

## **Request for Letters of Interest: Special History Study of Black History at the Vassall Estate**

**Project Title:** Special History Study of Black History at the Vassall Estate

**Project Budget:** \$80,650 (This is the total compensation for the principal investigator(s), RAs, Section 508 Compliance, travel, copy editing and formatting, and research expenses)

**Deadline for Letter of Interest to NCPH:** November 1, 2022

**Expected Date to Award Project:** December 1, 2022

**Anticipated Start Date:** January 2023

**Timeline for Completion:** September 2025

### **Project Goals**

Via our cooperative agreement with the National Park Service, the National Council on Public History seeks a qualified historian (or team of historians) to conduct a Special History Study for Longfellow House – Washington's Headquarters National Historic Site in Cambridge, MA. Focusing on Black history, this study will document and analyze the Black experience during and after John and Elizabeth Vassall's occupancy. Darby Vassall's life dates provide rough brackets for this study; born enslaved at the Vassall house in Cambridge in 1769, about ten years after its construction, he died a prominent member of the free Black community in Boston in 1861.

This project will produce a complete, peer-reviewed, edited, formatted, and publication-ready manuscript of a Special History Study for Longfellow House – Washington's Headquarters National Historic Site focusing on Black history. The project will engage the services of a professional historian using interdisciplinary methods, to document the Black experience at the Vassall House and the surrounding community of Cambridge. This project will uncover the lives and communities of enslaved and formerly enslaved people who worked at the Vassall House and lived in the surrounding community before, during, and after the American Revolution. The information produced from this study will greatly expand existing baseline information and will influence different aspects of the park, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public.

*Please read the full narrative below for the description of the project's scope of work and timeline. Send letters of interest to the National Council on Public History via [ncph@iupui.edu](mailto:ncph@iupui.edu) by November 1, 2022. Your letter of interest should come in the form of a single PDF attached to the email, and should include a C/V for each member of the proposed project team, a professional writing sample, and a one-page proposal letting us know why you'd be the right fit for this project. Please include an explanation of your approach to the project and your ability to work collaboratively with partners; a proposed budget; any suggested changes to the schedule of work found at the end of this document; and tell us about your previous experience with long-term research projects (and particularly previous experience doing public history work, descendant and community engagement work, and/or expertise in Black history). A full outline of response requirements is on the last page of this document. Membership in NCPH will be required for the PI(s) for the duration of the contract if you are selected for the project, but is not required to submit a letter of interest.*

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## **Project Background and Scope of Work**

### **Background**

Longfellow House – Washington’s Headquarters National Historic Site (LONG) preserves the Georgian house that served as headquarters for General George Washington during the Siege of Boston and later became home of Henry Wadsworth Longfellow, one of America’s foremost 19<sup>th</sup>-century poets.

Before LONG became associated with George Washington and Henry Wadsworth Longfellow, it first was the home of the Vassall family. In 1759, slaveholder John Vassall Jr. built a mansion along the Road to Watertown, now 105 Brattle Street, in Cambridge, Massachusetts. His family had amassed enormous wealth from the Jamaican sugar industry, where they enslaved hundreds of people.

The practice of slavery was deeply embedded in the society and economy of the New England colonies. By 1774, John and Elizabeth Vassall enslaved at least seven people on their estate in Cambridge: Cuba, Dinah, Malcolm, William, and three children—James and two unnamed “small boys.” Many of the Vassalls’ wealthy neighbors also enslaved people; Cuba’s brother Robin and her husband Tony were enslaved by John Vassall’s uncle at a mansion across the street.

Evidence exists that the people enslaved on Brattle Street sought and embraced freedom. Cuba’s brother Robin fled Henry Vassall’s estate in 1747 and collaborated with other enslaved and free laborers again in 1752; both attempts to gain his freedom were unsuccessful. Anecdotally, six-year-old Darby Vassall refused General George Washington’s expectation that he work without wages during the American Revolution. A Dinah—perhaps the Dinah enslaved by John Vassall—was paid for eight months of work at Washington’s headquarters. In 1780 and 1781, Tony and Cuba Vassall petitioned the Massachusetts General Court for financial support to enable them to enjoy “the sweets of freedom” after “almost sixty years of their lives in slavery.”

### **Partnerships**

Park partners play a key and important role at LONG. Community partners, including local historical societies, local churches, university professors, descendants of people enslaved at 105 Brattle Street, and other volunteers will be identified by the NPS as part of this project prior to the Principal Investigator conducting research and fieldwork. Several of these partners have repositories with important primary and secondary sources, including the Cambridge Black History Project, the Cambridge Historical Commission, the Atlantic Black Box, Cambridge Public Library, History Cambridge, the Initiative on Harvard and the Legacy of Slavery, the Royall House & Slave Quarters, and the Robbins House.

### **Objectives**

This project will produce a Special History Study (SHS) of Black history at LONG which should include, but is not limited to, the Black experience during and after John and Elizabeth Vassall’s occupancy in Cambridge, MA. Darby Vassall’s life dates provide rough brackets for this study; born enslaved at the Vassall house in Cambridge in 1769, about ten years after its construction, he died a prominent member of the free Black community in Boston in 1861.

Using public history methodologies, this project will document the Black experience at the Vassall House and the surrounding community of Cambridge. This project will uncover the lives and communities of enslaved and formerly enslaved people who worked at the Vassall House and lived in the surrounding community before, during, and after the American Revolution. Archival data including census records, church records, wills and probate inventories, and newspapers illuminate the potential to fill the gap in

Black history at the site. This project will also require community outreach with partners to help build additional research questions, identify sources, and engage with descendant communities. Community outreach will include conversations and interviews with known descendants of people enslaved at 105 Brattle Street, as well as outreach to and conversations with descendants who are identified by the scholar in the course of their research. LONG has existing relationships with about a dozen individual descendants and partner institutions that may form a foundation for further outreach, the nature and timing of which will be decided upon in partnership with the historian, NPS, and NCPH. The historian(s) will be introduced to known individuals and groups as part of the project.

A historian(s) will prepare the SHS based on an analysis of primary and secondary source material from park records, state and local archives, and regional office files. The final product will be a peer-reviewed study that comprises an accurate, thorough account of the resources of the park. Photographs, maps, charts, and other figures will be used as necessary to enhance the text. The overview history must contain footnotes (rather than endnotes or reference notes).

The historian will also develop a transfer of knowledge product to share the report's findings with a broader audience; an illustrated executive summary, analysis of a key primary source, and/or a virtual presentation are potential products, which will be determined in consultation with the park. The study will also produce project files ready for accessioning into the park's museum collection.

### **Purpose**

The story of the enslaved experience at Longfellow House – Washington's Headquarters National Historic Site (LONG) has never been fully researched. The information produced from this study will greatly expand existing baseline information and will influence different aspects of the park, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public. The Special History Study will also be of interest to the public as a reference for the region's history, and therefore should be written for a broad popular audience as well as for NPS management.

### **Scope of Work**

Special History Studies focus on a single theme to provide data for interpretation and resource management. This Special History Study of Black history at LONG will include, but not be limited to, the Black experience during and after John and Elizabeth Vassall's occupancy in Cambridge, MA. Darby Vassall's life dates provide rough brackets for this study; born enslaved at the Vassall house in Cambridge in 1769, about ten years after its construction, he died a prominent member of the free Black community in Boston in 1861. This study will further illuminate the site's national significance and inform visitor programming and cultural resource management.

Central questions for the SHS at LONG include:

- 1) What role did slavery play in building the fortunes of the white Vassall family?
- 2) How did slavery in Massachusetts relate to slavery in the Caribbean? What is the geographic context of this connection?
- 3) Who were the enslaved occupants of the Vassall house?
- 4) What was the role of enslaved people in the construction and later economic and social operations of the Vassall House, and how is this reflected in the cultural resources at the site today?

- 5) What strategies did Black occupants of the Vassall house pursue to construct, express, and maintain their identities?
- 6) What relationships existed among the enslaved residents of the “Tory Row” estates along Brattle Street and in the surrounding communities?
- 7) How did the American Revolution impact enslaved people in Cambridge?
- 8) What happened to the enslaved residents of the Vassall house after their emancipation?

### Part 1: Special History Study

Using interdisciplinary methods, this project will document the Black experience at the Vassall House and the surrounding community of Cambridge. This project will combine the tools and methodologies of historians, public historians, and ethnohistorians to uncover the lives and communities of people of color who worked at the Vassall House and lived in the surrounding community before, during and after the American Revolution. The story of the enslaved experience at the site has never been fully researched. Archival data including census records, church records, wills and probate inventories, and newspapers illuminate the potential to fill the gap in Black history at the site. This phase should include community outreach with partners to help build additional research questions, identify sources, and engage with descendant communities. The park has existing relationships with descendants and partner institutions that may form a foundation for further outreach.

### Part 2: Project Report Completion

The final phase will combine all data gathered in the first phase into a comprehensive report that responds to the research questions. It will include a final report and transfer of knowledge component to be mutually agreed upon by the NPS and NCPH, such as an illustrated executive summary, analysis of a key primary source, and/or a virtual presentation. In addition, the project will close with a public presentation and an NPS closeout discussion with LONG staff and Principal Investigator (PI) to identify potential future research and interpretive opportunities.

### **Sources**

#### Existing Park Baseline Documentation:

- Bell, J.L. [George Washington's Headquarters and Home, Cambridge, Massachusetts](#). National Park Service, 2012.
- National Register documentation (Draft 2022)
- Evans, Catherine and NPS North Atlantic Region. [Longfellow National Historic Site, Volume 1, Site History and Existing Conditions: Cultural Landscape Report, National Park Service](#). Cultural Landscape Report. NPS Northeast Regional Office, 1993.

#### External archival sources:

- [Digital Archive of Massachusetts Anti-Slavery and Anti-Segregation Petitions](#)
  - 1780 Petition of Anthony Vassall and Coby Vassall, Massachusetts Anti-Slavery and Anti-Segregation Petitions; Massachusetts Archives Collection. v.186-Revolution Petitions, 1779-1780. SC1/series 45X. Massachusetts Archives. Boston, Mass. <https://nrs.harvard.edu/urn-3:FHCL:13906058>
  - 1781 Petition of Anthony Vassall. Massachusetts Anti-Slavery and Anti-Segregation Petitions; Massachusetts Archives Collection. v.231-Revolution Resolves, 1781.

- SC1/series 45X. Massachusetts Archives. Boston, Mass. <https://nrs.harvard.edu/urn-3:FHCL:13906075>
  - 1811 Petition of Cuby Vassall. Massachusetts Anti-Slavery and Anti-Segregation Petitions; Passed Resolves; Resolves 1811, c.154, SC1/series 228. Massachusetts Archives. Boston, Mass. <https://nrs.harvard.edu/urn-3:FHCL:12208688>
  - Vassall family members' signatures appear on petitions in this digital collection dated 1834 to 1861
- Middlesex County Probate Court Records, Supreme Judicial Court Archives, Massachusetts State Archives. ([Collection Guide](#)) ([Digitized material at FamilySearch](#))
  - No. 23335-23342: Antony Vassall; Henry Vassall; John Vassall; John, Ruth & Elizabeth Vassall; Lucy Vassall; John Vassall; Lucy Vassall; Henry Vassall, all of Cambridge
  - No. 19543-19546: Elizabeth Royall of Charlestown; Elizabeth Royall of Medford; Isaac Royall of Charlestown; Isaac Royal of Medford
- American Loyalist Claims Commission: Records. (T 79) UK National Archives, Kew. ([Collection Description](#))
  - Contains John Vassall's 1778 claim to British government
- Church records for First Parish / First Church Cambridge
  - First Parish (Cambridge, Mass.). Records, 1804-2010. Harvard Divinity School Library, Harvard University. ([Finding Aid](#))
  - Cambridge, Mass. First Church records, 1638-1783. Congregational Library & Archives. [Digital Collections](#).
  - First Church (Cambridge, Mass.) First Church (Cambridge, Mass.) sermon papers, 1665-1837. Houghton Library, Harvard University. ([Finding Aid](#))
  - First Church (Cambridge, Mass.). Account books, 1638-1783 (inclusive). MS Am 1672-1672.1, Volume 1. Houghton Library, Harvard University, Cambridge, Mass. ([Digitized Content](#)) ([Viewer with transcription](#))
- Church records for Christ Church Cambridge

Published/secondary sources:

- [Centre for the Study of the Legacies of British Slavery](#). University College London.
  - "The Centre is building on two earlier phases of work by the LBS team on British slave-ownership, which worked backwards from the end of slavery to trace the development of British colonial slavery. ... At the core of the project is a database containing, first, the identity of all slave-owners in the British colonies at the time slavery ended and, second, all the estates in the British Caribbean colonies."
  - This database includes records on John Vassall ([father](#) and [son](#)), [Leonard Vassall](#), the Vassall's [Newfound River](#) plantation in Hanover, Jamaica, and the [Vassall-Craigie-Longfellow House](#) in Cambridge, MA.
- Kidder, David. "[Owning Our History: First Church and Race 1636-1873](#)." First Church Cambridge, 2013, revised 2019. <https://www.firstchurchcambridge.org/owning-our-history/>
- Maycock, Susan E. and Charles Sullivan. *Building Old Cambridge: Architecture and Development*. Cambridge, Mass.: MIT Press, 2016.
- Church in Brattle Square. *The Manifesto church: Records of the church in Brattle square, Boston, with lists of communicants, baptisms, marriages and funerals, 1699-1872*. Boston: The Benevolent Fraternity of Churches, 1902. [https://archive.org/details/manifestochurchr00chur\\_0](https://archive.org/details/manifestochurchr00chur_0)
  - Includes records for baptisms, deaths, and marriages of Darby Vassall and his children

- Nell, William Cooper. *The Colored Patriots of the American Revolution: With Sketches of Several Distinguished Colored Persons* Boston: Robert R. Wallcut, 1855.
- Batchelder, Samuel Francis. *Notes on Colonel Henry Vassall (1721–1769), His Wife Penelope Royall, His House at Cambridge, and His Slaves Tony & Darby*. Cambridge, Mass.: 1917.
- Calder, Charles Maclear. *John Vassall and His Descendants*. Hereford: S. Austin, 1921.  
<https://archive.org/details/johnvassallhisde00cald>

### **Collaboration**

This project will include regular communication and collaboration with NCPH and the NPS to accomplish project goals. This project will also require community outreach with partners to help build additional research questions, identify sources, and engage with descendants (roughly a dozen people currently identified). The nature of this outreach will be decided upon in partnership with the historian, NPS, and NCPH. The PI will work in collaboration with the NPS and NCPH to identify partners and facilitate collaboration and engagement. Collaboration roles include:

- LONG staff will be involved in every step of this project from planning to final reporting. Logistics, research, site safety, public outreach, and interpretation are just a few of the ways LONG staff will be involved.
- The Region 1 History and Preservation Assistance Program, Archeological Resources Program, and Tribal and Cultural Affairs Program will provide staff who will also be involved as collaborators in all steps of the project.
- Potential community partners, including local historical societies, local churches, university professors, descendants, and other volunteers will be identified as part of this project prior to conducting research and fieldwork. A site visit, discussion of research questions and interpretation results, and input on project deliverables are some of the ways that community partners may be involved.
- Coordinate with descendants of people enslaved at 105 Brattle Street with whom the site has an ongoing relationship. Engage known descendants (about a dozen people), as well as identify additional family members and currently unidentified descendants, as key collaborators in shaping the study.

### **Products and Format**

The researcher shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting it to NCPH. The final approved Special History Study will contain all sections described below and include footnotes. The Special History Study is 200-250 pages, or 50,000-62,500 words. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The researcher will be responsible for all sections of the study. To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts. Using heading styles even in the drafts would greatly facilitate the review process.

In addition to the products listed below, the researcher will provide quarterly electronic progress reports to NCPH. These reports will describe what research and writing has been accomplished, any significant findings from the research and any concerns the researcher may have regarding locating specific materials or meeting deadlines.

- A. The following overview details the major sections that must comprise the study.

### **Front Matter**

1. Cover Page
2. Signature Page:
  - a. Shall include signature and date lines for two approving officials in the following order: "Recommended/Associate Regional Director, Cultural Resources, Interior-Region 1/Date; Approved/Superintendent, Longfellow House-Washington's Headquarters National Historic Site/Date.
3. Executive Summary
4. Table of Contents:
  - a. The table of contents must list the titles of all major divisions and the first-level (principal) subdivisions in the study and provide page numbers for all major divisions.
5. List of Illustrations:
  - a. A list of illustrations must include captions and give page numbers for photographs, figures/illustrations, maps, and other forms of graphics subject matter. If warranted, separate lists for specific types of illustrations may be used.
6. Acknowledgments:
  - a. The acknowledgments must include any obligatory or appropriate personal or organizational acknowledgments.
7. Preface:
  - a. The preface must contain background information about the scope of the research preparation of the study. It will discuss research methods and summarize major findings.
8. List of Abbreviations and/or Acronyms:
  - a. This list must include nonstandard abbreviations and acronyms used in the report. The spelled-out version of a term should be given the first time the term appears within the study.

### **Text or Main Body of the Report**

9. Introduction:
  - a. The introduction must include general background information on the geographic location, history, and significance of the park and its resources and how areas within the park were administered prior to park establishment.
10. Historical Data/Narrative and Analysis:
  - a. This section represents the main body of the SHS. Central questions include, but are not limited to, those identified below:
    - i. What role did slavery play in building the fortunes of the white Vassall family?
    - ii. How did slavery in Massachusetts relate to slavery in the Caribbean? What is the geographic context of this connection?
    - iii. Who were the enslaved occupants of the Vassall house?
    - iv. What was the role of enslaved people in the construction and later economic and social operations of the Vassall House, and how is this reflected in the cultural resources at the site today?
    - v. What strategies did Black occupants of the Vassall house pursue to construct, express, and maintain their identities?
    - vi. What relationships existed among the enslaved residents of the "Tory Row" estates along Brattle Street and in the surrounding communities?

- vii. How did the American Revolution impact enslaved people in Cambridge?
- viii. Who were the free and enslaved Black occupants of the Vassall estate during Washington's residency?
- ix. What happened to the enslaved residents of the Vassall house after their emancipation?

11. Epilogue (or Conclusion):

- a. The epilogue (or conclusion) must consist of a closing statement that provides further comment, if appropriate, on the interpretation of the information found in the study.

12. Research Recommendations:

- a. These recommendations must include a discussion of topics for future study, including an indication of why the author thinks they are relevant to park management and reference to any known sources that might be useful for this future research.

### Back Matter

13. Appendices:

- a. The appendices should include copies or transcriptions of key documents and data including but not limited to legislation, agreement documents, genealogical information or family trees, maps, and other valuable information.

14. Bibliography:

- a. The annotated bibliography must list the primary and secondary source materials researched and used for the preparation of the study. The bibliography will be broken into sections by kinds of materials (i.e., primary and secondary sources, etc.) as directed in *The Chicago Manual of Style*. This section will also include a discursive “bibliographic essay” which discusses the repositories consulted and outcomes, with a description of the research value of each repository.

**Illustrations:** A limited number of illustrations should appear at the end of relevant chapters. Wherever possible, the researcher should choose illustrations that are in the public domain. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. All illustrations should be labeled with captions that fully identify the subject, where published (if published), and provide credit lines identifying where the original can be found. Illustrations should be numbered and referred to by number in the text. A full list of illustrations with captions will be included following the table of contents. Copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over to the park at the completion of the project.

### Accessibility

All electronic documents prepared under this Agreement must meet the requirements of Section 508 of the Rehabilitation Act of 1973, as amended. The Act requires that all electronic products prepared for the Federal Government be accessible to persons with disabilities, including those with vision, hearing, cognitive, and mobility impairments. View Section 508 of the Rehabilitation Act, Standards and Guidelines for detailed information.

For specific detailed guidance and checklists for creating accessible digital content, please go to [Section 508.gov](http://Section508.gov), Create Accessible Digital Products. All accessible digital content must conform to the

requirements and techniques of the Web Content Accessibility Guidelines (WCAG) 2.0 or later, Level AA Success Criteria.

#### B. Transfer of Knowledge

The SHS will be used by, and be of interest to, a broad audience, including the general public; making the report's findings on the park's website is a small but important element of this project. In addition to examples already given, the transfer of knowledge product could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, story map, or interactive timeline. The product should be determined in consultation with park staff by the end of the first full draft. The historian will also give a virtual presentation about the report and its findings to NPS staff at a close out meeting.

#### C. Project Research Files

At the conclusion of research and within 60 days of written acceptance of the final print-proof report, all notes, records, maps, drawings, photographs, negatives, slides, digital images, tapes, digital recordings transcripts, and other data acquired during the course of this study will be organized for archival purposes and submitted to the Contracting Officers Representative, to be deposited in the archives of NPS unit.

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### Proposed Timeline of Work and Payment Schedule

The special history study will be reviewed in iterations. The project historian(s) will submit a proposed timeline, which will be approved by NPS. Adjustments to the timeline can likely be accommodated, especially in light of delays due to COVID-19. The following schedule is a suggested timeline:

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
Kick-off meeting with PIs	Consult with NPS staff to schedule an initial conversation and on-site orientation meeting with the cooperator and PI, park and regional office staff to discuss content, location of source material, access to documentary resources, research goals, schedule, and project deliverables. The NPS will provide a tour to acquaint the researcher with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).	January 2023	10%
Detailed Outline	Conduct sufficient preliminary research to complete a research plan and detailed outline. The outline shall include descriptions of each chapter containing sufficient detail to demonstrate the complete range of topics and themes to be discussed as well as chronological periods. It should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report and include a list of all repositories consulted. The	July 2023	10%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	<p>outline will provide the basis for the “Table of Contents” for the project.</p> <p>NPS will provide review comments on the outline to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final chapter outline to NPS within 15 days of receipt.</p> <p>If necessary, following NPS review, a meeting or conference call may be scheduled to develop further the final content of the study. An approved outline will result from this review.</p>		
Community Outreach	<p>Conduct outreach and engagement with relevant partners and descendent community members, this may inform the detailed outline and research plan.</p> <p>*Collaborative Outreach with community partners may take place throughout the project delivery/performance schedule*</p>	December 2023	10%
Draft of One Chapter	<p>The chapter draft submitted should be a complete chapter from the main body of the report and be determined in consultation with the NPS. The submitted chapter will adhere to the format for the first draft.</p> <p>NPS will provide review comments on the chapter to the PI within 30 days of receipt of the document. The PI shall make necessary revisions and submit the final draft chapter to NPS within 15 days of receipt.</p>	December 2023	10%
First Draft of Study	<p>The first full draft will consist of a completed report, including front matter, footnotes, and preliminary bibliography, and will include all maps, graphics, footnotes, and appendices to be included in the final report. The draft will be reviewed by NPS for sufficiency and professional quality.</p> <p>Within 30 days of receipt by NPS, the draft will be reviewed and NCPH will be notified when review comments will be transmitted. During the period of revision of the draft, NCPH will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>	November 2024	15%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	Preliminary discussion of transfer of knowledge & digital product component.		
Second Draft of Study	<p>The second draft addressing all previous comments will be submitted for two double-blind peer reviews in addition to NPS review. In addition to meeting the requirements for the first draft, by this submission the Principal Investigator is responsible for:</p> <ul style="list-style-type: none"> <li>• obtaining copyright permission and providing appropriate credit line for government printing of all images</li> <li>• providing images as digital images in high resolution jpg or tif format suitable for printing – see NER Formatting Guidelines identifying images by subject, publication information, and location of original</li> </ul> <p>NCPH will complete peer review and provide peer reviewer names and reviews to the NPS for review and comment within 30 days from Principal Investigator submission. NPS will return response within 30 days. NPS response and peer reviews will be provided to the PI.</p> <p>During the period of revision of the draft, NCPH will consult with NPS to ensure the satisfactory resolution of review comments and submission of a final draft in a timely manner.</p>	March 2025	15%
Final Study	<p>A final draft report addressing review comments will be submitted to NPS prior to printing of the final document for acceptance.</p> <p>NCPH can assist, if needed, with design appropriate cover art/graphics including the NPS Arrowhead for the camera-ready final document. The PI will select an appropriate illustration for the cover and may provide a descriptive title.</p>	June 2025	10%
Knowledge sharing event	NCPH/PI will share project overview and methodology with audiences through a recorded virtual presentation. They will also prepare a 3-4-page executive summary for posting on the park's website, and other digital products as appropriate.	June 2025	5%
Print-proof version	A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and	August 2025	5%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	signature.		
Closeout meeting and delivery of research files and printed copies	NCPH, PI, park and regional office staff will meet to review the project, ensure that copies of all research notes are turned over to the NPS; copies of permission agreements, grouped together and clearly labeled, must be included in the research materials that are turned over the park at the completion of the project.	August 2025	10%

The project historian or team will be compensated by NCPH following NPS approval of each deliverable, according to a payment schedule set between the project historian, NCPH, and NPS staff.

The project historian will submit one electronic copy of each deliverable to the Agreements Technical Representative (ATR) for review. The draft will be prepared using Microsoft Word 2010 or higher. The NPS will provide written comments on the drafts within 45 days of receipt. The second full draft will be reviewed by two historians outside the NPS, as organized by NCPH. The project historian or team, with some assistance from NCPH, will also be responsible for the final report copyediting, design and formatting of the cover, spine, and back for the final printed version of the special history study.

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### Stipulations

All work to be performed under this agreement will comply with all applicable federal standards including but not limited to those found in the Code of Federal Regulations (CFR) Chapter 36; the Secretary of the Interior's Professional Qualification Standards ([http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm)); the Secretary of the Interior's Standards for Archaeology and Historic Preservation (as amended and annotated); the Antiquities Act of 1906 (Public Law 59–209, 34 Stat. 225, 16 U.S.C. § 431–433); the Historic Sites Act of 1935 (49 Stat. 666; 16 U.S.C. 461-467); the Historic Preservation Act of 1966 (as amended--Public Law 89-665; 16 U.S.C. 470 et seq.); National Environmental Policy Act of 1969 (PL 91-190, 83 Stat. 852 42 U.S.C. §4321 et seq. (1969)); 1969 Archaeological and Historic Preservation Act of 1972 (AHPA); Archaeological Resources Protection Act of 1979 (ARPA); American Indian Religious Freedom Act of 1978 (AIRFA); Native American Graves and Repatriation Act of 1990 (NAGPRA); and any other applicable laws, standards and/or guidelines, including compliance with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220).

1. The researcher and key team members must be fully qualified personnel and conform to current standards of scholarship. Researchers must meet the requirements specified in the quality ranking factors stated in *NPS-28: Cultural Resource Management Guideline*, Appendix E, "Qualification Standards and Selective or Quality Ranking Factors for Cultural Resource Specialists" for an historian ([https://www.nps.gov/parkhistory/online\\_books/nps28/28appene.htm](https://www.nps.gov/parkhistory/online_books/nps28/28appene.htm)).
2. All work must be technically and legally defensible.

3. Research must meet NPS standards for a “thorough investigation” as defined in *NPS-28: Cultural Resource Management Guideline* for an historical study, i.e., research will be done in selected published and documentary sources of known or presumed relevance that are readily accessible without extensive travel and that promise expeditious extraction of relevant data. Findings must be presented in no greater detail than required by this scope of work; it is expected that this study will require a range of 200-250 pages, or 50,000-62,500 words.
4. The researcher 's quality control efforts must ensure that all draft and final deliverables are completed documents, as specified, that meet the standards of scholarship as defined by the guidelines of the various professional organizations including but not limited to the NCPH, and that have been reviewed for copy quality, technical accuracy, and consistency with style guidelines. Peer and partner review is an important component of this project. Submittals not displaying such efforts will not be accepted.
5. The researcher must coordinate with the NPS as necessary to complete the work as and when required. This may include participating in conference calls and product review meetings.
6. The researcher is responsible for the cost of all reproductions and for securing copyright permission, where applicable. Wherever possible, the researcher shall choose illustrations that are in the public domain. All illustrations must be labeled with captions that fully identify the subject, where published (if published), and provide credit/courtesy lines identifying where the original can be found. Illustrations must be numbered and referred to by number in the text. A full list of illustrations with captions must be included following the table of contents.
7. The most recent edition of the *Chicago Manual of Style* will be used for citations and as a general guide to style. The NPS may provide specific formatting guidelines for the NER History Program, which details formatting and NPS Rawlinson font requirements. The license for NPS Rawlinson covers only work performed on NPS-related business and the researcher is not authorized to use NPS Rawlinson on non-NPS work. For illustration captions, the researcher may use Times New Roman 9 pt instead of Frutiger.
8. All drafts will be in the latest version of Microsoft Word.
9. Final digital version will be print-quality PDF and must be Section 508 compliant. In addition, the consultant will deliver working files of all final versions (Indesign, etc).
10. Printing Specifications: NCPH shall be responsible for producing the final approved Special History Study in printed form (25 bound, color copies)
11. Research files (or copies of these files), negatives and photographs, and other material produced as a result of this project, except for those items for which another institution either has copyrights or has placed restrictions on its distribution, shall be delivered to Longfellow House-Washington’s Headquarters NHS and become the property of NPS upon completion of the project or upon its being declared null and void whether they are used in the preparation of the study or not.
12. The NPS retains all rights to publish and disseminate this report. The research materials and completed products will be in the public domain and may not be copyrighted. The researcher may publish the results of the research without written permission but shall inform the NPS and NCPH of

any publications resulting directly from the products of this research. Revision of the manuscript for publication with an academic press, after completion of the project, is encouraged, provided that the role of the NPS and NCPH is acknowledged in print. The researcher must obtain prior Government approval from the Agreements Officer for any public information releases concerning this award (including outside publication) which refer to the Department of the Interior or any bureau or employee (by name or title). The specific text, layout photographs, etc. of the proposed release must be submitted with the request for approval.

### Personnel qualifications

1. The Principal Investigator  
The Principal Investigator (PI) is responsible for all aspects of managing the proposed study. The PI must have a Ph.D. or equivalent in United States History (no exceptions). A level of experience equivalent to a Ph.D. is acceptable and may be evidenced by a publication record demonstrating a professional level of research, analysis, and report preparation. It is expected that the publication record will reflect an understanding and ability to apply research methodology, and education and experience beyond that of a project historian.
2. Project Historian(s)  
Although the overall research design, guidance, and responsibility for the completed study lies with the Principal Investigator, the PI may utilize the assistance of project historians (PH) and other project staff at their discretion to accomplish the research. The minimum requirements for a PH are a Bachelor's and Master's degrees in United States History from an accredited college or university followed by two years of graduate study with a concentration in the field. A Master's thesis in history or its equivalent in research and publication are highly recommended.
3. Standards for consultants  
Personnel hired or subcontracted for their special knowledge and expertise must carry academic and experiential qualifications in their particular area of expertise. Such qualifications are to be documented by means of vitae attachments when the proposal is prepared and submitted.

### Proposal requirements

*Your letter of interest should come in the form of a single PDF attached to the email, and should include:*

1. *a full C/V for each member of the proposed project team*
2. *a one-page proposal letting us know why you'd be the right fit for this project. Please include a description of the methods, techniques, and procedures of research that summarizes strategy, approach, and special capabilities, timelines, roles and responsibilities of personnel, specific tasks to be conducted, and deliverables.*
3. *a professional writing sample of at least 4,000-5,000 words, demonstrating original research and use of secondary source citations*
4. *a proposed line-item budget for the project budget that includes:*
  - a. *Personnel services including PI and other personnel*
  - b. *Miscellaneous personal expenses*
  - c. *Supplies and equipment*

- d. *Travel (travel costs must be factored into the budget; there is not a separate fund source for site visits and research trips)*
  - e. *Cost of analysis and report preparation*
  - f. *Overhead, Indirect, and In-kind costs if applicable*
  - g. *Other expenses*
  - h. *Total project cost*
5. *Any suggested changes to the schedule of work found above along with a work schedule diagramming the duration of field and archival work outlined in the research strategy section of the proposal.*
6. *An explanation of your previous experience with long-term research projects (and particularly previous experience doing public history work and expertise in African American History).*