

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.

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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.

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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).

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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

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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.

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- 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.

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- 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:

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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:

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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).

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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 Glossary-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 Glossary-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 Glossary-4).

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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\(c\)](#)).

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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).

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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

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"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).

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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

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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).