



STATE OF RHODE ISLAND  
HISTORICAL PRESERVATION & HERITAGE COMMISSION

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## **FFY 2025 CERTIFIED LOCAL GOVERNMENT GRANTS**

### **I. APPLICATION REVIEW SCHEDULE**

#### **Training on the State of RI's online application portal**

Applicants are invited to attend one of these applicant training sessions for the state's newly revised Grants Management System (eCivis/EUNA). Please use the link below to sign up.

Link: [Upcoming-Training-Registration](#)

#### **eCivis/EUNA 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](#)

#### **February 3, 2025 – ~~March 14, 2025~~ Extended to Monday, March 31, 2025**

Applicants complete the application according to the instructions and submit it to the R.I. Historical Preservation and Heritage Commission via the eCivis/EUNA Portal using this [link: eCivis - Grants Network](#) Or [https://gn.ecivis.com/GO/gn\\_redir/T/s0sdmqiebv2t](https://gn.ecivis.com/GO/gn_redir/T/s0sdmqiebv2t)

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 14, 2025 ~~Extended to Monday, March 31, 2025~~ Application Deadline**

Eligible applicants must apply for this grant directly in **eCivis/EUNA, the state's online grant application portal**. New users will be asked to create an eCivis account in the [eCivis portal](#).

**March – April 2025: Application Review**

The RIHPHC reviews and selects eligible projects that 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 2025 meeting. All applicants will be notified of the results in writing.

**September 2025: 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 2025. 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, Gloucester, 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:

<b>Subject Area</b>	<b>Project Examples</b>
Statewide projects	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 for 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 2025 Funding Priorities**

In 2025, the RIHPHC will give special consideration to 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
- 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.

Note that applications that do not address the above priorities will still be evaluated and may still be funded.

**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 2025 CLG Grant Application Rubric**

<b>1. Project Need Category 1 - Relative Need</b>	<b>Scoring Range</b>
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
<b>2. Project Need Category 2 - Urgency</b>	<b>Scoring Range</b>
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
<b>3. Project Need Category 3 - Relevance to State/Local Plan</b>	<b>Scoring Range</b>
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

<b>4. Historical/Architectural Significance</b>	<b>Scoring Range</b>
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

<b>5. Target Areas and Populations (Up to 30 points may be awarded)</b>	<b>Scoring Range</b>
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

<b>6. Organizational Capacity and Experience: Administrative Performance</b>	<b>Scoring Range</b>
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

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

<b>8. Special Consideration – Climate Change</b>	<b>Scoring Range</b>
No consideration or minimal relevance to climate change impacts on historic resources.	0
Partially addresses the effects of climate change on historic resources but, not central to the project's focus.	5
Directly addresses the effects of climate change on historic resources.	10

<b>9. Special Consideration - Representation</b>	<b>Scoring Range</b>
No relevance or minimal focus on underrepresented populations.	0
Partially promotes the recognition or preservation of resources associated with historically underrepresented populations but may lack depth or impact.	5
Strongly promotes the recognition or preservation of resources associated with historically underrepresented populations, with significant impact or comprehensive focus.	10

10. Special Consideration – United States Semiquincentennial	Scoring Range
No relevance to the places, people, or events contributing to the founding of the United States.	0
Some relevance to places, people, or events connected to the founding of the United States, but not central to the project’s focus.	5
Directly benefits resources associated with the places, people, or events that contributed to the founding of the United States, with clear connection and significance.	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, 2027.**

### III. CLG GRANT APPLICATION INSTRUCTIONS:

Please note the grant application must be completed online via the eCivis/EUNA Grants Management System using this link: [2025 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 not exceed one page and 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. It should include the Project Title, name of Certified Local Government (CLG), name of the Local Historic District Zoning Area, name and contact information of the Historic District Commission Chair. 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? \* (Select from dropdown menu.)
8. Target Municipalities \* (Select from dropdown menu.)
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 2025. Projects must be completed by 9/30/2027. \*

#### **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**

- **\*Required:** Upload detailed budget. (This form can be downloaded from the Files tab of the solicitation in eCivis.)
- **\* Required:** Upload signed Assurances Form. (This form can be downloaded from the Files tab of the solicitation in eCivis.)
- If applicable: Upload Map(s).
- If applicable: Upload Letters of Support.