaPv0>
  - NPS – Historic Contexts - <https://bit.ly/2mkB8Id>
  - NPD White Paper on Historic Contexts - <https://bit.ly/2knv2WU>
  - NR Bulletin - <https://bit.ly/2meEXOV>
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## For More Information

For additional information, please contact the Grants Coordinator:

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Local Government (CLG) & Grants Coordinator  
New Mexico Historic Preservation Division  
407 Galisteo Street, Suite 236  
Santa Fe, NM 87501  
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## To Apply

1. Does the project meet the goals & objectives? Confirm that the project meets the State's Historic Preservation Plan Goals & Objectives. See Grant section on HPD website.
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 Grants 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 Grants Program page of the HPD website. The application should include:
  - Checklist
  - Application Form
  - Project Narrative
  - Project Budget
  - Project Schedule
  - Project Team Resumes & Certification Forms
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](mailto: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.

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## Electronic Submittal Guidelines

- Determine if file exceeds **20 MB** in size. If it does, email the Grants Coordinator at [karla.mcwilliams@state.nm.us](mailto: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](mailto: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 November 15, 2019, deadline will not be accepted.**

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## 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. Each application will be scored by two or more reviewers. See following page for an example of the evaluation form.