

Organization and Project Overview

The National Alliance of Preservation Commissions (“NAPC”) was founded in 1983 to provide a forum for local preservation commission members and municipal staff to address concerns and to serve as a national voice representing the needs of commissions. Its mission is to build strong local preservation programs through education, advocacy, and training.

NAPC recently executed a large, multi-project Task Agreement with the National Park Service (NPS). The goal of this Task Agreement is to advance historic preservation at the local level and to strengthen local communities and historic preservation commissions’ abilities to respond to and preserve cultural resources in the face of natural disasters.

Scope of Work: Disaster Planning Module Consultant

The focus of the project in this scope of work is to create a Community Disaster Planning Module, managed by NAPC in consultation with the NPS. This module will be a curriculum for community disaster planning to complement the existing preservation training program NAPC has in place that provides instruction for CLG, local commission members and staff, relevant stakeholders and members of the community. This training program is titled, CAMP – Commission Assistance Mentoring Program. Under NAPC’s current preservation training program, CAMP, a one-day training module contains five to six sessions. To create a Community Disaster Planning Module, five to six core instructional sessions for community disaster planning would be developed by NAPC with review and input from the NPS. Current NAPC affiliated trainers and qualified partners would be invited to assist with the content development of these modules.

Consultant shall perform the following tasks

- Plan, coordinate, and manage a series of meetings, via conference call and potentially one, in-person meeting of a pre-selected planning group to develop the community disaster planning training modules
- Research potential topic areas of relevance, in coordination with and under the direction of NAPC and NPS guidance
- Working with the planning group, develop session module descriptions and four learning objectives for all newly developed modules. Consultant will be responsible for drafting the final copy of this content.
- Other development tasks as directed

Timeline

Project work shall commence on September 16, 2019. Target goal of completion for this project is March 1, 2020.

Fees and Expenses

The fee to complete the Scope of Work above is \$6,000. Expenses including travel costs, airfare, hotel, transportation other travel related to this Scope of Work will be covered in addition to the fee to complete the Scope of Work.

Please send letter of intent and resume to Stephanie Paul, Executive Director, NAPC at stephanie@napcommissions.org by August 26, 2019.