

# **NORTHERN RIO GRANDE NATIONAL HERITAGE AREA GRANT PROGRAM GUIDELINES**

Summer/Fall 2017

## **I. INTRODUCTION**

The **Northern Rio Grande National Heritage Area (NRGNHA)** was designated by Congress in 2006 in recognition of the region’s multi-cultural heritage, and its rich natural and cultural resources. The Heritage Area extends over 10,000 square miles of northern New Mexico, including all of Rio Arriba, Santa Fe, and Taos counties. The natural features of the NRGNHA include natural panoramic vistas, high desert valleys, mountain ranges, plants and wildlife, unique geologic features, prehistoric archaeological sites, and exceptionally dark night skies. Much of the NRGNHA is public land, including vast tracks administered by the Bureau of Land Management and U.S. Forest Service, as well as, Rio Grande del Norte National Monument, tribal lands, designated land grants, and traditional communities.

The Northern Rio Grande National Heritage Area, Inc., a New Mexico 501(c)3 non-profit organization, was named by Congress as the NRGNHA Coordinating Entity. Our mission is “to help sustain the communities, heritages, languages, cultures, traditions, and environment of Northern New Mexico through partnerships, education, and interpretation.” Our vision is community and economic viability rooted in the heritage and the environment of Northern New Mexico. Our aim is to help identify, research and evaluate, conserve, protect, interpret and promote the archaeological, historical, cultural, natural, scenic, and recreational resources of the Heritage Area in a way that enhances economic opportunity without managing or regulating land use. The NRGNHA Management Plan was approved in 2014 and establishes a framework for achieving this mission. We encourage applicants to read the Management Plan prior to applying for a NRGNHA grant. The Management Plan is available on our website: [www.riograndenha.org](http://www.riograndenha.org).

## **II. PURPOSE AND SCOPE OF GRANTS PROGRAM**

Northern Rio Grande National Heritage Area, Inc. offers grants for innovative projects that will help accomplish the strategies, goals and objectives defined in the NRGNHA Management Plan. These goals are described in the Notice of Grant Availability and in this document. The grant program is designed to provide strategic investments in heritage sites, events, programs, materials and other projects of cultural, educational and recreational value in Rio Arriba, Santa Fe, and Taos counties.

The Heritage Area’s Management Plan also targets preserving, interpreting, and developing the heritage resources of Northern New Mexico. The distinctive facets of the region’s heritage were the basis for the National Heritage Area designation in 2006. The matching grants help accomplish the goals and objectives of the Management Plan, with leveraged funding for innovative projects across the region that preserve, interpret, and develop heritage resources and that expand economic opportunity.

Funds for the Northern Rio Grande National Heritage Area’s grants program are provided by the federal government through the National Park Service. The program is designed to be responsive to requests initiated within the broader community, although NRGNHA may initiate project funding with its partners outside of the grant cycle. The National Heritage Area has interest in developing projects that:

- are regional or multi-county in scope,
- involve active partnerships between organizations or within communities,
- leverage substantial matches from project participants and other grantors
- demonstrate support from dominant entities: arts councils or guilds, chambers of commerce, tourism authorities, historic preservation organizations, land conservancies, community colleges/schools, state government agencies, regional councils of governments, or tribal and local governments.

### **III. WHAT TYPES OF APPLICANTS ARE ELIGIBLE TO APPLY?**

The following types of organizations serving the 3-county Northern Rio Grande National Heritage Area region are eligible to apply for a grant:

- units of state and local government
- Tribal government entities
- academic institutions
- community organizations
- non-profit organizations with 501(c)3 or 501(c)6 tax-exempt status from the Internal Revenue Service.

NRGNHA does not provide grants to individuals. Applicants may submit no more than one application per grant cycle. Only one project may be proposed in a single application.

Collaboration and partnerships are encouraged. The applicant must have sufficient capacity to manage the project to completion. Applicants who have previously received grants from the Heritage Area are eligible only if they have followed all applicable regulations and specifics agreed to in the Grant Contract.

#### **Application Requirements**

Completed application forms must be submitted by 5:00 p.m. Mountain Daylight Time on the application due date, **August 15, 2017**. Mailed applications must be postmarked by this time, and hand-delivered applications must be received by this deadline. All supplementary documentation, such as letters of support for your project, must be received by the deadline. Do not staple or bind your materials except with a paper clip or binder clip. Incomplete applications will not receive consideration.

Note: NRGNHA staff may request additional information during the review process. Staff is available to assist with the application process, and can be reached at 505-852-0030 or [info@riograndenha.org](mailto:info@riograndenha.org). Learn more about NRGNHA at [www.riograndenha.org](http://www.riograndenha.org).

### **IV. WHAT TYPES OF PROJECTS ARE ELIGIBLE FOR A GRANT?**

To be eligible for a grant, a project must meet all of the following criteria:

1. The project must be located in the 3-county region of the Northern Rio Grande National Heritage Area, which includes the Rio Arriba, Santa Fe, and Taos counties.
2. The project must fit within one of the grant categories (described in the *Grant Categories* section). If a project appears to fit within more than one grant category, applicant should indicate which category is the closest fit.
3. The project must be focused on one or more of the Northern Rio Grande National Heritage Area's core goals and objectives or interpretive themes.
4. The grant applicant must provide or secure at least an equal contribution of matches from non-federal sources (see the *Matching Contributions* section of the guidelines).
5. The grant applicant must demonstrate strong local support by including letters of support from the local community and partner organizations.

#### **Eligible Projects**

To be eligible for funding, projects must further one or more goals of the NRGNHA, listed below. Projects that address two or more goals will be given higher consideration. Projects that incorporate the primary interpretive themes of the Northern Rio Grande National Heritage Area are highly encouraged.

## Projects that Fit Heritage Area Goals and Objectives

### **Heritage Resource Conservation and Enhancement**

- Ø Enable research to ensure identification, information development and recognition of all of the region's significant heritage features.
- Ø Conserve, preserve, and enhance the heritage resources of the NRGNHA
- Ø Advocate for sustainable facility and land use, open space and view shed preservation, and careful resource development related to the NRGNHA's cultural and natural landscapes.

### **Education and Interpretation**

- Ø Establish a consistent, area-wide framework for the interpretation of the NRGNHA's resources.
- Ø Connect heritage sites and resources through interpretive themes and products.
- Ø Support educational and research initiatives that teach the public about the NRGNHA's heritage.
- Ø Support heritage education and interpretation by strengthening constituent heritage partners.

### **Heritage Tourism and Recreation**

- Ø Use a distinct visual image and identity in the design of heritage area products such as informational materials, signage, and interpretive exhibits.
- Ø Develop physical and programmatic linkages between heritage area destinations to assist visitors in experiencing the NRGNHA's diverse natural and cultural resources.
- Ø Promote awareness of and increase visitation in the NRGNHA through public relations and marketing programs.
- Ø Foster and promote recreational opportunities within the NRGNHA.

### **Community Revitalization**

- Ø Conserve and use heritage resources to foster sustainable economic activity in traditional centers.
- Ø Promote entrepreneurial activity and small business development related to NRGNHA heritage resources.

### **Partnership Development**

- Ø Assure NRGNHA remains a strong and vital coordinating or managing entity.
- Ø Facilitate funding, planning and technical assistance, to heritage feature owners, managers and operators in order to bind partners together with each other and the coordinating entity.

Projects should also exemplify the following **Principles of Implementation**:

- “ Encourage collaboration and leverage resources of multiple parties to achieve Northern Rio Grande National Heritage Area goals.
- “ Address sites or resources that are regionally or nationally significant, especially those in immediate danger of being lost or destroyed.
- “ Respect the carrying capacity and authenticity of heritage resources.
- “ Exhibit a high degree of quality including high standards for planning and design.
- “ Show strong potential for sustainability and the capacity to manage after completion.
- “ Establish realistic and clearly defined outcomes.
- “ Can be completed in a timely manner.
- “ Include evaluation criteria to measure success of stated goals.

The goals of the Northern Rio Grande National Heritage Area are described in detail in the Management Plan, which may be viewed on our website: [www.riograndenha.org](http://www.riograndenha.org). Goals and objectives are summarized in the **Notice of Grant Availability**.

## V. GRANT CATEGORIES

### ***Preservation Grants***

Preservation Grants provide funding for the preservation, conservation, and revitalization of heritage sites and traditions in the Northern Rio Grande National Heritage Area. Projects must be focused on one or more of the National Heritage Area's core goals and interpretive themes. Grant funds may not be used to acquire real property or an interest in real property. Preservation grant projects may fit within one of three subcategories:

Preservation of Historic Buildings and Sites: The rehabilitation, renovation, and restoration of buildings, structures, and sites with historical or cultural significance to provide an engaging and educational visitor experience. The buildings, structures, and sites must be listed on the National Register of Historic Places. Properties must be owned by a government entity or a local non-profit organization. Furthermore, the project activity to be funded by the grant must result in a significant interpretive or educational use or visitor experience focused on one or more of the National Heritage Area's core interpretive themes. Funding in this subcategory is available for planning/implementation. Planning may include consultations and the preparation of master plans, architectural designs, feasibility studies, or applications for listing on the National Register of Historic Places.

Cultural Heritage Preservation: This grant subcategory includes two types of projects: (1) the development of archival systems, video documentaries, sound recordings, or oral histories which identify and document people, places, artifacts, traditions, and events that have made significant contributions to the agricultural, craft, and/or cultural heritage of Northern New Mexico, or (2) the development and implementation of workshops or other educational programs to transfer knowledge, customs, and skills from tradition bearers to students. Preference will be given to projects that incorporate plans for making the heritage resources accessible to the public. Projects that involve tradition bearers should include appropriate compensation for expenses and services provided.

Farmland and Open Space Preservation: Planning at a municipal, county-wide, or regional scale for the preservation of open spaces and agricultural lands, including those that sustain the integrity of habitats, plant and wildlife populations, forest and agricultural production, water quality, and scenic values. Such projects may also incorporate planning for developing recreational resources associated with open spaces such as parks, community gardens, greenways, non-motorized trails, and byways. Funding is also available for landscape or watershed restoration activities on sites that are open for public visitation and where hands-on learning and/or on-site interpretation are an integral part of the project.

### ***Interpretation Grants***

Interpretation Grants provide funding for development and implementation of public programs, theatrical performances, demonstrations, classes, workshops, tours, videos, sound recordings, guidebooks, websites, and exhibits to educate residents and/or visitors about the agricultural, craft, music, and/or natural heritage of Northern New Mexico. Projects that involve tradition bearers should include appropriate compensation for their services and expenses. Funds are not available for festivals, concerts, or concert series.

### ***Development Grants***

Development Grants provide funding for the marketing of heritage sites and resources and the implementation of programs that provide business planning and marketing assistance to heritage-related businesses and artists. Projects must be focused on one or more of the Northern Rio Grande National Heritage Area's goals and objectives. Grant funds may not be used to acquire real property or an interest in real property. Development grant projects may fall into one of three grant subcategories:

Marketing: The development, placement, and distribution of promotional materials and media, trail maps, and visitor guides to market heritage events, sites, trails, and attractions. Preference will be given to projects that market multiple sites or events across county lines. Applicants are encouraged to incorporate sustainable tourism principles and/or messages and environmentally responsible use of media wherever possible.

Marketing and Planning Assistance: The development and implementation of programs, classes, or workshops that provide business planning and marketing assistance to businesses, farmers, craftspeople, musicians, and other tradition bearers interested in earning income from heritage-related activities.

Venue Improvements: Facility upgrades (such as sound systems, seating, lighting, and dance floors) at traditional performance venues that are managed by a local government or a nonprofit organization. Funds are not available for festivals, concerts, or concert series.

If your project involves an historic resource or site, please complete the **Historic Resources Questionnaire** (Appendix 2).

## **VI. HOW ARE GRANT RECIPIENTS SELECTED?**

### **Application Review Process**

NRGNHA staff will review all submitted applications and provide comments to the Heritage Area Grants Committee. Incomplete applications will not be considered for further review. The Grants Committee reviews the applications, drawing on advisors as needed, and makes funding recommendations to the NRGNHA Board, which makes the final decision on grant awards. Grant applicants may be asked to provide clarifications and additional information during the review process. Additional review by the National Park Service and/or the State Historic Preservation Office may be required for some projects.

The Grants Committee considers the proposed project and evaluates applications according to: A) Project Need, B) Project Impact, C) Project Feasibility, and D) Project Support. The committee will rank applications in order of their scores for selection as grant recipients.

The “Grant Application Evaluation Sheet” used by the NRGNHA Grants Committee is designed for evaluation of responses to the questions asked in the grant application. Each grant application is reviewed and scored by individual reviewers, then final scoring and ranking is performed by the entire Grants Committee. The Grant Application narrative should briefly and concisely answer all the requested questions:

### **Grant Application Evaluation: TOTAL POINTS AVAILABLE – 100 POINTS**

#### **Project Need (25 points):**

- (1) Does the application describe the critical need that is to be addressed by the project? What historic/cultural preservation need(s) does this proposed project address? Why is the project a priority?
- (2) How will the project address this need (what problems will this solve)?
- (3) How does this project enhance the ability of the applicant organization/community/group to carry out its mission?

#### **Project Impact (25 Points):**

- (1) Does the applicant describe how youth and the public will be involved?
- (2) What products (tangible or intangible) or events will result? Do they lend themselves to sharing with other users/members of the public?
- (3) How will the project benefit the community? This should address immediate and longer term benefits. How will the product(s) be made available to the public?
- (4) How the result will increase public awareness and understanding of the project partnership with the Heritage Area? Does applicant recognize a partnership relationship or just seeking funding?
- (5) Does the application clearly demonstrate how it will address one or more Heritage Area goals? Which of the management plan goals and objectives does the project specifically meet? How?

**Project Feasibility (20 Points):**

- (1) Has applicant accomplished other **similar** projects?
- (2) Do the Project Coordinator and/or key personnel provide skills and experience appropriate for achieving project objectives?
- (3) Has applicant described adequately how they will acknowledge NRG's funding?
- (4) Does application fully describe people involved in the project and what they will do?
- (5) Are activities that will be carried out to complete the proposed project complete and adequate? Do they reflect a good understanding of project activity to assure completion?
- (6) Is the time schedule realistic and can the project be accomplished in the proposed grant period?

**Project Support (20 Points):**

- (1) Has application shown that the project has support of stakeholders and/or the community, and the partners are actively involved? How will the public be involved in the project?
- (2) Has applicant submitted support letters?
- (3) Has application shown where matching funds come from, in cash donations and/or in-kind support, or public participation and continued involvement?

**Project Budget (10 points):**

- (1) Has applicant provided a well-developed budget, describing and documenting costs for specific tasks?
- (2) Do costs appear reasonable and eligible within guidelines?
- (3) Has applicant provided an adequate description and calculation of match? If match is not yet obtained has applicant explained how it will be raised? What funding sources will be used for the match? Is the required match satisfied?

**Evaluation Criteria**

The 2017 grant cycle is expected to be competitive. In previous grant cycles, fewer than half of grant applications received were funded. In evaluating the applications, the Grants Committee will also consider responses using the following criteria to differentiate the relative worth of various projects:

- *Public benefit.* This includes the project's economic impact as well as social impacts, community impacts, and quality-of-life impacts. Also included is the project's potential to promote public understanding and appreciation of the heritage resource(s).
- *Significance of the heritage resource(s)* to be preserved, interpreted, developed, or marketed.
- *Geographic scope of project.* Greater consideration will be given to projects that are regional or multi-county in nature.
- *Partnerships.* Greater consideration will be given to projects that involve active partnerships between organizations.
- *Leveraging.* Greater consideration will be given to projects with matches that exceed the grant request and/or which consist primarily of cash contributions.
- *Quality of performance* plans for implementing and evaluating the project.
- *Capability.* Evidence of sufficient management and financial ability to complete the project.
- *Local support.* Evidence that the project has support within the local or regional community.

- *Consultation.* Evidence that folklorists or historians have been consulted if the project interprets historical or cultural facts.
- *Sustainability.* For projects that are intended to continue beyond the life of the grant, greater consideration will be given to those that show a strong potential for sustainability.
- *Use of local contractors.* Applicants are encouraged to use contractors from the region wherever possible.
- *Environmentally responsible use of resources.* Applicants are encouraged to incorporate environmentally friendly principles, practices, and messages in the design and implementation of their projects.

## **VII. PROJECT FUNDING**

### **What We Fund**

NRGNHA funds projects that contribute to our mission of sustaining the communities, languages, cultures, heritage, and environment of Northern New Mexico, protecting and promoting the unique natural and cultural heritage of the Northern Rio Grande National Heritage Area. Typical maximum grant award is \$3,000 to \$5,000. The minimum grant award is \$1,000. The grant applicant must provide at least an equal contribution of matches from non-federal sources.

Please read the **Notice of Grant Availability** for detailed suggestions of types of projects that may be submitted for funding. The attachment, **Grants Awarded by County – 2009 to 2016**, provides a listing of projects that have been funded over the last seven years.

### **Reimbursement**

Grant funds are provided on a reimbursement basis. That is, grant funds are provided only after project costs are incurred and paid for by the grant recipient. To request a reimbursement, the grantee must submit a progress report and documentation of paid expenses and matches, including receipts, paid invoices, and copies of checks. Documentation of in-kind contributions must be itemized to show the amount and value of contributed labor, services, and materials.

If there is a compelling need for advance funds to start the project, the applicant may request a partial advance payment in the grant application. The Northern Rio Grande National Heritage Area will consider such requests on a case-by-case basis. Partial advance payments may not exceed 50% of the total grant award. Advance payments that are approved will be made upon signing of the grant agreement.

### **Matching Contributions**

To be eligible for a grant, the applicant must provide at least an equal (dollar-for-dollar) match for the proposed project. The match may come from another grant, from the applicant organization, from its partners in the project, or from any combination thereof. All of the match must come from non-federal sources.

The match may consist of real dollars or in-kind (non-cash) contributions of labor, services, materials, equipment, supplies, and/or travel expenses that are necessary and reasonable for the accomplishment of project objectives. Purchases of real property may not be counted as a match. Overhead and general administrative costs are not acceptable matches. Donated professional services and volunteer labor may be counted as matches. Matching real dollar contributions may begin to be made before the date of the grant award, but there must be a significant overlap between the time period of the matching contributions and the time period of the grant award.

All sources of matching contributions must be documented at the time of application. This must include a letter signed by the applicant organization's financial officer or authorized representative which documents the amount

of matching funds being contributed to the project budget. Matching contributions that have been secured at the time of application should be identified. If the match is pending (e.g., from another grant application, or from earned revenues to be secured), the application should note the date the match is expected to be confirmed. Any project funded by a NRGNHA grant will be required to provide verifiable documentation that matching funds have been spent and that matching in-kind contributions have been received.

Matching funds must come from non-federal sources. **IMPORTANT:** Many state grant funds are derived from federal sources. If you are planning on utilizing a state funding source as match, please verify with the agency or organization that the funds are not federal.

In-kind matches must be directly attributable to the project. Personnel time for employees, volunteers, and consultants as well as contributions of services, materials and supplies must be documented. Documentation must be submitted to NRGNHA in support of any reimbursement requests.

### **VIII. ELIGIBLE PROJECT COSTS**

National Heritage Area grant funds may be used to cover project costs that are necessary and reasonable for the accomplishment of project objectives. Such costs may include labor, services, materials, equipment rental or repair, supplies, and travel. **Grant funds may not be used to purchase real property.** The grant application must include a completed Project Budget and Financial Information Form, which provides a framework for itemizing the project budget. NRGNHA staff will provide assistance in completion of the Budget form.

#### **Allowable Costs**

Allowable project costs include site improvements, technical assistance, programs, events, presentations, publications, research and field work. Grant funds may be used to cover project costs that are necessary and reasonable for the accomplishment of project objectives. Such costs may include labor, services, materials, equipment rental or repair, supplies, and travel.

The following expenses will NOT be funded: Overhead, general administrative costs, routine repair and maintenance, and contingency funds. Grant funds may NOT be used to acquire real property or an interest in real property.

**IMPORTANT:** Applicants should NOT begin work on any project for which funds are being requested until AFTER the grant contract is signed by NRGNHA and the Grantee. Starting work prior to the contract being signed will jeopardize funding. Grant funds will be provided on a reimbursable basis. Disbursements will be made upon request of payment accompanied by a progress report, documentation of paid expenses (receipts, invoices, etc.) and documentation of matching contributions.

### **IX. TERMS OF GRANT AWARDS**

The following terms identify key concepts/requirements that will be considered in the development of the project contract.

- **Project Leadership:** Grant applicants must appoint a Project Manager who will act as the primary contact between the National Heritage Area and the grantee.
- **Notification:** All grant applicants will receive written notification regarding grant award decisions.
- **Minimum Grant Amount:** No grant will be awarded for less than \$1,000. Hence, the total cost of proposed project must be at least \$2,000 when factoring in matching contributions.

- **Grant Administration Orientation Meeting:** After notification of the grant award, the Project Manager or a designated representative of the grant recipient organization may be required to attend a grant administration orientation meeting.
- **Grant Contract:** The grant funds will be administered through a grant contract between the Northern Rio Grande National Heritage Area and the grant applicant. *The grant award is not official until both parties have signed the grant contract.*
- **Effective Project Start Date:** The effective date for the start of the project will generally be the date the contract is signed by both parties. At the discretion of the Northern Rio Grande National Heritage Area, the effective project start date may be as early as the date the award is approved by the NRGNHA board. *Expenses incurred prior to the effective project start date are not eligible for reimbursement.*
- **Grant Period:** The grant period will be for up to 12 months from the effective project start date.
- **Project Changes:** The Northern Rio Grande National Heritage Area must approve any changes in the scope or timeframe of the grant contract prior to the initiation of such changes.
- **Grant Acknowledgment:** The grantee will be required to acknowledge the funding support of the Northern Rio Grande National Heritage Area and to display a sign with such an acknowledgment at the project location, if applicable. The acknowledgment should incorporate the National Heritage Area logo. Grantees will also be required to acknowledge the Northern Rio Grande National Heritage Area in all materials announcing the grant award or implementation/completion of the grant project. Finally, grantees will be required to send a letter to their Congressional representatives to notify them that their project has received a federal grant award through the Northern Rio Grande National Heritage Area and to thank them for their support of the Heritage Area.
- **Final Reports and Publicity:** Upon completion of the project, the grant recipient will be required to submit a final project report in a standard format provided by the Northern Rio Grande National Heritage Area. Final reports should include an evaluation of the effectiveness and impact of the project. Grantees may be asked to participate in scheduled media events announcing the completion of the project. NRGNHA staff or Board members will conduct a site visit prior to the completion of the project.
- **Default Statement:** If the grant recipient is not able to complete the project within the agreed-upon project schedule (12 months), the grant contract will be terminated. The grant recipient may apply in writing for a one-time extension of up to 6 months.
- **State Historic Preservation Office Review:** Projects may require additional review by the State Historic Preservation Office to determine if there may be any adverse impacts to historic or archaeological sites. Applicants may be required to submit more detailed project information, maps, and photographs for this review, which falls under the provisions of Section 106 of the Historic Preservation Act.

## **X. GRANTEE RESPONSIBILITIES**

The following are some of the key responsibilities that the Grantee must acknowledge and adhere to.

1. Grantee will be required to sign a Grant Contract with NRGNHA detailing the specifics of the grant. Each Grant Contract will be unique as it will include project specifics.
2. Grantee will NOT begin work or make purchases for grant-funded portions of any project until AFTER an official Grant Contract has been signed by NRGNHA and the grantee.
3. NRGNHA grants are made with federal funds and therefore must follow all applicable federal laws. Failure to follow any applicable federal regulations may result in project funds being withheld. A list of federal laws and regulations that frequently apply to funded projects is in **Appendix 1**. Additional

regulations may also apply. Once a grant is awarded, NRGNHA staff will work with the grantee to determine what laws and regulations apply to the project. These will be listed in the grant contract.

4. Grantee must provide proof of insurance as applicable. Specifics on insurance requirements will be listed in the Grant Contract.
5. Grantee must acknowledge NRGNHA funding in printed materials, exhibits, signage, etc. and verbally recognize NRGNHA at events utilizing NRGNHA funds.
6. Grantee must allow inspection of program records by NRGNHA staff and authorized federal agencies. Grantee must be willing to work closely with NRGNHA staff and to ensure contracts are being followed, regulations are adhered to, and projects remain on schedule.
7. Grantee is required to submit fiscal and final performance reports for the project and program activities as specified in each grant contract. Progress reports may be required for long, complex projects in support of interim requests for reimbursement.
8. Grantee may be required to supply NRGNHA with products related to the project, such as research findings for a research project. Requirements will be specified in the grant contract.
9. Grantees will submit letters of appreciation to the Congressional Delegation (Representative Lujan and Senators Udall and Heinrich) thanking them for supporting funding for the NRGNHA. Copies of these letters shall be submitted to NRGNHA with the Final Report.

### **Conflicts of Interest**

The grant program will be administered to avoid any potential conflicts of interest. Any member of the Grants Committee or NRGNHA Board of Directors will abstain from any discussion, deliberation or voting on projects which he or she is connected to through employment, elected office, family relationship, or financial interest.

### **Grantee Obligations & Requirements**

Grant recipients will be required to execute a legally binding Grant Agreement between NRGNHA and the grant recipient. The Grant Agreement includes a Scope of Work, listing of Deliverables, Project Schedule, and Project Budget. The scope of work cannot be substantively changed without approval of NRGNHA once the grant is awarded and the Grant Agreement is signed.

Failure on the part of the grant recipient to begin the project in a timely manner or to perform as agreed may result in NRGNHA taking action to rescind the grant. NRGNHA typically holds a significant portion of the grant amount in reserve, authorizing disbursement only after it has reviewed and accepted final grant products and deliverables. It is recommended that the grant recipient write subcontractor contracts with payment schedules providing similar control.

### **Grantee Responsibilities – Federal Regulations**

Grant awards from the Northern Rio Grande National Heritage Area are made with federal funds received from the National Park Service. Because the grant dollars are federal in origin, grant recipients must comply with applicable federal regulations regarding the use and administration of federal funds. These regulations set standards for such administrative activities as procurement and record retention and govern the use of copyrighted work. Key federal regulations that may be applicable are listed on **Appendix 1**.

Grantees agree to have an audit performed that meets the requirements of OMB Circular A-133 whenever \$500,000 or more in federal funds is expended (*cumulatively*) during a fiscal year and provide a copy of the audit to the Northern Rio Grande National Heritage Area. Further they agree to allow inspection of program records and project by the Northern Rio Grande National Heritage Area and authorized federal agencies during the project and for up to three years following project completion.

**Northern Rio Grande National Heritage Area Grant Application**  
**Appendix 1 – Applicable Federal Laws, Rules & Regulations**

**Applicable Laws & Regulations**

Grantees must also comply with all applicable federal laws, including but not limited to:

- Ø Section 106 of the Historic Preservation Act [www.achp.gov/106summary.html](http://www.achp.gov/106summary.html)
- Ø Native American Graves Protection and Repatriation Act [www.nps.gov/nagpra/mandates/index.htm](http://www.nps.gov/nagpra/mandates/index.htm)
- Ø National Environmental Policy Act [www.epa.gov/compliance/nepa](http://www.epa.gov/compliance/nepa)
- Ø Americans with Disabilities Act [www.ADA.gov](http://www.ADA.gov)

Additional federal regulations that may apply to your project include:

- Ø Title IV of the Civil Rights Act of 1964 [www.justice.gov/crt/about/cor/coord/titlevi.php](http://www.justice.gov/crt/about/cor/coord/titlevi.php)
- Ø Title IX of the Education Amendments of 1972 [www.justice.gov/crt/about/cor/coord/titleix.php](http://www.justice.gov/crt/about/cor/coord/titleix.php)
- Ø The Age Discrimination Act of 1975 [www.dol.gov/dol/topic/discrimination/agedisc.htm](http://www.dol.gov/dol/topic/discrimination/agedisc.htm)
- Ø Section 504 of the Rehabilitation Act of 1973 [www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf](http://www.hhs.gov/ocr/civilrights/resources/factsheets/504.pdf)
- Ø Fair Labor Standards Act <http://www.dol.gov/whd/flsa/>

The Office of Management and Budget (OMB) promulgates “circulars” which specify cost principles and audit requirements for different organizations. All OMB circulars are available on OMB’s website:

[www.whitehouse.gov/omb](http://www.whitehouse.gov/omb) .

States, local governments, and Indian Tribes

- Ø OMB A-87 for cost principles
- Ø OMB A-102 for administrative requirements
- Ø OMB A-133 for audit requirements

Educational Institutions (even if part of a State or local government)

- Ø 2 CFR, Part 220, OMB A-21 for cost principles
- Ø 2CFR, Part 215, OMB A-110 for administrative requirements
- Ø OMB A-133 for audit requirements

Non-profit organizations

- Ø 2 CFR, Part 230, OMB A-122 for cost principles
- Ø 2 CFR, Part 215, OMB A-110 for administrative requirements
- Ø OMB A-133 for audit requirements

Grantees must comply with US Department of Interior regulations set forth in the “Common Rule” 43 CFR Part 12: *Administrative and Audit Requirements and Cost Principles for Assistance Programs*, Subparts C, D, E, and F. Pertinent sections are available for download at: <http://ecfr.gpoaccess.gov> (Title 43 – Public Lands: Interior, Part 12)

**Northern Rio Grande National Heritage Area Grant Application  
Appendix 2 – Historic Resources Questionnaire**

If a project involves an historic resource (site, building, etc.), please complete the following:

Name of Site: \_\_\_\_\_

Street/Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

Date of Construction/Use: \_\_\_\_\_

1. Is the project site recognized for its architectural/cultural/historical significance by any of the designations programs listed below? Check “eligible” if the site has not been designated, but has been determined eligible for designation by the New Mexico State Historic Preservation Office (SHPO).

	Yes	No	Eligible	Year Listed
National Historic Landmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individually Listed in National Register of Historic Places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contributing Property to National Register Historic District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
State Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Local Designation Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. If applicant does not own the property, describe the owner’s involvement with the project and include a letter of consent from the owner.
3. Describe the project site and explain its significance (architectural/cultural/historical/natural resource).
4. Describe the site’s current use.
5. Describe if any preliminary assessments have been performed. Submit information to describe current status.