



# **STATE HISTORICAL SOCIETY OF NORTH DAKOTA**

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## **Historic Preservation Fund**

Request for Proposals

**Four Paintings Depicting Periods of Significance at  
Double Ditch State Historic Site**

**Application Guidelines**

2014

## Historic Preservation Fund

The HPF grant program is authorized by the National Historic Preservation Act of 1966, as amended, and is appropriated annually to the States and Territories by Congress through the National Park Service (NPS), United States Department of the Interior. The SHSND administers the program and insures recipients of funds comply with the applicable federal and state laws and regulations. The SHSND provides notification of available funding, contracts awards, reviews ongoing work, and distributes funds.

This project is to commission four paintings illustrating key stages of the continuous occupation for nearly 300 years. The painting will each be in the range of 4 to 5 feet in width and length.

Before grant award approval, the grantee must enter into a formal grant contract with the SHSND. The contract outlines the responsibilities of each party and indicates the time period during which funds will be available to the grantee.

All out of state applicants that are awarded contracts must be registered with the North Dakota Secretary of State's office as a foreign (out-of-state) firm doing business in North Dakota before an agreement will be finalized. This registration will incur a cost to the applicant. More information can be found at Business Registration & Information section of the Secretary of State's website: [www.nd.gov/sos](http://www.nd.gov/sos).

## **Four Paintings Depicting Periods of Significance at Double Ditch State Historic Site**

Double Ditch Village was a large earthlodge village inhabited by Mandan Indians from the late 1400s to 1785. This settlement covers about 24 acres, and at its founding the population is estimated to be approximately 2,000 people. Homes were initially long rectangular in plan until the mid-1500s when circular earthlodges became the predominant house form. Vast refuse piles, some more than ten feet in height, developed over time. As the village contracted, new fortification systems were constructed and the previous ditches filled. Prior to abandonment of the village the population was reduced to approximately 400 people based on the 32 house depressions present within the inner ditch.

This project is to commission four paintings illustrating key stages of the continuous occupation for nearly 300 years. The settlement plans as well as changes in the landscape in the area of the village will be key components in the paintings. Reproductions of the paintings will be used in publications as well as other educational venues. The original paintings will become the property of the State Historical Society of North Dakota.

The paintings will each be in the range of 4 to 5 feet in length and width. All four paintings should be from the same perspective illustrating an area of at least 24 acres so that changes in the settlement overtime are evident. (e.g., midden mounds, ditches, etc.). People conducting a range of activities will be illustrated in the paintings. The artist will work closely with the technical advisor for this project and sketches will be provided for review prior to proceeding with the paintings.

Basic plan maps will be provided to the artists that represent the four stages of occupation to be illustrated. These include the following:

1. Founding of the village in AD 1490 with 160 long rectangular homes, plaza fortification system, people and landscape.
2. Village at approximately AD 1550 with 120 homes (some that are long rectangular but mostly circular earthlodges), people, plaza, fortification system, midden mounds, and landscape. Heights of midden mounds will be provided.
3. Village at approximately AD 1650 with 100 homes (all circular earthlodges), people, plaza, fortification system, midden mounds, and landscape. Heights of midden mounds will be provided.
4. Village at approximately AD 1750 with 32 circular earthlodges, people, plaza, fortification system, midden mounds, and landscape. Heights of midden mounds will be provided.

Timeline: Project will be initiated by April 1, 2014 and completed by April 1, 2015. Review of the sketches for the paintings must be completed by August 1, 2014. Other reviews of the progress of the paintings will be on a regular basis. Paintings are to be delivered by April 1, 2015.

## Application Process

Individuals interested in applying for the project must complete and submit **one** copy of the application.

The application must include:

1. Completed Application form (Attachment 2)
2. Narrative Plan on the project
3. Time Line
4. List of Products
5. Itemized Budget
6. Vitae
  - a. Including experience with similar projects (samples of work can be submitted on CD-ROM or provide web site to review previous works of art)

Proposals missing any of the above information  
or received in the SHSND office after  
**5:00pm Friday March 7, 2014**  
will not be considered for the project.

All applications must be typed and submitted on standard sized (8½x11") white paper. The narrative section must be double spaced.

Mail applications to:

Amy Munson  
Grants & Contracts Officer  
Historic Preservation Division  
State Historical Society of North Dakota  
612 East Boulevard Avenue  
Bismarck, ND 58505

Proposals will not be opened until after the deadline.

All completed proposals will be evaluated by qualified SHSND personnel and follow the published evaluation criteria on page 7.

The State Historical Society of North Dakota reserves the right to reject any or all proposals.

## **Application Form**

All applicants must complete and sign the application form (Attachment 2). The application form must be attached to the front of the proposal.

## **Narrative**

Applicants shall submit a narrative description of the project in the form of a proposal which includes, at minimum, the following elements:

1. Description of how the project will be accomplished
2. Should demonstrate knowledge of key features of Mandan villages during the time period of the proposed art work
3. List of all products to be produced
4. Detailed schedule/time line indicating dates for product submittal

## **Time Line**

Project will be initiated by April 1, 2014 and completed by April 1, 2015. Review of the sketches for the paintings must be completed by August 1, 2014. Other reviews of the progress of the paintings will be on a regular basis. Paintings are to be delivered by April 1, 2015.

## **Products**

The four completed paintings as well as copies sketches used to develop paintings.

## **Project Budget**

The budget for this artwork will be \$20,000.

All items listed in the budget must be reasonable and necessary to accomplish project objectives, allowable in terms of state and federal cost principles, auditable, and occur during the project period. The method used to estimate cost for each item must be included.

Unless otherwise negotiated, "firm fixed price" contracts will be written for the project.

In a "firm fixed price" contract, the SHSND will agree to pay the contractor a fixed amount dependent upon approval of the proposal budget. Payments will be tied to the submittal of products with a majority of the funds withheld until approval of the completed project "Firm fixed price" contracts will not require the submittal of supporting documentation for expenses unless specifically requested; however, contractors must have supporting documentation available.

## **Budget Line Item Guidelines**

Please round off all figures to the nearest dollar and provide adequate supporting rationale to justify budget line items.

### **Salaries and Wages**

For principle project personnel, provide each person's name, job title, wage rate and number of working hours on the project. For support staff, include the position title, wage rate, number of persons employed in this position, number of working hours on the project.

### **Fringe Benefits**

List type of fringe benefits paid and the rates. If more than one rate is used, list each rate and salary base.

### **Consultant Fees**

Include payments for professional and technical consultants. Provide the name of type of consultant. Include the hourly rate of compensation and the amount of time the consultant will spend on the project. The maximum allowable hourly rate of compensation is \$89.41.

### **Travel Costs**

For each trip, indicate the destination, the number of persons traveling, the total days they will be in travel status and the total per diem and transportation costs for the trip. Principal Investigators who have not had a contract from the SHSND in five or more years must meet with SHSND staff prior to start of the project. Costs for this meeting should be included in the budget.

Allowable travel costs cannot exceed the rates established by the State of North Dakota:

1. The rate for mileage cannot exceed 56.5¢ per mile in North Dakota and within 300 miles of the border of North Dakota; 18¢ a mile beyond 300 miles of the North Dakota border.
2. The rate for meals cannot exceed \$35.00 per day per person in North Dakota; federal rates apply outside of North Dakota and vary for each city.
3. The rate paid for lodging cannot exceed \$69.30 plus tax per night per person; federal fiscal restrictions apply for lodging outside of North Dakota and federal rates will vary for each city.

### **Materials, Supplies and Equipment**

Prior written approval must be obtained before the purchase of equipment using project funds. If equipment purchased is proposed, a detailed description of the equipment, the intended use and an accurate estimate of the cost must be included in the proposal. The equipment will become the property of the SHSND at project completion.

### **Indirect Costs**

Indirect Costs are not allowed, except in special circumstances.

Indirect costs are chargeable to a project budget only if the applicant has a federally negotiated indirect cost rate. If the applicant proposes to charge indirect costs to HPF grant, the federal rate negotiation agreement approving the indirect cost ratio must be included with the grant application.

Indirect costs are expense items that cannot be separated from normal operating costs; therefore, they cannot be tied directly to the project. Examples of indirect costs are the salaries of administrative officers, utilities, rent, insurance, etc.

### **Other Costs**

Please note that *miscellaneous* and *contingency* are not allowable budget categories. A *fixed fee* category may be included.

## **Matching Share**

In general, matching share represents the portion of the total project costs not paid for with federal funds. The matching funds may come from cash contributions, nonfederal funds, or in-kind contributions. In-kind contributions, such as donated services and supplies, may be included in the match provided they can be documented and relate specifically to the proposed project. **Matching funds are not required on this project.**

Contact the Grants & Contracts Officer for more information or questions on matching share.

## **Evaluation Criteria**

All applicants will be evaluated using standardized evaluation criteria.

Each proposal will be judged by what degree it demonstrates:

1. Applicants understanding of project requirements, completion and quality of similar projects.
2. Work of the highest caliber and effective execution
3. Ability to complete work within a specified timeframe and budget
4. Appropriateness of content (should be appropriate for all audiences)

## **Civil Rights**

Projects must be administered in conformance with the Civil Rights Act of 1964, as amended, which prohibits discrimination against the handicapped. Title VI of the Act states that no person will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

## **Application Assistance**

If more information is needed about the granting process or individual project descriptions, please send written questions to the following address or email:

Amy Munson  
Grants & Contracts Officer  
State Historical Society of North Dakota  
Historic Preservation Division  
612 East Boulevard Avenue  
Bismarck, ND 58505

Phone: 701-328-3573

Fax: 701-328-3710

email: [amunson@nd.gov](mailto:amunson@nd.gov)

This program receives Federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibits unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he/she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write: Office of Equal Opportunity Program, National Parks Service, 1849 C Street NW, Washington D.C. 20240.

## **APPLICATION CHECKLIST**

Each application package (you must submit 1 complete package) submitted must consist of the following pieces arranged in the following order:

- Application Form, completed and signed (Attachment 2)
- Narrative
- Time Line, including beginning and ending dates, with checkpoints in between
- Budget, detailed line item budget with justification
- Vitae of Project Personnel
- Sample of work on similar project (on CD-ROM or web site)

**One complete copy of the application packet  
must be submitted**

**APPLICATIONS MUST BE RECEIVED  
BY THE STATE HISTORICAL SOCIETY  
BY 5 PM **Friday March 7, 2014****

**HISTORIC PRESERVATION FUND GRANT APPLICATION FORM**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Principle artist: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Period: (m/d/y): Beginning date: \_\_\_\_\_ Completion date: \_\_\_\_\_

FEDERAL FUNDS: \$ \_\_\_\_\_

MATCHING SHARE: \$ \_\_\_\_\_

TOTAL PROJECT COST \$ \_\_\_\_\_

I certify that I have read the Society's Historic Development Guidelines and do understand the terms and conditions relating to the use of HPF funds. I understand that I may not proceed with any project work for which reimbursement is expected until I sign a contract with the State Historical Society of North Dakota and receive written notification from the State Historical Society of North Dakota to begin. I also certify that I, or the organization I represent, have sufficient resources to satisfy the proposed matching share.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return Applications to: Amy Munson  
Grants & Contracts Officer  
Historic Preservation  
State Historical Society of North Dakota  
North Dakota Heritage Center  
612 East Boulevard Avenue  
Bismarck, ND 58505