



NEW JERSEY  
**HISTORIC  
TRUST**

# PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND 2023 GRANT GUIDELINES

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Applications due by 4:00 p.m., Wednesday, April 19, 2023

NEW JERSEY HISTORIC TRUST  
Department of Community Affairs

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December 2023

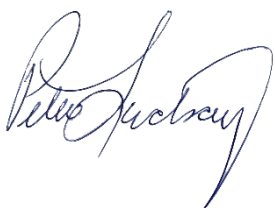
Dear Friends and Colleagues,

New Jersey is one of the oldest states in the nation - with a diverse and distinct historic character. In 1967, Governor Richard Hughes created the New Jersey Historic Trust to help preserve that rich history through education, stewardship, and financial investment programs. Today, the Trust steadfastly continues to save historic resources through grants funded by the Preserve New Jersey Historic Preservation Fund.

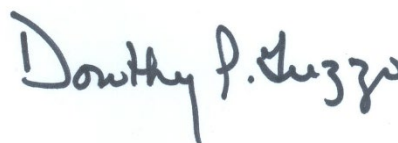
The Preserve New Jersey Fund provides three types of historic preservation grants - Historic Site Management grants, Heritage Tourism Planning grants, and Capital Preservation grants. **In the 2023 grant round, the Fund will accept applications for Historic Site Management grants, Municipal County and Regional Planning grants, Heritage Tourism Planning grants, and Capital Preservation grants.** Each of these grants provide the financial and technical support that an organization needs to successfully undertake a historic preservation project. This year we will again offer the opportunity for applicants to apply for multiphase projects to facilitate larger capital investments. For more information about what is notable for the 2023 grant round, see page 6 of the guidelines.

Thank you for your interest in protecting New Jersey's historic treasures. By bringing new life to New Jersey's history through historic preservation, we can celebrate our state's diversity and preserve our past for future generations to enjoy. We look forward to working with you.

With regards,



Peter Lindsay, P.E.  
Chair  
New Jersey Historic Trust



Dorothy P. Guzzo  
Executive Director  
New Jersey Historic Trust



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## Preserve New Jersey Historic Preservation Fund 2023 GRANT GUIDELINES

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## 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. 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.

The Mission of the Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities. The Trust also provides financial support, protection, and technical assistance through its programs.

The Trust administers multiple historic preservation grant and loan programs including the Preserve New Jersey Historic Preservation Fund, the Cultural Trust Capital Preservation Grant Program, the Discover NJ History License Plate Fund for Heritage Tourism, the Revolving Loan Fund, and Emergency Grants and Loans. The Trust also accepts and holds donations of perpetual easements on historic properties.

The Preserve New Jersey Historic Preservation Fund offers matching preservation grants based on Legislature-approved allocations from the annual Corporate Business Tax revenue. This program continues the work from the Garden State Historic Preservation Trust Fund (2000-2012) and the Historic Preservation Bond Program (1990-1997).



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## The Preserve New Jersey Historic Preservation Fund

In November 2014, New Jersey voters approved a change to the state constitution to provide a stable source of funding for open space, farmland, and historic preservation by dedicating funds from the Corporate Business Tax. The implementing legislation (P.L. 2019, c.136) was passed by the Legislature and signed by the Governor in June 2019. The specific amount of available funding each year will be determined upon the resolution of that fiscal year's budget.

The program encourages careful planning for the restoration, rehabilitation and preservation of a variety of historic resources. Through its matching requirements, the program stimulates broader support and participation in these historic preservation projects. The Preserve New Jersey Fund provides four types of historic preservation grants - Historic Site Management grants, Heritage Tourism Planning grants, Municipal, County, and Regional Planning grants, and Capital Preservation grants. **In the 2023 grant round, the Trust will accept applications for, Historic Site Management Grants, Heritage Tourism Planning Grants, Municipal, County, and Regional Planning Grants, and Capital Preservation Grants.**

In addition to meeting basic eligibility requirements, grant applicants must demonstrate the need for and the administrative and financial capability to carry out the project; indicate how the preservation of the historic resource will be assured after the grant is expended; document the availability of funds to match the grant; and explain how the project will benefit the public. Any construction work related to providing access for handicapped or disabled persons must be in accordance with the New Jersey Barrier Free Subcode (N.J.A.C. 5:23-7), and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Revised 2017).

The Preserve New Jersey Historic Preservation Fund continues the work of the Garden State Historic Preservation Trust Fund (2000-2012) and the Historic Preservation Bond Program (1990-1997). Since 1990, more than \$190 million in matching grants has been awarded to worthy historic preservation construction and planning projects throughout the state.




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## NOTABLE FOR 2023

This year, grant applications will be due by **4pm on April 19.**

The Trust will continue to use the online application for the 2023 Preserve New Jersey grant round. Applications must be submitted online. Historic Site Management, Heritage Tourism, Municipal, County, and Regional Planning, and Capital, grants each have their own application. [Visit the NJ Historic Trust website for links to the applications.](#) For more information, please see the “Application Instructions” on page 11.

The maximum award for Historic Site Management (HSM), Heritage Tourism Planning, and Municipal, County, and Regional Planning (MCRP) grants has been raised from \$50,000 to \$75,000. The 3:1 match ratio remains the same (for every \$3 in grant request, a match of at least \$1 is required). In other words, the Trust will fund 75% of the total project cost while the grantee is responsible for the remaining 25%.

**Special Initiatives.** For the 2023 grant round, special consideration will be given to grant proposals that address the following themes:

**The 250<sup>th</sup> Anniversary of the American Revolution.** The United States Semiquincentennial will be celebrated in 2026 to commemorate the 250<sup>th</sup> anniversary of the nation and its victory in the American Revolution. Grant proposals that highlight sites involved in the American Revolution or that aim to promote New Jersey’s role in Revolutionary War are encouraged.

**Underrepresented Histories.** In response to the nation’s recent reckoning with racial injustices, and in keeping with the [New Jersey Comprehensive Statewide Historic Preservation Plan](#), the New Jersey Historic Trust seeks to expand representation of marginalized groups and empower meaningful involvement of minority constituencies in the identification, preservation, and interpretation of historic resources. For the 2023 grant round, the Trust encourages applications demonstrating efforts and/or initiatives that consider and engage with underrepresented histories, such as Black history, civil rights history, disability history, indigenous history, Latinx history, LGBTQ+ history, or the history of any other marginalized group. To learn more about the initiative, [click here](#).

**Multi-Phase Capital Funding Commitments.** For the 2023 grant round, the Trust will continue to offer multi-phase funding for capital grant applicants. These multi-phase funding commitments will be made to large-scale capital projects with a minimum request of \$500,000 per grant round. A successful multi-phase grant applicant will receive a grant award of \$500,000-\$750,000 in 2023 with a commitment to fund subsequent capital phases in the following years. Multi-phase commitments are contingent on availability of funds and on the applicant’s successful completion of each capital phase. **Multi-phase applications must present clearly delineated phases with**





**detailed information about the proposed work, timeline, budget, and grant request for each phase.**

For the 2023 grant round, the Trust has made the Municipal, County, and Regional Planning projects (MCRP) a separate grant type. Municipal, County, or Regional Planning Projects may include the preparation of design guidelines; the preparation or revision of local preservation ordinances; the preparation of historic preservation components of a municipal or county Master Plan; and the preparation of an architectural survey of historic buildings utilizing the NJ State Historic Preservation Office’s approved guidelines and format.

An April 18, 2018 decision from the Supreme Court of New Jersey found that the plain language of the New Jersey State Constitution’s Religious Aid Clause bars the use of taxpayer funding to repair and restore churches or houses of worship.

“Match expended,” will be eligible for capital grants in the 2023 grant round. To be eligible as “match expended,” the planning or construction work must have been completed within two years prior to the time of application – April 19, 2023. No work completed before April 19, 2021 will be eligible to qualify as matching funds. No more than 25% of the project budget (grant request plus required match) may be matched with “expended” funds.

No “match expended,” work that is completed prior to the date of application, will be eligible for Historic Site Management grants, Heritage Tourism Planning grants, or Municipal, County, and Regional Planning grants in the 2023 grant round. Applications will only be accepted for work that is proposed for after the date of application.



## 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) of the Internal Revenue code (26 U.S.C. 501 (c)). Nonprofit applicants must include documentation of their Federal tax-exempt status and registration with the State.

To document compliance with the New Jersey Charitable Registration and Investigation Act of 1994 (CRI Act), nonprofit organizations must include a current registration number issued by the NJ Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection/Charities Registration, or submit a letter from that agency confirming exemption from the requirements of charitable registration. For more information, visit the [NJ Division of Consumer Affairs](#) website or call 973-504-6215.

Nonprofit organizations are not eligible to apply for projects that benefit churches and houses of worship.

### Eligible Properties

To be eligible for a grant, a property must be listed in, or eligible to be listed in, the New Jersey Register of Historic Places and/or the National Register of Historic Places per N.J.A.C. 7:4 as follows, **by August 1, 2023**:

1. Individually listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places;
2. Situated within the boundaries of a historic district listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places, and identified in the National Register of Historic Places Registration Form inventory as a resource contributing to the significance of that district; or
3. Certified by the State Historic Preservation Office as a property that is eligible to be listed in the New Jersey Register of Historic Places, or that meets the criteria to be listed in the New Jersey Register of Historic Places.
4. Though a property need only be certified eligible for listing in order to apply for funding, **listing is required prior to the disbursement of capital grant funds.**




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To determine a property's register status, visit the [NJ Historic Preservation Office \(HPO\) website](#).

If your site is part of a historic district, and **not** individually listed, you will need to determine if it is a contributing resource to the historic district. Sometimes this information can be found in the register nomination form. Some National Register nominations have been digitized and can be found in the [National Park Service database](#).

If you still cannot find your property, or have questions about register status only, contact NJ HPO at (609) 940-4312.

If you have questions about the overall eligibility of your proposed project, contact the Historic Trust at (609) 984-0473.

### **Matching Requirements**

Historic Site Management applicants may apply for grants of \$5,000 to \$75,000. Grant applicants are eligible for a 3:1 funding match in which the Trust may provide up to 75% of total project costs, not to exceed \$75,000. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested.

Heritage Tourism Planning applicants may apply for grants of \$5,000 to \$75,000. Grant applicants are eligible for a 3:1 funding match in which the Trust may provide up to 75% of total project costs, not to exceed \$75,000. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested.

Municipal, County, and Regional Planning applicants may apply for grants of \$5,000 to \$75,000. Grant applicants are eligible for a 3:1 funding match in which the Trust may provide up to 75% of total project costs, not to exceed \$75,000. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested.

Capital Level I applicants may apply for grants of \$5,000 to \$150,000 and the match required is 3:2 (for every \$3.00 in grant request, a match of \$2.00 is required). In other words, the Trust will fund 60% of the total project cost while the grantee is responsible for the remaining 40%.

Capital Level II applicants may apply for grants of \$150,001 - \$750,000, and the match required is 1:1 (for every \$1.00 in grant request, a match of \$1.00 is required). In other words, the Trust will fund 50% of the total project cost while the grantee is responsible for the remaining 50%.

“Match expended,” will be eligible for capital grants in the 2023 grant round. To be eligible as “match expended,” the planning or construction work must have been completed within two years prior to the time of application – April 19, 2023. No work completed before April 19, 2021 will be eligible to qualify as matching funds. No more than 25% of the project budget (grant request plus required match) may be matched with “expended” funds.



No “match expended,” work that is completed prior to the date of application, will be eligible for Historic Site Management grants, Heritage Tourism Planning grants, or Municipal, County, and Regional Planning grants in the 2023 grant round. Applications will only be accepted for work that is proposed for after the date of application.



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## Application Instructions

The Trust will continue to use the online application for the 2023 Preserve New Jersey grant round. Applications must be submitted online. Historic Site Management, Heritage Tourism Planning, Municipal, County, and Regional Planning, and Capital grants each have their own application. [Visit the NJ Historic Trust website for links to the applications.](#)

Applicants may apply for projects that address the needs of multiple historic structures that are part of a single resource (for example, a farm with multiple buildings), for which a single application should be submitted.

Applicants may also submit more than one application per grant round, if the projects are separate and distinct. Complete and submit a separate application for each proposed project.

Be as 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.

To facilitate a thorough review of applications, the Trust requires supporting documents to accompany the application. These supporting documents must be uploaded to a USB Drive and **received** by the Trust office via mail/delivery or in-person by the grant deadline (see below for address and mailing instructions). Supporting documents must be organized into labeled folders that correspond to the appropriate application section. The USB drive must also contain a Table of Contents listing all supporting documents on the drive. Applications lacking any of the required materials at the application deadline may not be considered.

If you are not able to submit a digital application, please contact the Trust staff. A Microsoft Word version of the application may be allowed as an accommodation. If so, **five hard copies**, (one original and four copies) of the completed grant application and supporting documents must be received by the grant deadline. No handwritten applications will be accepted.

**All applications and supporting documents must be received by 4:00pm on April 19, 2023.** Applications received after 4:00p.m. will not be accepted. Once the application has been processed, the Trust will acknowledge its receipt.

Address for USB drive or those given an exception to submit a hard copy:

Mailing Address (includes US Postal Service): NJ Historic Trust  
PO Box 457  
Trenton, NJ 08625

Hand Deliveries (includes FedEx and UPS): NJ Historic Trust  
101 S. Broad St, 6<sup>th</sup> Fl.  
Trenton, NJ 08608





Application materials will not be returned. The Historic Trust reserves the right to retain and publish visual materials submitted with any application, such as photographs, digital images, plans, and working drawings.

### Application Review

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 prior to application submission. Grant applicants must provide all supporting documentation requested in the application form, or the application may be ineligible for review. Trust program staff may make site visits during the application period.

Evaluator Panels composed of professionals in the fields of historic preservation, museum and site management, preservation planning, or historic architecture evaluate all grant applications. Historic Trust staff and the Evaluator Panels review applications for the following: the architectural and historical significance of the resource; the need for and appropriateness of the work proposed for funding; the quality of the scope of work proposed for funding based on the qualifications of the consultant(s) and the clarity of the scope; the ability of the applicant to complete the proposed work within a specified timeframe and implement the recommendations or findings of planning documents; the cultural and economic benefits of the project; and the need for Trust assistance in the project (see “Criteria for Review”).



The New Jersey Historic Trust may recommend a grant award, a grant award with conditions, or the resubmission of a grant application in a future grant round. Applicants will be notified in writing. An invitation to revise and resubmit an application *does not* guarantee the future award of a grant.

As demonstrated by previous grant rounds, grant requests are likely to exceed the funds available. Therefore, not all eligible applicants will receive awards and grant awards may be less than the amounts requested.

### Schedule of Important Dates

Potential applicants and preservation professionals are strongly encouraged to attend the free, virtual Applicant Workshop for the 2023 grant round. Historic Trust staff will review the grant guidelines and application, including any new and important changes for this year's grants.

Date	Activity
January 19, 2023 1:00 – 3:00pm	Applicant Workshop will be held virtually via Zoom Webinar.
April 19, 2023 4:00pm	Deadline for submission of application & supporting documents, both online and hard copy. All materials must be <b><u>RECEIVED</u></b> by this date, NOT postmarked by.
August 1, 2023	All resources must be listed or certified eligible for listing in the NJ or National Register by this date.
May – September 2023	Application review by Trust staff and Evaluator Panels. Evaluator Panels make recommendations to Grants & Loans Committee. Grants & Loans makes recommendations to Historic Trust Board of Trustees.
September 27, 2023	Historic Trust Board of Trustees votes on its recommendations. Applicants are notified of the Board's decision.
October – November 2023	Garden State Preservation Trust (GSPT) reviews NJHT Board's recommendations and submits final recommendations to the Legislature and Governor.
January – March 2024 (approximate – will be after GSPT meeting)	Enactment of appropriations bill making grant funds available. <i>*Note that date is an estimate to be used for planning purposes only.</i>



## Criteria for Review

The following criteria are used to evaluate applications for **Capital Level I, Capital II, and Historic Site Management** grants:

### 1. Significance of Resource

- a. **Significance of resource.** Property must be listed in the New Jersey or National Register of Historic Places, be a contributing resource to a Historic District, or have a Determination of Eligibility by the New Jersey Historic Preservation Office. For questions of listing or eligibility contact the Historic Preservation Office.
- b. **Physical condition of property.** Threat of immediate collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization are considered. Under this criterion, priority is given to resources where deterioration or threats have not resulted from the actions or negligence of the applicant.

### 2. Project Concept and Team

- a. **Quality of project.** Clarity, thoroughness, appropriateness and applicability of the proposed scope of work, as well as degree to which planning complies with the [Secretary of the Interior's Standards](#) (*Revised 2017*).
- b. **Proposed consultant(s).** The credentials and experience of project team or consultants are considered in relation to the proposed scope of work. Archaeologists, architectural historians, architects, historic architects, and historians must demonstrate that they meet or exceed the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A). Other consultants must demonstrate that they meet or exceed accepted professional qualifications in their respective fields. Priority is given to applications with qualified consultant teams identified and/or under contract.
- c. **Budget and schedule.** These must be realistic and feasible based on the work proposed for funding and allow sufficient time for the review of work products and/or construction documents by the Trust. The grant project must begin within eighteen months of the date of appropriation of grant funds, or the grant will lapse.

### 3. Organization Ability

- a. **Applicant.** The ability of the applicant to carry out the proposed work, successfully manage grant funds, develop programs to sustain and interpret the property, keep the property accessible to the public, and provide for the long-term protection and stewardship of the property.
- b. **Match.** The availability of funds to match the requested grant is considered.
- c. **Long-term preservation.** Financial plans for the continued preservation of the structure after the expenditure of capital preservation grant money.
- d. **Funding Impact.** The ability of this grant to make a difference in the quality of the project.



#### 4. Public Benefit and Distribution

- a. **Impact of project**, which includes:
  - i. Potential to promote other cultural and historic preservation activity.
  - ii. Proposed use for the site.
  - iii. Degree to which the proposed project represents innovative design or programming for a historic site and the degree to which the project reaches new audiences.
- b. **Relationship to Federal and State Heritage Initiatives.** See application for list of specific eligible programs. The applicant should explain with detail its participation with the heritage program.
- c. **Community Support.** Demonstrated community support for the proposed project and the site's activity, use and future preservation, particularly letters of support from stakeholders and program partners, in addition to elected officials.
- d. **Distribution.** Allocation of funds to achieve a geographical balance as well as a balance among sizes and types of projects, diversity of audiences served by projects, and diversity of historical or cultural periods.
- e. **Interpretation.** Project includes creating public history programs and educational opportunities or improving the conveyance of site-specific information to the public.

The following criteria are used to evaluate applications for **Heritage Tourism Planning** grants:

1. Degree to which the project enhances or benefits the visitor experience at the resource(s)
2. Degree to which the project fosters the goals and objectives of the [New Jersey Heritage Tourism Master Plan](#).
3. Degree to which the project addresses the development of heritage tourism within an already existing plan or aims to create a broader regional tourism plan or initiative
4. **Project concept and team**, including: the quality and appropriateness of the project, proposed consultants, budget, and schedule
5. **Organizational ability**, including: the degree to which the applicant will build upon this proposal and continue to foster heritage tourism, and the availability of matching funds
6. **Public benefit**, including: potential to reach new audiences, potential to promote other cultural and heritage tourism activities, ability to create links between multiple sites, demonstrated community support, distribution of funds throughout the state and to a variety of projects, and ability of this grant to make a difference in the quality of this project

The following criteria are used to evaluate applications for **Municipal, County, and Regional Planning** grants:

1. Degree to which the project promotes stewardship and maintenance of historic resources by private owners.
2. Degree to which the project fosters the goals and objectives of the New Jersey Comprehensive Statewide Historic Preservation Plan.
3. **Project concept and team**, including: the quality and appropriateness of the project, proposed consultants, budget, and schedule. Consultants must demonstrate that they meet or exceed accepted professional qualifications in their respected fields.



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4. **Organizational ability**, including: the degree to which the applicant involves the community in the preservation planning process and the availability of matching funds
5. **Public benefit**, including: the degree the project represents innovative design or programming, demonstrated community support for the proposed project and future preservation, distribution of funds throughout the state and to a variety of projects, and ability of this grant to make a difference in the quality of this project

Applications will be reviewed by Trust staff for eligibility and completeness. Applications not complete by the application deadline will not be eligible for further review. Trust program staff may make site visits during the application period.



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## HISTORIC SITE MANAGEMENT GRANTS

Historic Site Management Grants are intended to foster sound planning and stewardship for New Jersey's historic properties. Grants are available to aid historic property owners and managers to gain better understanding of preservation needs for a site or structure; to enhance long-term planning for the operations and programs of historic sites; and to broaden public awareness and enjoyment of historic sites.

### Award Limits

For historic site management grants, the minimum request is \$5,000 and the maximum request is \$75,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Heritage Tourism Planning, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round.

### Ownership of Project Properties

If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner.

If the application is for a register nomination for a historic district, consent of the Mayor of the municipality that the district is within is required. Consent is **not** required from every property owner within the proposed district boundaries.

### Eligible Activities

The following activities are eligible for a historic site management grant:

1. Preparation of the following documents or reports for planning for the preservation, restoration, or rehabilitation of historic properties:
  - a. Condition assessment reports;
  - b. Preservation plans;
  - c. Existing conditions documentation;
  - d. Historic structure reports;
  - e. Historic landscape reports;
  - f. Archaeological investigations and reports;
  - g. Engineering reports;
  - h. Historic research reports;
  - i. Analysis of existing building systems (e.g. electrical, security, environmental controls) and recommendations for improvement; including an analysis for energy saving measures
  - j. Disaster management plans;



- k. Master plans for rehabilitation;
  - l. Adaptive use feasibility studies;
  - m. Maintenance plans; and
  - n. Material conservation analyses (paint, mortar, masonry, etc.).
- 2. Preparation of architectural plans, designs, specifications, cost estimates, and other construction documents.
- 3. Preparation of nominations to the New Jersey or National Register of Historic Places. (Note: The consent and signature of property owner must be obtained and submitted with the application. If nomination is for a historic district, consent of the Mayor of the municipalities within the district is required, not every property owner.) If awarded, the final grant reimbursement will require NJ State Review Board approval of the complete nomination.)
- 4. Master planning for compliance with the New Jersey Barrier Free Subcode, including:
  - a. Evaluations of barrier-free access requirements for a historic property;
  - b. Evaluation of site and multi-site access for historic properties;
  - c. Preparation of architectural plans, designs, specifications, cost estimates, and other contract documents for complying with New Jersey's barrier-free requirements; and
  - d. Planning and development of interpretive materials or devices to help the disabled visitor.
- 5. Professional planning for the management of historic properties through the preparation of:
  - a. Multi-year strategic plans;
  - b. Fundraising plans for initiating capital campaigns for the preservation, restoration or rehabilitation of a historic property; and
  - c. Endowment planning and proposals.

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

Preservation Plans and Historic Structures Reports (HSRs) should follow the formatting and guidelines laid out in [\*Historic Structure Reports & Preservation Plans: a Preparation Guide—Second Edition\*](#).

### **Ineligible Activities**

The following activities and expenses are not eligible for historic site management grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;



- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping a facility, 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 including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- 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 a capital project;
- Planning, refurbishing, or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free program access to the site or structure that is funded, and that are located on the site; and
- Collections management including:
  1. Cataloging an artifact or archival collection;
  2. Appraising or documenting collections; and
  3. Instituting conservation measures for artifacts.

### Requirements for Archaeology

The Trust **strongly recommends** that property owners and managers include an Archaeological Management Plan (AMP) among activities proposed in their applications. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both a literature review and a preliminary archaeological visual inspection of the property. An AMP should guide and inform future decisions regarding landscaping and construction work. In addition to funding AMPs, archaeological activities undertaken before and during construction work are also eligible to receive funding within a capital grant. **Applicants must consider impacts to known or potential archaeological sites when capital projects will involve ground disturbance.**

When applying for archaeological work to be funded under the Capital Grant program the Trust suggests that the applicant prepare the scope and the budget for the archaeological work in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for



the Treatment of Historic Properties” 36 CFR, Part 61, Appendix A and/or “Standards and Guidelines for Archaeology and Historic Preservation,” CFR 48:190. September 29, 1983.)

All final reports will be reviewed by the Historic Preservation Office’s archaeological staff as well as the Trust’s consultant team. For an archaeological investigation to be considered complete, the following components should be included: research, field survey/excavation; artifact processing/analysis; and report preparation.

More detailed information on conducting surveys and the contents of a report can be found on the [HPO website’s archaeology survey page](#) under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

### **Requirements for Matching Funds**

Historic Site Management grant applicants are eligible for a 3:1 funding match in which the trust may provide up to 75% of project funding. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested.

The applicant shall provide evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested.

An applicant's matching share shall consist only of eligible cash raised by the applicant. No work completed prior to the time of application will be an eligible match. No in-kind or donated services are eligible for reimbursement.

Matching funds derived from other Corporate Business Tax (CBT) funded projects, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units.

### **Conditions for Receiving Historic Site Management Funds**

Applicants selected for funding must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The Historic Site Management grant agreement describes the scope of work and project schedule that is identified in the agreement for professional services between the applicant and the consultant(s). As one of the conditions for reimbursement of the final 20% of the grant, a final report will be required. If the grant project includes preparation of a National Register nomination, the final 20% of the grant will not be reimbursed until the NJ State Review Board approves the complete nomination.

Recipients, or grantees, must also agree to fulfill several other conditions related to the program before grant money is disbursed. These include, but are not limited to:



1. **Project Timetable.** For a Historic Site Management grant, a grant agreement must be in effect and work must begin within eighteen months from the date funds are appropriated by the Legislature and signed into law by the Governor; otherwise the grant will be terminated. Work on the project must be done in accord with the project schedule established in the grant agreement.
2. **Financial Accountability.** All money dedicated for the Historic Site Management project must be kept separate from other agency or organization funds. Once a grant has been made, funds may not be diverted from eligible to ineligible activities. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties specified in it. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants may be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project. Any unexpended grant funds, or grant funds used for ineligible work, will be returned to the Trust.
3. **Public Information Materials.** An acknowledgement of grant assistance from the Preserve New Jersey Historic Preservation Fund and the New Jersey Historic Trust must be used by the Historic Site Management grant recipient in all programs, literature and planning documents supported by a Trust grant (including but not limited to web sites, newsletters, brochures, and flyers). The acknowledgement is to include the Trust logo.

### Procedure for Payment of Grant Awards

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Up to 80% of the historic site management grant can be paid when the following conditions are met:

- A contract has been signed by both the consultant(s) and grantee;
- A grant contract has been executed with NJHT;
- An initial payment has been made to the consultants or project team by the grantee; and
- Other administrative requirements are satisfied, such as an initial reimbursement request.

A minimum of 20% of each grant will be retained by the Trust until the project has been completed and has met financial and contractual requirements, including submission of satisfactory work products and final report.





## HERITAGE TOURISM PLANNING GRANTS

Heritage Tourism Planning Grants are intended to help promote and enhance visitor experiences at New Jersey's many unique historic, cultural, and natural assets. Grants are available to promote site interpretation; to create links among sites; to assess visitor-readiness; to establish performance evaluation systems; and to provide training initiatives, workshops, and educational activities that foster the goals and objectives of the New Jersey Heritage Tourism Plan. Project proposals that link to broader heritage tourism plans or initiatives are encouraged.

### Award Limits

For heritage tourism planning grants the minimum request is \$5,000 and the maximum request is \$75,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Heritage Tourism Planning, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round.

### Ownership of Project Properties

There are no ownership or lease requirements for Heritage Tourism grants, but if the applicant does not own the resource, they should demonstrate support for the project from the resource owners through the Owner Assurances and/or through documentation of community support (Attachment G) on the USB drive.

### Eligible Activities

The following activities are eligible for a heritage tourism planning grant for one or multiple sites:

- a. Visitor-readiness assessments;
- b. Visitor evaluations and/or development of performance evaluation measures;
- c. Interpretive planning for one or multiple sites and/or to develop and enhance linkages between sites;
- d. Design and fabrication of interpretive signage or literature;
- e. Marketing plans and studies;
- f. Design and fabrication of marketing materials; and
- g. Training and workshops, including speaker honoraria, that create, foster, or enhance linkages between sites.

If a heritage tourism planning 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 heritage tourism planning grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping a facility, 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 including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- 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 a capital project;
- Planning, refurbishing or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free program access to the site or structure that is funded, and that are located on the site; and
- Collections management including:
  1. Cataloging an artifact or archival collection;
  2. Appraising or documenting collections; and
  3. Instituting conservation measures for artifacts.



## Requirements for Matching Funds

Heritage Tourism Planning grant applicants are eligible for a 3:1 funding match in which the trust may provide up to 75% of project funding. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested.

The applicant shall provide evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested.

An applicant's matching share shall consist only of eligible cash raised by the applicant. No work completed prior to the time of application will be an eligible match. No in-kind or donated services are eligible for reimbursement.

Matching funds derived from other Corporate Business Tax (CBT) funded projects, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units.

## Conditions for Receiving Heritage Tourism Planning Grant Funds

Applicants selected for funding must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The Heritage Tourism Planning grant agreement describes the scope of work and project schedule that is identified in the agreement for professional services between the applicant and the consultant(s). As one of the conditions for reimbursement of the final 20% of the grant, a final report will be required.

Recipients, or grantees, must also agree to fulfill several other conditions related to the program before grant money is disbursed. These include, but are not limited to:

1. **Project Timetable.** For a Heritage Tourism Planning grant, a grant agreement must be in effect and work must begin within eighteen months from the date funds are appropriated by the Legislature and signed into law by the Governor; otherwise the grant will be terminated. Work on the project must be done in accord with the project schedule established in the grant agreement.
2. **Financial Accountability.** All money dedicated for the Heritage Tourism Planning project must be kept separate from other agency or organization funds. Once a grant has been made, funds may not be diverted from eligible to ineligible activities. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties specified in it. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants may be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project. Any unexpended grant funds, or grant funds used for ineligible work, will be returned to the Trust.



3. **Public Information Materials.** An acknowledgement of grant assistance from the Preserve New Jersey Historic Preservation Fund and the New Jersey Historic Trust must be used by the Heritage Tourism grant recipient in all programs, literature and planning documents supported by a Trust grant (including but not limited to web sites, newsletters, brochures, and flyers). The acknowledgement is to include the Trust logo.

### **Procedure for Payment of Grant Awards**

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Up to 80% of the heritage tourism planning grant can be paid when the following conditions are met:

- A contract has been signed by both the consultant(s) and grantee;
- A grant contract has been executed with NJHT;
- An initial payment has been made to the consultants or project team by the grantee; and
- Other administrative requirements are satisfied, such as an initial reimbursement request.

A minimum of 20% of each grant will be retained by the Trust until the project has been completed and has met financial and contractual requirements, including submission of satisfactory work products and final report.



## MUNICIPAL, COUNTY, AND REGIONAL PLANNING GRANTS

Municipal, County, and Regional Planning (MCRP) Grants are intended to foster sound planning and stewardship for New Jersey's historic properties. Grants are available to broaden public awareness and enjoyment of historic sites.

### Award Limits

For Municipal, County, and Regional Planning (MCRP) grants, the minimum request is \$5,000 and the maximum request is \$75,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Heritage Tourism Planning, Municipal, County, and Regional Planning, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round.

### Ownership of Project Properties

MCRP grants do not need to demonstrate ownership or have lease requirements. The signature of the chief elected official of each municipality in which the project area is located will be required if the applicant does not own, in fee simple, the resources to be impacted.

Applicants should demonstrate that the MCRP initiative will foster the identification, evaluation and protection of historic resources that are listed or eligible for listing individually or as a district in the National or New Jersey Register of Historic Places.

### Eligible Activities

The following activities are eligible for a MCRP grant:

1. Preparation of Design Guidelines.
2. Preparation or revision of Local Historic Preservation Ordinances. See the NJ State Historic Preservation Office's [guidelines for Certified Local Governments](#) and the [Municipal Land Use Law](#) for more information on what should be included in a Historic Preservation Ordinance.
3. Preparation of historic preservation components to a municipal or county Master Plan.
4. Preparation of an architectural survey to identify historic properties using the NJ State Historic Preservation Office's approved [guidelines and format](#).

If a planning document or 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 MCRP grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping a facility, 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 including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- 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 a capital project;
- Planning, refurbishing, or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free program access to the site or structure that is funded, and that are located on the site; and
- Collections management including:
  1. Cataloging an artifact or archival collection;
  2. Appraising or documenting collections; and
  3. Instituting conservation measures for artifacts.

## Requirements for Matching Funds

MCRP grant applicants are eligible for a 3:1 funding match in which the trust may provide up to 75% of project funding. The applicant must demonstrate the ability to match 25% of the total project cost for which the grant is requested. The applicant shall provide evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested.



An applicant's matching share shall consist only of eligible cash raised by the applicant. No work completed prior to the time of application will be an eligible match. No in-kind or donated services are eligible for reimbursement.

Matching funds derived from other Corporate Business Tax (CBT) funded projects, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units.

### Conditions for Receiving MCRP Funds

Applicants selected for funding must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The MCRP grant agreement describes the scope of work and project schedule that is identified in the agreement for professional services between the applicant and the consultant(s). As one of the conditions for reimbursement of the final 20% of the grant, a final report will be required. If the grant project includes preparation of an ordinance or master plan element, the final 20% of the grant will not be reimbursed until the governing body adopts the final product.

Recipients, or grantees, must also agree to fulfill several other conditions related to the program before grant money is disbursed. These include, but are not limited to:

1. **Project Timetable.** For a MCRP grant, a grant agreement must be in effect and work must begin within eighteen months from the date funds are appropriated by the Legislature and signed into law by the Governor; otherwise the grant will be terminated. Work on the project must be done in accord with the project schedule established in the grant agreement.
2. **Financial Accountability.** All money dedicated for the MCRP project must be kept separate from other agency or organization funds. Once a grant has been made, funds may not be diverted from eligible to ineligible activities. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties specified in it. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants may be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project. Any unexpended grant funds, or grant funds used for ineligible work, will be returned to the Trust.
3. **Public Information Materials.** An acknowledgement of grant assistance from the Preserve New Jersey Historic Preservation Fund and the New Jersey Historic Trust must be used by the MCRP grant recipient in all programs, literature and planning documents supported by a Trust grant. The acknowledgement is to include the Trust logo.



## Procedure for Payment of Grant Awards

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Up to 80% of the MCRP grant can be paid when the following conditions are met:

- A contract has been signed by both the consultant(s) and grantee;
- A grant contract has been executed with NJHT;
- An initial payment has been made to the consultants or project team by the grantee; and
- Other administrative requirements are satisfied, such as an initial reimbursement request.

A minimum of 20% of each grant will be retained by the Trust until the project has been completed and has met financial and contractual requirements, including submission of satisfactory work products and final report.



## CAPITAL LEVEL I and II PRESERVATION GRANTS

Capital Preservation Grants are intended to assist with construction expenses related to the preservation, restoration, and rehabilitation of historic properties and associated non-construction expenses.

All grants require matching funds. Grants may be requested for a single-phase project or for one or more phases of a larger, multi-phased project. See number 12 in the list of Eligible Activities below for more information about multi-phase funding commitments.

The term “total project budget,” as used herein, refers to the budget of the specific phase or phases for which funds are requested. The term “grant request” refers to the amount of funds requested from the Trust for the project.

### Award Limits

For Level I capital grants the minimum request is \$5,000 and the maximum request is \$150,000. For Level II capital grants the minimum request is \$150,001 and the maximum request is \$750,000.

An applicant may request funds from more than one grant type, including Historic Site Management, Heritage Tourism Planning, Capital Level I, and Capital Level II. Applicants may also apply for more than one historic resource in each grant round.

### Ownership of Project Properties

If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner and hold a lease or National Park Service Cooperative Agreement for the property. The unexpired term of the property lease must be 15 years or more as of the date project funds are appropriated by the Legislature and signed into law. In addition, the landlord must not be able to revoke the lease “at will.” Applicants that do not have a long-term lease must submit an [Owner Authorization form](#) certifying that the owner of the property agrees to be a joint signatory to the grant. The property owner must be an eligible applicant (entity of municipal, county, or state government, or a non-profit organization). All leases may be referred to the Attorney General for review and approval before grant funds can be released.

### Eligible Activities

All proposed work and work claimed as a match must conform to the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* (Revised 2017). These regulations must be followed as they are now in effect and as they may be subsequently modified, changed, or amended. These are referred to as the *Secretary of the Interior’s Standards* throughout the text.

The following types of preservation activities are eligible for funding through the Capital Preservation Grants program:



1. **Preservation:** the act or process of applying measures necessary to sustain the existing form, integrity, and material of a historic property.
2. **Rehabilitation:** the act or process of making possible a compatible use for a property through repair, alteration, and addition while preserving portions or features which convey its historical, cultural, or architectural values.
3. **Restoration:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period by removal of features from other periods in its history and reconstruction of missing features from the restoration period. Sufficient documentation must be provided to establish historic form and detail.
4. **Project sign:** Signs required as part of the grant agreement must be located and maintained on the site for the duration of the project. Grant money may be used to pay for the original sign, but grant money will not cover sign replacement or maintenance costs. The sign must acknowledge the New Jersey Historic Trust and the Preserve New Jersey Historic Preservation Fund as a source of funding for the project. The Trust will provide specifications for the sign in the grant agreement.
5. **Archaeology:** The undertaking of any archaeological activities, including but not limited to investigations and reports, in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for the Treatment of Historic Properties" 36 CFR, Part 61, Appendix A and/or "Standards and Guidelines for Archaeology and Historic Preservation," CFR 48:190. September 29, 1983). Archaeology must be considered in every Capital grant application.
6. **Alternative barrier-free access:** Production of certain materials or devices to help a disabled visitor experience the historic resource
7. **Interpretive or directional signs, plaques, or literature** approved by the Trust for funding as part of the historic preservation project. These items must relate specifically to the property for which the grant is received.
8. **Certain non-construction activities** related directly to the development, implementation, and monitoring of historic preservation projects and post-construction interpretation of a historic resource. Up to 20% of the total amount of the project costs (grant request plus required match) may be used to fund such activities, which include:
  - a. Architectural plans, designs, specifications, cost estimates, and other construction administration services;
  - b. Nominations to the State or National Register of Historic Places;
  - c. Feasibility studies;
  - d. Historic structure reports;
  - e. Historic landscape reports;
  - f. Engineering reports;
  - g. Historic research reports;
  - h. Material conservation analyses (paint, mortar, masonry, etc.); and
  - i. Interpretive materials.



9. **Improvements** include upgrading mechanical systems, providing appropriate barrier-free access for handicapped persons, and bringing a property into conformance with building codes.
10. **Reconstruction** of the form, features and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location, may be eligible for a capital preservation grant. All reconstruction work must comply with the Standards for Reconstruction and be a necessary and appropriate component of a historic preservation project approved for funding. Up to 20% of the project budget requested (grant request plus required match) may reimburse for this activity.
11. **New construction** of a new free-standing or attached building or structure, of a pathway or walkway, of visitor amenities such as accessible restrooms and parking, or a substantial remodel of a space. Applicants must demonstrate that the new construction is necessary and appropriate for the resource and explain how the project will enhance the visitor experience.
12. **Multi-Phase Funding Commitments** are available for the 2023 grant round. Capital grant applicants can apply for phased, multi-year funding. These multi-phase funding commitments will be made to large-scale capital projects with a minimum request of \$500,000 per grant round. A successful multi-phase grant applicant will receive a grant award of \$500,000-\$750,000 in 2023 with a commitment to fund subsequent capital phases in the following years. Multi-phase commitments are contingent on availability of funds and on the applicant's successful completion of each capital phase. **Multi-phase applications must present clearly delineated phases with detailed information about the proposed work, timeline, budget, and grant request for each phase.**

### Ineligible Activities

The following activities and expenses are **not** eligible for funding under the Capital Preservation Grants programs:

- Acquisition of real or personal property;
- Any request, or combination of requests, by an applicant that exceeds \$750,000 for a specific historic property in a single grant round;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the state or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping, a facility, 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 including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research, and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- Funds spent prior to the submission of an application for completed work that is claimed as a match in the project budget (match expended) in excess of 25% of the total project cost (grant award plus required match). For example, in a project cost of \$100,000, no more than \$25,000 of non-construction and construction costs spent prior to the application deadline will be eligible as match expended;
- Funds spent prior to April 19, 2021;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- 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.;
- Work performed for a nonprofit organization which has not been awarded in compliance with bidding requirements if the aggregate cost of contracts for the capital preservation project funded with a capital preservation grant exceeds \$100,000;
- Routine maintenance work;
- Costs incurred for planning and site management activities or documents that were funded by another NJHT Historic Site Management Grant or other state-funded grants program;
- Planning, refurbishing, or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free access to the site or structure which is funded, and located on the site;
- Collections management including:
  - a. Cataloging an artifact or archival collection;
  - b. Appraising or documenting collections; and
  - c. Instituting conservation measures for artifacts.

### Requirements for Archaeology

The Trust strongly recommends that property owners and managers include an Archaeological Management Plan (AMP) among activities proposed in their applications. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both a literature review and a preliminary archaeological visual inspection of the property. An AMP should guide and inform future decisions regarding landscaping and construction work. In addition to funding AMPs, archaeological activities undertaken before and during construction work are also eligible to receive funding within a capital grant. **Any ground disturbance resulting from the capital project must consider archaeological impacts to the site.**

When applying for archaeological work to be funded under the Capital Grant program, applicants should include a scope of work and budget for this activity. The Trust suggests that the applicant



prepare the scope and the budget for the archaeological work in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for the Treatment of Historic Properties" 36 CFR, Part 61, Appendix A and/or "Standards and Guidelines for Archaeology and Historic Preservation," CFR 48:190. September 29, 1983).

A qualified archaeologist should also be retained to conduct the work itself. In preparing budgets and schedules, applicants should include adequate funding and time so that archaeological investigations can be conducted to professional standards. (All final reports will be reviewed by the HPO's archaeological staff as well as the Trust's consultant team). For an archaeological investigation to be considered complete, the following components should be included: research, field survey/excavation; artifact processing/analysis; and report preparation.

More detailed information on conducting surveys and the contents of a report can be found on the [HPO Website's archaeology survey page](#) under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources and Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

### **Requirements for Matching Funds**

Level I applicants requesting \$150,000 or less are eligible for a 3:2 funding match in which the Trust may provide up to 60% of project funding. In other words, the applicant must provide \$2.00 in funds to the request of \$3.00 in grant money.

For Level II applicants requesting \$150,001- \$750,000, the required funding match is 1:1, with the Trust providing a maximum of 50% of funding for approved project costs. In other words, the applicant must provide \$1.00 in funds for the request of \$1.00 in grant money.

The applicant shall provide evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested.

An applicant's matching share shall consist only of eligible cash raised or eligible expenses incurred by the applicant. If matching funds have not been spent or are not in hand at the time of application, applicants must describe in detail plans and a timetable for obtaining matching funds.

Matching funds derived from other Corporate Business Tax (CBT) funded projects, or from special appropriations awarded by the Legislature, shall not be used as the matching share of project costs by nonprofit organizations or local government units.

Expenditures for certain completed construction and non-construction work listed under "Eligible Activities" (above) may be claimed as "match expended," subject to review and approval by the Trust. All work claimed as match expended must meet all of the following tests:



1. No more than 25% of the value of the total project budget (grant request plus required match) may be expended prior to April 19, 2023.
2. Expenditures for the work must be documented by vendor invoices and corresponding cancelled checks paid by the applicant to the vendors on or after April 19, 2021.
3. Non-construction work must be further documented through contracts, reports, plans specifications, or other work products. In the case of capital repairs and improvements, the completed work must be further substantiated by pre-construction photographs and drawings and/or reports documenting the condition of the resource prior to the work.
4. The completed work must be determined by the Trust to be an integral part of the historic preservation project described in the application.
5. The completed work must be performed in accord with the *Secretary of the Interior's Standards*.

No in-kind, donated, or force-account services or materials are eligible for reimbursement.

### Conditions for Receiving Capital Grant Funds

All applicants awarded grants under these programs must complete and sign a grant agreement with the Trust. The grant agreement stipulates general administrative requirements, as well as the specific scope of work and schedule for the funded project. To receive reimbursement, the grantee must document the full value of its expenditures for an approved project-related expense before the Trust will authorize payment of the grantee's share. This process requires diligent and methodical record keeping on the part of the grantee. The agreement also includes schedules and requirements for project reports and reimbursement requests.

All grantees receiving Capital Preservation funds agree to abide by the *Secretary of the Interior's Standards* in performing funded work. The selection of contractors to perform work covered by the grant, as well as planning and execution of the work itself, is subject to review and approval by the Trust.

Grantees must also agree to fulfill several other requirements before grant money can be disbursed. These include, but are not limited to:

1. **Easements.** Tax-exempt nonprofit organizations that receive grants of more than \$50,000 must execute a historic preservation easement with the Trust. An easement is not required if the resource is owned by a unit of local, county, or state government. An easement is a deed restriction used to assure long-term preservation of a historic property by assuring proper maintenance, limiting changes in use or appearance, prohibiting demolition, and guaranteeing public access. The easement must be recorded before grant funds are disbursed. The easement goes into effect when the Trust contract for the funded work expires. Sites owned by units of government are not subject to the easement requirement. Terms for easements are:



- Grants of \$50,001 to \$100,000 – 15 year term
  - Grants of \$100,001 to \$450,000 – 20 year term
  - Grants of \$450,001 or more – 30 year term
2. **Public Access.** Public access is required to all resources receiving capital funds. The Trust and the grantee will negotiate the days and hours that the property will be open, based on the type of work funded by the grant, if the property is not accessible to the public at the time of application.
    - A grant for exterior work requires the applicant to open the grounds to the public, but does not compel the applicant to make the interior accessible to the public.
    - Interior work will require the applicant to open the building to the public.
    - No additional access is necessary for properties open to the public on a regular basis, such as museums, libraries, or schools.
  3. **Historic Preservation Office.** The New Jersey Historic Preservation Office (HPO) must review funded capital preservation projects for compliance with the New Jersey Register Act under N.J.A.C. 7:4-1.3 & 7.2. The New Jersey Historic Trust will coordinate review by the HPO on behalf of grant recipients. If the project for which funding is requested has already been authorized by the HPO, the authorization letter must be submitted with the grant application. For more information, contact the New Jersey Historic Preservation Office, (609) 940-4312.
  4. **Project Timetable.** A grant agreement with the Trust for a capital grant must be in effect within 18 months from the date of the appropriation of the grant funds by the Legislature and Governor, or the grant will lapse. Also, the actual capital preservation project work funded by the Trust must begin within two years from the date project funds are appropriated by the Legislature and signed into law by the Governor, otherwise, the grant will lapse. Work on a capital preservation project must be done in accord with the project schedule established in the grant agreement.
  5. **New Jersey Register of Historic Places.** If the property is not listed in the National or New Jersey Register of Historic Places at the time of application, the property must be nominated and listed in the New Jersey Register within 18 months from the time capital funding is appropriated or the grant award will lapse. The property must be listed before the disbursement of grant funds.
  6. **Financial Accountability.** All money dedicated for the capital project must be kept separate from other agency or organization funds. Grant funds cannot be diverted from eligible to ineligible activities once a grant has been approved. Any misuse of funds, misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties as specified in the agreement. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants will be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project.



7. **Project Signs and Public Information Materials.** A project sign acknowledging funding from the Preserve New Jersey Historic Preservation Fund administered by the New Jersey Historic Trust, must be located prominently and maintained on the project site. When a capital project receiving \$50,000 or more is completed, a permanent sign or plaque for the site will be required. The Trust logo and acknowledgement of the funding source must be used by the grantee in publicizing those programs or documents supported by a Trust grant including, but not limited to, newsletters, brochures, web site, and social media.
8. **Archaeological Compliance.** The project must be evaluated and deemed in compliance with state archaeological curation standards.

### **Procedure for Payment of Capital Grant Awards**

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Requests for reimbursement of approved expenses can be filed when the following conditions are met:

1. A grant contract has been executed with the Trust;
2. An easement has been filed, where necessary;
3. A project sign is in place;
4. The property has been approved for listing in the New Jersey Register of Historic Places; and
5. Other administrative requirements are satisfied.

To receive reimbursement, the grantee must submit itemized records of eligible expenditures to the Trust at times specified in the agreement. The records submitted must itemize the cost of labor and materials, describe the work performed, and include proof of payment. Once the submission is approved by the Trust, the State Treasurer will disburse payment for the itemized costs, minus a retainage. The retainage is 5% of the grant. When the Trust determines that the grantee has complied fully with the terms of the grant agreement, the remaining retainage will be disbursed.



## *Appendix*

# **The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (2017)**

**Revised by Anne E. Grimmer**

From the Secretary of the Interior's Standards for the Treatment of Historic Properties  
With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (1995)

**U.S. Department of the Interior  
National Park Service  
Technical Preservation Services  
Washington, D.C.  
2017**

(The complete document may be downloaded from the Park Service web site:

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.htm> )



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