

**OFFICE OF HISTORIC PRESERVATION  
DEPARTMENT OF PARKS AND RECREATION**

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## REQUEST FOR PROPOSALS SECOND “HISTORIC COMMUNITIES ARE GREEN COMMUNITIES” STUDY GRANT

The Office of Historic Preservation is soliciting proposals from California Communities to develop a Sustainability Study and Implementation Plan that derives from the historic resources of existing downtown properties and infrastructure. Proposals may be received from nonprofit or civic organizations, or by a local jurisdiction.

The successful proposal will:

- Describe a final product that can be used by the Community which demonstrates the Grant Criteria of a practical connection between preservation principles/practices and sustainability strategies (such as those leading to a reduction of greenhouse gas emissions, water consumption, materials and resources usage, or energy use), or
- Build on or further refine an existing Study, or implement a defined phase of a previous Plan that meets the Grant criteria.

A Sustainability Study/Implementation Plan is the final product required by the grant. This Study should be specific enough to be implemented by the organization or Community, but the methodology may be applicable for use by others. The Study and Implementation Plan shall summarize the methodology used, and detail the results found, with appendices that can include drawings or other supporting data.

The subject of the Study may be any sustainable goal that the local Community would like to achieve as defined by the Grant criteria. Communities may use as a starting point the Study that was produced from the first “Historic Green Communities” Study Grant from the North Park (San Diego) Main Street. That study may be found on the North Park Main Street web site at <http://www.northparkmainstreet.com/sustainable-north-park-main-street/>

The final submission will include three hard copies of the final product, with an electronic copy on CD media. The Study must also be made available to the public in a downloadable format on the Community’s website.

Due to the funding source, the Study and Implementation Plan must be completed by September 30, 2013. Only proposals that describe a scope of work and schedule that can be completed by this date will be considered. Larger goals may be separated into phases for competitive funding by presumed future grants.

### **The Study Grant:**

The Study Grant is a matching grant with a 60/40 split. The amount of the grant is \$24,900, which would require a \$16,600 minimum match from other funding sources. Matching grant funds may be monetary, and/or may be derived from the value of

professional time, volunteer time, and donated supplies. In-kind services must be documented hour-by-hour on daily time sheets with two signatures. Volunteer time sheet forms will be provided by OHP. Professional time cannot exceed a value greater than \$89/hour.

**Proposals shall include:**

I. Background Information:

- Include a cover page transmittal on the Community letterhead.
- An introduction and orientation to the historic community, including but not limited to a brief history, its relation to the town, city or region in which it is located, description of high-profile built and landscaped resources if any, physical attributes and boundaries, existing transportation, etc.
- A vision for the community that the Study and Implementation Plan builds toward.

II. Scope of Work:

- Describe the final product and steps that will be taken to achieve the final product. The product must be designed to serve the specific community being studied, but the methodology can be generalized for use in other communities. The grant may fund projects already being planned, but any funds awarded must be applied to future costs only.
- Identify tasks and/or services that contracted consultants will be responsible for, if any.
- Identify tasks and/or services that local government staff will be responsible for, if any.
- Identify tasks and/or services that volunteers will be responsible for, if any.
- Identify any programs from a larger jurisdiction (city, county, state) in which the Study may be participating.
- Identify any third party certification to be achieved through execution of the Sustainability Study and Implementation Plan (LEED, LEED for Neighborhood Development, Build It Green, GreenPoint Rated, Energy Star, etc.).

III. Budget:

- Provide a budget that identifies how grant funding and match will be spent. Budget items and requests for reimbursement must be in whole dollar amounts.
- Provide a sufficiently detailed budget to show basis for cost items, including a breakdown of staff and volunteer hours by task.
- Note: Instructions for completing Reimbursement Form 417 and the documentation needed to support grant expenditures will be explained in detail when the grant is awarded.

IV. Schedule:

- Create a schedule/calendar for major project activities. It should be realistic and achievable. The schedule may include internal deadlines and dates of public meetings, but must include a minimum of two scheduled progress reports to OHP, and the final product submission date.

V. Personnel:

- Provide a list of the stakeholders involved, and the means for involvement (meetings, written correspondence, emails, surveys, etc.)
- Provide a list of consultants involved in the project and their qualifications.
- Provide a list of staff involved in the project and their qualifications

VI. Contact Person:

- Provide the name and contact information of the contract administrator responsible for the grant, including progress reports, final product, and invoice submissions.

Proposals are due in the OHP office (1725 23rd Street, Suite 100, Sacramento CA 95816) by **5:00 pm on Friday June 1st, 2012.**

Deliver **2 copies** of the application to:  
 Office of Historic Preservation  
 Main Street Green Communities Grant  
 1725 23<sup>rd</sup> Street, Suite 100  
 Sacramento, CA 95816  
 ATTN: Mark Huck

## STAFF CONTACTS

**Need Help?** OHP staff members are available to discuss your grant proposals. The following staff names, area of expertise, and their telephone numbers and email addresses are provided for your convenience:

Budget/General Administration	John Thomas <a href="mailto:jthomas@parks.ca.gov">jthomas@parks.ca.gov</a>	(916) 445-7024
Sustainability	Mark Huck <a href="mailto:mhuck@parks.ca.gov">mhuck@parks.ca.gov</a>	(916) 445-7011

Attachments:

- “Creating A Budget”
- RFP Checklist