



STATE OF RHODE ISLAND

HISTORICAL PRESERVATION & HERITAGE COMMISSION

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FFY 2023 CERTIFIED LOCAL GOVERNMENT GRANTS

I. APPLICATION REVIEW SCHEDULE

Training on new online application portal

Applicants are invited to attend one of these applicant training sessions for the state's new Grants Management System (eCivis). Please use the link below to sign-up

Link: [Upcoming-Training-Registration](#)

Upcoming Training Sessions:

Wednesday, November 2nd, 2:00 – 3:00 PM EST

Thursday, December 8th, 2:00 – 3:00 PM EST

eCivis resources

Grant Application User Guide

- [Logging into your eCivis Portal Account](#)
- [Reviewing and Submitting your Application](#)
- [Portal FAQ - Common Challenges](#)
- Webinar: [Applicant eCivis Portal Training](#)

November 2022 – January 20, 2023

Applicants complete the application according to the instructions and submit to the R.I. Historical Preservation and Heritage Commission via the eCivis Portal using this [link](#).

You will also need to complete the following steps to assist with your online application.

- Obtain a Unique Entity Identifier (UEI), available at SAM.gov for no cost. If your entity is registered in SAM.gov, you have likely already been assigned a UEI. This is a one-time requirement. [UEI Fact Sheet](#)
- Register on the *Ocean State Procures* (OSP) website by clicking [here](#) at no cost. If your entity has done business with the state in the past, you are likely already registered. This is a one-time requirement.
- Complete/update your [GMS Organization Registration](#), including a self-risk assessment. This is required annually by the Department of Administration.

Friday, January 20, 2023: Application Deadline

Eligible applicants must apply for this grant directly in eCivis, the state’s new, online grant application portal. New users will be asked to create an eCivis account in the [eCivis portal](#).

January – February 2023: Application Review

The RIHPHC reviews and selects eligible projects which best meet the project selection criteria. The RIHPHC may ask for clarification or request changes in your scope of work, budget and/or project schedule. The Commission will make final funding decisions at its March or April 2023 meeting. All applicants will be notified in writing of the results.

June 2023: Estimated Project Starting Date

Project work may not commence until the RIHPHC and the Certified Local Government (CLG) have agreed upon a scope of work, specific work products, budget, and schedule, and have entered into a Funding Agreement with an approved starting date for eligible project work. Funding Agreements will not be signed until RIHPHC has received its annual appropriation from the National Park Service for Federal Fiscal Year 2023. In recent years, this has been as late as June.

II. FUNDING PRIORITIES AND SELECTION CRITERIA

Eligible Applicants

Cities and towns with CLG status are eligible to apply. The following eighteen Rhode Island communities are CLGs: Bristol, Coventry, Cranston, Cumberland, East Greenwich, East Providence, Glocester, Hopkinton, Narragansett, New Shoreham, Newport, North Kingstown, North Providence, North Smithfield, Pawtucket, Providence, South Kingstown, and Warwick. CLG municipalities may also apply for grants on behalf of local non-profit organizations.

Eligible Projects

The RIHPHC will accept applications for CLG grants in the following subject areas:

Subject Area	Project Examples
Statewide projects	Annual statewide conference; Preservation Month activities; training sessions for HDCs; scholarships for HDC members to attend training or conferences
Identification/Evaluation of Historic Resources	Surveys, especially of resources not yet evaluated or of which existing documentation does not meet current standards; preparation of National Register nominations; data management
Planning Activities	Preparation of the preservation component of a community’s comprehensive plan; necessary preservation activities identified in a community’s comprehensive plan; preparation of ordinance drafts, rules, etc.
Public Education Activities	Documents in print and electronic media related to historic district zoning, such as brochures, standards, guidelines; print or electronic media such as walking tours or surveys; curriculum/interpretation development for historic properties and places.
Resource-Specific Activities	Architectural and engineering plans and specifications; engineering reports; conditions assessments; feasibility studies; historic structures reports; cultural landscape reports

FFY 2023 Funding Priorities

In 2023, the RIHPHC will prioritize grant proposals that respond to specific priorities in [*A Big Plan for the Smallest State: The Comprehensive Statewide Historic Preservation Plan 2021-2027*](#). Priority proposals will:

- **Help communities plan for protecting historic resources from the effects of climate change and sea level rise, or**
- **Promote the recognition or preservation of resources associated with people of color and other historically underrepresented groups, or**
- **Provide educational training opportunities for Rhode Island historic district commissions and municipal planning support staff**

Examples of such projects include:

- Survey/re-survey of areas and existing historic districts that are endangered by sea-level rise and natural disasters.
- Coastal resiliency plans or hazard mitigation plans for historic resources.
- Survey and evaluation of sites associated with the history and cultural heritage of underrepresented Rhode Islanders.
- Nomination of properties associated with underrepresented communities to the National Register of Historic Places.
- Sponsorship and hosting of training opportunities that address topics of concern to historic district commissions.

Applications that do not address the above priorities will still be evaluated and may still be funded, but projects that respond to these priorities will receive special consideration.

Project Selection Criteria/Rubric

The RIHPHC will score and rank grant applications based on the above funding priorities and the 2023 CLG Scoring Rubric:

FFY 2023 CLG Grant Application Rubric

Scope of Work	Scoring Range
Relative need of project in CLG applicant town (i.e., is this project the highest priority preservation need in the city or town?)	0-10

Organizational Capacity and Experience: Administrative Performance	Scoring Range
Poor application or prior past mismanagement of grant project.	0
Acceptable application, satisfactory administrative record, or no prior experience with CLG grant projects.	5
Exemplary application and administrative record.	10

Organizational Capacity and Experience: Management Approach	Scoring Range
Rate the management approach (roles and responsibilities of staff/partners)? Does the applicant demonstrate sufficient management and	0-10

organizational capacity? If applicable, has the applicant presented a sufficient staffing plan? If the applicant will rely on a team, including co-applicants, partners, and/or consultants, are respective roles and responsibilities clearly delineated?	
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Organizational Capacity and Experience Question 3	Scoring Range
Does the agency's solicitation include qualification requirements for subrecipient staff (e.g. professional certifications/licenses)? If yes, rate this proposal accordingly.	0-10

Goals and Objectives	Scoring Range
Rate the proposed goals and objectives. Are they SMART: Specific, Measurable, Achievable, Relevant and Time-based? Are they appropriate to the amount of funds requested, timeline and scope of work?	0-10

Evidence Based Intervention	Scoring Range
The urgency of the project (i.e., is the grant project timed to coincide with or respond to other municipal issues or preservation efforts)?	0-10

Target Areas and Populations (Up to 30 points may be awarded)	Scoring Range
The project will have a local impact.	0-10
The project will have a regional impact (within RI).	0-10
The project will have a statewide impact and/or would serve as a model for other communities.	0-10

Budget	Scoring Range
No cash match was provided.	0
Some cash matching shares were provided.	5
Significant cash overmatch provided.	10

Historical/Architectural Significance	Scoring Range
Properties involved contribute or may contribute to the overall significance of a historic district but lack individual distinction	0-10
Properties involved are within a historic district OR individually registered OR eligible for listing AND are very good examples of their type and/or are important local landmarks	10-20
Properties involved possess individual distinction and are considered significant when compared with other historic properties throughout the state	20-30

Special Consideration – Climate Change	Score
Project will address the effects of climate change on historic resources	10

Special Consideration - Representation	Score
Project will promote the recognition or preservation of resources associated with historically underrepresented populations	10

Special Consideration - Training	Score
Project will provide educational training opportunities for Rhode Island historic district commissions and municipal planning support staff	10

Ability to meet general program requirements is also considered, including compliance with applicable federal regulations and a scope of work which can be accomplished within the allotted timeframe. **All grant projects must be completed by September 30, 2024.**

III. CLG GRANT APPLICATION INSTRUCTIONS:

Please note the grant application must be completed online via the eCivis Grants Management System using this link: [2023 CLG Grant Application](#)

Below is a detailed overview of what is on the application.

Entity Information

- Provide Legal name (name of CLG)

Proposal Title

- Provide the name of your proposed project.

Amount Requested

- Provide the amount of grant request, non-federal matching share, and total project cost you are requesting for your proposed project.

Applicant Contact Information

- Provide the Primary Contact for Application. (Name, Title, Email, Phone)
- Address or Account Name for Payment
- Place of Performance address. (Where work will be performed.)
- Congressional District

Proposal Abstract

- It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed.
- Project Title
- Name of Certified Local Government (CLG)
- Name of the Local Historic District Zoning Area
- Name and contact information of the Historic District Commission Chair

- Location of the project area (Identify the districts if the project area is in a National Register/local historic district zoning area.)
- If the project is a survey or NR nomination, provide the approximate number of resources (buildings, sites, structures, and/or objects).

Scope of Work

- Describe the project in detail, identifying the project and its purpose. Explain how project work will be carried out. Describe all work products that will be produced. NOTE: If the CLG is delegating this project to a third-party organization that will act on the CLG's behalf as a subgrantee and receive funds directly from the RIHPHC, this must be explicitly stated here.

Is this evidence-based intervention?

- Select N/A, as this question does not apply to this grant.

Organizational Capacity and Experience

- Brief description of the entity's capacity and experience in delivering similar programs or completing similar projects. Include recent examples of similar programs/projects. If applicable, include information on co-applicants and team members.
- Indicate who the principal PROJECT PERSONNEL will be and whether they meet the professional qualification standards detailed in 36CFR Part 61. (Note: do not identify consultants in this section. All consultants must be competitively procured.)

Goals and Objectives

- Brief narrative description of proposal goals and objectives. Include specific deliverables.
- Describe how the project work meets the RI Historical Preservation and Heritage Commission's Project Selection Criteria outlined in the Instructions and Scoring Rubric.

Project Timeline

- Brief description of the proposal timeline, including key milestones and deliverables.
- Outline the project work schedule and note the dates that preliminary work products (if applicable) will be submitted for review. Anticipate a project start date no earlier than June 2023. Projects must be completed by 9/30/2024.

Proposed Start Date

- Enter projected start date for the program/project.

Proposed End Date

- Enter projected completion date for the program/project.

Community Engagement and Equity

- Is this proposal designed to address any of the following categories? Select all that apply. Hold the "Control" button to select more than 1 answer. Otherwise select "Not Applicable".
- Was the public notified of the municipality's intent to apply for this assistance? If yes, upload documentation (e.g. copy of posting/publication, meeting minutes, council resolution), as applicable.

Target Municipalities

- Select all that apply. Hold the "Control" button, to select more than 1 option.

Target Population

- Select the option that most closely describes the population you propose to serve.

Attachments

- Upload detailed budget
- If applicable, upload Letters of Support

IV. RIHPHC Contact:

[Donna Alqassar](#), Interim Grants Coordinator
401-222-4133