



The National Park Service's Underrepresented Communities Grant Program (URC) works towards diversifying the nominations submitted to the National Register of Historic Places. URC grants are funded by the Historic Preservation Fund (HPF) and are administered by the NPS. Projects include surveys and inventories of historic properties associated with communities underrepresented in the National Register, as well as the development of nominations to the National Register for specific sites.

The State Historical Society of North Dakota (SHSND) has been awarded an Underrepresented Communities Grant to update the Fort Totten State Historic Site National Register Nomination to include the site's Indian boarding school era. The estimated budget for this project is \$42,000.

Scope of Work

SHSND seeks to secure the services of a consultant to perform the following work.

A. Project Tasks

1. Prepare an updated nomination for Fort Totten (NRIS# 71000629, 12/9/1971) to include the history and significance of the Indian Boarding School and Day School era. The update should also include assessing and revising, as appropriate, narratives, boundaries, contributing resources identification, images, maps, etc.
2. Update shall be prepared pursuant to the guidance presented in *National Register Bulletin: How to Complete the National Register Registration Form* and relevant additional guidance published by the National Register of Historic Places and available on <https://www.nps.gov/subjects/nationalregister/publications.htm>.
3. Prepare one (1) PowerPoint presentation, including script, text, and images.
4. Present the property to tribal representatives and the local community of Fort Totten, ND (in-person).
5. Present the property to the ND Historic Preservation Review Board for approval (in-person).
6. Revise the document as requested by the ND National Register Coordinator and directed by the ND Historic Preservation Review Board.

B. Project Schedule and Deliverables

1. Estimated schedule: 14 months
 - a. Fieldwork/research: 7 months
 - b. Draft nomination due to SHSND by August 31, 2024
 - c. Presentations to tribal members and the local community, October 2024
 - d. Revised draft nomination due to SHSND by November 25, 2024
 - e. Presentation to the ND Historic Preservation Review Board on January 25, 2025

- f. Final nomination due 30 days after receiving ND Historic Preservation Review Board comments.
 2. SHSND is in the process of partnering with Tribes for remote sensing of the area. If the analysis from the remote sensing work is available by June 2024, it is expected the analysis will be a source used in the updated nomination.
 3. Consultant shall work with SHSND for scheduling meetings/presentations with tribal representatives.
 4. Deliverables
 - a. One (1) complete updated NRHP nomination
 - b. One (1) presentation addressing the updated nomination.
- C. Assumptions
1. All work will adhere to the National Register of Historic Places guidance.
 2. All deliverables will be provided in electronic format as Word, PowerPoint, and PDF files and must be compliant with the United States Workforce Rehabilitation Act of 1973, as amended (508 compliance).
 3. The property location will require one (1) in-person site visit by consultant during the fieldwork/research phase and one (1) in-person visit for presentation, for a total of two (2) site visits. The ND State Archives and additional SHSND records for the Fort Totten State Historic Site are located in Bismarck, ND. The ND Historic Preservation Review Board meeting will be held in Bismarck, ND.

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/pgs>
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 Friday November 17, 2023

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 PM
Friday, November 17, 2023**

**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