



STATE
HISTORICAL
SOCIETY
OF NORTH DAKOTA

HISTORIC PRESERVATION FUND GRANT

Farmstead Historical Archaeology Context in North Dakota

The State Historic Preservation Office of North Dakota (SHPO) is seeking proposals from a qualified consultant to develop a comprehensive Farmstead Historical Archaeology Context Study in the state of North Dakota. Homesteading, farming, and ranching shaped the settlement of North Dakota in important ways. This study aims to enhance our understanding of farmstead history and culture in the region, focusing on preserving and interpreting the archaeological resources associated with North Dakota's agricultural heritage while providing guidance for cultural resource professionals.

The consultant must have expertise in historical archaeology and research and meet the professional qualification standards established by the Secretary of the Interior for history and archaeology. Previous work with relevant experience in rural historical archaeology, particularly in North Dakota, is a plus. The chosen consultant will need to possess a North Dakota cultural resources permit. This project is being funded by Historic Preservation Fund grant money. Work on this project will begin in May 2024 and be completed no later than September 30, 2025. The estimated budget for this project is \$50,000.

Scope of Work

This Request for Proposals (RFP) is for a historic context of rural domestic places, including farmsteads, homesteads, and ranches in North Dakota from a historical archaeology perspective. The context will create a detailed understanding of the historical development, spatial organization, material culture, and social aspects of farmsteads, homesteads, and ranch locations. The primary purpose of this document is to guide research, planning, and preservation by professionals and non-professionals. The final product of this RFP will be in the form of a written context report.

Project Background

Through developing historical contexts, this report will provide cultural resource surveyors with a background for rural domestic historical archaeology. The North Dakota Cultural Resource Survey (NDCRS) Site Form Training Manuals describe a context as a theoretical framework that comprises three intersecting parameters: theme, space, and chronology. The context is the basic organizational unit of the comprehensive planning process and provides a framework into which historic properties can be categorized for subsequent analysis and comparison. This type of organization allows site data analysis by theme, site type, geographical distribution, period, or various combinations thereof. The proposed context will focus on the historical archaeology of farmsteads and other rural domestic places with and without architectural features.

Project Objectives

The Farmstead Historical Archaeology Context in North Dakota is intended to follow a standard context framework with limited or no survey. The selected consultant will be responsible for conducting research and compiling a comprehensive report detailing the historical significance,

archaeology, and context of rural domestic places in North Dakota. The report will provide recommendations for preservation, documentation, and future research.

The Farmstead Historical Archaeology Context in North Dakota study should include, but not limited to:

Comprehensive research on the historical development and evolution of homesteads, farmsteads, and ranches in North Dakota.

Identifying and analyzing historical archaeology sites of rural domestic places within North Dakota.

Conduct a representative sampling landscape study to identify and analyze broader environmental and cultural features, in relation to land use patterns, water resources, and transportation routes.

Documentation and analysis of the historic material culture associated with rural domestic locations, including appendixes of material cultural identification sources and guides.

Research should begin with survey reports, NDCRS site forms, and local contexts deposited in the inventory collections at the State Historical Society of North Dakota, located in Bismarck, ND, as well as other appropriate regional, state, and local repositories and material cultural collections. Repositories should include but are not limited to the State Archive Research Library (Bismarck, ND), North Dakota Institute for Regional Studies (Fargo, ND), and the State Historic Preservation Office (Bismarck, ND).

Products

- A minimum of one draft version must be prepared for SHPO review.
- Final draft of the Farmstead Historical Archaeology Context in North Dakota report.
- An electronic copy and hard copy of the Final draft.

Qualifications

Grants will be awarded to applicants who hold or whose agents hold credentials meeting the requirements of the Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 1983), <https://www.doi.gov/pam/asset-management/historic-preservation/pqs>. The applicants may be local governments, state agencies, nonprofit organizations, educational institutions, individuals or for-profit corporations.

Before grant award approval, the grantee must enter into a formal grant contract with the SHSND. The contract outlines the responsibilities of each party and indicates the time period during which funds will be available to the grantee.

All out of state applicants that are awarded grants must be registered with the North Dakota Secretary of State's office as a foreign (out-of-state) firm doing business in North Dakota before a grant agreement will be finalized. This registration will incur a cost to the applicant. More

information can be found at Business Registration & Information section of the Secretary of State's website: www.nd.gov/sos.

Application Process

The application must include:

1. Completed Application form.
2. Narrative
3. Timeline
4. List of Products
5. Itemized Budget
6. Vitae of Project Personnel
 - a. Also, if the Principal Investigator has not been awarded a grant from the SHSND in the last 10 years, samples of work on a similar project.

Proposals must be received by

5:00pm Wednesday, March 13, 2024

The State Historical Society of North Dakota reserves the right to reject any or all proposals.

Application Form

All applicants must complete and sign the application form. The application form must be attached to the front of the proposal.

Narrative

Applicants shall submit a narrative description of the project in the form of a proposal which includes, at minimum, the following elements:

1. Description of how the project will be accomplished (i.e., research design)
2. List of all products to be produced.
3. Detailed schedule/timeline indicating dates for product submittal.
4. Vitae for all professional project personnel and their main project related responsibilities
5. If a context is to be produced, a conceptual outline of the context must be included with the proposal.
6. Survey proposals must include:
 - a. Type of survey to be done (i.e., architectural, historical, archeological, or combination)
 - b. Level of survey to be completed (i.e., intensive or reconnaissance)
7. Archeological projects must include information on compatibility of project with the State's archeological comprehensive plan.
8. Principal Investigators who have not written documents for the SHSND, Historic Preservation Division for work done under a Historic Preservation Grant in the past 10

years must submit references and samples of past work similar to the project in their proposal.

Project Budget

The proposal must include an itemized budget. The budget should clearly distinguish between the project costs that will be charged to the grant funds and any that will be supported by the applicant's cash and in-kind contributions. All items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of state and federal cost principles, auditable, and occur during the grant period. The method used to estimate cost for each item must be included.

Unless otherwise negotiated, "firm fixed price" contracts will be written for the project.

In a "firm fixed price" contract, the SHSND will agree to pay the contractor a fixed amount dependent upon approval of the proposal budget. Payments will be tied to the submittal of products with a majority of the funds withheld until approval of the completed project "Firm fixed price" contracts will not require the submittal of supporting documentation for expenses unless specifically requested; however, contractors must have supporting documentation available.

Budget Line-Item Guidelines

Please round off all figures to the nearest dollar and provide adequate supporting rationale to justify budget line items.

Salaries and Wages

For principal project personnel, provide each person's name, job title, wage rate and number of working hours on the project. For support staff, include the position title, wage rate, number of persons employed in this position, number of working hours on the project.

Fringe Benefits

List type of fringe benefits paid and the rate. If more than one rate is used, list each rate and salary base.

Consultant Fees

Include payments for professional and technical consultants. Provide the name of the type of consultant. Include the hourly rate of compensation and the amount of time the consultant will spend on the project. The maximum allowable hourly rate of compensation is \$118.91.

Travel Costs

For each trip, indicate the destination, the number of persons traveling, the total days they will be in travel status and the total per diem and transportation costs for the trip. Principal Investigators who have not had a contract from the SHSND in five or more years must meet with SHSND staff prior to the start of the project. Costs for this meeting should be included in the budget.

Allowable travel costs cannot exceed the rates established by the State of North Dakota:

1. The rate for mileage cannot exceed 65.5¢ per mile in North Dakota and within 300 miles of the border of North Dakota; 18¢ a mile beyond 300 miles of the North Dakota border.
2. The rate for meals cannot exceed \$45 per day per person in North Dakota; federal rates apply outside of North Dakota and vary for each city.
3. The rate paid for lodging cannot exceed \$88.20 plus tax per night per person; federal fiscal restrictions apply for lodging outside of North Dakota and federal rates will vary for each city.

Materials, Supplies and Equipment

Prior written approval must be obtained before the purchase of equipment using grant funds. If equipment purchased is proposed, a detailed description of the equipment, the intended use and an accurate estimate of the cost must be included in the proposal. The equipment will become the property of the SHSND at project completion.

Indirect Costs

Indirect Costs are not allowed, except in special circumstances.

Indirect costs are chargeable to a project budget only if the applicant has a federally negotiated indirect cost rate. If the applicant proposes to charge indirect costs to the grant, the federal rate negotiation agreement approving the indirect cost ratio must be included with the grant application.

Indirect costs are expense items that cannot be separated from normal operating costs; therefore, they cannot be tied directly to the project. Examples of indirect costs are the salaries of administrative officers, utilities, rent, insurance, etc.

Permit Costs

Grantees doing any cultural resource work on State owned property must acquire a permit prior to starting field work (NDCC 55-03-01.1). If not currently permitted with

the NDSHPO, please contact Amy Munson, Grants & Contracts Officer, amunson@nd.gov or 701-328-3573.

Other Costs

Please note that *miscellaneous* and *contingency* are not allowable budget categories. A *fixed fee* category may be included.

Matching Share

In general, matching share represents the portion of the total project costs not paid for with federal funds. The matching funds may come from cash contributions, nonfederal funds, or in-kind contributions. In-kind contributions, such as donated services and supplies, may be included in the match provided they can be documented and relate specifically to the proposed project. Matching funds are appreciated but not required on this project.

Contact the Grants & Contracts Officer for more information or questions on matching share.

Evaluation Criteria

All applicants will be evaluated using standardized evaluation criteria.

Each proposal will be judged by what degree it demonstrates:

1. Applicants understanding of project requirements, completion and quality of similar projects.
2. The Principal Investigator is qualified according to the Secretary of the Interior's Professional Qualification Standards (48 FR 22716, Sept. 83).
3. Project personnel have the technical capability, educational background and pertinent work experience needed for the project.
4. The applicant is knowledgeable and familiar with pertinent local cultural resources and historic preservation principles and methodology including all National Register Bulletins.
5. The applicant's knowledge and familiarity with research sources and techniques are adequate to complete the project.
6. The proposed timeline will meet the SHSND needs.
7. The planning and scheduling techniques assure quality performance.
8. Previous work done for the SHSND or similar projects were completed satisfactorily and in a timely manner.
9. The quality of work done on similar projects meets the SHSND standards.
10. The proposed research design and work plan is feasible to meet the desired objective.
11. The budget amounts are reasonable to accomplish the project as proposed.
12. The supporting rationale and documentation are adequate to explain and justify budget line items.

13. The contract amount is reasonable for the project.
14. The proposed products are of research value to the SHSND.

All application reviewers will have access to information regarding applicant's performance on previous projects. This information will include any discrepancies between project deadlines and work completion dates, the accuracy of budget projections and the quality of work performed.

Civil Rights

Grant assisted projects must be administered in conformance with the Civil Rights Act of 1964, as amended, which prohibits discrimination against the handicapped. Title VI of the Act states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Application Assistance

If more information is needed about the granting process or individual project descriptions, please send written questions to the following address or email:

Amy Munson
Grants & Contracts Officer

State Historical Society of North Dakota
Historic Preservation Division
612 East Boulevard Avenue
Bismarck, ND 58505

Phone: 701-328-3573
Fax: 701-328-3710
email: amunson@nd.gov

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or disability. Any person who believes she or he has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.

APPLICATION CHECKLIST

Each application must consist of the following pieces arranged in the following order:

- Application Form
- Narrative
- Timeline, including beginning and ending dates, with checkpoints in between.
- Budget, detailed line-item budget with justification
- Vitae of Project Personnel
- Sample of work on similar project (if required)
- Applications may be submitted either electronically or hard copy.

Electronic Submission Requirements

- Must be submitted as a single pdf including photo.
- Submit via email to: amunson@nd.gov

Paper Submission Requirements

- One copy, single sided, 8.5 x 11" paper
- Do not individually sleeve pages.

APPLICATIONS MUST BE
RECEIVED BY
THE STATE HISTORICAL SOCIETY of North Dakota
BY 5:00 PM
Wednesday, March 13, 2024

**UNDERREPRESENTED COMMUNITIES GRANT FUND
APPLICATION FORM**

APPLICANT ORGANIZATION: _____

PRINCIPAL INVESTIGATOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ E-MAIL: _____

Federal UEI: _____

Do not currently have a UEI (formerly DUNS) but will apply if awarded grant.

PROJECT PERIOD: Beginning Date: _____ Completion Date: _____

FEDERAL FUNDS REQUESTED _____

CASH MATCH _____

TOTAL PROJECT COST: _____

I certify that I have read the Society's Historic Preservation Fund Development Grant Guidelines and do understand the terms and conditions relating to the use of HPF grant funds. I understand that I may not proceed with any project work for which reimbursement is expected until I sign a contract with the State Historical Society of North Dakota and receive written notification from the State Historical Society of North Dakota to begin. I also certify that I, or the organization I represent, have sufficient resources to satisfy the proposed matching share.

Applicant Signature

Date