NEVADA HISTORIC PRESERVATION FUND (HPF)
THROUGH THE NATIONAL PARK SERVICE (NPS)

2018 HPF SUBGRANT APPLICATION MANUAL Round #2

NEVADA
STATE HISTORIC
PRESERVATION OFFICE

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INTRODUCTION

The Nevada State Legislature created the State Historic Preservation Office (SHPO) as a separate agency within the Department of Conservation and Natural Resources in 1977. The office is partly state funded and partly funded through federal Historic Preservation Funds (HPF) administered by the National Park Service (NPS). The SHPO coordinates with its sister agencies: the Division of Environmental Protection, Forestry, State Lands, State Parks, Water Resources, and the Division of Natural Heritage to enrich the lives of the citizens of and visitors to the state of Nevada, providing leadership in information management and the preservation and promotion of cultural resources and activities, and education.

The SHPO is the primary state agency expert in historic preservation. The office assists with the preservation of the state's irreplaceable heritage resources and provides direction in carrying out its mission as defined by the National Historic Preservation Act (NHPA) of 1966, as amended, and Nevada Revised Statutes (NRS) 383.

Agency responsibilities include:

- Partnering to conduct a comprehensive survey of historic properties (historic, archaeological and cultural resources that qualify for listing in the National Register) and maintaining an inventory of such properties;
- Identifying and nominating eligible properties to the National and State Registers of Historic Places (NRHP and SRHP respectively);
- Preparing and implementing a comprehensive statewide historic preservation plan, updated every eight (8) years as required by NPS;
- Administering the HPF Subgrant program for preservation projects in the State;
- Advising and assisting federal and state agencies and local governments;
- Cooperating with agencies, organizations, and individuals to ensure that historic properties are taken into consideration at all levels of planning and development;
- Providing public information, education, and training;
- Assisting local governments to become Certified Local Governments (CLGs);
- Maintaining historical markers that interpret Nevada's past; and
- Coordinating consultation when Native American burials are discovered on state and private land.

SHPO STAFF

If you have any questions regarding the HPF Subgrant Program, please contact the HPF Subgrant Manager.

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THE SHPO AND HPF SUBGRANT PROGRAM

As part of its duties, the SHPO acts as a pass-through granting agency for NPS's funds earmarked for the *HPF Subgrant Program*. It is the policy of the NPS that the State grant-assisted program implementation processes be open to maximum public scrutiny, review, and participation. Such an "opening" of the project selection process is a logical extension of the public benefit requirement of the NHPA. This policy is intended to ensure accessibility to the HPF programs by all citizens, to ensure that national priorities are met, and particularly to ensure that all subgrants, as well as all contracts, are selected for funding in an open manner. The goals are to:

- Inform all eligible program beneficiaries of the process for obtaining HPF subgrant assistance;
- Convey public knowledge of and participation in the program area emphasis and in the subgrant or contract project selection process utilized by the State in allocating HPF subgrant assistance;
- Provide an opportunity for all eligible public and private organizations and individuals to submit project applications and have them considered on an equal basis by the SHPO; and
- Offer an equitable distribution of HPF Subgrant assistance to all population segments in the State, including minority populations (as defined in 43 CFR 17), the elderly, and the disabled.

The HPF subgrant is a **reimbursement-based** grant. In other words, if the application is funded, the project expenditures are incurred by the applicant/grantee, who then submits the appropriate forms and documentation to the SHPO for reimbursement *after* a funding agreement is executed.

In the past, the SHPO has funded a variety of projects such as surveys, rehabilitation of historic buildings, historic structure reports, walking tour brochures, commissioner training, conferences, and educational videos.

Guided by the NPS's requirements, the SHPO has created this *HPF Subgrant Application Manual* to convey the subgrant program requirements, NPS and SHPO priorities, and the application and evaluation processes. As you read through this manual, please do not hesitate to contact the aforementioned SHPO staff for assistance.

QUALIFYING FOR AN HPF SUBGRANT

To qualify, an Applicant should consider the following:

1. The Applicant must be a governmental agency and a Certified Local Government (CLG; see page 6 below);

2. The Applicant must clear the application with all of its internal approval entities (e.g., entities that will be involved in processing their fiscal requests, approving changes to property that the applicant will be involved with, or with offices that track grants);

3. The *HPF Subgrant Application* for the second round **must be received by SHPO or postmarked by September 21, 2018**;

4. The Applicant must submit the required five (5) forms that constitute an *HPF Subgrant Application*—see page 18 for more information;

5. The proposed project must produce a final product (e.g., report, nomination, brochure, map, video, etc.);

6. The proposed project must be completed within a reasonable amount of time in such a way that the State can comply with NPS requirements. Applicants should be prepared to complete the funded phases of a project within 9-12 months from the date the funding agreement is executed.

7. The Applicant must be able to manage the grant and account for the expenditure of funds according to the SHPO's fiscal requirements (e.g., have adequate accounting system and auditing procedures in place to provide effective accountability and control of property, funds, and assets sufficient to meet grantee needs and grantee audit requirements). During the application process, further information about these requirements is available through the National Park Service's Historic Preservation Fund Grants Manual.

8. The Applicant should have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts.

9. The Applicant will plan to submit a quarterly reimbursement request along with their quarterly progress report.

THE HPF AND CERTIFIED LOCAL GOVERNMENTS (CLGS)

As mandated by the NHPA, a minimum of ten (10%) percent of the State's HPF allocation must be set aside for the State's CLG program and their historic preservation and/or archeology projects (HPF Manual Chapter 7, 7b--pg. 138).

What is the CLG Program?

The CLG Program is jointly administered by the NPS and State governments through their SHPOs. It is a model and cost-effective local, State, and federal partnership that promotes historic preservation at the grassroots level across the nation. Specifically, the CLG program seeks to:

1) Develop and maintain local historic preservation programs that will influence the zoning and permitting decisions critical to preserving historic properties, and
2) Ensure the broadest possible participation of local governments in the national historic preservation program while maintaining preservation standards established by the Secretary of the Interior (SOI)). "*The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*" provides technical information about historic preservation activities and methods: https://www.nps.gov/history/local-law/arch_stnds_0.htm

Local governments can strengthen their local historic preservation efforts by achieving CLG status from the NPS. In turn, the CLG receives valuable technical assistance and matching grants to produce historic theme or context studies, cultural resource inventories, assessments of properties to determine their eligibility for local and National Register designation, building reuse and feasibility studies, design guidelines and conservation ordinances, and publications to educate the public about the benefits of historic preservation. This ultimately assists the CLG in protecting and preserving their community's historic resources for future generations. To become a CLG, a community must meet the following minimum goals pursuant to 36 CFR 61.6, the National Park Service's regulations for Certified Local Government Programs:

1) Establish a qualified historic preservation commission.
2) Enforce appropriate State or local legislation for the designation and protection of historic properties. In most cases this is done in the form of a local ordinance.
3) Maintain a system for the survey and inventory of local historic resources.
4) Facilitate public participation in the local preservation, including participation in the National Register listing process.
5) Follow additional requirements outlined in the State's CLG Procedures. Each state has Procedures for Certification that may establish additional requirements for becoming a CLG in that State.

Within Nevada

Through an application process, the State of Nevada's ten (10) percent HPF allocation is offered to its CLGs first. Currently, those CLGs consist of Carson City, Las Vegas, Reno, and Storey County. Once the ten (10) percent requirement is met, any remaining funds, if available, are then offered to qualified applicants for projects also dealing with historic preservation and/or archaeology and which meet funding priorities. These priorities are established by NPS and Nevada on a yearly basis and reflect the State's historic preservation needs and current special conditions mandated by NPS, if applicable (see page 10).

One very important item to note is that the ten (10) percent HPF allocation amount changes every year since it is dependent on the Federal budgeting and allocation process. (Source: www.shpo.nv.gov).

PROGRAM AREAS

Program Areas

Proposed projects need to meet the mission of the NHPA and be a benefit to the State of Nevada. Therefore, the Applicant's proposed historic preservation and/or archeology projects must fall within 'Program Areas' as defined by NPS. The Nevada SHPO selects the funding priorities for the year from these areas. The Program Areas are listed below and interested applicants are encouraged to contact our office to discuss proposed projects for compatibility with the SHPOs annual priorities (see page 10).

1. **Planning** – Activities can include multiple items, such as:
   - Planning Process Design and Regional and Local Plans. Develop, conduct research on, design or carry out a planning process. Provide support for the development of a planning process design or other historic preservation or cultural resource management plans at a regional or local level.
   - Planning Studies, Historic Contexts. Develop, gather, and analyze data used to develop planning studies, including historic contexts, theme studies, issues analyses, and questionnaires, forecasts of social, economic, political, legal, environmental, and other factors that may affect historic preservation.
   - Ordinances, Regulations, Standards. Develop, or providing support for the creation of ordinances, regulations, standards, and guidelines that support regional or local plan goals.
   - Advanced Planning Technologies. Develop, purchase, adapt, or implement advanced planning/computer technologies and applications to further comprehensive statewide historic preservation planning program goals [e.g., computer mapping and analysis technology such as Geographic Information Systems (GIS)].
   - Printing of Plans. Print and distribute plans, planning studies, ordinances, regulations, guidelines, or similar documents [e.g., design review standards].

2. **Survey and Inventory** –
   - Survey—activity directly pertinent to the location, identification, and evaluation of historic and archaeological resources (Historic Preservation Fund Grants Manual 6-14).
     - Reconnaissance Survey. Archival research and field visits to determine the identity and location of resources present in an area. Please contact SHPO to determine the appropriate recording format.
     - Intensive Survey. The systematic, detailed field (and archival) inspection of an area designed to identify fully the architectural, archeological, and/or historic properties; and to produce a level of documentation sufficient, without any further data, to evaluate National Register eligibility. Please contact SHPO to determine the appropriate recording format.
     - Re-survey. This is to update previous surveys. Please contact SHPO to determine the appropriate recording format.
   - Inventory—Inventory is the activity directly pertinent to the development and maintenance of data on historic resources and is a list or compilation of what is known about resources within a specified jurisdiction. An inventory includes historic properties and other properties that have been evaluated but not found to be historic.

PROGRAM AREAS (CONTINUED)

3. **National Register Nomination** - Preparation of National Register and National Historic Landmark (NHL) Nominations to expand "the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the Act" (Historic Preservation Fund Grants Manual Glossary-13). Listing in the National Register honors a historic place by recognizing its importance to its community, State or the Nation. Under Federal law, owners of private property listed in the National Register are free to maintain, manage, or dispose of their property as they choose provided that there is no Federal involvement. Owners have no obligation to open their properties to the public, to restore them or even to maintain them, if they choose not to do so.
   HPF grants can fund the following:
   1. Prepare and edit National Register Nominations (including photos and attachments)
   2. Public Notice (e.g., activity related to disseminating, understanding and promotion of public participation in the process)
   3. National Register Historic District Nomination (Please include map and potential boundary for proposed nomination)
   4. National Historic Landmark (NHL) designation

4. **Documentation (HABS/HAER/HALS)** – The Historic American Buildings Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscapes Survey (HALS) are the national historical architectural, engineering, and landscape documentation programs of the NPS that promote documentation and are incorporated into the HABS/HAER/HALS collections in the Library of Congress. The goal of the collections is to provide architects, engineers, landscape architects, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures, landscapes, and objects significant in American history and the growth and development of the built environment.

5. **Pre-Development** – Activities related to the historical, architectural, and/or archeological research necessary to properly and adequately document the historic significance and the existing physical condition of the materials and features of a property or site. It must be performed prior to the commencement of development work. Pre-development can include Historic Structure Reports (HSR), Engineering Reports, Landscape Studies, Archeological Documentation Reports, and other required documentation which presents an assessment of potential impacts of the proposed work on the resources and clearly illustrate how the work will be carried out in conformance with the Secretary of the Interior's Standards (SOI) Treatment of Historic Properties," or the "Archeological Documentation Standards" (if applicable), and/or with other accepted professional standards or technical guidance for resource preservation, when relevant. This program area also includes activities such as 'technical assistance', the development of skills or the provision of knowledge of the background, meaning, operation, or implications of some aspect of historic preservation (Historic Preservation Fund Grants Manual Glossary-23).

   Development – Activities related to the material conservation, protection, and preservation of properties listed in the National Register of Historic Places (NRHP). Since buildings, structures, sites, and objects listed on the NR deteriorate over time, periodic work will be necessary to

PROGRAM AREAS (CONTINUED)

preserve and protect their historic significance and integrity. This work is guided by *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.

- **Applicant agrees to track the number of visitors at this resource during the current calendar year. Examples of when visitors should be counted include visitors who attend events, conduct business, and tour of the building or related facilities.**
- **Applicant agrees to track the number of events held at this resource during the current calendar year.**

6. Public Education – Includes, but is not limited to:

- Activities to increase overall public awareness of technical preservation methods and techniques having application to historic and archeological properties;
- Dissemination of information to promote working relationships with the public and private sectors to achieve preservation objectives;
- Explanation of historic preservation planning and/or the goals of local preservation ordinances, or design review guidelines to public or private audiences throughout the community;
- Dissemination of the results of grant-funded work (i.e., explanation of accomplishments, problems, and issues directly related to grant-assisted activities to the community preservation constituency);
- Purchase and installation of interpretive signs or markers at HPF grant-assisted historic buildings, structures and archeological sites.
- Signage acknowledging HPF assistance at construction project site during grant period;
- **FOR CLGS ONLY**--Training and Education for Employee Development (Technical Conferences, etc.);
- Temporary exhibits relating to HPF grant-assisted activities, accomplishments, or results.

SHPO PRIORITIES FOR 2018

The SHPO has set the following priorities for fiscal year 2018:

- Proposals for projects that will survey and complete National Register of Historic Places evaluations of historic commercial areas with an emphasis on commercial/income producing properties (Nevada State Preservation Plan, 2012, Objectives A-1, B-5, D-4, and D-5).

- Encourage the creation or updating of preservation or survey plans for local governments within the state (Nevada State Preservation Plan, 2012, Objectives A-1, A-3, B-3, and E-8).

- Public education projects that will result in products (brochures, webinars, reusable trainings, etc.) to educate the public and local governments about the benefits of historic preservation (Nevada State Preservation Plan, 2012, Objective C-1).

Please note that other projects will also be considered. However, projects that respond to the above priorities will receive additional points when scored by SHPO staff.

PROGRAM AREAS SPECIAL REQUIREMENTS FOR 2018

In addition, SHPO staff must consider whether or not proposed projects will assist the State in reaching goals and objectives defined within the Comprehensive Preservation Plan 2012-2020, visit www.shpo.nv.gov/strategicplan. If you need a hard copy, please don't hesitate to contact our office.

HPF Subgrant Program Area Special Requirements
Some of the aforementioned program areas have additional requirements that must be met in order for a subgrant application to be funded. They are:

1. **Program Area: Development, and/or Pre-Development**

   A. **Requirement:** National Register of Historic Places (NRHP) Listing

   Any development and/or pre-development project must submit the following items with the project application:

   1) Photographs of all exterior elevations with views, identified & oriented to site plan
   2) Photographs of all major rooms and project rooms, labeled and keyed to a floor plan
   3) Any other relevant information to enable a thorough project review
   4) Copy of the National Register Nomination.

   Development
   Projects proposing work within the above program areas must meet the following requirements:

   1) The property must be listed on the NRHP individually or identified as contributing to a NRHP listing; and;
   2) The listed property must have retained sufficient integrity to maintain its NRHP eligibility.

   Pre-Development
   Projects proposing work within the above program area, such as feasibility studies or other property-specific studies or reports, the property must either be NRHP listed, NRHP eligible, or the study or report project must include a significant element fostering the identification, evaluation, or treatment of NRHP eligible properties elsewhere.

   If the property is not listed in the NRHP, please contact our office for guidance. While the applicant may choose to apply for funding and commit to listing the building on the NRHP within the timeframe of the funding agreement (if funded); the applicant, however, runs the risk of having to revert the award if the property is not successfully listed on the NRHP by the termination date of the grant.

PROGRAM AREA SPECIAL REQUIREMENTS (CONTINUED)

B. **Requirement:** National Historic Landmark (NHL) Requirements

As required by the National Park Service, any project located within the boundaries of an established NHL must submit the following items with the project application:

- A site plan with north arrow clearly marked;
- City/county map with property clearly labeled;
- Plans & specs for the project (if applicable);
- Photographs of all exterior elevations with views, identified & oriented to site plan;
- Photographs of all major rooms and project rooms, labeled and keyed to a floor plan;
- For NHL districts, please include overall views of the district from the project area; and
- Any other relevant information to enable a thorough project review.

A current listing of Nevada's NHLs can be found here.

C. **Requirement:** Preservation Agreement or Covenant/Easement

Section 102(a) (5) of NHPA, stipulates: "No grant may be made under this Act unless the grantee has agreed to assume, after completion of the project, the total cost of the continued maintenance, repair, and administration of the property in a manner satisfactory to the Secretary." A 'preservation agreement,' 'covenant,' and/or 'easement' will be instituted administratively as a means to ensure compliance with this requirement of the Act.

A 'preservation agreement' is a legal document executed between the State and the public or private property owner. This agreement is not recorded with the deed and therefore is not enforceable on future owners. If a publicly-owned property does not have a deed, then a preservation agreement, instead of a covenant, must be executed for the duration.

A 'preservation covenant' or 'preservation easement' is a legal document executed between the State and the property owner in which the property owner of record encumbers the title of the property with a covenant running with the land, in favor of and legally enforceable by the State. The property owner of record (and, if applicable, the holder of the mortgage) must be the executors of the covenant whether or not the owner is the subgrant.

Please Note: HPF Subgrants CANNOT begin a development project UNTIL the applicant officially records the covenant and sends the original to the SHPO for filing.

A 'preservation agreement' or 'covenant/easement' on grant-assisted historic properties must be executed to ensure that after the grant-assisted work is completed, the owner(s) will:

PROGRAM AREA SPECIAL REQUIREMENTS (CONTINUED)

1) Maintain the premises so as to preserve the historical significance and integrity of the features, materials, appearance, workmanship, and environment which made the property eligible for listing in the NRHP; and
2) Allow public access. When properly monitored and enforced, it ensures the property's protection from unsympathetic changes and, in the event the property is sold, it is recorded with the deed, and the requirements are passed along to the new owner.

The duration of the 'preservation agreement' or 'covenant/easement' is determined by the amount of Federal assistance as noted below (Historic Preservation Fund Grants Manual 6-29):

Federal Assistance ($ Amount)	Time Requirement
$ 1 -- $ 10,000	5-year minimum preservation agreement
$ 10,001 -- $ 25,000	5-year minimum covenant/easement
$ 25,001 -- $ 50,000	10-year minimum covenant/easement
$ 50,001 -- $ 100,000	15-year minimum covenant/easement
$100,001 and above	20-year minimum covenant/easement

Several additional and important items to note regarding 'preservation agreements,' and 'covenants/easements':

1) Where there are several phases of development assistance, the term of the 'preservation agreement' and/or 'covenant/easement' must be commensurate with the total (aggregate) Federal assistance received.
2) The 'preservation agreement' or 'covenant/easement' is effective upon execution of the SHPO funding agreement. For Development projects, covenants must be registered with the county and on file at SHPO before the disbursement of HPF funds.
3) When HPF subgrant assistance involves more than one NR-listed property or structure, the 'preservation agreement' or 'covenant/easement' period for each property will be determined by the amount of HPF assistance awarded to each individual property.
4) Finally, and most importantly, 'preservation agreement' or 'covenant/easements' cannot be "bought out" by repaying the HPF grant funds (HPF Grants Manual Chapter 6-33--pg. 85).

2. Program Area: Development only

A. Requirement: Project Signage

The State must ensure that a project sign is displayed in a prominent location at the project site before project work begins, while project work is in progress, and for up to two weeks after the successful completion of the project. The sign will be provided by SHPO but must be returned to SHPO no later than two weeks after the successful completion of the project. The applicant must provide dated, photographic evidence

PROGRAM AREA SPECIAL REQUIREMENTS (CONTINUED)

that the project sign was erected at the project site (HPF Grants Manual Chapter 6-23--pg.75).

3. **Program Area:** Public Education

   A. **Requirement:** Interpretative programs and signage

   Interpretive programs are generally not eligible for HPF subgrant awards without the addition of certain minimum requirements. According to the HPF Grants Manual (https://www.nps.gov/preservation-grants/HPF_Manual.pdf) such subgrant or grant funded activities will include, but not limited to:

   1) Education concerning *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
   2) Elements of the program that increase overall public awareness of technical preservation methods and techniques having application to historic properties.
   3) Elements of the program that disseminate the results of grant-funded work, including explanation of accomplishments, problems, and issues directly related to grant-assisted activities to the State preservation constituency.
   4) Education concerning preservation and rehabilitation of historic architectural resources.

FISCAL REQUIREMENTS

Timely Reimbursement Requests:
The applicant must be aware that timely reimbursement requests are a requirement of this grant.

Federal Share (60%) vs. Non-Federal Share (40%)
Awards are made on a 60/40 basis. The 'Federal Share' is funded to a maximum of 60 percent of the total project cost. The remaining 'Non-Federal Share' or 'matching share' of 40 percent is contributed by the applicant.

Non-Federal Share (aka Matching Share)
This represents that portion of total project or program costs not borne by the Federal Government. Generally, Federal funds cannot be matched with other Federal funds. However, there are exceptions such as the Community Development Block Grant (CDBG) and Federal funds granted to Tribal organizations, pursuant to Section 104 of the Indian Self Determination and Education Assistance Act. The statutory provisions of these Federal programs specifically allow the funds provided under them to be used as non-federal matching share.

Matching share can consist of 'Cash Contributions.' 'Cash' represents the applicant's proposed cash outlay, including the outlay of money contributed to the grantee by non-federal third parties. Unless authorized by Federal legislation, outlays charged to other Federal grants or to Federal contracts or funds received from other Federal grants shall not be used as part of the grantees' cash contribution.

Matching share can also consist of 'In-kind (aka non-cash) Contributions.' This represents the value of non-cash contributions provided by the Applicant or non-federal third parties. In-kind contributions may consist of charges for real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to approved objectives of the grant-supported program.

Examples of cash or in-kind (non-cash) matching share can include:

- Proposed charges incurred by the applicant as costs during the grant period;
- Costs financed with cash contributed or donated to the Applicant by other non-federal third parties.
- Costs represented by services and real and personal property, or use of these, contributed or donated by non-federal third parties during the grant period. (Note: Where in-kind contributions are made by the Federal Government, they may be included in the applicant's matching share only if Federal legislation authorizes such inclusion.)

Allowable vs. Unallowable Costs/Matching Share
Chapter 13-Standards for Allowability of Costs of the HPF Grants Manual specifies allowable vs. unallowable costs. A link to this information can be located on our website at http://shpo.nv.gov/hpf. If you have any questions as to whether your proposed match, costs, etc., are allowable, please do not hesitate to contact our office with any questions.

FISCAL REQUIREMENTS (CONTINUED)

Contractual Professional Services
Independent contractor services must follow state and federal regulations. NRS 333.700(2) defines an independent contractor as "a natural person, firm or corporation who agrees to perform services for a fixed price according to his or its own methods and without subjection to the supervision or control of the other contracting party, except as to the results of the work, and not as to the means by which the services are accomplished."

The SHPO will accept flat rates for professional consulting services (up to a maximum rate of $82.49 per the HPF Manual Chapter 8, Section 3) depending upon the consultant's professional and academic experience. "Compensation for employees engaged in work on HPF grant-assisted activities will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the State or local government. In cases where the kinds of employees required for Federal awards are not found in the other activities of the State or local government, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the employing government competes for the kind of employees involved. Compensation surveys providing data representative of the labor market involved will be an acceptable basis for evaluating reasonableness" (HPF Grants Manual Chapter 13, B.12.b).

Professional qualifications of staff, consultants, or principal investigators undertaking grant-related work must meet applicable minimum qualifications described in 36 CFR 61. The SHPO will review the professional qualifications of the project staff and consultants. If project staff and/or consultants are acquired after the award, SHPO must review and approve professional qualifications prior to project commencement.

Contract Review
Appropriate state and local governments must ratify contracts. NRS 332.039 is the governing legislation for the State of Nevada and is included for your reference. If you believe a sole-source situation exists, that conviction will need to be demonstrated to the satisfaction of the SHPO. All sole-source contracts of more than $2,500 must have prior SHPO approval and those for $100,000 or more must have prior federal agency approval.

Funding Agreements
Please be aware, if awarded, SHPO requires subgrants to successfully complete their funding agreements within 180 (one hundred eighty) days of official notice of grant award. If a subgrant goes 180 (one hundred eighty) days without completing their funding agreement, SHPO reserves the right to revert the entirety of the awarded subgrant amount from the grantee.

Quarterly Progress Reports and Reimbursement Requests
Please be aware, SHPO requires subgrants to submit quarterly progress reports and quarterly reimbursement requests based on the current calendar year. If a subgrant goes two quarters without submitting quarterly progress reports and reimbursement requests, SHPO reserves the right to revert the entire subgrant amount from the grantee.

FISCAL REQUIREMENTS (CONTINUED)

Timing of Non-Federal Share
The Applicant's non-federal share must fall in-between the start date of the subgrant (if funded) and its termination date. Matching contributions need not be proportional to federal withdrawals, while the full grantee matching share must be contributed by the end of any approved grant period.

Timing of Project Costs
If funded, project costs must be incurred within the approved grant period, as defined in the funding agreement. Costs incurred, or contributions of services made, or assets acquired prior to or subsequent to the grant period authorized by NPS are not allowable.

Duration of HPF Subgrant
The duration of a subgrant is usually between 9 to 18 months, depending on when the SHPO receives funding from the federal government and receives NPS approval for the selected subgrant applications/projects. Past projects have started in late spring or late fall and have terminated from late summer to early fall the following year.

Due to review and reporting requirements imposed on the SHPO by NPS, the termination date for the 2018 HPF Subgrant cycle will be **August 1, 2019** for all subgrant applications that are funded. If your organization foresees the need for additional time, please make sure to include the reason in your application (e.g. in the project description area). The SHPO will review the request on a case-by-case basis and make decisions accordingly.

Calculating Your Non-Federal Share (aka Matching Share)
Following are sample calculations to assist you in determining your required non-federal share.
Note: The applicant is strongly encouraged to contribute more than the minimum share of 40% for their proposed project.

Example #1 – Total Project Cost(s) Known
Total Project Cost: $25,000

a.	Federal Share Requested (60%)	$15,000	(60% of the total project cost)
b.	Non-Federal Share (min. 40%)	$10,000	(40% of the total project cost)

Example #2 – Total Project Cost(s) Unknown
The Applicant is asking for $50,000 for their proposed project. What is the minimum 'Non-Federal 40% Share' required from the Applicant for the $50,000?

a. Federal Share Requested is $50,000.
b. Formula: $50,000 divided by 6, then multiplied by 4
c. Answer: $33,334 (The Applicant's 40% required non-federal share)
d. Total Project Cost: $50,000 + $33,334 = $83,334

APPLICATION DUE DATE AND PROCESS

APPLICATION DUE DATE (ROUND #2)

☞Friday September 21, 2018☜

For HPF subgrant applications to be considered:

- Applications ***must*** be received by SHPO or ***postmarked*** no later than Friday, September 21, 2018.
- Applications must be signed in full.
- The National Park Service requires all documents to contain original, wet signatures.
- **Digital applications or copies are not allowed per National Park Service Requirements.**
-

This second round of grant applications for CLGs during 2018 should address the SHPO's preservation priorities found on page 11 above.

HPF Subgrant Application Process
Applicants interested in applying for HPF Subgrant consideration must submit to the SHPO the following five (5) items that constitutes an *HPF Subgrant Application*:

1. HPF Subgrant Application for 2018 – Application Cover Pages 1 thru 4;
2. Affidavit for Matching Funds Form;
3. Civil Rights Assurance Form
4. Budget Form (or equivalent); and
5. Program Area (PA) Form: please make sure to choose the correct program area and include only that form. Do not send in blank program area forms for program areas not addressed by the application.

All of the above forms are located on our website at http://shpo.nv.gov/hpf.

EVALUATION PROCESS AND SELECTION CRITERIA

HPF Subgrant Evaluation Process - Criteria for Selection
Based on NPS and SHPO requirements, two (2) sets of criteria have been created to evaluate applications. These criteria are published in this HPF Subgrant Application Manual and are used by the State to evaluate applications. No other criteria are used for scoring the applications. Criteria Set #1 is included in its entirety, and a select sampling of questions from the Criteria Set #2 follow.

Criteria Set #1 – Mandatory Requirements
A grant application must meet these conditions in order to be funded. Any application failing to meet all mandatory criteria may not be considered further.

1. The Applicant must be a Certified Local Government;

2. The HPF Subgrant Application must be submitted or postmarked by the deadline;

3. The Applicant must submit the required five (5) forms that constitute an HPF Subgrant Application;

4. The proposed project must involve a minimum of one Program Area;

5. The proposed project must produce a final product (e. g., report, nomination, brochure, map, video, etc.);

6. The proposed project must be completed within a reasonable amount of time in such a way that the State can comply with NPS requirements;

7. The Applicant must be able to manage the grant and account for the expenditure of funds according to the SHPO's fiscal requirements; and

8. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance upon grants and contracts.

Criteria Set #2 -- Evaluation of Administrative, Fiscal, and Technical Merits
Subgrant applications will be ranked on the basis of priorities, goals, and special conditions set by the SHPO for the current fiscal year. The evaluator will independently apply numerical values to the proposed project based on the questions noted on the evaluation forms. For the majority of the questions, ranking points are from 0 to 10, with 10 being the highest and with their own unique weights. Ultimately, the higher the question's weight, the higher the priority for the SHPO in scoring the subgrant application. *Please note the total points awarded each application by the evaluator will initially be used to rank the applications.*

HPF SUBGRANT EVALUATION PROCESS – CRITERIA (CONTINUED)

Using the appropriate evaluation forms, the SHPO staff and fiscal officer reviews each application. Among the questions that might be considered are:

- Does the Applicant's proposed project fall within the allowable program areas eligible for the HPF subgrant as described in the NPS's HPF Grants Manual (June 2007 Release)
- Does the Applicant's proposed project fall within the priorities established by the SHPO for the current fiscal year?
- Does the Applicant include the resume of the project principals and/or consultants?
- Do the qualifications of the Applicant (or the Applicant's consultant) meet the minimum professional criteria as defined in the Professional Qualifications Standards (36 CFR 61)?
- How quickly has the Applicant proposed to finish the project?
- Does the proposed project have a realistic budget (e.g., based on written bids, etc.)?
- If the Applicant has been previously funded, have they had difficulty in developing an adequate product, submitting product, or proper billing documentation?
- Does the Applicant provide more than the minimum required matching funds for the proposed project?
- Does the Application include a scope of work that is concise and well explained?
- Is the Applicant a CLG?
- Has the Applicant specified the final product(s) to be produced by the subgrant?
- Does the Applicant have an understanding of the Secretary of the Interior's Standards and Guidelines (SOI)?

Evaluation and Awarding Schedule

SHPO staff will evaluate the applications in September/October of 2018. At that time, a preliminary list is generated indicating applications selected for funding and their potential amounts. The SHPO, as required by NPS, schedules a public meeting to provide the public an opportunity to comment on the preliminary list. After this meeting, the SHPO can proceed with the list as presented to the public or can make adjustments. Upon approval, SHPO staff sends out grant award letters to the applicants with directions on completing the next steps in the funding process (e.g., funding agreement, additional forms, etc.).

APPENDIX 1:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

INSTRUCTIONS

1. HPF SUBGRANT APPLICATION COVER PAGES 1 THRU 5

These cover pages must be the first pages of your application. No exceptions. Your application will be considered incomplete if it is submitted without these cover pages. Do not use anything else as your front cover. An electronic copy of this page is available at http://shpo.nv.gov/hpf. Please copy as needed. Do not edit or change the size of the document or the spaces used for answers.

Applicant Organization: Please provide the complete name of your organization. If appropriate, indicate if you are a CLG, representing the owner, or if there is a county/city government or church affiliation by checking the box.

Project Title: Provide a title for the project to be used in press releases and promotion of the HPF Subgrant program, should your project be awarded funds

Project Description: Please describe your proposed project in a concise manner.

Program Area: Please select the appropriate program area(s) that best reflects your proposed project. You will then need to fill-out that Program Area page(s).

Project Budget Summary: Fill-in the amounts as calculated/noted in the *Project Budget Form*.

Page 2, Questions 1 – 7: Please check the appropriate box.

Page 2, Question 8: Please indicate in a month format (e.g. 9 months, 14 months, 18 months, etc.) the length of time your organization will need to complete the proposed project.

Page 2, Question 9 – 12: Please check the appropriate box.

Page 3, Question 13: Please describe in detail any previous experience the applicant has with managing grants of any size. If the applicant does not have any previous grant experience, please leave this question blank.

Page 3, Question 14: Please list and describe in detail any previous HPF subgrants the applicant may have. If the applicant does not have any previous HPF subgrants, please leave this question blank.

Page 4, Question 15: If a consultant has already been chosen, please fill in the appropriate information. Please make sure to note any historic buildings/project the consultant has worked on in the past.

Page 4, Question 16: Please indicate the final products that will be completed with this grant.

APPENDIX 1 (CONTINUED):

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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INSTRUCTIONS

Page 4, Question 17: Please check the appropriate box.

Page 5, Applicant Organization: Please provide the complete name of your organization.

Page 5, Employer Identification Number (EIN): This is a nine-digit number the Internal Revenue Service (IRS) assigns in the following format: XX-XXXXXXX. EINs are used by employers, sole proprietors, corporations, partnerships, non-profit associations, trusts, estates of decedents, government agencies, certain individuals, and other business entities. This item must be filled in. No exceptions.

Page 5, Applicant's DUNS #: A unique nine-digit identification number tied to each physical location of the applicant. DUNS number assignment is free and required for all federal government grants. If you do not have a DUNS number, please go to https://fedgov.dnb.com/webform.

Page 5, Mailing Address: The address at which your organization wishes to receive project correspondence and/or reimbursements.

Page 5, Authorized Signatory: The person in your organization who is authorized to sign on behalf of the organization (e.g. executive director, board president, CEO, etc.).

Page 5, Project Contact, Title, Mailing Address, Daytime Phone, Fax, and Email: List the person within your organization who will be able to answer questions concerning the application and include phone and fax numbers, as well as email address. If numbers are unavailable, please indicate with a "N/A."

Page 5, Proposed Start and End Dates: Indicate when the project is scheduled to begin and end.

Page 6, I have read the 2018 HPF subgrant application manual. Check box.

Page 6, Applicant's Authorized Signature: Please sign the certification statement and date.

2. HPF SUBGRATEE APPLICATION SIGNATURE PAGES 1 THRU 5

Page 1, Affidavit for Matching Funds: Fill in the name of the organization and the federal amount awarded.

Page 1, Signature of Applicant: Please sign the certification statement and date.

Page 1, Signature and Stamp of Notary: Please sign, date, and stamp document by a Notary.

APPENDIX 1 (CONTINUED):

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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Page 2, Civil Rights Assurance Form: Please sign the certification statement and date.

Page 2, Signature of Applicant: Please sign the certification statement and date.

Budget

This form has been created in Microsoft Excel and Word formats. The Excel format of this form has embedded formulas and can be used to directly input data (electronically). The Word format can also be used to input data electronically, but will not calculate formulas. It can also be printed out and filled-in by hand. Each page has an 'Applicant' field at the top. Please make sure to fill-in your organizations name on all of the pages.

The budget form is broken up into 12 questions or sections. Please answer each question with as much detailed data as possible.

- Questions 1 – 6 asks for line item descriptions, the total amount requested for each line item, and a breakdown of that amount into the federal and non-federal share. The rates noted in Question 3 are those allowable by the State for reimbursement purposes.*
- Question 7 is a summation of the amounts noted in Questions 1 – 5.
- Question 8 is the amount your organization is requesting and should equal the amount in 'Question 7 – Total: Federal Share.'
- Question 9 'Required Non-Federal Share' is the amount your organization is required to contribute to the project.
- Question 10 'Actual Non-Federal Share' is the actual amount your organization is contributing to the project. This should be greater than or equal to Question 9.
- Question 11 'Proposed Project Costs – Grand Total' is the total project costs.
- Question 12 is a breakdown of the actual non-federal share your organization is contributing to the project. It asks for a list of the items being used for this share and classification as to type (e.g., In-kind, donated labor/time, donated material, salaries, other).

APPENDIX 1 (CONTINUED):

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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*Budget – GSA Travel Rates (As of 10/01/2017; Good through 09/30/2018)

Requests for Reimbursement must use GSA Travel Rates for 2019 (not currently posted)

GSA Meals and Lodging	Clark	Washoe	Carson City, Douglas, Stateline & Other
Breakfast	$15.00	$15.00	$11.00
Lunch	$16.00	$16.00	$12.00
Dinner	$28.00	$28.00	$23.00
Lodging: Oct. 1 – Sep. 30			$93.00
Oct. 1 - Dec. 31 (Clark only)	$106.00		
Jan. 1 - March 31 (Clark only)	$134.00		
April 1 - Sept. 30 (Clark only)	$106.00		
Oct. 1 - June 30 (Washoe)		$105.00	
July 1 – Aug. 31 (Washoe)		$135.00	
September 1-30 (Washoe)		$105.00	
State convenience:	$0.5750	$0.5750	$0.5750
Personal convenience:	$0.2875	$0.2875	$0.2875
Incidentals:	$5.00/day	$5.00/day	$5.00/day

1. Planning Proposals

1. Please check the appropriate boxes.

2. Project Description: In the area provided, please describe your project with as much detail as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. If needed, please use a 'Continuation Sheet' and check the box.

2. Survey Proposals

1. Please check the appropriate box for either Survey or Inventory. Terms are defined in the glossary.

2a. Level of Survey: Please check the appropriate box.

2b. Survey Area Boundaries: Please include a map showing the location of the proposed project within the State of Nevada and/or local city, town, municipality, county, or other entity. Maps should be clear, legible, and include a north arrow, descriptive identifier and

map source (i.e. Topozone, Yahoo, Mapquest, etc.). Computer generated maps are not acceptable if street or site names are illegible.

2c.–2d. Type of Resource and Documentation Level: Please check the appropriate boxes.

2e. Estimated number of acres to be surveyed: The size of each property within the survey area should be added together. Property sizes can be obtained from the County Assessor's office. If the size of the property is calculated in square footage, please convert to acres.

2f. Estimated number of inventory forms to be produced: Each property within the survey boundary area will need to be documented using the Architecture Resource Assessment Form (ARA) for architectural resources or IMACS site forms (or other forms approved by the SHPO in advance of the start of the project) for archaeological surveys. Both forms are available online at http://shpo.nv.gov/forms.

3. Legal Property Owners: Please check all that apply.

3. Inventory Proposals

1a. Inventory Name: Please indicate a name for the inventory.
1b. Type of Resource Records Maintained: Please check the appropriate boxes.
1c-1e. Estimated number of projects, resources, reports, and project/report numbers: Please answer to the best of your ability. Estimates are appropriate.

2. Project Description: Please indicate the type of project being described. In the area provided, please describe your project with as much detail as possible**.** Do not use general or vague statements. Give specific numbers or estimates wherever possible. If needed, please use a 'Continuation Sheet' and check the box.

4. National Register Nomination Proposals

1. Nomination Type: Please check the appropriate boxes.

2a. Property Data for Individual National Register Nomination: Fill-in the following:
- Historic Property Name
- Date of Construction
- Property Street Address
- Property Legal Description

2b. Legal Property Owners Information: Please fill in property owner information. If more than one is needed, please use a 'Continuation Sheet' and check the box.

3a. Property Data for National Register District Nomination: Fill-in the following:
- Historic District Name
- Period of Significance
- Legal Description of Proposed District Boundaries

3b. Legal Property Owners Information: Please fill in property owner information. If more than one is needed, please use a 'Continuation Sheet' and check the box.

4. Legal Property Owners for Private Multi & Single Owners Information: Please fill-in property owner information. *If more than 10 property owners, please attach a separate spreadsheet.

5a. Property Data for National Historic Landmark Nomination:
- Historic District Name
- Period of Significance
- Legal Description of Proposed District Boundaries

5b. National Register of Historic Places (NRHP) Status: Please check the appropriate box.

6. Project Description: Please indicate the type of project being described. In the area provided, please describe your project with as much detail as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. If needed, please use a 'continuation sheet' and check the box.

5. Documentation (HABS/HAER/HALS)

1 – 4. Please check the appropriate boxes.

5. Project Description: In the area provided, please describe your project with as much detail as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. If needed, please use a 'continuation sheet' and check the box.

6. Pre-Development or Development

1. Project Type: Please indicate project type by checking the appropriate box(s). Terms are defined in the Glossary.

2a. Feasibility Study or Property Specific Report: Is the applicant aware that the property must be listed on or considered eligible for listing on the National Register of Historic Places before the grant can be released? If applicable, please check yes or no.

2b. Status of the resource on the National Register of Historic Places? Please check the appropriate box.

3a. Property Data: Fill in the following:
- Historic Property Name
- Date of Construction
- Property Street Address
- Property Legal Description

3b. Legal Property Owners Information: Please fill in property owner information. If more than one is needed, please use a 'Continuation Sheet' and check the box.

4. Legal Property Owners for Private Multi & Single Owners Information: Please fill in property owner information. *If more than 10 property owners, please attach a separate spreadsheet.

5. **For Development projects only**, track the number of visitors at this resource during the current calendar year. Please check yes or no.

6. **For Development projects only**, track the number of events held at this resource during the current calendar year. Please check yes or no.

7a. Technical Assistance: does the applicant have in-house expertise with Technical Assistance? Please check yes or no.

8. Project Description: Please indicate the type of project being described. In the area provided, please describe your project with as much detail as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible. If needed, please use a 'continuation sheet' and check the box.

7. Public Education

1. Please check the appropriate boxes.

2. Please indicate the final products to be produced. Mark all that apply.

3. Project Description: Please use a 'continuation sheet' to describe your project with as much detail as possible. Do not use general or vague statements. Give specific numbers or estimates wherever possible.

APPENDIX 2:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

CHECKLIST

- ❑ Have you answered all of the items in the HPF Subgrantee Application Cover Pages?
- ❑ Have you signed the HPF Subgrant Application Cover in blue or black ink?
- ❑ Have you included the Affidavit for Matching Funds form?
- ❑ Have you included the Civil Rights Assurance form?
- ❑ Have you included the Project Budget Form or equivalent?
- ❑ Have you answered all of the questions on the appropriate Program Area(s) page for your proposed project?
- ❑ Have you included a detailed project description?
- ❑ If applicable, have you labeled the photographs in your application?
- ❑ Have you included the following items in the correct order?

    1. HPF Subgrant Application for 2018 – Application Cover (Pages 1 thru 6);
    2. Affidavit for Matching Funds Form;
    3. Civil Rights Assurance Form;
    4. Budget Form (or equivalent); and
    5. Program Area (PA) Form(s).

- ❑ Have you had the appropriate *Application Approval Entities* involved in reviewing, and approving the HPF Subgrant Application **BEFORE** submission to the SHPO?
- ❑ Have you addressed the application correctly to:

    State Historic Preservation Office
    HPF Subgrant Program
    Attn: Rebecca Palmer
    910 S. Stewart Street, Suite 5004
    Carson City, NV 89701-5248

APPENDIX 3:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

ACRONYMS

ADA – Americans with Disabilities Act

ARA—Architectural Resource Assessment Form

CLG – Certified Local Government

CFR – Code of Federal Regulation

HABS – Historic American Buildings Survey

HAER – Historic American Engineering Record

HALS – Historic American Landscape Survey

HPF – Historic Preservation Fund

IMACS – Intermountain Antiquities Computer System

NHPA – National Historic Preservation Act

NPS – National Park Service

NRHP – National Register of Historic Places

NRS – Nevada Revised Statutes

PQS – Professional Qualifications Standards

PA – Program Area

RFP – Request for Proposal

SHPO – State Historic Preservation Office (can also refer to State Historic Preservation Officer)

SOIS – The Secretary of the Interior's Standards

SRHP – State Register of Historic Places

APPENDIX 4:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

CONSTRUCTION SPECIFICATION TERMS

The following provides a listing of commonly used categories or major work elements derived from the uniform construction index. It is recommended that the terminology (those terms in bold print) be used when preparing budget estimates for major work categories for development projects/subgrants/contracts. While States will require more specific information from subgrant applicants under each category to select projects, requiring applicants to use these categories will facilitate State and NPS review, and provide for improved monitoring and documentation of work performed. The specific, more detailed work items in parentheses are provided only as a guide to explain the type of detailed work that falls into the major work categories.

- **General Conditions**. (start-up costs, scaffolding, project sign);
- **Sitework**. (subsurface investigation, demolition, drainage, underpinning);
- **Concrete**. (poured in place concrete, precast concrete, concrete restoration and cleaning);
- **Masonry**. (mortar, unit masonry, stone, masonry restoration and cleaning);
- **Metals**. (structural metal framing, metal finishes and restoration);
- **Wood and Plastics**. (rough carpentry, finish carpentry, architectural woodwork, millwork);
- **Thermal and Moisture Protection**. (waterproofing, damp proofing, insulation, roofing, flashings);
- **Doors and Windows**. (doors and frames, entrances and storefronts, window repair and restoration, window replacement, hardware);
- **Finishes**. (lath and plaster, gypsum wallboard, ceramic tile, wood, brick, and stone flooring, painting);
- **Specialties**. (fire extinguishers and cabinets);
- **Equipment**. (not generally applicable) when eligible;
- **Furnishings**. (not generally applicable) when eligible;
- **Special Construction**. (solar and wind energy systems);
- **Conveying Systems**. (elevators);
- **Mechanical**. (plumbing, fire protection, heating, cooling, air distribution); and
- **Electrical**. (service and distribution, lighting).

Historic Preservation Fund Grants Manual 8-34 (p.175).

APPENDIX 5:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

GLOSSARY

Allowable Cost
Those eligible, reasonable, necessary, and allocable costs that are permitted under the appropriate Federal cost principles, in accordance with program policy, within the scope of the project or program and authorized for HPF participation (NPS HPF Manual Glossary-2).

Authorized Signatories
This applies to entities, organizations, departments, or divisions that are involved in reviewing, and approving the HPF Subgrant Application BEFORE submittal to the SHPO. This usually applies to university and governmental applicants and, on rare occasions, to non-profits.

Building
A man-made construction created to shelter human activity, such as a house, barn, church, hotel, or similar structure. Building may refer to a historically related complex such as a courthouse and jail, or a house and barn (NPS HPF Manual Glossary-3).

Certified Local Government (CLG)
A local government whose local historic preservation program has been certified pursuant to Section 101(c) of the National Historic Preservation Act (NPS HPF Manual Glossary-3).

Code of Federal Regulation (CFR)
A series published by the Federal Government that contains codification of the general and permanent rules published by agencies of the Federal Government (NPS HPF Manual Glossary-4).

Competitive Negotiation
A method of procurement used when the nature of services or products needed precludes development of a precise description or specification that will enable prospective suppliers to have an identical understanding of the requirement. Competitive negotiation is used when formal advertising is not appropriate, and is normally the method used for obtaining professional services for non-construction work (Historic Preservation Fund Grants Manual Gloassary-4).

Competitive Sealed Bid (See *Formal Advertising*)

Conflict of Interest
A conflict between one's obligation to the public good and one's self-interest (Historic Preservation Fund Grants Manual Gloassary-4).

Considered Eligible
Those properties that both the SHPO and the Federal agency agree should be considered eligible for listing in the National Register of Historic Places, but have not been forwarded to NPS for a formal Determination of Eligibility. These are not Determinations of Eligibility (NPS HPF Manual Glossary-4).

Consultant
An individual who is engaged to give professional advice or services, for a fee, but not as an employee of the party that engages him/her. The term includes paid guest lecturers and speakers (NPS HPF Manual Gloassary-4).

GLOSSARY

Contract (HPF Funding Agreement)
A written procurement agreement between the grantee (or its sub-grantees) and another party (the contractor) obligating the grantee to pay for and the contractor to furnish property or services needed to accomplish the purposes of the grant. A "subcontract" means a procurement subcontract under such a contract. For purposes of HPF grants, a contract is considered equal to a sub-grant for commitment of funds (NPS HPF Manual Glossary-5).

Contributing Property (Resource)
A property or resource that has historical significance through location, design, setting, materials, workmanship, feeling, or association, and adds to the sense of time and place and historical development in a historic property (e.g., a National Register of Historic Places eligible property or resource) (NPS HPF Manual Glossary-5).

Contributions – Cash
Represent the grantee's cash outlay, including the outlay of money contributed to the grantee by non-federal third parties. Unless authorized by Federal legislation, outlays charged to other Federal grants or to Federal contracts or funds received from other Federal grants shall not be used as part of the grantees' cash contribution (NPS HPF Grants Manual 14-1).

Contributions – In-kind
Represent the value of non-cash contributions provided by the grantee or non-federal third parties. In-kind contributions may consist of charges for real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to approved objectives of the grant-supported program (NPS HPF Grants Manual 14-1).

Cost
For purposes of HPF assistance, a cost is determined on a cash, accrual, or other basis acceptable to NPS as a discharge of the grantee's accountability for Federal funds (Historic Preservation Funds Grants Manual Glossary - 5).

Covenant
A deed restriction that is binding on future owners of a property during the term of the covenant. See *Preservation Agreement* (Historic Preservation Fund Grants Manual Glossary-5).

Cultural Resource
Any district, site, building, structure, or object significant in American history, architecture, archeology, engineering, or culture at the national, State, or local level (NPS HPF Manual Glossary -5).

Determination of Eligibility (DOE)
A determination of eligibility is a decision by the Department of the Interior that a district, site, building, structure or object meets the National Register criteria for evaluation although the property is not formally listed in the National Register. A determination of eligibility does not make the property eligible for such benefits as grants, loans, or tax incentives that have listing on the National Register as a prerequisite (36 CFR 60.3(c)).

APPENDIX 5 (CONTINUED:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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GLOSSARY

Development Project
A project that has for its purpose the preservation, rehabilitation, or restoration of a historic property (NPS HPF Manual Glossary-6).

Direct Cost
Any cost that can be specifically identified with a particular project or program. Direct costs include, but are not limited to, salaries, travel, equipment, and supplies directly benefiting a particular project or activity (NPS HPF Manual Glossary-6).

Disabled Person
Any person who has a physical, mental, or sensory impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment as outlined in 43 CFR 17.202 Subpart B(k)(2)(i). With respect to employment, "Qualified handicapped person" means a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question (43 CFR 17.202 Subpart B(k)(1)) (NPS HPF Manual Glossary-6).

Disallowed Costs
Those charges to a grant that are determined to be unallowable (NPS HPF Manual Glossary-6).

Disbursements
Payments represented by valid invoices and documentation (NPS HPF Manual Glossary-6).

District
A geographically definable area, urban or rural, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history (NPS HPF Manual Glossary-6).

Donation
Cash, land, material, or services provided to or by a sub-grantee (or contractor) or third party for incorporation in the project at no cost to the sub-grantee. Donations must be necessary and reasonable contributions directly benefiting and specifically identifiable to the project or grant to qualify as allowable matching share (NPS HPF Manual Glossary-6 & 7).

Duly Authorized Representative.
A state or locality's Chief Elected Official or his or her representative who is authorized to apply for certification of State/local statutes and historic districts (NPS HPF Manual Glossary -7).

Easement
The right of one person to use the property or property rights (e.g., the right of access, the right to limit exterior alterations) of another for a stated term. The owner retains the major interest and can live in the property, will the property to another, or sell the property. Transfer of title does not affect the easement, which remains in effect for the stated term (NPS HPF Manual Glossary -7).

APPENDIX 5 (CONTINUED:

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION MANUAL

GLOSSARY

Effective Date (See *Project Beginning Date.*)

Emergency
A resource listed in the National Register of Historic Places (NRHP) that is in imminent danger of being lost, demolished, permanently damaged, or on the verge of structural failure.

Evaluation
Process by which the significance and integrity of a historic property are judged and eligibility for National Register listing is determined. (National Register Bulletin 15).

Expenditures
All allowable disbursements chargeable to the approved budget plus the recorded dollar value of all unpaid invoices for materials received and services rendered, and all in-kind services and materials applied to the operation of projects (NPS HPF Manual Glossary -7).

Feasibility Study
A detailed physical investigation and analysis of a historic property conducted to determine the financial, technical, or economic advisability of a proposed project and/or alternative courses of action (NPS HPF Manual Glossary -7).

Federal Assistance
The term "Federal Assistance," (or "Federal Financial Assistance," "Federal Assistance Programs," or "Federally Assisted Program") means programs that provide assistance through grant or contractual agreements, and includes technical assistance programs or programs providing assistance in the form of loans, loan guarantees, or insurance (NPS HPF Manual Glossary -7 & 8).

Federally Recognized Indian Tribal Government
An Indian tribe, band, nation, or other organized group or community, including a Native Village, Regional Corporation or Village Corporation, as those terms are defined in Section 3 of the Alaska Native Claims Settlement Act (43 U.S.C. 1602), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (NPS HPF Manual Glossary -8).

Final Project Report
A sub-grant closeout report submitted to NPS (NPS HPF Manual Glossary -8).

Fiscal Year
The federal fiscal year; the 12-month period from October 1 through September 30 (NPS HPF Manual Glossary -8).

Formal Advertising
A competitive procurement method which is normally used when the nature of the product or service permits development of a precise description or adequate specifications so that prospective suppliers will be enabled to have an identical understanding of the requirement. Bids are solicited publicly through advertising and by issuing

"Invitations for Bids." In response to the solicitation, "formal" sealed bids are submitted which are not subject to negotiation or change. The sealed bids are opened publicly on a specified date and are read aloud. A firm fixed-price contract is awarded to the responsible bidder (see definition) whose bid, conforming to the material terms and conditions of the invitation for bids, is lowest in price. Formal advertising is normally the required method of procurement for construction work (NPS HPF Manual Glossary -8).

General Conditions for Construction Contracts
Costs incurred by a general contractor for common elements to be used by other contractors or subcontractors. Included are temporary heat, power, lighting, water, sanitary facilities, scaffolding, elevators, walkways, railings, and office and storage space necessary for performance of contract work at the project site. (These items are distinct from "contingencies," which are unallowable) (NPS HPF Manual Glossary -9).

Goal
A timeless value statement that expresses the desired change that the grantee wants to accomplish and which serves as a guide for the grantee's planning and programming (NPS HPF Manual Glossary -9).

Grant
An award of financial assistance paid by the Federal Government under the National Historic Preservation Act to carry out specific objectives for a specified period of time consistent with the terms of an approved budget and executed grant agreement. The term does not include any Federal procurements subject to the procurement regulations in 41 CFR, nor does it include technical assistance or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct congressional appropriations (NPS HPF Manual Glossary -9).

Grant Agreement (HPF Funding Agreement)
The written contractual agreement and any subsequently approved amendments between NPS and a grantee in which the terms and conditions governing the grant award are stated and agreed to by both parties, and which documents the obligation of Federal funds in the NPS accounting system (NPS HPF Manual Glossary -9).

Grant Budget
The NPS-approved financial plan for use of both the Federal and nonfederal shares to carry out the purposes of the grant-assisted program and projects (NPS HPF Manual Glossary -9).

Grant Beginning Date
The NPS-approved date when the grantee may begin to incur costs chargeable to the grant (NPS HPF Manual Glossary -9).

Grant Closeout
The process by which NPS determines that all applicable administrative actions and all required work of the grant have been completed by the grantee (NPS HPF Manual Glossary -9).

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Grantee
The term generally means the department or agency of State government, federally recognized Indian tribal government, or other direct recipient of HPF grant assistance from NPS. Primary recipients are States, as defined in the Act, tribes, and the National Trust for Historic Preservation. The organizational entity to which a grant is awarded is responsible and accountable to the Federal Government both for the use of the funds provided, including cash and non-cash contributions applied in support of the grant, and for the performance of grant-supported programs, projects, or activities. The grantee is the entire legal entity even if a particular component is designated in the grant award document. Also see *Subgrant* (NPS HPF Manual Glossary -9).

Grant Period
The span of time stipulated in the grant agreement during which all costs may be charged against a grant (NPS HPF Manual Glossary-9); non-federal share is contributed; and all work to be accomplished under the terms of the agreement must be completed.

Grant Program
The activities and operations of the States, the National Trust for Historic Preservation, and any other grantee assisted under the Act, which are necessary to carry out the purposes of the grant, including that portion of the program financed by the nonfederal share (NPS HPF Manual Glossary -9).

HABS/HAER/HALS Documentation Programs
The Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER) is an integral component of the federal government's commitment to historic preservation. The program documents important architectural, engineering, and industrial sites throughout the United States and its territories. A complete set of HABS/HAER documentation, consisting of measured drawings, large-format photographs, and written history plays a key role in accomplishing the mission of creating an archive of American architecture and engineering and in better understanding what historic resources tell us about America's diverse ethnic and cultural heritage. To insure that such evidence is not lost to future generations, the HABS/HAER Collections are archived at the Library of Congress, where they are made available to the public. Documentation projects must meet the documentation standards in the Secretary of Interior's "Standards for Archeology and Historic Preservation." Most often HABS/HAER documentation will occur in the Survey, Development, or National Register Program Areas (http://www.cr.nps.gov/local-law/arch_stnds_6.htm).

Historic Context
A structured framework for organizing information about historic, prehistoric, and cultural resources based on a shared theme, time period, and geographical area. Historic contexts are those patterns or trends in history by which a specific occurrence, property, site, or place is understood and its meaning (and ultimately its significance) within prehistory or history is made clear. In National Register Multiple Property Submissions, historic contexts provide for a standardized means of describing, comparing, and explaining the significance of a wide variety of properties. When the historic context contains goals and priorities for the identification, evaluation, registration, and treatment of historic properties, it plays an important role in preservation planning and decision-making (NPS HPF Manual Glossary -9 & 10).

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Historic District
A geographically definable area, urban or rural, that possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. See *Registered Historic District* (NPS HPF Manual Glossary -10).

Historic Preservation
"Historic preservation," or "preservation" includes identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding the foregoing activities or any combination of the foregoing activities (NPS HPF Manual Glossary -10).

Historic Preservation Fund (HPF)
The source from which monies are appropriated to fund the program of matching grants-in-aid to the States (and other authorized grant recipients) for carrying out the purposes of the Act, as authorized by Section 108 of the National Historic Preservation Act (NPS HPF Manual Glossary -10).

Historic Preservation Fund (HPF) Subgrant Application - Submission
A complete *HPF Subgrant Application Submission* consists of the following six (6) documents:
1. Application Coversheet;
2. Affidavit for Matching Funds Form;
3. Civil Rights Assurance Form; and
4. Budget Form (or equivalent which includes all data found on the 'Project Budget Form.');
5. Program Area (PA) Form(s), dependant on your project(s);

Historic Preservation Review Commission (Local Commission for CLGs)
A board, council, commission, or other similar collegial body which is established by State or local legislation as provided in Section 101(c)(1)(B) of the Act, and the members of which are appointed, unless otherwise provided by State or local legislation, by the chief elected official of the jurisdiction concerned from section 301(13):
(A) professionals in the disciplines of architecture, history, architectural history, planning, prehistoric and historic archeology, folklore, cultural anthropology, curation, conservation, and landscape architecture or related disciplines, to the extent such professionals are available in the community concerned, and
(B) such other persons as have demonstrated special interest, experience, or knowledge in history, architecture, or related disciplines and as will provide for an adequate and qualified commission (NPS HPF Manual Glossary -10)

Historic Property
Any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register, including artifacts, records, and material remains related to such a property or resource (NPS HPF Manual Glossary -10).

Historic Structure Report (HSR)
The report required prior to development of a historic resource when the work involves fabricating significant missing architectural or landscape features, recapturing the appearance of a property at one particular period of history, or removing later additions (NPS HPF Manual Glossary -10).

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Identification
Identification is undertaken for the purpose of locating historic properties and is composed of a number of activities that include, but are not limited to archival research, informant interviews, field survey, and analysis. Within a comprehensive planning process, identification is normally undertaken to acquire property-specific information needed to refine a particular historic context or to develop any new historic contexts (NPS HPF Manual Glossary -10).

Indian Tribe (See *Federally Recognized Indian Tribal Government).*

Indirect Costs
Costs incurred for common or joint objectives, and which therefore cannot be identified specifically with a particular project or program without effort disproportionate to the results achieved. These costs are allocated to the various classes of work in proportion to the benefit to each class. The cognizant Federal agency must approve a rate based on a cost allocation plan (NPS HPF Manual Glossary -11).

In-Kind Contributions
The value of non-cash contributions provided by the grantee or non-Federal third parties. In-kind contributions may consist of charges for nonexpendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the grant program (NPS HPF Manual Glossary -11).

Inspection
1) A visit by an authorized representative of the Secretary to a certified historic structure for the purposes of reviewing and evaluating the significance of the structure and the completed rehabilitation work.
2) The term is also used in relation to monitoring visits to grant-assisted properties or SHPO facilities (NPS HPF Manual Glossary -11).

Integrity
The authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period (NPS HPF Manual Glossary -11).

Inventory
1) A list of historic properties determined to meet specified criteria of significance;
2) A list or compilation of what is known about resources within a specified jurisdiction. An inventory includes historic properties and other properties that have been evaluated but not found to be historic (NPS HPF Manual Glossary -11).

Keeper of the National Register of Historic Places (Keeper)
The individual to whom the authority has been delegated to list properties and determine their eligibility for the National Register (NPS HPF Manual Glossary -12).

Lobbying
Any activity designed to influence an officer or employee of an agency, a member of Congress, or an officer or employee of Congress to favor or oppose any legislation (including appropriation), whether before or after the introduction of any bill or resolution proposing such legislation. In accordance with 18 U.S.C. 1913, costs associated with lobbying efforts are unallowable as charges to HPF grants (NPS HPF Manual Glossary -12).

Local Commission See *Historic Preservation Review Commission.*

Local Government
A city, county, parish, township, municipality, or borough, or any other general-purpose political subdivision of any State (NPS HPF Manual Glossary -12).

Matching Share (Nonfederal Share)
Matching share (or "cost sharing") represents that portion of total project or program costs not borne by the Federal Government and that is supplied by the grantee or other nonfederal third parties in cash, in-kind, or in services contributed (NPS HPF Manual Glossary -12).

Monitoring
A process whereby the programmatic and business management performance aspects of a grant are reviewed by means of the collection and assessment of information gathered from various reports, audits, site visits, and other sources (NPS HPF Manual Glossary -12).

Multiple Property Submission
A Multiple Property Submission for nominating properties to the National Register is one that includes all or a defined portion of the cultural resources identified in a specified geographical area. A Multiple Property Submission consists of a Multiple Property Documentation Form, NPS-Form 10-900-b, together with individual registration forms (NPS HPF Manual Glossary -13).

National Park Service (NPS)
The bureau of the Department of the Interior through which the Secretary of the Interior administers the National Historic Preservation Program (NPS HPF Manual Glossary -13).

National Register of Historic Places Criteria
The established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places (NPS HPF Manual Glossary -13).

National Register of Historic Places Nomination Form
National Register Nomination Form means National Register Nomination Form NPS-Form 10-900, with accompanying continuation sheets where necessary (Form 10-900a), maps, and photographs (and Form 10-900b for Multiple Property Submissions). The forms and accompanying maps and photographs must be completed in accordance with the requirements and guidance in National Register Bulletin 16A, and other NPS technical publications on this subject. Descriptions and statements of significance must be prepared in accordance with standards generally accepted by academic historians, architectural historians, archeologists, and/or other relevant professionals. The nomination form is a legal document and reference for historical, architectural, and archeological data upon which the protections for listed and eligible properties are founded. The nominating

authority must certify that the nomination is adequately documented and technically and professionally correct and sufficient (NPS HPF Manual Glossary -13).

National Register of Historic Places Nominations
Preparation of National Register and National Historic Landmark (NHL) Nominations to expand "the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior (SOI) under authority of Section 101(a)(1)(A) of the Act" (NPS HPF Manual Glossary-13). Listing in the National Register honors a historic place by recognizing its importance to its community, State or the Nation. Under Federal law, owners of private property listed in the National Register are free to maintain, manage, or dispose of their property as they choose provided that there is no Federal involvement. Owners have no obligation to open their properties to the public, to restore them or even to maintain them, if they choose not to do so.

National Register of Historic Places (NRHP)
The National Register of Historic Places is the Nation's official list of cultural resources worthy of preservation. It is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. This national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, or culture, is maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the Act (NPS HPF Manual Glossary -13).

National Trust for Historic Preservation (www.preservationnation.org)
The private, nonprofit organization chartered by legislation approved by Congress on October 26, 1949 (63 Stat. 927), with the responsibility of encouraging public participation in the preservation of districts, structures, sites, buildings, and objects significant in American history and culture (NPS HPF Manual Glossary -13).

Nepotism
Patronage bestowed or favoritism shown based on family relationship (NPS HPF Manual Glossary -13).

Nonfederal Share See *Matching Share.*

Nonprofit Organization
For purposes of the HPF grant program, a nonprofit organization means any corporation, trust, foundation, agency, or other organization which:
(1) has been recognized by the Internal Revenue Service as being entitled to exemption under Section 501(c)(3) of the Internal Revenue Code, or
(2) is not organized for profit and no part of the net earnings of which inures, or will inure upon dissolution, to the benefit of any private shareholder or individual (NPS HPF Manual Glossary -14).

Object
A material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment (NPS HPF Manual Glossary -14).

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Operating Costs
The costs of staff and delivery of services for purposes defined in the Act, proposed for assistance in the NPS-approved annual grant application, and performed under arrangement with the State agency that administers the HPF-assisted program in the State. Operating costs assist activities directly related to the accomplishments of Program Area activities (NPS HPF Manual Glossary -15).

Phase
A logical, identifiable portion of a project, consisting of one or more elements of acquisition, development, planning, or other activities specifically activated by an agreement and one or more subsequent amendments. It is an incremental approach to work in which several distinct stages of work are proposed (NPS HPF Manual Glossary -16).

Plans and Specifications
The detailed working drawings and technical specifications necessary to determine the scope of the work and provide a firm basis for competitive bidding and contractual obligations for proposed construction work (NPS HPF Manual Glossary -16).

Predevelopment Work
The historical, architectural, and/or archeological research necessary to properly document proposed construction work on a historic structure or site performed prior to the commencement of development (NPS HPF Manual Glossary -16).

Preservation
1) As used in the Act, preservation includes the identification, evaluation, recordation, documentation, curation, acquisition, protection, management, rehabilitation, restoration, stabilization, maintenance, research, interpretation, conservation, and education and training regarding the foregoing activities or any combination of the foregoing activities.
2) The act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. (NPS HPF Manual Glossary -16).
https://www.nps.gov/tps/standards/four-treatments/treatment-preservation.htm

Preservation Agreement (*see Covenants*)
An executed personal contract enforceable in a court of law that binds the owner of a property acquired or developed in part with funds authorized by the National Historic Preservation Act to assume responsibility for maintenance and administration of the property for a period of time relative to the amount of HPF assistance provided, and to provide access for viewing and enjoyment by the public in accordance with the terms of the agreement (NPS HPF Manual Glossary -16).

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Professional Qualifications Standards (PQS)
These are the requirements used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience (http://www.nps.gov/history/local-law/arch_stnds_9.htm).

Program Area
A category or grouping of HPF-eligible activities. Program Areas are a useful means to track, report on, and evaluate grantee programs (NPS HPF Manual Glossary -17).

Project
A project is any operation with the following elements:
1) a scheduled list of component activities,
2) a logical sequence or ordering of these activities,
3) a statement of the time required to perform each activity, and
4) an indication of activity costs in the case of resource allocation problems.
For HPF grant purposes, a project is an organized activity carried out to reach a defined goal, usually under a subgrant, with a specified terminal point. The term "project" also applies to any HPF-assisted activity conducted through subgrants/contracts (NPS HPF Manual Glossary -18).

Project Activity
The smallest identifiable unit of work that in varying combinations constitutes the work to be performed as part of a project. An activity also refers to any portion of a project that consumes time and resources and has a specific starting and ending point (NPS HPF Manual Glossary -18).

Project Beginning Date (also see Grant Period)
The date the grantee or subgrant may begin to incur costs chargeable to the project (NPS HPF Manual Glossary -18).

Project Costs
The sum of the allowable costs as set forth in the applicable Federal cost principles, incurred by the grantee or subgrant in accomplishing the objectives of a grant during the project period. This includes allowable and necessary in-kind contributions made by third parties (NPS HPF Manual Glossary -18).

Project (or Grant) Period
The total time for which a project (or grant) has been approved by the grant award agreement and subsequent amendments for support with Federal funds and during which all work is to be accomplished
(NPS HPF Manual Glossary -18).

Proposed Project Costs
This is the sum of the allowable costs, both federal and matching, to be used in this project.

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Public Education
The provision of information, techniques, processes, requirements, etc., concerning the elements of the National Historic Preservation Act and the State and local programs operated under its requirements (NPS HPF Manual Glossary -19). Public education includes, but is not limited to:

1. Activities to increase overall public awareness of technical preservation methods and techniques having application to historic and archeological properties
2. Dissemination of information to promote working relationships with the public and private sectors to achieve preservation objectives
3. Explanation of historic preservation planning and/or the goals of local preservation ordinances, or design review guidelines to public or private audiences throughout the community;
4. Dissemination of the results of grant-funded work (i.e., explanation of accomplishments, problems, and issues directly related to grant-assisted activities to the community preservation constituency);
5. Purchase and installation of interpretive signs or markers at HPF grant-assisted historic buildings, structures and archeological sites.
6. Signage acknowledging HPF assistance at construction project site during grant period
7. Training and Education for Employee Development (Technical Conferences, etc.)
8. Temporary exhibits relating to HPF grant-assisted activities, accomplishments, or results.

Reconstruction
The act or process of depicting, by means of new construction, the form features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location (NPS HPF Manual Glossary -19) http://www.nps.gov/tps/standards/four-treatments/treatment-reconstruction.htm.

Rehabilitation
The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural, and cultural values (NPS HPF Manual Glossary -20). http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm

Report
A summation of project activities used for informative, qualitative, quantitative and recommendation purposes.

Restoration
The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project (NPS HPF Manual Glossary -20 & 21).
http://www.nps.gov/tps/standards/four-treatments/treatment-restoration.htm

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Secretary's Standards and Guidelines (SOI)
The Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation provide technical information about historic preservation activities and methods. The Standards and Guidelines are prepared under the authority of Section 101(f), (g), and (h), and Section 110 of the Act. The subjects covered in the Standards and Guidelines include: Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Documentation, Treatment of Historic Properties, Professional Qualifications, and Preservation Terminology (NPS HPF Manual Glossary -21). https://www.nps.gov/history/local-law/arch_stnds_6.htm

Secretary of the Interior's Standards for the Treatment of Historic Properties
The Secretary of the Interior's Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect our nation's irreplaceable cultural resources. https://www.nps.gov/tps/standards.htm

SHPO
State Historic Preservation Office (NPS HPF Manual Glossary -21). http://www.shpo.nv.gov

Site
The location of a significant event, a prehistoric or historic occupation or activity, landscape or traditional cultural property, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archeological value regardless of the value of any existing structure (NPS HPF Manual Glossary -21)

State or Local Statute
1) Law of the State or local government in this case designating or providing a method for the designation of a historical district or districts.
2) (CLG) State or local legislation for designation and protection of historic properties. For purposes of the CLG program, "designation" means the identification and registration of properties for protection that meet criteria established by the State or the locality for significant historic and prehistoric resources within the jurisdiction of a local government. "Protection" means a local review process under State or local law for proposed demolition of, changes, to, or other action that may affect historic properties designated by any certified local government (NPS HPF Manual Glossary -22).

Structure
A man-made construction built for purposes other than shelter. It can be an engineering project large in scale, such as a bridge or tunnel (NPS HPF Manual Glossary -22).

Subgrant
An award of financial assistance made under a grant to an eligible sub-grantee by a grantee (NPS HPF Manual Glossary -22).

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Subgrantee
The agency, institution, organization, other legal entity, or individual to which a sub-grant is made by the State and which is accountable to the State or other grantee for use of the funds provided. The sub-grantee is the entire legal entity even if only one particular component of the entity is designated in the sub-grant agreement (NPS HPF Manual Glossary -23).

Survey - Intensive Level
Intensive level survey is the systematic, detailed field (and archival) inspection of an area designed to identify fully architectural, archeological, and historic properties; and calculated to produce a level of documentation sufficient, without any further data, to evaluate National Register eligibility (and nominate if appropriate) (NPS HPF Manual Glossary -11). It is most useful when it is necessary to know precisely what historic properties exist in a given area or when information sufficient for later evaluation and treatment decisions is needed on individual historic properties. It describes the distribution of properties in an area; determines the number, location and condition of properties and types of properties actually present within the area; permits classification of individual properties; and records the physical extent of specific properties. At a minimum, an intensive survey should document:

- The kinds of properties looked for;
- The boundaries of the area surveyed;
- The method of survey, including an estimate of the extent of survey coverage;
- A record of the precise location of all properties identified; and
- The appearance, significance, integrity, and boundaries of each property sufficient to permit an evaluation of its significance.

Survey - Reconnaissance Level
Small-scale archival or field research, designed to provide a general impression of an area's architectural, archeological, and historical properties and their values, but not calculated to produce a level of documentation sufficient to determine a property's eligibility or to nominate a property to the National Register (NPS HPF Manual Glossary -19). Reconnaissance survey entails archival research and a field visit to determine the identity and location of resources present in an area. Such surveys should be designed so that a determination can be made from the results as to when it is worthwhile to obtain the additional level of documentation (through an Intensive Level Survey) necessary for a National Register nomination. This type of survey might be employed when gathering data to refine a developed historic context (e.g., checking on the presence or absence of expected property types, to define specific property types or to estimate the distribution of historic properties in an area.) The data should allow the formulation of estimates of the necessity, type and cost of further identification work and the setting of priorities for the individual tasks involved. In most cases, areas surveyed in this way will require resurvey if more complete information is needed about specific properties. At a minimum, a reconnaissance survey should document the following:

- The kinds of properties looked for;
- The boundaries of the area surveyed;
- The method of survey, including the extent of survey coverage;
- The kinds of historic properties present in the surveyed area;
- Specific properties that were identified, and the categories of information collected; and
- Places examined that did not contain historic properties.

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Survey – Resurvey Level
Resurvey is eligible if its purpose is to:

- Modify previously documented boundaries;
- Identify resources not a part of the property's earlier eligibility determination; or
- Establish a property's relationship with other resources through the development/refinement of historic contexts; or
- Resurveying in the field to upgrade existing inventory data for use in revising comprehensive historic preservation plan.

Technical Assistance
Development of skills or the provision of knowledge of the background, meaning, operation, or implications of some aspect of historic preservation. Includes providing assistance to anyone who is not a part of the SHPO staff; Issuance of previously prepared material, by itself, does not constitute technical assistance; there must be some significant action added. Mass mailings of brochures, forms, or publications would not count as technical assistance, because they do not require an understanding of what was sent out. Answering an inquiry on how to fill out a survey form or a detailed discussion on mortar analysis would constitute technical assistance. For sub-grantees, assistance that strengthens their capacity to plan, implement, evaluate, and manage their sub-grants would qualify as technical assistance as long as the assistance is substantive as described above (NPS HPF Manual Glossary -23).

Termination
The cancellation of Federal assistance, in whole or in part, under a subgrant or project at any time prior to the date of completion (NPS HPF Manual Glossary -23).