



LOUISIANA STATE HISTORIC PRESERVATION OFFICE

FY2024-2025 Historic Preservation Fund Grants Application Information

IMPORTANT DEADLINES

Grant Applications Due at LA SHPO**May 29, 2024**
Grant SelectionJune 2024
Notice of Award.....July 2024
Grant PeriodOctober 1, 2024 – September 15, 2025

LA SHPO must receive applications by 5:00 pm CDT on May 29, 2024.

This program receives Historic Preservation Funds. The U. S. Department of Interior prohibits discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age or sex per Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended and the Age Discrimination Act of 1975. If you believe that you have been discriminated against in any program, activity or facility or if you desire further information regarding Title VI, please write to: The Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

LOUISIANA STATE HISTORIC PRESERVATION OFFICE

MISSION

The Louisiana State Historic Preservation Office (LA SHPO), a component of the Office of Cultural Development, is composed of the Division of Archaeology and the Division of Historic Preservation. The Office of Cultural Development serves the citizens of Louisiana by preserving, supporting, developing, and promoting Louisiana culture, including archaeology, arts, French language, and historic places.

HISTORIC PRESERVATION FUND GRANT PROGRAM

Each year, LA SHPO distributes an allocation of federal funds for projects through a competitive grants process. These funds are from the National Park Service, U.S. Department of the Interior.

Previously funded projects have included: development of preservation plans and/or guidelines; surveys of historic districts; preparation of National Register of Historic Places Nomination applications; Heritage Documentation Programs [Historic American Building Survey (HABS), Historic American Engineering Record (HAER), and Historic American Landscape Survey (HALS)]; and educational activities to promote historic preservation. These grants are available to historical organizations, parish governments, economic development districts, planning commissions, museum houses, state agencies, municipal governments, educational institutions, historic district commissions, and Certified Local Governments (CLG).

Examples of CLG grant projects may include but are not limited to: developing design guidelines for historic districts; municipal Historic Resource Inventory (LHRI) surveys; feasibility studies on a single historic building or groups of historic buildings; conditions assessments and historic structures reports; public information projects relative to historic preservation; education projects relative to historic preservation; and historic preservation training programs for officials and local citizens.

In the Division of Archaeology, for FY 2024-2025, federal Historic Preservation Fund grant monies will be directed to the Poverty Point Station Archaeology Program. The station archaeologist identifies, defines, and designs projects to address priorities that focus on surveying, testing, planning, site protection and public information for the Poverty Point World Heritage Site.

PRIORITIES

Annually, LA SHPO selects priority funding areas for preservation-related projects in Louisiana. In FY 2024-2025, LA SHPO will give special priority to **GOAL 4 projects** that **Expand and Promote State Historic Preservation Office Services and Programs** - see the [2017-2025, First We Make a Roux: Ingredients for Preservation Partnerships in Louisiana](#) comprehensive plan at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index.

Examples of related projects aligning with Goal 4 include:

- Updating nominations for existing National Register Districts and/or listings for individual buildings;
- Undertaking National Register nominations that will increase the cultural diversity of National Register listings, including Native American sites and building, in an effort to help build stronger cultural ties;
- Engaging with local governments and other community stakeholders regarding opportunities to enhance their communities through preservation, including through the Certified Local Government and Louisiana Main Street programs;
- Providing training related to these and LA SHPO programs.

In addition, other historic preservation-oriented projects are eligible.

ADDITIONAL PROGRAM AREAS

While priority will be given to projects related to Expanding and Promoting SHPO Services, all proposals relating to ongoing state and/or federally mandated programs and initiatives outlined in the comprehensive plan will be considered. The other goals of the plan are:

Goal 1: Expand Existing Partnerships and Collaborations

Goal 2: Emphasize the Importance of Education and Public Knowledge

Goal 3: Build Visibility

Goal 5: Continue to Build Ways to Identify and Protect Historic Properties

PROPOSAL SUBMISSION All applications must be submitted through the Louisiana Office of Cultural Development, Division of Historic Preservation online grant application (Submittable) program by Monday, May 29, 2024 by 5:00 pm CDT.

GENERAL INFORMATION

Federal grants require a minimum 40% non-federal matching funds for the 60% federal grant awarded.

Funds are distributed on a reimbursable basis, i.e., the recipient makes an expenditure and is subsequently reimbursed for the grant portion of the expenditure after the necessary billing documentation is received including the required match.

An individual or entity may submit no more than two applications.

Activities funded under this program must be performed in compliance with applicable Secretary of the Interior's Standards for Archaeology and Historic Preservation (see <https://www.nps.gov/articles/series.htm?id=62144687-B082-538A-A0174FFF26496394>), and shall be conducted under the professional supervision of the LA Division of Historic Preservation.

Applicants are responsible for obtaining landowner consent and all necessary permits if a grant is awarded.

The following Archaeology project expenses are NOT ALLOWED: indirect costs, purely archival research, archaeological salvage, archaeological mitigation, entertainment, fines, lobbying, and curation after the end of the project during which artifacts were recovered.

Mitigation activities performed as a condition or precondition for obtaining a federal permit, license, or funding by other federal programs are not eligible for these grant funds.

GRANT AWARDS

Funding is contingent upon LASHPO's annual appropriation from the National Park Service Historic Preservation Fund and State General Fund appropriation. The number and size of grants will depend on the funding available and on the proposals received. Further, finalization of grants depends on negotiation of a jointly acceptable grant agreement.

PROPOSAL REVIEW PROCESS

Proposals will be accepted only if they are complete and meet the requirements listed in this document. LA SHPO reserves the right to reject any or all proposals.

The LA SHPO Grant Review Panel will review all proposals and will evaluate projects based on the criteria outlined below. Award considerations will be made without regard to race, color, national origin, age, sex, sexual orientation, or disability. The panel's recommendations will then be submitted to the State Historic Preservation Officer for approval.

EVALUATION CRITERIA

During the selection process, at least three third-party evaluators will review each application based on the 100-point evaluation system below. (More detailed information regarding each criteria is provided in the Grant Application Instructions.) Each category may receive 0-100% of the point values as follows:

APPLICATION EVALUATION CRITERIA

Preservation Priority – up to 25 Points
Project aligns with FY 2024-2025 grant priority of GOAL 4: <i>Expanding and Promoting State Historic Preservation Office Services and Programs</i>
Goals 1, 2, 3, 5, and Other Preservation Projects – up to 20 Points
Project aligns with goals other than the Priority in the Louisiana Comprehensive Plan.
Project Planning - up to 15 Points
Project is well planned, with a detailed scope of work provided. The timeline of the project is realistic and the deliverables proposed are reasonable for both the budget and time allowed to complete the work.
Impact – up to 10 Points
Project will have an impact on the public and will either advance efforts or increase awareness of Historic Preservation at the state or local level.
Budget - up to 10 Points
Budget is detailed and realistic for the proposed project. The applicant provides an appropriate match and expenses are reasonable.
Personnel – up to 10 points
The applicant has prior successful experience with the proposed project type. Key personnel meet the Secretary of the Interior's Professional Qualification Standards for the proposed project work.
Deliverables - up to 10 Points
The proposed deliverables will be available to the public or will help the public by advancing Historic Preservation goals in a real way.

GRANT APPLICATION INSTRUCTIONS

Applications MUST be submitted through the Louisiana Office of Cultural Development website (www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index) in Submittable online platform including all required supporting information.

It is strongly recommended that you review both the following information and the online application BEFORE beginning to post information so that you have all of the necessary information readily available to complete the application!

Before starting your online application, confirm that the following information is available and current with accurate contacts and information:

- Unique Equity Identifier (UEI) number from SAM.gov at <https://sam.gov/content/home>
- Federal Tax ID (or Social Security) number
- IRS W-9 at <https://www.irs.gov/forms-instructions>
- LaGov vendor number from <http://www.doa.la.gov/doa/osp/vendor-resources/>
- Evidence of “Good Standing” status from LA Secretary of State at <https://coraweb.sos.la.gov/commercialsearch/commercialsearch.aspx>

NOTE: If you have not previously utilized SAM.gov or LaGov, it may take several days to get a new account setup so you should plan to complete this process well before the grant deadline!

Once You are Submittable

Applications must include all required information to be considered complete. The following explanatory information is organized to coordinate with the sections in the Submittable online application so that it may also be used as a Checklist before you begin the online application.

General Project Information

In the first section, provide some basic information about the applicant, agency, and the project.

Project Name: Name the project, for example:

- National Register – Guinevere’s Tower, Energytown, LA
- HAER Documentation – Golden Gate Bridge, Hades Parish
- NR Survey Updates – Electric Alley District, Incantation, LA
- CLG Iditarod Parish – National Register_Cloud Nine Building
- CLG City of Zulu – Historic District Guidelines

****Please use the same name for your application in Submittable!**

Applicant and Organization Name(s) and Contact Information: Include the name of the applicant (individual contact person) and the name of the organization or local, non-federal, government agency applying for the grant.

Project Location Information: include the address and geographic area or GPS coordinates (if outside of city or town limits) of the project. Include the city/parish location of the project.

Project Legislative District Information: Provide the state and federal congressional districts in which the project is located. To determine the congressional district, go to: <http://www.legis.la.gov/legis/FindMyLegislators.aspx>.

Project Goals Information

Choose the Goal that best describes your project overall:

Primary Program Area (Project Focus): choose the ONE that best describes your overall project focus:

- Development (training courses or seminars, education and/or outreach activities, workshops, or similar)
- Local Government Certification (only for non-CLG subgrants, "in-house" projects that help a local government become certified, or that help the State administer its CLG program)
- National Register (application for individual, multiple property, district, OR updates to these)
- Planning (feasibility studies, preservation plans, historic district design guidelines, or similar)
- Survey and Inventory (historic structures reports, heritage documentation program - HABS/HAER/HALS, condition assessments, cultural resource documentation, or similar)

Narrative Summary of Project: briefly summarize the project. Discuss the need for the project, the objectives, the anticipated results, and how the project relates to Louisiana's FY 2024-2025 priorities. State clearly who will be the recipient of the grant if the project is selected to receive grant funds.

Alignment with SHPO Goals – Project Objective(s) 1, 2, and 3: choose the one that best describes how your overall project goal aligns with the SHPO Goals. You must choose one of the following items under Project Objective 1. Project Objectives 2 and 3 are optional but should be used to indicate additional areas where your proposed project aligns or coincides with the SHPO Goals.

- Objective 1.1 Expand capabilities of individual preservationists to the various levels of government to pursue "big-ticket" advocacy projects.
- Goal 1: Partnerships, Objective 1a: Establish and strengthen partnerships.
- Goal 1: Partnerships, Objective 1b: Use technology to expand and guide new partnerships.
- Goal 2: Education, Objective 2a: Promote K-12 educational programs and resources.
- Goal 2: Education, Objective 2b: Promote workshops and seminars to address needs of historic, cultural resources, and preservation and conservation practitioners.
- Goal 2: Education, Objective 2c: Continue internship opportunities.
- Goal 2, Education, Objective 2d: Sponsor training workshops to record archaeology sites and historic buildings.
- Goal 2: Education, Objective 2e: Increase public knowledge of programs that enhance identification, preservation and education about Louisiana's historic/cultural resources.
- Goal 2: Education, Objective 2f: Strengthen research associated with positive economic benefits of preservation.
- Goal 3: Build Visibility, Objective 3a: Strengthen strategies to promote preservation and conservation in Louisiana.
- Goal 3: Build Visibility, Objective 3b: Provide historic data (as needed), present information, and aid in publicizing anniversaries and commemorations of historic events statewide.
- Goal 3: Build Visibility, Objective 3c: Promote Poverty Point World Heritage Site.
- Goal 3: Build Visibility, Objective 3d: Provide consistent feedback to elected officials regarding heritage resources and preservation accomplishments.
- Goal 4: SHPO Services, Objective 4a: Maintain cultural resource records and GIS database.
- Goal 4: SHPO Services, Objective 4b: Maintain efficiency in Section 106 consultations.
- Goal 4: SHPO Services, Objective 4c: Promote benefits of surveying parishes and municipalities.
- Goal 4: SHPO Services, Objective 4d: Continue to expand and support tax credit programs.

- Goal 4: SHPO Services, Objective 4e: Promote Main Street Program as an economic development revitalization tool
- Goal 4: SHPO Services, Objective 4f: Connect National Register program to more culturally diverse communities, including Tribes, in an effort to help build stronger cultural ties.
- Goal 4: SHPO Services, Objective 4g: Improve quality of archaeological review and National Register eligibility recommendations with revised comprehensive archaeological plan.
- Goal 4: SHPO Services, Objective 4h: Ensure that disaster management information is provided to constituents.
- Goal 4: SHPO Services, Objective 4i: Provide information to all local governments (where possible) regarding the Certified Local Government Program (CLG)
- Goal 5: Identify/Protect Historic Properties, Objective 5a: Identify, evaluate, and work to preserve important buildings, structures, and sites.
- Goal 5: Identify/Protect Historic Properties, Objective 5b: Collect and compile Historic Preservation data in a systematic and understandable way.
- Goal 5: Identify/Protect Historic Properties, Objective 5c: Consider issues of coastal erosion and climate change in relation to archaeological sites and historic structures and places.

Narrative Scope of Work: Provide details about how the work will be accomplished and what outcomes are expected. Demonstrate that the scope and methodology of the work are appropriate and consistent with the Secretary of the Interior's Standards for Archaeology and Historic Preservation - <https://www.nps.gov/subjects/historicpreservation/standards.htm>.

Narrative Schedule of Work: Include a schedule of planned work that lists key tasks, outcomes, and/or deliverables, and their completion dates. The schedule should be detailed enough to demonstrate adequate planning. All activities must take place between October 1, 2024 and September 15, 2025. Some project deliverables may require draft reports or applications submitted to SHPO for review prior to the final deliverable date so applicants should verify individual program requirements and include these dates in the proposed project timeline.

- Discuss anticipated deliverables (see Appendix A: Grant Product Requirements for Selected Project Types). Note that the final list of deliverables for the grant will be determined after proposals are selected for funding.
- Mention which outreach, public education, or media components will be incorporated into the project. At a minimum, plan to prepare an article about the project that is appropriate for publication in the LASHPO newsletter or similar media.

Narrative Performance Record: Provide brief information about similar projects conducted within the past five years. Describe the project, project dates, sponsoring organization, and whether the quarterly reporting and final deliverables were completed on time.

Budget Information

Use the **Application Budget Form** (see Forms and Documents at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index) to show all project costs, both those to be charged to grant funds (60%) and those to be paid by the applicant's cash or in-kind contribution match (40%). All budget items must be allowable according to state and federal guidelines, necessary to the project, fully documented, and incurred during the grant period.

Total Cost of Proposed Project: Show the total cost of the project, including both grant share and matching share. Grant funds must be matched on a 60/40 basis, though applicants may elect to overmatch. Review the following to develop your project budget:

- **Personnel:** provide information for all personnel who will take part in the project.
 - Salaries: For key project personnel, list the name (if known), title, and pay rate. For other staff, list job title, number of hours, and pay rate. Compliance with Davis-Bacon is required.

- Fringe/Benefits: List fringe benefits for personnel who are employees of institutions or organizations. Self-employed personnel are not eligible for fringe benefits. Specify the benefits and the percentage of salary for each benefit.
- Consultants/Sub grantees: Consultants are hired by the applicant to provide specific services. In the budget, list the type of consultant (historic preservationist, architect, photographer, engineer, landscape architect, historian, etc.) and the pay rate. Maximum hourly rates charged to this grant may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10 (see <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>).
- **Office Expenses:** provide information for supplies, computer, internet, etc. as well as office rental expenses.
 - Computer Supplies/Internet: costs for computer ink, printer paper, backup storage sites, and/or access to research websites related to the project. Estimate the costs related to photo file storage.
 - Copying/Printing/Supplies/Materials/Postage/Shipping: Estimate supplies, materials, as well as small tools and equipment to be used in project activities. For printing and/or copying, estimate the cost relative to the scope of the project and final deliverables costs (if printed copies are required). Refer to **Appendix A** for estimating the cost of final grant products.
 - Equipment: Identify large purchases for equipment to be used on the project.
 - Identify any equipment that may be rented for the project. Identify for what and how long it will be necessary.
 - Any purchases for individual items exceeding a cost of \$500 each must be individually listed on the budget form.
 - ALL purchases for items exceeding \$5,000 each require prior approval to LA SHPO from the National Park Service before the grant can be approved.
 - Other Office Expenses:
 - Report Preparation: Include typing, editing, and graphic production cost.
 - Rental office: If the cost of rented office space will be part of the grant, provide a floor plan depicting the office along with documentation supporting the rate per square foot for the space (common areas are not an allowable office rental cost). Estimate the expected costs for furniture rental, utilities, computer equipment, printers, telephone, and internet for the rental office space for the portion of the grant term which will require the space.
- **Travel Expenses:** include travel expenses directly related to work on the project:
 - Mileage: Estimate the total number of miles, multiplied by the current GSA mileage rate (\$0.67/mile).
 - Lodging and Meals: Calculate using the State of Louisiana rates established by the Division of Administration revised PPM-49 State Travel Regulations (see www.doa.la.gov/doa/ost/ppm-49-travel-guide/).
- **Other Expenses:** attach a separate sheet detailing each expense and how it relates to the project. Put the total for ALL "other" items from the detail sheet on the line for Other Expenses on the Application budget Form. Some examples are:
 - Audit Fee: Only include cost of audits performed in accordance with OMB's final rule "Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
 - Indirect Cost: Use indirect cost rate that will be in effect throughout the duration of the grant project. A copy of the federally/state approved rate must be included with the application.

Requested Grant Amount: Indicate amount being requested from the LASHPO office. Maximum 60% of the total cost of proposed project.

Total Match Amount (Cash and In-Kind): Indicate amount applicant will contribute (cash or in-kind) toward the total cost of the project. Minimum 40% of the total cost of proposed project.

Application Budget Form: A proposed, itemized budget must be uploaded as part of the grant application using the required Application Budget Form - (see Forms and Documents at www.crt.state.la.us/cultural-development/historic-preservation/grants/national-park-service-historic-preservation-fund-grants/index). To prepare and upload your proposed budget:

1. Download the **Application Budget Form** spreadsheet using the link above.
2. Fill in your proposed budget on the template form. Use the Application Budget Worksheet to explain any proposed expenditures or match items that are not included on the template form or items that require additional explanation.
3. Save your completed budget form on your computer using one of the listed file types: doc, docx, odt, pdf, rtf, txt, wpd, wpf, gif, jpg, jpeg, png, svg, tif, tiff, xls, xlsx.
4. **Upload your saved completed Application Budget Form file** into this application using the button below.

Grant Personnel Qualifications

Narrative Personnel: List the names of all personnel, including consultants, who will contribute to the project. Note the role of each and the percentage of time each will provide to the project.

The Secretary of the Interior's Professional Qualification Standards: Upload resumes for key personnel. If the project is for the evaluation of building(s), district(s), or site(s), or for listing in the National Register, then the principal investigator must meet SOI Professional Qualification Standards (see www.nps.gov/articles/sec-standards-prof-quals.htm#:~:text=The%20qualifications%20define%20minimum%20education,of%20the%20historic%20properties%20involved).

Additional Personnel: Upload resumes for additional persons who will be involved in the grant project.

National Register Nominations ONLY

Is this a National Register of Historic Places Application project?

Grant applications for National Register nominations require a completed Eligibility Questionnaire form with the supporting documents. For the **Eligibility Questionnaire** and more information, see www.crt.state.la.us/cultural-development/historic-preservation/national-register/process-and-forms/index.

- Follow the instructions for completing the form.
- Email your completed form to **Bailey Hall, National Register Coordinator at bhall@crt.la.gov** to review the form prior to submitting it with your grant application.
- Submit your completed Eligibility Questionnaire with this grant application.
- Depending on the size and scale of the proposed site or district, you may want to separate the project into multiple phases. The first phase would be for the survey and the second part would be for preparation of the application documents.

Federal Grant Information

The remaining questions are designed to ensure that National Park Service grant goals and obligations are met and to help LA SHPO to better understand the specific needs of each applicant. Your responses to these questions will not directly affect your qualification for an HPF grant but you must respond to each question.

- Does the applicant have an accounting system and auditing procedures to monitor grant spending? See [HPF_Manual.pdf \(nps.gov\)](#)
- Does the applicant agree to adhere to all regulations in the Office of Management and Budget Guidance

related to 2 CFR 200? See them here: [2 CFR § 200.318 - General procurement standards. - Content Details - CFR-2023-title2-vol1-sec200-318 \(govinfo.gov\)](#)

- Will the applicant provide a detailed line-item budget throughout the grant term - with the application, at quarterly billings, and at grant completion?
- Is the applicant willing to follow all federal guidelines for records retention for a minimum of three years from the date of submission of the final expenditure report in accordance with the Historic Preservation Fund Grants Manual, Chapter 24? See the [Historic Preservation Fund Grant Manual - Historic Preservation Fund \(U.S. National Park Service\) \(nps.gov\)](#) here.
- Is the applicant willing to comply with all regulations of the Americans with Disabilities Act, the Architectural Barriers Act, and the Rehabilitation Act of 1973, where applicable? Does the applicant agree that all Final Deliverables will become the property of and be made available to the public by the National Park Service and/or State of Louisiana (Office of Cultural Development)?

Signature

Signature: Your application is not complete without your signature!

Appendix A: Grant Product Requirements for Selected Project Types

Certain project types have specific, predetermined grant deliverables. These specific deliverables are outlined below and should be taken into consideration when developing the grant application budget. For project types not listed below, the proposed deliverables should be included in the application scope of work and the grant application budget.

National Register of Historic Places Nomination

- One (1) electronic copy of the final draft documents. A description of the required nomination documents may be found here: <https://www.crt.state.la.us/cultural-development/historic-preservation/national-register/process-and-forms/index>

Electronic Resources (digitized records, curated materials, virtual experience, or trainings)

- One (1) digital report detailing the project goals, process, and outcomes. For digitization projects, include number of records digitized. For web trainings or experiences, include number of actual or expected virtual participants. Include web link to all digital resources and/or copies of electronic databases or files.

Historic Resource(s) Survey

- One (1) digital Louisiana Historic Resources Inventory (LHRI) form for each resource
- One LDHP Database spreadsheet containing structure number and latitude/longitude for each structure surveyed (1 copy submitted electronically)
- Digital Jpeg copies of any additional photographs with image numbers linked on the spreadsheet provided with LHRI/Database forms.

Heritage Documentation Programs (HABS/HAER/HALS)

Review the program specific requirements for HABS, HAER, and HALS projects at www.nps.gov/subjects/heritagedocumentation/index.htm.

For ALL programs, provide the following **digital submissions in PDF format** to LA DHP. If files are too large for individual transmission, a link to an online storage site from which files and photographs may be downloaded by LA SHPO may be provided:

- Field notes
- Measured drawings
- Written Historical and Descriptive Data report
- Both JPEG and TIFF copies of named or numbered record photographs with Photo Index

Documents will be submitted for the Peterson Prize Competition and archived in the Library of Congress or as directed by NPS. For ALL programs, provide all of the following to the HABS, HAER, or HALS program manager/director for each program at the National Park Service:

- One (1) complete set of bound field notes
- One (1) set of contact prints of record photographs with photo names or numbers with Photo Index
- One (1) copy of the Written Historical and Descriptive Data Report
- One (1) set of full size measured drawings on Mylar
- One (1) set of reduced 8 ½" x 11" photocopies of the measured drawings

Archaeological Reports, Historic Structures Reports, Historic Preservation Conservation Studies, Historic Architectural Studies, and Other Types of Studies

- One (1) digital electronic copy of the final approved study/report and electronic copies of JPEG and TIFF digital images contained in the final, approved reports with Photo Index

Appendix B: Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History: The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology: The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History: The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture: The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture: The minimum professional qualifications in historic architecture area professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Quoted from: www.nps.gov/articles/sec-standards-prof-quals.htm.