Supporting Documents Checklist - HSM

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). <u>Please organize all supporting documents into corresponding folders labeled by Attachment</u>. 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
☐ <u>Applicant Assurances</u>
☐ <u>Governing Board Resolution</u>
☐ None of the above

Attachment B – Owner Information
☐ <u>Owner Assurances</u>
☐ None of the above

Attachment C – Eligibility and Register Status
☐ Most recent nomination form or eligibility statement

    ☐ If the property is <u>individually listed</u> 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 <u>included in a historic district</u> 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.

Attachment D – Scope of Work

☐ [HSR & Preservation Plan Checklist](#)

☐ Scope Statement (Preliminary Scope of Work, Requests For Proposals (RFPs), proposals received and/or selected, or written statement describing the scope of work and the professional qualifications that will be required)

☐ Proposed fees and estimates

☐ Resume/credentials of proposed and/or selected consultant team

☐ 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

☐ None of the above

Attachment F – Organizational Ability

☐ Cyclical Maintenance Plan (not applicable for MPP projects)

☐ 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/groups that benefit from your resource/programming

    ☐ Legislative Letters of Support

☐ Documentation of community support/engagement (press releases, news articles, flyers, programs, etc.) This includes documentation that supports your efforts to participate in one or both of the special initiatives.

☐ None of the above

Attachment H – Photographs

☐ Labeled Photos and Photo Identification Sheet (photographs <u>must</u> 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.

Project Title Grant Application Attachments

Name

📁 Attachment A
📁 Attachment B
📁 Attachment C
📁 Attachment D
📁 Attachment E
📁 Attachment F
📁 Attachment G
📁 Attachment H
📄 Table of Contents