

Example Scope of Work for a HPF grant-funded National Register Nomination for a proposed Historic District

EXHIBIT A SCOPE OF WORK AND BUDGET CITY OF _____ NATIONAL REGISTER NOMINATION FOR THE _____ HISTORIC DISTRICT

SCOPE OF WORK

The RECIPIENT will produce a National Register of Historic Places (NRHP) nomination for the _____, located within the City of _____. The draft boundaries of the nomination are to be roughly bounded by _____ (see attached draft map), subject to adjustment subsequent to the findings based on deliverable 1 (below).

The project work shall conform to the Secretary of the Interior's *Standards for Archaeology and Historic Preservation* which include the *Standards for Evaluation, Identification, and Registration*. The project work be prepared in accordance to (a) *National Register Bulletin: How to Complete the National Register Registration Form*; (b) *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*; (c) the Historic Preservation Division's Historic District Information Form (HDIF); and (d) the Historic Preservation Division's procedures and guidance materials for researching and documenting historic properties available online.

The RECIPIENT will insure that consultant(s) meet professional requirements according to the Secretary of the Interior's Professional Qualification Standards (36 CFR Part 61) for architectural historian and/or historian and possess the following:

1. A thorough knowledge of and familiarity with American architectural history;
2. A thorough knowledge of and familiarity with nominating properties to the National Register of Historic Places (NRHP);
3. Demonstrated experience in the research and description of historic resources, conducting architectural surveys, and writing historic contexts;
4. A thorough knowledge of and familiarity with researching historic properties in Georgia;
5. Demonstrated writing skills; and
6. Experience with digital photography.

The RECIPIENT will provide two (2) completed, final copies of each form with the appropriate photographs, and supporting documentation maps to the DEPARTMENT within the contract period. In addition, the final form will be submitted on a CD/DVD in MS Word format, , and final photographs will be submitted on CD/DVD in TIF format, to the standards and with the additional supporting

documentation outlined in the DEPARTMENT'S Historic District Information Form (HDIF), section 5B.

All project development shall be reviewed by the DEPARTMENT. The review process includes reviewing and approving consultant selection, the consultant contract, preliminary drafts, final draft(s), and other materials determined necessary during project development.

Prior to review by the department, the RECIPIENT shall review all drafts of the NRHP Registration Form 10-900 and supporting documentation.

The RECIPIENT will complete project work by the following due dates:

November 1, 2015 One (1) copy the following deliverables (Items 1-3) in hard copy format submitted to DEPARTMENT for National Register staff review:

- 1. Proposed National Register boundary with written justification and supporting documentation (copies of historic plats, Sanborn Fire Insurance maps, etc.),**
- 2. District maps, as required in the DEPARTMENT'S HDIF (Section 5, D.2)**
- 3. Photographs as required in the DEPARTMENT'S HDIF (Section 5, B)**
- 4. Completed Section 1 of the DEPARTMENT'S HDIF**
- 5.**

Items 1-3 will be returned to consultant with DEPARTMENT's comments

January 1, 2016 First draft of NRHP Registration Form 10-900 submitted in hard copy format with all sections completed and updated Items 1-4 above (as necessary) submitted to the DEPARTMENT for review and comment;

April 1, 2016 Second draft of NRHP Registration Form 10-900 submitted in hard copy format with all supporting documentation as required in the HDIF, Section 5 submitted to the DEPARTMENT for review and comment;

July 15, 2016 Two (2) copies of all elements of the Final Product in hard copy format, including:

- 1. Final version of NRHP Registration Form 10-900 in hard copy format,**
- 2. Supporting documentation in hard copy format (copies of historic plats, Sanborn maps, historic photographs, etc.)**
- 3. Photographs as required in the DEPARTMENT'S HDIF, (Section 5, B)**
- 4. District maps as required in the DEPARTMENT'S HDIF (Section 5, D.2),**
- 5. CDs/DVDs that include the final version of NRHP Registration Form 10-900 in MS Word format**

BUDGET *(will vary depending on size/scope of the N.R. district)*

FEDERAL SHARE	\$ 6,000.00
MATCHING SHARE	<u>4,000.00</u>
TOTAL PROJECT COST	\$10,000.00