



STATE OF NEW HAMPSHIRE  
DEPARTMENT of CULTURAL RESOURCES  
*State Council on the Arts, Division of Historical Resources  
State Library, Film & Television Office,  
Commission on Native American Affairs (administratively attached)*



20 Park Street  
Concord, New Hampshire 03301

VAN McLEOD  
Commissioner  
Van.McLeod@dcr.nh.gov

TEL: 603-271-2540  
FAX: 603-271-6826  
www.nh.gov/nhculture

July 13, 2015

The Honorable Neal M. Kurk, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

Her Excellency Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord, NH 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a VI, authorize the Department of Cultural Resources, Division of Historical Resources, to accept and expend a grant from the National Park Service (NPS) in the amount of \$594,691.00 for the stabilization and repair of historic properties damaged by Hurricane Sandy and for planning projects that will better prepare historical properties for future natural disasters. This action is effective upon Fiscal Committee and Governor and Council approval for the period retroactive to July 1, 2015 through December 31, 2015. 100% Federal Funds

Pursuant to RSA 124:15, authorize the Department of Cultural Resources, Division of Historical Resources to retroactively amend Fiscal Item #FIS 14-029 approved on 3/21/14 and G&C Item #30 approved on 4/9/14 to establish an object class 050 (Part-time Temporary) position for one (1) Grants Program Coordinator (Labor Grade 23) and two (2) Program Specialists I (Labor Grade 19) in Account No. 01-34-3420-89060000 by extending the date from June 30, 2015 through December 31, 2015,

Department of Cultural Resources  
Division of Historical Resources  
Recovery Grant  
01-34-3420-89060000

<u>Class</u>	<u>Description</u>	<u>FY 2016</u>
020	Current Expense	1,000.00
038	Technology software	1,425.00
039	Telecommunications	850.00
040	Indirect Costs	1,000.00
041	Audit fund set aside	106.00
050	Personal Svc Temp	67,543.00
060	Benefits	19,767.00
070	In State Travel	1,000.00
072	Grants Federal	452,000.00
102	Contracts Prog Svcs	50,000.00
	Total	<u>594,691.00</u>
000-403510	Federal Funds	594,691.00

## EXPLANATION

These Requested Actions are retroactive due to the Continuing Resolution. A request to accept and expend these grant funds was approved by Fiscal Committee on March 21, 2014 (Item #Fis 14-029) and by Governor and Council on April 9, 2014 (Item #30). Grant funds awarded for periods after December 31, 2015 will be included in the future operating budgets for FY 2016 and FY2017.

The Division of Historical Resources applied for and received a grant from the National Park Service for the stabilization and repair of historic properties damaged by Hurricane Sandy and for planning projects that will better prepare historical properties for future natural disasters. This grant will allow business and public facilities to repair and maintain historic properties, which will in turn help revive businesses, and recharge local economies and encourage tourism.

Expenditure of this federal appropriation is limited to the counties in New Hampshire that received public assistance from FEMA following Hurricane Sandy: Belknap, Carroll, Coos, Grafton, Rockingham and Sullivan. As mandated by the National Park Service, the first priority for granting funds is to projects that repair historical properties that were damaged by Hurricane Sandy. Funds may be used to:

- Create a Geographic Information System (GIS) that will allow the Division of Historical Resources to accurately relay the location and significance of historical properties to the public, both during disaster planning and after a disaster occurs.
- Provide technical assistance to owners of properties listed in, or considered eligible for, the National Register of Historic Places, including such activities as writing disaster plans, updating historical surveys, nominating properties to the National Register, and other disaster-related educational programs and outreach.
- Help with architectural/engineering plans and specifications, economic feasibility studies, damage assessments and survey and recordation of hurricane-damaged properties.

The following appropriation authority is being requested for Fiscal Year 2016:

Class 020-Current Expense funds are required to provide general supplies in support of this grant.

Class 038-Software purchases (ArcGIS, Adobe, GPS software) to fulfill the objective of the grant

Class 039- Telecommunication charges for grant

Class 040- Indirect portion for share of grant

Class 041- Audit set-aside Funds required for audit costs associated with grant

Class 050- Part time costs for up to three employees

Class 060- Benefits associated with part-time salaries.

Class-070- In-state travel funds required for site visits associated with grant.

Class-072- Sub-grants to recipients meeting grant requirements.

Class 102- Contracts for Program Services including scanning services, secure GIS webviewer and training

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

1. List of personnel involved: This federal grant will continue to fund three part-time positions. Job descriptions for this personnel classification are attached.
2. Nature, need and duration: This Grants Program Coordinator will manage the Recovery Grant, completing all federal reporting, maintaining grant records and assisting grant applicants and recipients. The Program Specialists will assist DHR staff in the creation of the Historic Properties GIS, including rectifying locational information, updating resource files, and preparing procedural manuals. This grant will continue through September 30, 2018.
3. Relationship to existing agency program: This program is part of the services that the Division of Historical Resources/State Historic Preservation Office offers to the citizens of New Hampshire in partnership with the National Park Service.
4. Has a similar program been requested of the legislature and denied. A program of this nature has not been requested of the legislature.
5. Why wasn't funding included in the agency's budget request? This request is required due to the continuing resolution.
6. Can portions of the grant funds be utilized. 100% of federal grant funds can be used to fund the personnel costs and all program costs associated with this request.
7. Estimate the funds required to continue this position(s). There will be no costs to the State of New Hampshire associated with these positions as all will terminate at the end of the grant program.

	<u>FISCAL SITUATION</u>
National Park Service Appropriation	\$945,703.00
FY 2014 Expenditures	\$17,334..
FY 2015 Expenditures	\$38,240
Balance Available	<u>\$890,129</u>
Requested Action	\$595,691

In the event Federal funds are no longer available, general funds will not be requested to support the position. Attached is a copy of the current grant award.

Respectfully submitted,



Van McLeod  
Commissioner





STATE OF NEW HAMPSHIRE  
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,  
Division of Libraries, Film and Television Office  
Office of Curatorial Services  
*American Canadian French Cultural Exchange Commission,  
Administratively Attached*



grants  
175113<sup>600</sup>

February 21, 2014

**Van McLeod, Commissioner**

The Honorable Mary Jane Wallner, Chairman  
Fiscal Committee of the General Court  
State House  
Concord, New Hampshire 03301

3/21/14  
FIS-14-029  
4/9/14  
#30

Her Excellency Governor Margaret Wood Hassan  
And the Honorable Council  
State House  
Concord, NH 03301

REQUESTED ACTION

1. Pursuant to RSA 14:30-a VI, authorize the Department of Cultural Resources, Division of Historical Resources, to accept and expend a grant from the National Park Service (NPS) in the amount of \$697,919.00 for the stabilization and repair of historic properties damaged by Hurricane Sandy and for planning projects that will better prepare historical properties for future natural disasters. This action is effective upon Fiscal Committee and Governor and Council approval through June 30, 2015. Source of funds is 100% Federal Funds
2. Pursuant to RSA 124:15, authorize the Department of Cultural Resources, Division of Historical Resources to establish an object class 050 (Part-time Temporary) position for one (1) Grants Program Coordinator (Labor Grade 23) and two (2) Program Specialists I (Labor Grade 19) in Account No. 01-34-34-3420-89060000 for the period of Fiscal Committee and Governor and Council approval through June 30, 2015.

Department of Cultural Resources  
Division of Historical Resources  
Recovery Grant  
01-34-34-3420-89060000

<u>Class</u>	<u>Description</u>	<u>FY 2014</u>	<u>FY 2015</u>
020	Current Expense	200.00	2,000.00
030	Equipment	11,801.00	784.00
038	Desktop software	6,310.00	460.00
039	Telecommunications	200.00	850.00
040	Indirect Costs	1,000.00	4,000.00
041	Audit fund set aside	106.00	592.00
050	Personel Svc Temp	22,908.00	69,402.00
060	Benefits	1,752.00	5,309.00
070	In State Travel	500.00	1,000.00
072	Grants Federal	0.00	452,000.00
102	Cntracts Prog Svcs	61,000.00	55,745.00
	<b>Total</b>	<b><u>105,777.00</u></b>	<b><u>592,142.00</u></b>
000-403510	Federal Funds	105,777.00	592,142.00

## EXPLANATION

The Division of Historical Resources applied for and received a grant from the National Park Service for the stabilization and repair of historic properties damaged by Hurricane Sandy and for planning projects that will better prepare historical properties for future natural disasters. This grant will allow business and public facilities to repair and maintain historic properties, which will in turn help revive businesses, and recharge local economies and encourage tourism.

Expenditure of this federal appropriation is limited to the counties in New Hampshire that received public assistance from FEMA following Hurricane Sandy: Belknap, Carroll, Coos, Grafton, Rockingham and Sullivan. As mandated by the National Park Service, the first priority for granting funds is to projects that repair historical properties that were damaged by Hurricane Sandy. Funds may be used to:

- Create a Geographic Information System (GIS) that will allow the Division of Historical Resources to accurately relay the location and significance of historical properties to the public, both during disaster planning and after a disaster occurs.
- Provide technical assistance to owners of properties listed in, or considered eligible for, the National Register of Historic Places, including such activities as writing disaster plans, updating historical surveys, nominating properties to the National Register, and other disaster-related educational programs and outreach.
- Help with architectural/engineering plans and specifications, economic feasibility studies, damage assessments and survey and recordation of hurricane-damaged properties.

The following appropriation authority is being requested for Fiscal Year 2014 and 2015:

Class 020-Current Expense funds are required to provide general supplies in support of this grant.

Class 030-Equipment purchases of computers, scanners, camera and GPS required to fulfill the objective of the grant

Class 038-Software purchases (ArcGIS, Adobe, GPS software) to fulfill the objective of the grant

Class 039- Telecommunication charges for grant

Class 040- Indirect portion for share of grant

Class 041- Audit set-aside Funds required for audit costs associated with grant

Class 050- Part time costs for up to three employees

Class 060- Benefits associated with part-time salaries, 7.65%

Class-070- In-state travel funds required for site visits associated with grant.

Class-072- Sub-grants to recipients meeting grant requirements.

Class 102- Contracts for Program Services including scanning services, secure GIS webviewer and training .

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

1. List of personnel involved: These are new part-time positions. These positions will not be eligible for benefits. Job descriptions for this personnel classification are attached.
2. Nature, need and duration: This Grants Program Coordinator will manage the Recovery Grant, completing all federal reporting, maintaining grant records and assisting grant applicants and recipients. The Program Specialists will assist DHR staff in the creation of the Historic Properties GIS, including rectifying locational information, updating resource files, and preparing procedural manuals.
3. Relationship to existing agency program: This program is part of the services that the Division of Historical Resources/State Historic Preservation Office offers to the citizens of New Hampshire in partnership with the National Park Service.
4. Has a similar program been requested of the legislature and denied. A program of this nature has not been requested of the legislature.
5. Why wasn't funding included in the agency's budget request? The January 9, 2014 notification of the federal governments funding of this grant occurred after the submission of the Fiscal Year 2014/2015 state budget.
6. Can portions of the grant funds be utilized. 100% of federal grant funds can be used to fund the personnel costs and all program costs associated with this request.
7. Estimate the funds required to continue this position(s). There will be no costs to the State of New Hampshire associated with these positions as all will terminate at the end of the grant program.

	<u>FISCAL SITUATION</u>
National Park Service Appropriation	\$803,390.00
FY 2014 Requested Appropriation	105,777.00
FY 2015 Requested Appropriation	\$592,142.00
Anticipated FY 2016 Agency Budget Request	<u>\$105,471.00</u>
Total Appropriations	\$803,390.00

In the event Federal funds are no longer available, general funds will not be requested to support the position. Attached is a copy of the current grant award.

Respectfully submitted,



Van McLeod  
Commissioner



# Grant and Cooperative Agreement

CHOOSE ONE:

- COOPERATIVE AGREEMENT  
 GRANT

CHOOSE ONE:  EDUCATION  FACILITIES  RESEARCH  SDCR  TRAINING

1. GRANT/COOPERATIVE AGREEMENT NUMBER P14AP00013	2. SUPPLEMENT NUMBER	3. EFFECTIVE DATE 01/09/2014	4. COMPLETION DATE 09/30/2015
---	----------------------	---------------------------------	----------------------------------

5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) CULTURAL RESOURCES, NEW HAMPSHIRE D Attn: ATTN GOVERNMENT POC 20 PARK STREET CONCORD NH 03301-6316	6. ISSUED BY NPS, Historic Preservation Grants D Mailing Address: 1201 I Street NW Org. Code 2256 Washington DC 20005
---	--

7. TAXPAYER IDENTIFICATION NO. (TIN)	9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Elizabeth Muzzey 603-271-8850, elizabeth.muzzey@dcr.nh.gov
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.	

10. RESEARCH, PROJECT OR PROGRAM TITLE  
HPF Emergency Supplemental Sandy Relief - New Hampshire

11. PURPOSE

12. PERIOD OF PERFORMANCE (Approximately)  
12/01/2013 through 09/30/2015

13A.	AWARD HISTORY	13B.	FUNDING HISTORY
PREVIOUS	\$0.00	PREVIOUS	\$0.00
THIS ACTION	\$803,390.00	THIS ACTION	\$803,390.00
CASH SHARE	\$803,390.00	TOTAL	\$803,390.00
NON-CASH SHARE	\$0.00		
RECIPIENT SHARE	\$0.00		
TOTAL	\$803,390.00		

14. ACCOUNTING AND APPROPRIATION DATA  
01

PURCHASE REQUEST NO.	JOB ORDER NO.	AMOUNT	STATUS
0020039355			

15. POINTS OF CONTACT

	NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER				
NEGOTIATOR				
ADMINISTRATOR				
PAYMENTS				

16. THIS AWARD IS MADE UNDER THE AUTHORITY OF:  
P.L. 113-2

17. APPLICABLE STATEMENT(S), IF CHECKED: <input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT	18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS
---	---

UNITED STATES OF AMERICA	COOPERATIVE AGREEMENT RECIPIENT
--------------------------	---------------------------------

CONTRACTING/GRANT OFFICER JAMES TUCKER	DATE 1/13/14	AUTHORIZED REPRESENTATIVE <i>[Signature]</i>	DATE
---	-----------------	---	------

## Grant and Cooperative Agreement

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
00010	<p>CFDA Number: 15.957  DUNS Number: 808590178+0000  Suggested Vendor: Suggested Grants Specialist:  Header Text: New Hampshire Division of  Historical Resources - Sandy Relief Historic  Preservation Fund. POC: Hampton Tucker @(202)  354-2067. email address: hampton_tucker@nps.gov  Delivery: 09/30/2020  Delivery Location Code: 0009060784  NPS, Historic Preservation Grants  1201 I Street NW  Washington DC 20005 US</p> <p>Account Assignment: K G/L Account: 6100.411G0  Business Area: P000 Commitment Item: 411G00 Cost  Center: PPWOCRGRNH Functional Area:  PHH00HHHS.GR0000 Fund: 135P1046HS Fund Center:  PPWOCRGRNH Project/WBS: PX.GCRGRHSNH.00.1 PR Acct  Assign Line: 01  Period of Performance: 12/01/2013 to 09/30/2015</p> <p>NH Div. of Hist. Res. - Sandy Relief HPF  Obligated Amount: \$803,390.00  IT Approval Num: N</p> <p>The total amount of award: \$803,390.00. The  obligation for this award is \$803,390.00.</p>				803,390.00

# RECEIVED

Aug 28 2014

Page 1 of 4

## Grant and Cooperative Agreement

CHOOSE ONE:

- COOPERATIVE AGREEMENT
- GRANT

CHOOSE ONE:

- EDUCATION     FACILITIES     RESEARCH     SDCR     TRAINING

1. GRANT/COOPERATIVE AGREEMENT NUMBER P14AP00013		2. SUPPLEMENT NUMBER 0003		3. EFFECTIVE DATE 08/18/2014		4. COMPLETION DATE 09/30/2018			
5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) CULTURAL RESOURCES, NEW HAMPSHIRE D Attn: ATTN GOVERNMENT POC 20 PARK STREET CONCORD NH 03301-6316				8. ISSUED BY NPS, Historic Preservation Grants D Mailing Address: 1201 I Street NW Org. Code 2256 Washington DC 20005					
7. TAXPAYER IDENTIFICATION NO. (TIN)				9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Elizabeth Muzzey 603-271-8850, elizabeth.muzzey@dcr.nh.gov					
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.									
10. RESEARCH, PROJECT OR PROGRAM TITLE HPF Emergency Supplemental Sandy Relief - New Hampshire									
11. PURPOSE									
12. PERIOD OF PERFORMANCE (Approximately) 12/01/2013 through 09/30/2018									
13A.		AWARD HISTORY			13B.		FUNDING HISTORY		
PREVIOUS		\$803,390.00			PREVIOUS		\$803,390.00		
THIS ACTION		\$142,313.00			THIS ACTION		\$142,313.00		
CASH SHARE		\$945,703.00			TOTAL		\$945,703.00		
NON-CASH SHARE		\$0.00							
RECIPIENT SHARE		\$0.00							
TOTAL		\$945,703.00							
14. ACCOUNTING AND APPROPRIATION DATA 01									
PURCHASE REQUEST NO.		JOB ORDER NO.		AMOUNT		STATUS			
0020058252									
15. POINTS OF CONTACT									
	NAME	MAIL STOP	TELEPHONE	E-MAIL ADDRESS					
TECHNICAL OFFICER									
NEGOTIATOR									
ADMINISTRATOR									
PAYMENTS									
16. THIS AWARD IS MADE UNDER THE AUTHORITY OF: P.L. 113-2									
17. APPLICABLE STATEMENT(S), IF CHECKED: <input checked="" type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT				18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS					
UNITED STATES OF AMERICA				COOPERATIVE AGREEMENT RECIPIENT					
CONTRACTING/GRANT OFFICER JAMES TUCKER		DATE 08/18/2014		AUTHORIZED REPRESENTATIVE MA		DATE			

## Grant and Cooperative Agreement

ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT PRICE (E)	AMOUNT (F)
	<p>CFDA Number: 15.957</p> <p>DUNS Number: 808590178+0000</p> <p>New Hampshire Division of Historical Resources - Sandy Relief Historic Preservation Fund. POC: Hampton Tucker @ (202) 354-2067. email address: hampton_tucker@nps.gov</p> <p>LIST OF CHANGES:</p> <p>Total Amount for this Modification: \$142,313.00</p> <p>New Total Amount for this Version: \$142,313.00</p> <p>New Total Amount for this Award: \$945,703.00</p> <p>Obligated Amount for this Modification: \$142,313.00</p> <p>New Total Obligated Amount for this Award: \$945,703.00</p> <p>Standard Terms and Conditions</p> <p>The following clause is revised by this modification as follows: Standard DOI FA Terms and Conditions</p> <p>Acceptance of a Federal Financial Assistance award from the Department of the Interior (DOI) carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by DOI and are subject to the terms and conditions incorporated either directly or by reference in the following:</p> <p>Program legislation\regulation.</p> <p>Special terms and conditions.</p> <p>Continued ...</p>				



*State Of New Hampshire*  
DIVISION OF PERSONNEL  
Department of Administrative Services  
State House Annex – 25 Capitol Street  
Concord, New Hampshire 03301

LINDA M. HODGDON  
Commissioner  
(603) 271-3201

SARA J. WILLINGHAM  
Acting Director of Personnel  
(603) 271-3261

February 25, 2014

Van McLeod, Commissioner  
Department of Cultural Resources  
20 Park St.  
Concord, NH 03301-6314

Regarding: Request to establish three (3) part-time temporary positions funded by a National Park Service (NPS) grant through June 30, 2015.

Dear Commissioner McLeod:

This letter is to confirm that the Division of Personnel supports the creation of one (1) temporary part-time Grants Program Coordinator, labor grade 23 and two (2) temporary part-time Program Specialist Is, labor grade 19, to be located in a new Recovery Services unit located in the Division of Historical Resources, State Historic Preservation Office. These positions would be funded by a National Park Service grant for the stabilization and repair of historic properties damaged by Hurricane Sandy and for planning projects that will better prepare historical properties for future natural disasters.

This is preliminary support for funding purposes only. Final approval is contingent on submittal in the NH FIRST system and the completion of a formal review to confirm/determine proper classification.

Thank you.

Very truly yours,

Jennifer J. Elberfeld  
Classification & Compensation Administrator

Cc: Sara J. Willingham, Acting Director of Personnel



**SUPPLEMENTAL JOB DESCRIPTION**

**Classification:** Grants Program Coordinator                      **Function Code:** 4865-034  
**Position Title:** Grants Coordinator                              **Date Established:** 06/13/14  
**Position Number:** TMPPT4689                                      **Date of Last Amendment :** \_\_\_\_\_

**BASIC PURPOSE:** To plan and coordinate the development and implementation of grant programs relating to disaster planning and recovery in order to meet the goals of the State of New Hampshire and the Division of Historical Resources for preserving historical and archaeological resources.

**CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

- Create, coordinate, and disseminate information about the Division’s disaster planning and recovery grant program, including grant applications, manuals, guidance, instructions and web-based information.
- Serve as the division's primary point of contact for the disaster planning and recovery grant program, effectively communicating with the public, applicants, grant committees, staff reviewers, the National Park Service and other public agencies. Assist the Department's Public Information Officer and Division Director in promoting the disaster planning & recovery grant program.
- Maintain records and documentation for the disaster planning and recovery grant program, in accordance with all applicable state and federal requirements and policies.
- Review grant applications for completeness and manage the grant selection process and review panels in a manner that meets all applicable federal and state standards and assures fairness, transparency, integrity and consistency in the disaster planning and recovery grant program.
- Prepare application packages for submission to and approval by Governor & Council and maintain pertinent records and documentation.
- Create and ensure compliance with all grant contracts, agreements and requirements, as specified by the federal government and the State of New Hampshire. Provide assistance to subgrantees throughout the grant period.
- Prepare and monitor federal and other grant applications, project notifications, and all reporting relating to disaster planning and recovery for the Division.
- Act as liaison between the Division, the National Park Service, the Department's Business Office, the federal government and other grant related entities.
- Serve on department and state working groups, committees and councils, as requested.
- Provide information and assistance in a variety of formats to individuals, municipalities, agencies and organizations with questions on preservation-related grant funding opportunities.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in historic preservation, history, archaeology, anthropology, museum studies, non-profit or public administration, or a closely related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years of experience in a historical or cultural institution, grants agency, or public or non-profit agency, one year of which must have been associated with historic preservation, museum studies, architectural history, archaeology or anthropology. Each additional year of approved work experience may be substituted for one year of required formal education.

**Preferred Requirements:** Knowledge of and successful experience in interpreting and applying established principles, standards and practices of public administration and governmental procedures. Ability to develop, implement and evaluate grant-related policies, procedures and documentation. Ability to communicate effectively and establish and maintain effective working relationships with co-workers, public agencies, professional contractors and consultants, and the public. Must be willing to maintain an appearance appropriate to assigned duties and responsibilities as determined by the Division.

**License/Certification:** Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in extensive statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Elizabeth Muzzey, Director, State Historic Preservation Officer

I have discussed the work responsibilities outlined by this job description with the above employee(s).

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*  
MR

6/13/14

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

### **SUPPLEMENTAL JOB DESCRIPTION**

**Classification:** Program Specialist I **Function Code:** 7123-034  
**Position Title:** Records Specialist **Date Established:** 06/20/84  
**Position Number:** TMPPT4690 **Date of Last Amendment:** 4/7/2015  
**IN-HOUSE LOCATION:** Historical Resources

**BASIC PURPOSES:** To provide technical support to Division staff in the creation, implementation and ongoing management of a Geographic Information System (GIS) and other digital records on historical properties in New Hampshire. To research, develop and prepare relevant policies, procedures, manuals and/or general guidance on the use and ongoing management of the historical properties GIS and other digital records at the Division, in collaboration with appropriate DHR staff.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Assist the Cultural Resources Records Coordinator and other appropriate staff to review and organize survey files, reports and other historical property written records and photographs for conversion to digital formats and secure backup.
- Assist the Cultural Resources Records Coordinator and other appropriate staff in rectifying locational information and updating other data on known historical properties in the state, using a variety of methods and sources in the office, online and in the field.
- Assist contractors hired by the division to scan historical records, update databases and create a historical properties GIS, serving as a liaison to resolve minor issues and forwarding larger issues to appropriate staff as needed.
- Research, develop and prepare policies, procedures and general guidance on the ongoing management of the historical properties GIS and other digital records for in-house use.
- Research, develop and prepare policies, procedures and general guidance on the public's use and access to digital historical properties records at the Division, in conformance with applicable state and federal laws that protect sensitive archaeological resources.
- Respond to agency staff on questions or issues regarding the management and use of digital records at the division, in order to provide continuity between these resources and other program needs and goals at the division.
- Assist DHR staff and the department's Public Information Officer in promoting the use of the division's historical properties GIS through programming, web information and outreach efforts.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in historical preservation, architectural history, archaeology, anthropology, history, archival studies, or a closely related field. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years of professional or paraprofessional experience in the historic preservation, architectural history, archaeology, history, anthropology or a closely related field, with responsibility for organizing and maintaining digital records, databases and/or a geographic information system. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in extensive statewide travel.

### **PREFERRED QUALIFICATIONS:**

Demonstrated ability to organize and manage large amounts of complex data with high levels of accuracy and consistency in a busy office environment. Ability to explain and produce written guidance on technical issues in a simple and understandable manner. Ability to develop and prepare project-related policies, procedures and documentation. Working knowledge of Access and ArcGIS. Ability to communicate effectively and establish and maintain effective working relationships with co-

workers, public agencies, professional contractors and consultants, and the public. Must be willing to maintain an appearance appropriate to assigned duties and responsibilities as determined by the Division.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Elizabeth Muzzey, Director, State Historic Preservation Officer

I have discussed the work responsibilities outlined by this job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

*Jennifer J. Elberfeld*

KL

\_\_\_\_\_  
Division of Personnel

4/7/15

\_\_\_\_\_  
Date Approved