



STATE OF RHODE ISLAND

HISTORICAL PRESERVATION & HERITAGE COMMISSION

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FFY 2024 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](#)

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](#)

January 12, 2024 – March 15, 2024

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](#):

https://gn.ecivis.com/GO/gn_redir/T/17ah321kdcwp

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, March 15, 2024: 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](#).

March – April 2024: 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 May or June 2024 meeting. All applicants will be notified in writing of the results.

September 2024: 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 2024. In recent years, this has been as late as August.

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 2024 Funding Priorities

In 2024, 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**
- **Project will benefit one or more resources that are related to the places, people, or events that contributed to the founding of the United States**

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 2024 CLG Scoring Rubric:

FFY 2024 CLG Grant Application Rubric

1. Project Need Category 1 - Relative Need	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
2. Project Need Category 2 - Urgency	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
3. Project Need Category 3 - Relevance to State/Local Plan	Scoring Range
Does the proposed project respond to RIHPHC's survey or planning recommendations or is it an appropriate step in the development of the local program.	0-10

4. 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

5. 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).	10-20
The project will have a statewide impact and/or would serve as a model for other communities.	20-30

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

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

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

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

10. Special Consideration - Rhode Island Semiquincentennial	Score
Project will benefit one or more resources that are related to the places, people, or events that contributed to the founding of the United States	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, 2026.**

III. CLG GRANT APPLICATION INSTRUCTIONS:

Please note the grant application must be completed online via the eCivis Grants Management System using this link: [2024 CLG Grant Application](#)

Below is a detailed overview of what is on the application. * Denotes required field

Section A. Applicant Information and Application Summary

1. Proposal Title * (Provide the name of your proposed project.)
2. Name of Certified Local Government (CLG) *
3. City/Town Hall street address *
4. City/Town *
5. ZIP Code *
6. Chief local elected official or administrative officer *
7. Office address *
8. City/Town *
9. ZIP Code *
10. Phone number *
11. E-mail address *
12. Name of CLG contact person *
13. Office address *
14. City/Town *
15. ZIP Code *
16. Phone number *
17. E-mail address *
18. One-sentence summary of grant project *
19. Amount of grant request *
20. Non-federal matching share *
21. Total project cost *

Section B. Historic District Information

1. Name of Local Historic District Zoning Area(s) (list) *
2. Location *
3. Name of Historic District Commission Chair
4. Mailing address *
5. City/Town *
6. ZIP Code *
7. Phone number *
8. E-mail address *

Section C. Project Identification and Description

1. Location of project area. (Identify the districts if the project area is in a National Register/local historic district zoning area.) *

2. Congressional District *
3. If the project is a survey or NR nomination, provide the approximate number of resources (buildings, sites, structures, and/or objects.)
4. Project personnel: Indicate who the principal PROJECT PERSONNEL will be and whether they meet the professional qualification standards detailed in 36 CFR Part 61 (See instructions). *
5. Proposal Abstract * (The Proposal Abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and contain a statement of objectives and methods to be employed. This Abstract must not include any proprietary/confidential information.)
6. Is this an evidence-based intervention? * (If your proposal is intended to reduce social, economic, or environmental inequities, select the applicable categories. Otherwise select "Not Applicable")
7. Is this proposal designed to address any of the following categories? *
8. Target Municipalities *
9. Project description. NOTE: If the CLG is delegating this project to a third party organization which will act on the CLG's behalf as sub-recipient and receive funds directly from the RIHPHC, this must be explicitly stated here.) *

Section D. Project Schedule

1. 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 August or September 2024. Projects must be completed by 9/30/2026. *

Section E. Project Selection Criteria

1. Describe how project work meets the RI Historical Preservation and Heritage Commission's Project Selection Criteria outlined in the Instructions and Scoring Rubric. *

Attachments

- Upload detailed budget
- Upload signed Assurances Form
- Upload Map(s) if applicable
- Upload Letters of Support if applicable