

Request for Letters of Interest: National Heritage Area Program Legislative History

Project Title: National Heritage Area (NHA) Program Legislative History

Project Budget: \$52,000. (This is the total compensation for the PI(s), although additional support is available should the PI choose to take on Section 508 Compliance work. NCPH's indirect rate for project management, publication expenses, and peer review are separate budget lines and do not come out of the PI's funding.)

Deadline for Letter of Interest to NCPH: August 1, 2024

Expected Date to Award Project: September 1, 2024

Anticipated Start Date: October 1, 2024

Timeline for Completion: May 15, 2026

Questions? Email ncph@iu.edu

Submitting Your Letter of Interest

Your letter of interest must be emailed to ncph@iu.edu by August 1, 2024. It should come in the form of a single PDF attached to the email, and should include:

1. A full C/V for the PI (or for each member of the proposed project team, if multiple researchers will be involved);
2. 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 as well as any past research experience in history of the National Park Service or closely related topics;
3. A professional writing sample of at least 4,000-5,000 words, demonstrating original research and use of secondary source citations (if possible, a writing sample demonstrating past research experience in policy history, program administrative, or institutional history is preferred);
4. A proposed line-item budget for the project budget of \$52,000.00 that illustrates the respondent has thoughtfully considered how the budget will be spent. If the PI wishes to take on 508 compliance work, additional funding is available for that;
5. And 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.

Project Summary

The goal of this project is to complete a review of the previous informal administrative history of the National Heritage Areas (NHA) Program completed in 2020; the Congressional Research Service Report titled "National Heritage Areas: Background and Issues for Congress Updated April 17, 2023;" legislation associated with National Heritage Areas; and available documents of the history of the National Park Service's (NPS) National Heritage Area System and the National Heritage Areas Program to produce a comprehensive legislative history with an executive

summary compiled in a professional, publishable report. This project will detail the legislation history and analyze how each legislative action influenced how the program is managed by the National Park Service over time, to include how funding was distributed to the individual NHAs and to the NPS regional offices.

This work will include a professional peer review, a transfer of knowledge webinar, and publishable final report. Examples of how to compile legislative history can be found at the Library of Congress: [Compiling a Federal Legislative History: A Beginner's Guide](#).

Public Purpose

The efficient and effective operation of the National Park Service is predicated on its leadership and management teams making well-informed decisions using the best available information about the origins, purpose, and past administration of its many programs. This work will assist the NPS NHA Program to develop a history of legislation, the intent of the legislation, how the NPS implemented legislative requirements, and how these efforts shaped and changed the program and the NHAs as a group, now system, over time. These investigations lay the foundation for the establishment of a new NHA System. The preparation of these products will help NPS managers make better informed decisions about how to manage the NHA System most efficiently and effectively. Such best management practices—knowing how a program was created and the various operational challenges that it has faced, as well as success stories—are vital in the NPS mission to ensure the stewardship of landscapes and their resources for this and future generations.

This final report will provide a detailed overview of the legislative history, inclusive of the NPS management of the NHA Program, the newly legislated National Heritage Area System, and a summary of available records used in the preparation of the legislative history. It will present annotated documentation on the legislative history, summarize legislative intent, as well as past and present NPS management decisions and important issues in planning, development, and program execution. This undertaking is a comprehensive legislative history and a concise executive summary. The final product will be made available on the NPS share point for use primarily by NPS staff, DOI staff, the National Heritage Area local coordinating entities' staff, and organizations seeking information associated with becoming a National Heritage Area.

The public will benefit from this undertaking because it will elucidate the impact and effectiveness, as well as hazards, of studies designed to evaluate the national significance, suitability, and feasibility of creating new NHAs. Local communities and State and Tribal governments will be able to learn about the history of NHAs which have been designated or may be designated in their jurisdictions.

Statement of Work and Deliverables

The Principal Investigator (PI) will research the legislative history of the National Heritage Area System and Program and thoroughly review the informal administrative

history completed in 2020, the Congressional Research Service Report titled “National Heritage Areas: Background and Issues for Congress Updated April 17, 2023,” and other sources. The primary research product will be a comprehensive summary of the history of the program; a review of the National Heritage Area legislative records including legislative intent, Committee reports, Government Accountability Office Reports, and NPS interpretation of legislation; and explanation of how these efforts shaped the program and system.

The work will include:

- Review of the informal administrative history of the National Heritage Area Program, including oral history interviews and other source documentation collected, completed in 2020. This is a 1069-page MS Word draft document with citations and bibliography which was compiled by a volunteer and resides on the NHA Program shared drive. The document includes informal interviews and other research. The document is not a formal administrative history which meets NPS standards for this type of document, rather it is a compilation of information and interviews.
- Review the Congressional Research Service Report titled “National Heritage Areas: Background and Issues for Congress Updated April 17, 2023” found here: [RL33462 \(congress.gov\)](#).
- A review of legislation and legislative records and committee reports, which summarize legislative intent (Congressional records). Many of the NHAs are designated by Congress in individual bills or attached to larger bills such as omnibus acts, budgets, and other legislation.
- The PI may choose to review information on how to develop and organize a legislative history at these links –
 - [Introduction – Compiling a Federal Legislative History: A Beginner’s Guide – Research Guides at Library of Congress \(loc.gov\)](#).
 - The Law Libraries Society of Washington DC also provided this example of how to develop a legislative history - [Electronic Sources for Legislative History Documents \(llsdc.org\)](#).
- Professional, third-party peer review.
- A transfer of knowledge webinar.
- Professional polished and publishable report which includes an executive summary.
- Informal survey and inventory of NHA records maintained at WASO headquarters.
- Comprehensive list of NHAs including their date of designation and location of significant collections of records.
- Oral interviews (not oral histories) with current or former NPS staff associated with NHA legislation.
- List of significant references to NHA projects in the congressional record.
- Annotated list of significant mentions of NHAs in the *Washington Post* and/or other prominent newspapers and publications.

It is not the intention of this legislative history to repeat research efforts which have been conducted elsewhere and which are widely available through books, journals,

and other publications. The final report summarizing the legislative history (1984-2023) of the NHA program, with notations of Congressional intent when the legislation is unclear, will reference previous, relevant research efforts and publications through a comprehensive bibliography.

Deliverables

Preparation of an article length legislation history requires both extensive research and dedicated time to write the document. The primary research product will be:

- a detailed review of the informal draft administrative history of the NHA program completed in 2020.
- a detailed legislative history, including summaries of legislative intent and committee reports of the National Heritage Area Program.
- a detailed history of how the program was managed based on the legislative requirements coupled with NPS policies or management decisions, and how the legislation changed the program over time.
- a professional, third-party peer review.
- a knowledge transfer webinar.

The detailed summary of the program's legislative history will include:

- a publishable, 508-compliant final report (508 compliance work can be completed by the project PI or an outside party depending on PI preference and experience);
- an executive summary;
- a chronology of the program's legislative history, including NPS management or operational changes associated with identified legislation;
- a chronology of the designation of each National Heritage Area/component of the NHA System;
- a comprehensive bibliography of relevant legislation and previous NHA research.

At the conclusion of this work the cooperator/PI shall submit an electronic copy of the draft report. Following NPS review and comment, the PI will revise the draft and submit the full draft for third-party peer review. Following peer review, the PI will revise, and the cooperator will submit the final 508-compliant document to NPS. In addition to the deliverables mentioned above, the cooperator/PI will coordinate with the designated NPS staff on an agreed upon basis regarding the overall status of the project.

The schedule for the project begins from the date that the agreement is signed. NPS and the PI will establish a preliminary schedule at an Initial Start-up Meeting.

PI will make a webinar presentation and engage in discussion with NHA staff, including other park managers, and interested members of the public. The presentation will include an overview of the study findings; the principal investigator will join a facilitated discussion on the case study identified by the project team.

Schedule for Product Delivery and PI Payment

What follows is a draft proposed delivery schedule; the PI is welcome to submit a revised schedule for consideration. Along with deliverables, key dates for researcher commitment during this project include a 1) start-up meeting, and 2) webinar with NPS staff and select partners at or near the conclusion of the project to share the results of the history. A suggested schedule for deliverables and payments is below:

Deliverable	Description	Due by	Payment
Kick off meeting	Consult with NCPH and NPS staff to schedule a Teams or virtual orientation meeting with the relevant NPS staff, location of source material, access to documentary resources, research goals, schedule, and project deliverables.	October 1, 2024	10% (\$5,200) by October 30, 2024
Detailed Outline	Review assembled information and prepare a research plan and detailed outline. Address the topics and issues specified in the Purpose and Scope. The outline should contain all pertinent information necessary for sound decisions to be reached regarding further topical research and content of the final report. It should also include a list of all repositories consulted. If necessary, following the NCPH and 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. <i>NPS 45 day review window</i>	January 1, 2025	20% (\$10,400) by February 15, 2025
Review of draft legislative chronologies	The review draft legislative chronologies submitted should be a substantive chapter from the main body of the report. The submitted material will adhere to the format for the first draft.	April 15, 2025	10% (\$5,200) by May 30, 2025

<p>First Draft of History</p>	<p>The first draft will consist of a substantially completed report, including front matter, footnotes, and preliminary bibliography. Following submission, the researcher will meet by phone with NPS regional and site staff and NCPH to discuss specific issues that need to be addressed. Submittal shall include photocopies of illustrations and maps.</p>	<p>September 15, 2025</p>	<p>20% (\$10,400) by October 30, 2025</p>
<p>Second Draft of Legislative History</p>	<p>The second draft will be submitted for peer review in addition to NPS/NCPH review. In addition to meeting the requirements for the first draft, the researcher is responsible for:</p> <p>Providing appropriate credit line for government printing of all images (for this specific project, NPS does not expect many images)</p> <p>Providing images as digital images in high resolution jpg or tiff format suitable for printing – see NER Formatting Guidelines</p> <p>Identifying or requesting images from NPS by subject, publication information, and location of original</p>	<p>January 1, 2026</p>	<p>10% (\$5,200) by February 15, 2026</p>
<p>Final Legislative History</p>	<p>In addition to meeting the requirements for the second draft (except for line numbers), the researcher will select an appropriate illustration for the cover and may provide a descriptive title</p>	<p>April 15, 2026</p>	<p>20% (\$10,400) by May 30, 2026</p>

Webinar presentation	Researcher will make a webinar presentation and engage in discussion with NHA Program staff, including other NPS Staff, NHA entity staff, and interested members of the public. The presentation will include an overview of the study findings; the principal investigator will join a facilitated discussion on the case study identified by the project team. Please note that before final payment is made, copies of all research notes shall be turned over to the NPS. Also, 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.	May 15, 2026	10% (\$5,200) by June 30, 2026
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