

Supporting Documents Checklist - Capital

Below is a list of all supporting documents that should be included on your USB drive (note that some attachments are required while others may not apply to you). Please organize all supporting documents into corresponding folders labeled by Attachment. You must also include a table of contents that lists all documents included on the USB. Below is a checklist of all documents that should be included as well as a screenshot of how the documents should be organized.

Check off all the documents that you have included:

- Table of Contents

Attachment A – Applicant Information

- IRS 501(c) Determination Letter
- [Applicant Assurances](#)
- [Governing Board Resolution](#)
- None of the above

Attachment B – Owner Information

- [Owner Assurances](#)
- Signed lease agreement
- [Owner Authorization form](#)
- None of the above

Attachment C – Eligibility and Register Status

- Most recent nomination form or eligibility statement
 - If the property is individually listed in the State or New Jersey Register of Historic Places, include a copy of the **complete** nomination form (not just the HPO list showing that your resource is listed in the State or National Registers). OR
 - If the property is included in a historic district listing as contributing to the district, include all relevant pages of the nomination form. If the property is located in a historic district, but not specifically noted as contributing, submit all relevant pages and a letter from the State Historic Preservation Office (SHPO) certifying that it is a contributing resource. A certification letter must be requested from the SHPO **at least 45 days before** the application deadline. OR
 - If the property is not listed in the State or New Jersey Register of Historic Places, include a letter from the State Historic Preservation Office (SHPO) certifying eligibility for listing of a site in the New Jersey Register, or certifying that a site listed in a historic district is a contributing property. A certification letter must be requested from the SPHO **at least 45 days before** the application deadline.
- None of the above

Attachment D – Scope of Work

- Scope Statement (Scope of work, Request for Proposals (RFPs), proposals received and/or selected)
- [Capital Scope of Work Form](#) (narrative description of proposed capital work, broken out by [CSI construction division](#)—please note, this should align with the figures you present in your Capital Budget Worksheet under Attachment E)
- Proposed fees and construction estimates for the entire project (multiphase applicants should submit fees and estimates for the project as a whole and broken down by individual phases)
- Design documents, construction documents, bid documents
- Planning documents that substantiate the proposed work
- Resume/credentials of proposed and/or selected consultant and/or contractor
- None of the above

Attachment E – Project Budget

- Documentation of match in-hand:
 - Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
 - County or municipal government applicants must provide a governing body resolution committing specific matching funds
- Documentation of match expended
- Documentation of work completed (including contracts with professionals, invoices, proof of payment, before and after photos, and SHPO authorization for government owned resources)
- [Capital Project Budget Worksheet](#) or [Capital Multiphase Budget Worksheet](#)
- None of the above

Attachment F – Organizational Ability

- Cyclical Maintenance Plan
- Resume/Credentials of Project Manager/Project Team
- Organization's current year-to-date balance sheet showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only)
- None of the above

Attachment G – Community Support

- Letters of Support
 - Letters of Support from individuals and/or groups that benefit from your resource and/or programming
 - Legislative Letters of Support
- Documentation of community support/engagement (press releases, news articles, flyers, programs, etc.)
- None of the above

Attachment H – Photographs

- Labeled Photos and Photo Identification Sheet (photographs must be uploaded as JPEG files, not as PDFs)
 - Photo Identification Sheet that identifies the included photos by number and briefly describes each photograph
 - Photographs showing each elevation (i.e., north, south, east, and west) of the resource
 - Photograph of the resource as a whole (i.e., an overall shot that shows the resource in its context or setting)
 - Photographs of details that show areas of concern
- Any additional miscellaneous documents (including any completed research that supports the project request)
- None of the above

Sample Screenshot of how the USB Folders should be organized:

- * please only label the attachment folders as shown below (Attachment A, Attachment B, etc.). Do not use additional information to label the Attachment folders.

