



# **EMERGENCY INTERVENTION GRANT GUIDELINES**

# INTRODUCTION

## The New Jersey Historic Trust

Established by statute in 1967 (N.J.S.A. 13:1B et seq.), the Trust is a nonprofit historic preservation organization created to preserve and protect New Jersey's historic resources. A 15-member board of trustees governs the Trust. Twelve members are private citizens appointed by the Governor. Three members serve *ex-officio*, representing the State Treasurer, Department of Environmental Protection /State Historic Preservation Office and the Department of Community Affairs.

The New Jersey Legislature gave the Trust broad powers to initiate and promote preservation programs and encourage joint preservation efforts by the public and private sectors. In addition to administering the state's bricks and mortar matching grant program, these powers include raising and disbursing funds; acquiring, holding, and disposing of personal property; accepting gifts, legacies, and endowments; and holding real property of historic, aesthetic, or cultural significance.

Through its programs and activities, the New Jersey Historic Trust assists, supports, and safeguards historic structures throughout the state. The Trust established the first statewide historic preservation easement program and a program for the donation of privately-owned properties. Both programs ensure the preservation of historic properties in perpetuity through the use of deed restrictions. The Trust also operates a small grant and loan program to provide emergency financial assistance for a variety of preservation projects and administers the historic preservation license plate program. The Trust supports legislation furthering the cause of preservation and cooperates with other agencies to protect New Jersey's historic resources and enhance the quality of life its citizens enjoy.

## The *Emergency Intervention Fund*

The *Emergency Intervention Fund* was authorized by P.L. 2016, c. 12, to provide assistance to eligible applicants to address an emergency created by any human-made or natural event that threatens the immediate viability of a historic resource. Emergency Intervention is defined:

**“Emergency intervention” means any activity, including archaeology, that either guides treatment for or any construction activity that restores the immediate stability of a historic property when a situation in which the condition of a property is so damaged by an event such as, but not limited to, a natural disaster, major fire, serious accident, structural collapse, or threat of demolition, that it constitutes an immediate, direct, demonstrable, and severe hazard to the public safety. Treatment may be temporary in nature to prevent worsening of a situation.**

# APPLICATION REVIEW AND FUNDING

## Eligible Applicants

The following organizations or groups are eligible to apply for grants through this program:

1. Agencies or entities of county government.
2. Agencies or entities of municipal government.
3. Agencies or entities of state government.
4. Nonprofit organizations organized under the New Jersey Nonprofit Corporation Act (N.J.S.A.15A:1-1 et seq.) that qualify for tax-exempt status under Section 501(c)3 of the Internal Revenue code (26 U.S.C. 501 (c)). Nonprofit applicants must include documentation of their tax-exempt status and registration with the State, and IRS letter.

## Eligible Properties

At the time of the Trust's receipt of the application for funding, the property for which the application is submitted must be owned in fee simple by the applicant, if not owned in fee simple the applicant shall submit proof of consent of the property owner or authority of the applicant to conduct the proposed work as part of the application. In addition, the property must be:

- i. Listed individually in the National or New Jersey Register of Historic Places as set forth in N.J.A.C. 7:4; or
- ii. Located within a historic district listed in the National or New Jersey Register of Historic Places and identified in the nomination of the district as contributing to its significance; or
- iii. Certified by the State Historic Preservation Officer that the property, structure, facility, site or district is approved for listing or meets the criteria for listing in the New Jersey Register of Historic Places as set forth in N.J.A.C. 7:4; or
- iv. The applicant must demonstrate to the Historic Trust that the historic resource meets the criteria set forth in N.J.A.C 7:4.

## Eligible Activities

1. Preparation of, but not limited to the following documents, studies, or reports to prevent the worsening of a physical condition:
  - i. Condition assessment report;
  - ii. Cost estimates;
  - iii. Engineering reports
  - iv. Feasibility/reuse studies

- v. Preparation of architectural plans, designs, specifications, cost estimates, and other contract documents
2. The following construction activities are eligible for an emergency intervention grant:
  1. Preservation
  2. Stabilization
  3. Archaeology

If an activity other than those listed above is proposed, please consult with staff to determine if it is an eligible activity.

### **Ineligible Activities**

The following activities and expenses are not eligible for emergency stabilization grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Food and/or beverage purchases;
- Charges for deficits or overdrafts;
- Interest expenses;
- Cost of any litigation as a result of an activity supported by this grant whether determined by judicial process, arbitration, negotiation, or otherwise;
- Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other State program;
- Contract cost overruns, not approved, which exceed the allowable amount under contract specifications;
- Costs for grant application expenses;
- Lobbying;
- Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law, N.J.S.A. 52:32-1 et seq. or the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- Costs related to overseeing or managing the proposed exercise.

### **Application Instructions**

There are three ways to obtain a copy of the guidelines and application:

- Visit the Trust's website, [www.njht.org](http://www.njht.org) and click on the link for Funding Programs, Emergency Intervention Grants. This will take you to the [online application](#). *This is the preferred method.*
- E-mail [njht@dca.state.nj.us](mailto:njht@dca.state.nj.us) to receive the guidelines and a link to the online application by email.
- Call (609) 984-0473 to request the guidelines and link to the online application.

Applications should be completed and submitted online. No handwritten applications will be accepted. Be specific and complete as possible, and answer the questions in the space provided. If a question does not apply, fill in "N/A" and briefly explain why. Read and follow all instructions closely.

The Trust will accept completed applications with all supporting documents at any time throughout the year. The Trust strongly recommends that potential applicants contact the office (609) 984-0473 in advance to determine the availability of funding and eligibility of the proposed project. Online applications will receive an immediate email receipt once the application has been submitted. A second email receipt from the NJHT will follow once the application has been determined eligible and complete.

### **Supporting Documents**

To facilitate a thorough review of applications, the Trust strongly recommends that applications are submitted online and that supporting materials are uploaded as an attachment or provided through a web link. Trust staff is available to answer your questions about these requirements or the application. Call (609) 984-0473 to speak to a Trust staff member. Supporting documents may include, but are not limited to, RFPs; proposals, cost estimates, and resumes.

Applications and any attachments and/or supporting materials will not be returned. The Trust reserves the right to retain and publish visual materials submitted with any application, such as photographs, digital images, plans, etc.

### **Schedule for Review and Funding**

Applications to the *Emergency Intervention Fund* will be accepted at any time throughout the fiscal year, July 1 – June 30, until the annual allocation has been exhausted. The Board of Trustees of the Historic Trust will award the grant request during a regularly scheduled quarterly meeting unless a special meeting is warranted to address the emergency circumstances. Applicants will be notified in writing of the decision on their request.

### **Review of Applications**

Once submitted to the Trust, applications will be reviewed for eligibility and completeness. Applicants are encouraged to consult with staff about any aspect of the application that requires clarification. NJHT staff may visit the site(s) during the application review period.

Grant applicants must provide the Trust with all supporting materials and documentation requested in the application form, or the application will be ineligible for review.

Each application will be reviewed and evaluated by the Trust's Grants & Loans Committee. This committee recommends worthy applications to the Board of Trustees, which makes the Trust's final decision on grant awards. Applications are evaluated for the following: the *need* for the proposed project; the *clarity* of the proposal and expected outcomes; the *ability* of the applicant to complete the project within a specified timeframe; and the *need for Trust assistance* in the project.

### **Criteria for Review**

The following criteria are used to evaluate applications for emergency intervention grants:

- The significance of the historic resource;
- The immediacy of the circumstance, need or threat;
- The appropriateness of the project to address the circumstance, need or threat;
- The appropriateness and or qualifications of the proposed project team;

- The appropriateness of the project cost and schedule;
- The overall impact of the proposed project on the historic resource; and
- The project meets the Secretary of the Interior Standards.

### **Requirements for Matching Funds**

There are no requirements for matching funds, specifically. However, if the request is for a portion of a larger project, the applicant must provide the total budget for the entire initiative and indicate the source for the remaining funds.

### **Conditions and Procedures for Receiving Funds**

All applicants selected for funding under this program must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The grant agreement describes the scope of work and project schedule that is identified in the proposal. Payment(s) will be made upon approved invoicing of work contracted for the project.

At the completion of the project and within twelve months of execution, grantee shall submit a final report summarizing the results/products/benefits etc. and submit copies of invoices, receipts, and/or pertinent records to document expenditures. All work must conform to the Secretary of Interior Standards.