

## **Request for Letters of Interest: Historic Resource Study Addendum on African American History, Paterson Great Falls National Historical Park**

**Project Title:** Historic Resource Study Addendum on African American History, Paterson Great Falls National Historical Park (Paterson, NJ)

**Project Budget:** \$74,100 (This is the total compensation for the principal investigator(s), RAs, travel, research expenses, and copyright permissions). An additional \$5,050 is available for PIs who wish to handle copy editing, 508 compliance, design, and/or layout.

**Deadline for Letter of Interest to NCPH:** October 15, 2023

**Expected Date to Award Project:** December 1, 2023

**Anticipated Start Date:** January 2024

**Timeline for Completion:** August 2026

### **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 Historic Resource Study (HRS) Addendum on African American History, Paterson Great Falls National Historical Park (PAGR). The initial HRS was completed in 2019 and documented and analyzed Paterson's history from the establishment of the Society for Establishing Useful Manufactures (SUM) in the late 18<sup>th</sup> century through the decline of manufacturing and the impact of deindustrialization in the second half of the 20<sup>th</sup> century. This addendum project will address one of the primary research suggestions of the initial HRS - the addendum will expand the African American history context.

An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park's cultural resources within historic contexts. This HRS addendum will place the park's resources within social and economic contexts that will help managers in the future. Work will include a review of secondary literature bearing directly on the site and contextual literature that has a bearing on site significance. This information will greatly expand existing baseline information and will influence different aspects of the park as it develops, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public.

This HRS addendum fills in much-needed history of African American enslavement and freedom as it unfolded during the establishment of the Society for Establishing Useful Manufactures (SUM) and formation of the industrial city of Paterson. Beginning as a rural farming community, it quickly expanded in the nineteenth century. Because the sources are scarce, the role of free and enslaved African Americans has not been explored. Yet, we know from census data and the city's strategic location that free and enslaved communities existed, as well as sites associated with the Underground Railroad. This addendum will explore these topics and connect these vital stories to broader themes told at PAGR. The information produced from this study is essential to bringing interpretation of PAGR up to date using the most recent scholarship and to provide managers with knowledge of a dimension of the Park's cultural resources previously unidentified.

A Principal Investigator (PI) will prepare the HRS Addendum 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 end notes or reference notes). The PI 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, 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.

*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 October 15, 2023. 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, community engagement work, researching and interpreting urban landscapes, 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**

Authorized by Congress (Public Law 111-11) in 2011, Paterson Great Falls National Historical Park preserves and interprets the natural beauty of the Great Falls of the Passaic River and the industrial, cultural, and recreation landscape which formed around its endless source of power. The park's enabling legislation describes the park's purpose to "preserve and interpret for the benefit of present and future generations certain historical, cultural, and natural resources associated with the Historic District."

The park encompasses approximately 52 acres and, per its enabling legislation (Public Law 111-11) includes: the upper, middle, and lower raceways; Mary Ellen Kramer (Great Falls) Park and adjacent land owned by the City; a portion of Upper Raceway Park, including the Ivanhoe Wheelhouse and the Society for Establishing Useful Manufactures Gatehouse; Overlook Park and adjacent land, including the Society for Establishing Useful Manufactures Hydroelectric Plant and Administration Building; the Allied Textile Printing site, including the Colt Gun Mill ruins, Mallory Mill ruins, Waverly Mill ruins; and Todd Mill ruins; the Rogers Locomotive Company Erecting Shop, including the Paterson Museum; and the Great Falls Visitor Center.

Paterson Great Falls NHP preserves and interprets the natural, cultural, and historic resources associated with two centuries of American industrial history, including the Great Falls of the Passaic River. The 77-foot Great Falls were first significant to Indigenous peoples, including the Lenni Lenape, before its power was harnessed to serve the Society for Establishing Useful Manufactures (S.U.M.), an organization that brought together investors, government, and entrepreneurs to develop the first industrial community in the United States. The resulting concentration of 19<sup>th</sup> and 20<sup>th</sup> century industrial buildings and structures, connected to a water-power system of raceways fed by the Passaic River just above the Great Falls, illustrates the growth and evolution in industrial planning, architecture, and engineering in the United States from 1792 to 1945.

## **Partnerships**

Paterson Great Falls National Historical Park has numerous partners who support a variety of park activities and operations. Several have formal agreements with the National Park Service, but many of the park's partnerships are collaborative with less formal arrangements. Paterson Great Falls National Historical Park represents an evolving idea of a park in an urban setting that brings a national park experience "close to home" and whose ownership and management are shared by a group of partners. This approach has many advantages and brings great flexibility in responding to opportunities and challenges as technology and innovation are quickly moving forward. Key partnership organizations include Paterson Museum and the Paterson Historic Preservation Commission.

## **Objectives**

This project will produce a Historic Resource Study (HRS) Addendum for Paterson Great Falls National Historical Park (PAGR). The initial HRS was completed in 2019 and documented and analyzed Paterson's history from the establishment of the Society for Establishing Useful Manufactures (SUM) in the late 18<sup>th</sup> century through the decline of manufacturing and the impact of deindustrialization in the second half of the 20<sup>th</sup> century. This addendum project will address one of the primary research suggestions of the initial HRS - the addendum will expand the African American history context.

An HRS, as defined in NPS Cultural Resource Management Guidelines (NPS-28), is a key baseline document that provides a historical overview of a park or region and identifies a park's cultural resources within historic contexts. This HRS addendum will place the park's resources within social and economic contexts that will help managers in the future. Work will include a review of secondary literature bearing directly on the site and contextual literature that has a bearing on site significance. This information will greatly expand existing baseline information and will influence different aspects of the park as it develops, including interpretation and education programming, and influence how the park's significance is presented to visitors and the public.

This HRS addendum fills in much-needed history of African American enslavement and freedom as it unfolded during the establishment of the Society for Establishing Useful Manufactures (S.U.M.) and formation of the industrial city of Paterson. Beginning as a rural farming community, it quickly expanded in the nineteenth century. Because the sources are scarce, the role of free and enslaved African Americans has not been explored. Yet, we know from census data and the city's strategic location that free and enslaved communities existed, as well as sites associated with the Underground Railroad. This addendum will explore these topics and connect these vital stories to broader themes told at PAGR. The information produced from this study is essential to bringing interpretation of PAGR up to date using the most recent scholarship and to provide managers with knowledge of a dimension of the Park's cultural resources previously unidentified.

A Principal Investigator (PI) will prepare the HRS Addendum 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 end notes or reference notes). The PI 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, 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**

This project is a Historic Resource Study (HRS) addendum expanding the African American history context of the recently completed HRS for Paterson Great Falls National Historical Park (PAGR). African American history runs as a vibrant thread in the city of Paterson from colonial founding to the Civil Rights era, yet the NPS knows little about how this history connects to the nationally-significant and fundamental resources of PAGR. This project addresses one of the primary research suggestions of the HRS. The HRS Addendum will explore stories of slavery and freedom in Paterson, New Jersey, and the surrounding area. The study will synthesize all available cultural resource information from multiple disciplines in a narrative designed to serve managers, planners, interpreters, cultural resource specialists, and interested public as a reference for the history of the region and the resources within the park. This project also aims to connect Paterson Great Falls NHP with NPS service-wide commemorations such as 400 Years of African-American History, America250, as well as the Civil Rights in America Initiative. This project will compile enriched baseline documentation and primary sources to foster future, engaging programs. The HRS Addendum will also be of interest to the public as a reference for the region's African American history, and therefore should be written for a broad popular audience as well as for NPS management.

### **Scope of Work and Deliverables**

The PI shall be responsible for producing all submittals in Microsoft Word (2010 or later version) and submitting to the designated NPS project manager. The final approved Historic Resource Study will contain all sections described below and include footnotes. All citations and formatting will be according to the most recent edition of the *Chicago Manual of Style*. The PI 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.

In addition to the products listed below, the PI 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 PI may have regarding locating specific materials or meeting deadlines.

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

#### Front Matter

1. Cover Page
2. Signature Page: shall include signature and date lines for two approving officials in the following order:
  - "Recommended/Manager, Cultural Resources, Interior-Region 1/Date;
  - Approved/Superintendent, Paterson Great Falls National Historical Park/Date.
3. Executive Summary
4. 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: 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: must include any obligatory or appropriate personal or organizational acknowledgments.
7. 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: 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: 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: This section represents the main body of the HRS addendum. It will examine a variety of central questions/themes. Central questions could include, but are not limited to, those identified below:
  - Who were the enslaved who lived in the Paterson Great Falls surrounding area?
  - What strategies did African Americans pursue to construct, express, and maintain their identities?
  - Where were the free black communities in Paterson, NJ? Who lived there and what were their social networks?
  - How does race impact, segregate, or hinder the efforts of activists? How are actions, spaces, and landscapes racialized?
  - What are the connections between Society for Establishing Useful Manufactures (S.U.M.) and the African American community (free and enslaved) in Paterson and the surrounding area?
  - In what ways do the stories at PAGR confirm or challenge existing historical narratives about social, civil, and political rights?
  - Were Park sites used as a place where people gathered to advocate for civil rights and social justice? If yes, how?
  - What makes New Jersey African American history distinct and how is it affected by geography, patterns of migration/immigration, religion, landscape and poli/legal economy?
11. 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: 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: 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: 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 Principal Investigator should choose illustrations that are in the public domain. The Principal Investigator 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.

## 2. Transfer of Knowledge Product

The HRS Addendum will be used by, and be of interest to, a broad audience, including the general public. The product should be determined in consultation with park staff by the end of the first full draft. Products could include a 3–4-page project summary, a microhistory, special focus on a compelling primary source, story map, or interactive timeline, virtual and/or in person public presentation.

## 3. 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 professionally organized for archival purposes and submitted to the Contracting Officers Representative, to be deposited in the archives of NPS unit.

## 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 HRS Addendum will contain all sections described below and include footnotes. The HRS Addendum is 150-200 pages, or 37,500-50,000 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.

## 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 [Section508.gov](https://www.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.

## Existing Documentation

The following will be provided to the Project Team via Microsoft Teams, existing Park Baseline Documentation includes:

- Paterson Great Falls National Historical Park Historic Resource Study
- Slavery at River's Edge By: Jimmy Richardson
- Cultural Landscape Inventories and Reports
- Paterson Great Falls NHP Foundation Document
- Paterson Great Falls NHP Interpretive Matrix
- Orientation Panels and Interpretive Exhibits
- Park Legislation

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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
Recipient teleconference	Teleconference with NCPH, park staff, and regional office staff to discuss selection of Principal Investigator.	January 2024	

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
Start-up meeting and onsite orientation for project team	Consult with NPS staff to schedule an initial conversation and on-site orientation meeting with NCPH and the 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 Principal Investigator with the park and its resources. All members of the research team will attend (anticipated travel costs should be factored into the budget proposal).	February 2024	10%
Detailed Outline	<p>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 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 by the contractor.</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>	August 2024	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>	January 2025	10%
First Draft of Study	The first full draft will consist of a completed report, including front matter, footnotes, and preliminary	November 2025	15%



PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	<p>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> <p>Preliminary discussion of transfer of knowledge &amp; digital product component.</p>		
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 2026	15%
Final Study	A final draft report addressing review comments will be submitted to NPS prior to printing of the final document for acceptance.	June 2026	10%

PRODUCT	DETAILED DESCRIPTION	DUE	Proposed Payment
	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 (Otherwise, "Historic Resource Study Addendum: Paterson Great Falls National Historical Park" will be used).		
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.	July 2026	5%
Print-proof version	A final, copy-edited, print-proof version of the report will be submitted to the NPS for approval and signature.	August 2026	5%
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 to the park at the completion of the project.	August 2026	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).*