PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND

2022 Applicant Workshop

NEW JERSEY HISTORIC TRUST

The mission of the New Jersey Historic 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.

BOARD OF TRUSTEES

- 12 Citizen Members
- 3 *Ex-Officio* Members, representing
  - Department of Community Affairs
  - Department of Environmental Protection
  - Treasury

PROJECTED GRANT REVIEW SCHEDULE

Thursday, April 14, 2022 4:00pm	Deadline for submission of applications, in Trust's office by 4:00pm
Monday, August 1, 2022	All resources must be listed or certified eligible for listing in the NJ or National Register
May - September	Staff reviews applications and makes site visits; Evaluator Panel meets
Wednesday, September 28, 2022	Historic Trust Board of Trustees votes on its recommendations
October, 2022	GSPT reviews NJHT Board recommendations and submits final recommendations for Legislature and Governor
January - March 2023	Enactment of appropriations bills making grant funds available. *This date is an estimate for planning purposes only

Staff of the Historic Trust

Dorothy Guzzo, Executive Director

Historic Preservation Specialists:

- Shannon Bremer
- Glenn Ceponis
- Carrie Hogan (and Fiscal Officer)
- Haley McAlpine
- Judith Murphy, AICP, PP
- Ashley Parker
- Vito Scocozzo
- Sam Siegel

Paula Lassiter, Secretary

Webinar Overview and Agenda

OVERVIEW + TODAY'S AGENDA

Webinar Overview

- Recording will be posted next week to the NJHT website
- Q+A will be held at the end of each section **and** at the end of the presentation
- All questions should be submitted through the Q+A function located at the bottom of your screen
- Questions that are project specific may be referred to the njht@dca.nj.gov email so you can be directed to a Program Officer
- Please stay until the end to learn about the required application attachments and how to set your 2022 application apart!

Agenda

- 2022 Grant Guidelines
- Application overviews and details
  - HSM
  - Heritage Tourism
  - Capital
- Attachments
- How to set your application apart
- Q+A

2022 Grant Guidelines

NOTABLE FOR 2022

NEW!

Historic Site Management and Heritage Tourism

- The maximum grant award has been raised from $50,000 to $75,000

Municipal, County, and Regional Planning Projects

- New category for Historic Site Management fundable activities
- Includes preparation of design guidelines, local preservation ordinances, historic preservation components of a municipal or county Master Plan, and architectural surveys

Multi-Phase Capital Funding Commitments

- Funding for large scale capital projects
- Must be applying for at least two phases of work
- Minimum request of $500,000 per phase (maximum request is $750,000 per phase)

Special Initiatives for 2022

- 250th Anniversary of the American Revolution
- Underrepresented Histories

Impacts of COVID-19 Pandemic

- Organizational Ability
- Public Access and Benefit

No information submitted after the application deadline will be accepted or reviewed

SPECIAL INITIATIVES

2022 Grant Round Special Initiatives

- Semiquincentennial
  - 250th Anniversary of the American Revolution in 2026
- Underrepresented Histories
  - Expand representation of marginalized groups and empower meaningful involvement of minority constituencies in the identification, preservation and interpretation of historic resources
  - Project areas:
    - Capital Investments
    - Identification and Evaluation
    - Interpretation
    - Exhibit and Programming

NEW JERSEY HISTORIC TRUST

Preserve New Jersey Historic Preservation Fund
New for 2021 - Underrepresented Histories Special Initiative

In response to the nation's recent reckoning with racial injustices, and in keeping with the New Jersey Comprehensive Statewide Historic Preservation Plan (2013), 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 2021 Preserve New Jersey grant round, the Trust encourages applications that demonstrate efforts and/or initiatives that consider 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.

The needs of sites with underrepresented history associations are as diverse and numerous as the sites themselves, hence the goal of this initiative is to address those needs holistically using any of the activities eligible for the Preserve New Jersey grant program. To be considered for the special initiative, the scope of the proposed project does not necessarily need to engage underrepresented history directly, so long as the subject property represents marginalized history in its significance, or if the applicant organization has demonstrated expanded interpretation of the site's history in the context of current events. Applicants might consider developing projects that fall into the following categories:

Project Areas:

Capital Investments
- Physical preservation of historic resources with established or newly understood associations 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

Identification & Evaluation
- New or revised nominations for the New Jersey and National Registers of Historic Places, to bring more underrepresented history sites into the preservation fold and to encourage already listed sites to identify and interpret lesser known or previously excluded stories
- al surveys, archaeological ns, or other endeavors to identify new iated with underrepresented histories servation ordinances, design or elements of municipal master plans r preservation in minority communities

Interpretation
- Capital, Historic Site Management, or Heritage Tourism projects which incorporate the interpretation of underrepresented histories, expand a site's interpretation within the context of current events, or expose previously unknown or misunderstood history

Exhibit & Programming
- Heritage tourism projects that elevate underrepresented histories, re-examine history within the context of current events, and/or specifically engage minority audiences

please contact:
Preservation Specialist | sam.siegel@dca.nj.gov | (609) 984-7071

CROSSROADS of the AMERICAN REVOLUTION
NATIONAL HERITAGE AREA

ONLINE APPLICATION

Tips for our Online Application:

- Start early!!
- Make an account for your Formsite application so that you can save and return later
- Review the PDF or Word version FIRST and read it through carefully
- Type your answers in a word document OFFLINE and then copy/paste into online application
- Familiarize yourself with the **Attachments Checklist** for your grant type
- Look at your Board Meeting Schedule *now* and plan accordingly to have the **Governing Body Resolutions** signed by the application deadline

Instructions

Please read the following information carefully before starting the application.

This is the application for **Historic Site Management Grants ONLY**. Visit the Preserve NJ page of our website for links to the Capital and Heritage Tourism applications.

We recommend that you download a Word doc or PDF of the application, prepare your answers offline, then return to the online application and copy and paste your answers.

HSM Application (Word doc)

HSM Application (PDF)

Creating a login is optional but *highly recommended* so that you can save and return to your application.

Make sure to SAVE as you go. If you hit the back button or exit the browser before hitting save, your answers may be lost.

If you are unable to complete the application online, or if you have problems with the application, contact NJ Historic Trust staff at njht@dca.nj.gov or (609) 984-0473.

Do not wait until the last minute! This is the first year of the online application and there are bound to be glitches. Start early to avoid missing the deadline.

In addition to the online application, you will need to submit a USB drive of supporting documentation to the Trust office by the application deadline. See the Grant Guidelines for delivery instructions. A checklist for supporting documents is included at the end of this online application and can also be downloaded here.

Online applications and USB drives are due by **4:00 pm on May 2, 2019**, no exceptions.

Read the Grant Guidelines carefully before applying. The guidelines include important information about eligible applicants and activities, criteria for evaluation, schedule for review, and more.

Save & Return
Save your progress and complete this form later. (optional)

Create an account or login

New User	Returning User
Username:	Username:
Password:	Password:
Confirm password:	Submit
Email address:	Forgot Password?
Submit	

Powered by formsite

ELIGIBLE APPLICANTS

- Agencies or entities of county government
- Agencies or entities of municipal government
- Agencies or entities of state government
- Nonprofit 501(c) organizations that are compliant with NJ Charitable Registration Laws

Ownership of project property:

<u>HSM and Heritage Tourism Grants</u>

- Owner Assurance

<u>Capital Grant</u>

- Owned in fee-simple by applicant
- Lease with minimum of 15 years remaining **<u>OR</u>** signed owner authorization form
- Owner Assurance – applicant must obtain written consent of the property owner

ELIGIBLE PROPERTIES

- Individually listed in the National or NJ Register of Historic Places
- Contributing resource in a historic district that is listed in the NJ or National Register (must provide Documentation from SHPO)
- Determined eligible for listing by the NJ Historic Preservation Office, must be listed or certified eligible for listing on the New Jersey Register or National Register by **August 1, 2022**
    - **For Capital Applicants:** Resources must be listed in the State Register before funds can be dispersed

Criteria for Review

Significance of the Resource:

- Is the property listed in NJ Register?
    - Must be listed or certified eligible for listing by August 1, 2022
- Is property under threat of collapse, demolition, inappropriate use or development?

Project Concept/Team:

- Is the scope of work clear, thorough and appropriate for resource?
- Is the project team qualified?
- Is the proposed budget realistic?
- Is the schedule feasible?

Criteria for Review

Organizational Ability:

- Has the organization been a good steward to the property?
- Does the organization have a long-term commitment to the preservation of the resource?
- Are matching funds available?
- Does the organization have a good fundraising record?

Public Benefit:

- Does project represent innovative design, programming or reach new audiences?
- Does project complement other State initiatives?
- Is there community support?
- Will funding make a difference in quality of project?

Other Considerations:

- Geographic distribution

ARCHAEOLOGY REQUIREMENTS

- Strongly recommended to include an Archaeological Management Plan among proposed activities in application - to identify likely locations of archaeological resources on the property
- Any ground disturbance resulting from the capital exercise **must** consider archaeological impacts to the site
  - Include scope of work and budget in application
  - Qualified archaeologist should conduct the work
  - Generally speaking, monitoring will not be considered sufficient archaeological intervention
  - For Capital Grants, archaeology can be considered a construction cost

GRANT TYPES FOR 2022

Historic Site Management (HSM):

- $5,000 - $75,000
- Trust provides 75% match

Heritage Tourism Planning:

- $5,000 - $75,000
- Trust provides 75% match

Capital Level I:

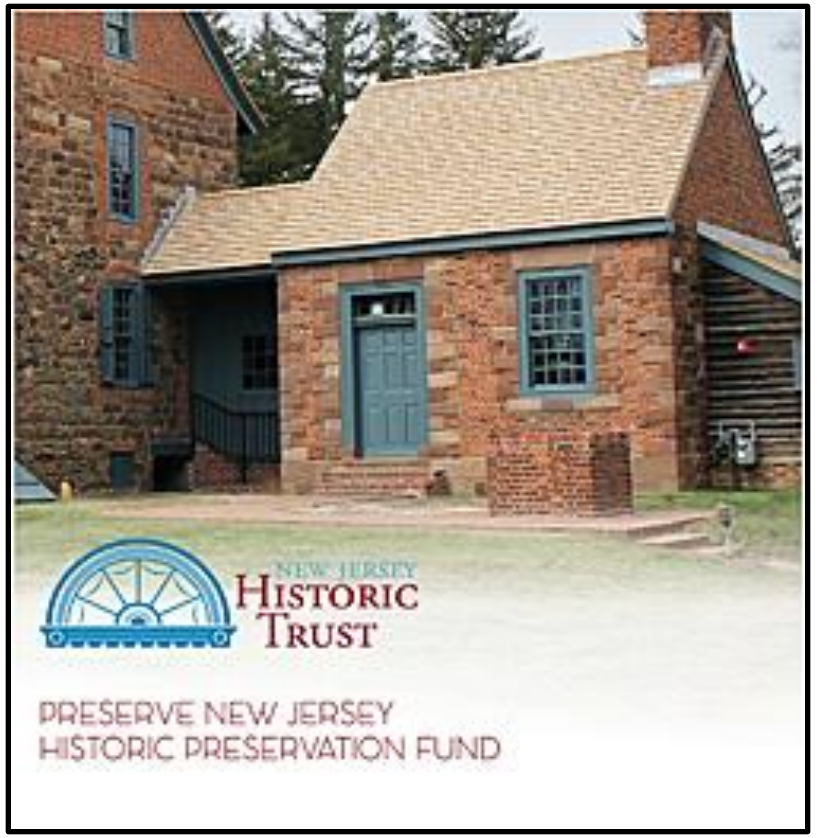
- $5,000 - $150,000
- Trust provides 60% match

Capital Level II:

- $150,001 - $750,000
- Trust provides 50% match

Capital Multi-Phase:

- $500,000 - $750,000 per phase (must be at least two phases)
- Trust provides 50% match



Historic Site Management (HSM) Grants

ELIGIBLE ACTIVITIES

- Non-construction activities related to planning for preservation or rehabilitation of a historic property
- Preservation plans and historic structure reports
- Feasibility studies
- Structural evaluations
- Archaeological studies and reports
- Preparation of nominations to the NJ Register of Historic Places
- Master plans, strategic plans
- Historic landscape plans
- Municipal planning projects
- **See the Grant Guidelines for additional activities**

NEW ELIGIBLE ACTIVITIES

Municipal, County, and Regional Planning Projects

- Architectural surveys to identify historic properties
- Creation of Design Guidelines
- Preparation or revision of local historic preservation ordinances
- Preservation components of municipal Master Plans

NEW!

MATCHING FUNDS

- Historic Site Management grants provide a 3:1 funding match
- 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.

HSM REQUIREMENTS

- Owner consent signature is required, if applicant does not own or lease
  - If the project is for a historic district nomination, historic preservation ordinance, or architectural survey, the Owner Assurances form must be signed by **each municipality** that falls within the boundaries of your proposed project area
- Work must be complete within two years after funds are appropriated
- Grantee should acknowledge funding assistance in published materials
- Submission of New Jersey Register of Historic Places nomination is strongly encouraged to be one of the project goals

Five Application Sections

Corresponds with Evaluation Criteria:

1. Property Information & Historic Significance
2. Project Concept and Team
3. Project Budget
4. Organizational Ability
5. Public Access & Benefit

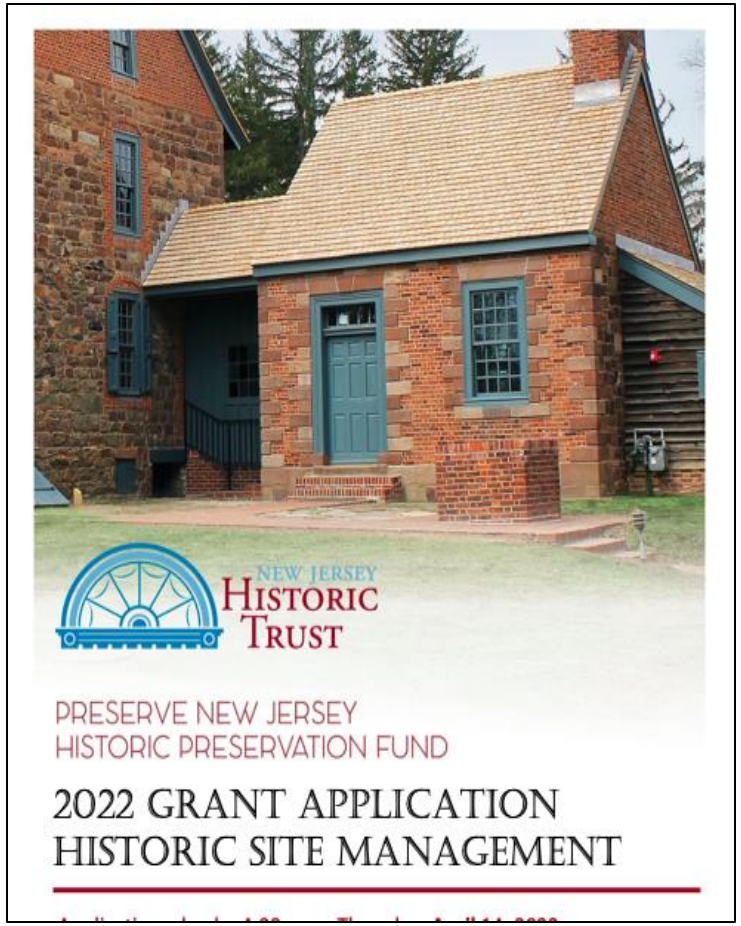
HSM & Heritage Tourism Applications

Project Title and Summary

- Brief description of project goals and impact
  - Refer to specific eligible planning activities

Project Budget

- Grant request (no more than 75% of total project cost not to exceed $75,000)
- Total project cost



HSM & Heritage Tourism Applications

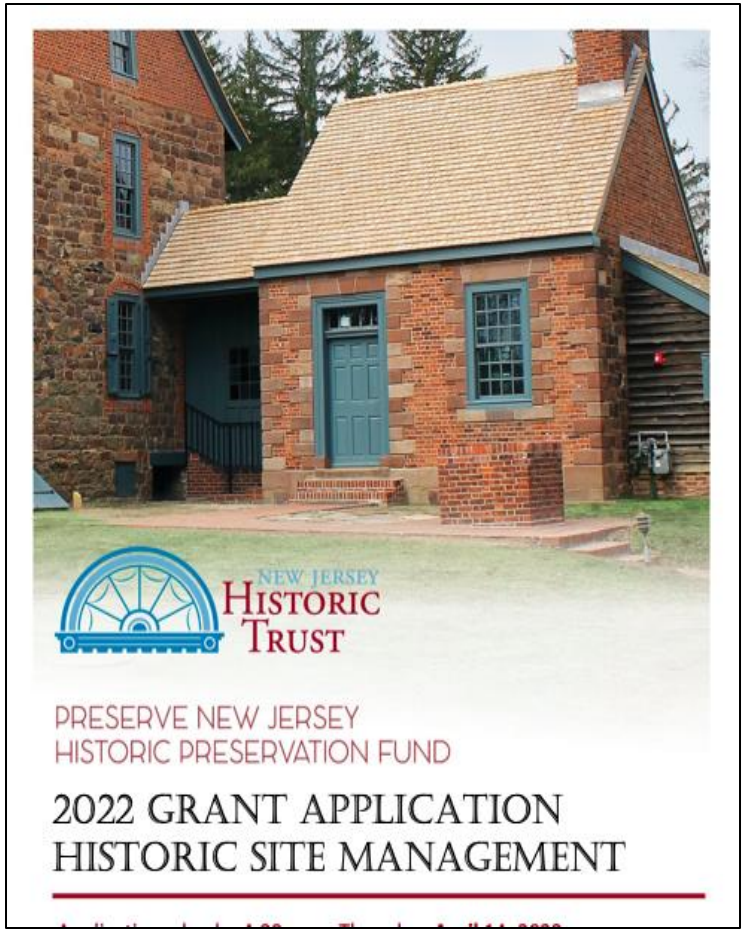
Applicant Information

- Provide organization and project contact
- One person familiar with the project and accessible

All Non-profits need

- **IRS letter** to document tax-exempt status (Attachment A)
- Current **charitable registration number** from Division of Consumer Affairs Charities Registration

- Governing Board Resolution
- **Governments need resolution** authorizing application and exact amount of matching funds



PROPERTY INFO & HISTORIC SIGNIFICANCE

Historic property name

- If application is for more than one property, or for a Municipal Planning Project, choose one relevant property or district as the **"reference property."** You will be able to list all the properties in a separate question.
- Physical property address and map

Historic Register Status

- National and/or State Register
- Individual or district
- Certified eligible

Historic Significance

- Date built, architectural style, builder, how is it significant, and why it is important to preserve.

Use History

- Historic use, current use, and proposed use

Current Condition

- Occupied or unoccupied
- General condition
- Any threat to the resource

PROJECT CONCEPT & TEAM

Project Concept & Team

What are the goals of this project? How will this project address the needs of the resource(s)? (1000 word max) *

What activities are included in this project? (check all that apply*

Historic Site Management Projects
- ☐ Historic Structures Report (HSR)
- ☐ Preservation Plan
- ☐ Update to an HSR or Preservation Plan
- ☐ Conditions Assessment
- ☐ National Register Nomination
- ☐ Architectural Plans, Designs, Specifications, or other Construction Documents
- ☐ Cost Estimates
- ☐ Archaeological Investigation
- ☐ Adaptive Reuse/Feasibility Study
- ☐ Master Plan for Rehabilitation
- ☐ Historic Research Report
- ☐ Materials Analysis
- ☐ Building Systems Analysis
- ☐ Engineering Report
- ☐ Landscape Report
- ☐ Disaster Management Plan
- ☐ Maintenance Plan
- ☐ ADA Accessibility Planning
- ☐ Strategic, Fundraising, or Endowment Planning
- ☐ Other:

Municipal Planning Projects
- ☐ Design Guidelines
- ☐ Preparation or revision of a Local Historic Preservation Ordinance
- ☐ Historic Preservation components of a municipal or county Master Plan
- ☐ Architectural Survey
- ☐ Other:

Goals of the Project
- Planning for what future activity?
- Problems and needs of site that will be addressed

List proposed consultants
- Include resume and credentials (include with Attachment D)

- Timetable and project status
- HSR and Preservation Plan Checklist

PROJECT BUDGET

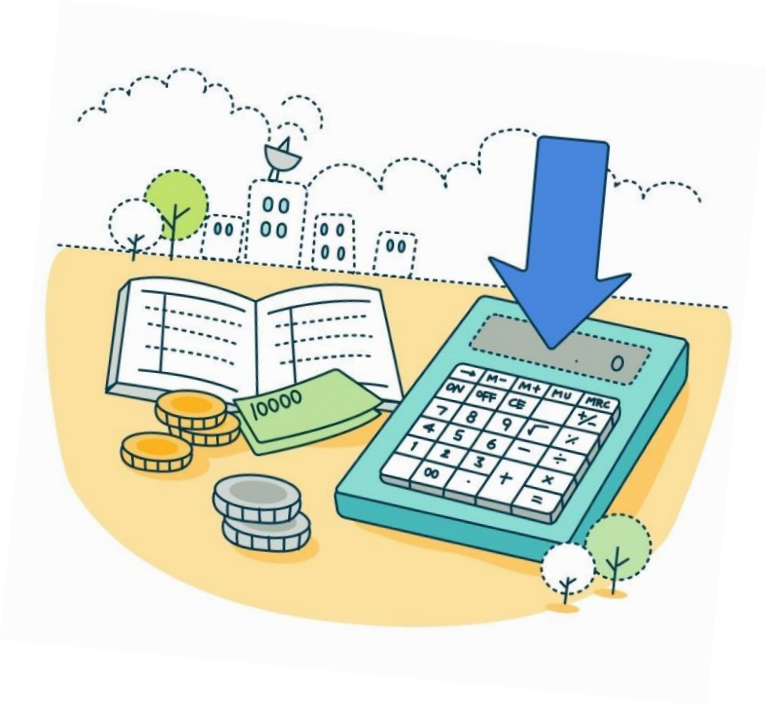
No Match Expended

Total Project Budget

- Grant request
- Minimum match requirement
- Match required to complete the project

Documenting Match in-Hand (Attachment E)

- Non-profit: Account statements or funding commitment
- County/Municipal: Governing Body Resolution committing specific matching funds



ORGANIZATIONAL ABILITY

About your Organization

- Staff, board, volunteers, mission
- Operating budget **(non-profits only)**
- Experience managing grants
- Experience working with consultants
- Cyclical Maintenance Plan
- Climate change (building resiliency)
- Impact of COVID-19 on your organization

Continuing Education/Professional Development

- NJHT Best Practices workshops
- NJ History and Historic Preservation Conference
- HPO Historic Preservation Commission training
- Continuing Education in Historic Preservation such as classes at Rutgers-Camden/M.A.R.C.H
- Other professional credits

PUBLIC ACCESS & BENEFIT

Public Access (Pre/Post COVID-19 hours and visitation data)

- Regular open hours
- Annual visitation
- Entry fees

Anticipated Community Benefit

- Accessibility
- Public interpretation
- Increased visitation
- Planning for future capital work

Proposals may receive additional consideration if they participate in State Heritage Initiatives

- Certified Local Governments
- Scenic by-ways
- Federal or state heritage trails

JOURNEY THROUGH Jersey

PUBLIC ACCESS & BENEFITS

Special Initiatives for 2022:

- Underrepresented Histories
- 250th Anniversary of the American Revolution

NEW JERSEY HISTORIC TRUST

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Project Areas:

Capital Investments
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- Architectural surveys, archaeological investigations, or other endeavors to identify new sites associated with underrepresented histories
- Historic preservation ordinances, design guidelines, or elements of municipal master plans to empower preservation in minority communities

Interpretation
- Capital, Historic Site Management, or Heritage Tourism projects which incorporate the interpretation of underrepresented histories, expand a site's interpretation within the context of current events, or expose previously unknown or misunderstood history

Exhibit & Programming
- Heritage tourism projects that elevate underrepresented histories, re-examine history within the context of current events, and/or specifically engage minority audiences

For more information, please contact:
Sam Siegel, Historic Preservation Specialist | sam.siegel@dca.nj.gov | (609) 984-7071

CROSSROADS of the AMERICAN REVOLUTION
NATIONAL HERITAGE AREA

APPLICANT ASSURANCES

Governing Body Resolution

- Authorizes and designates a single person to sign applicant assurances

Applicant Assurances

- Signed by the authorized representative
- Assures that matching funds are or will be available

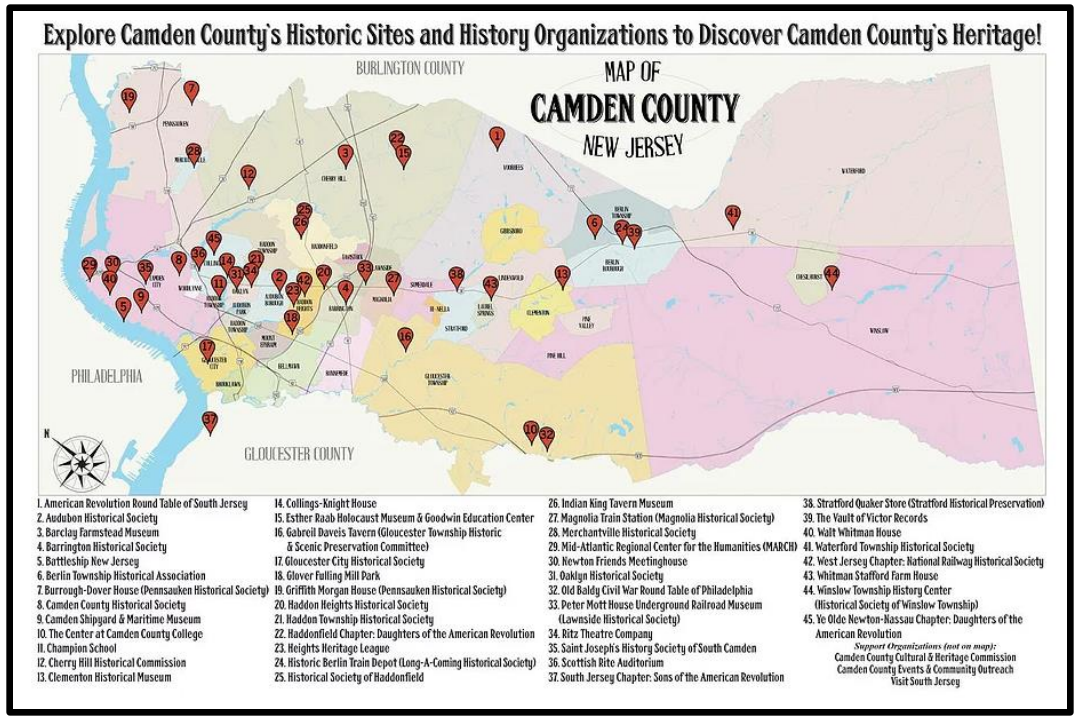
Owner Assurances

- If applicant and owner are the **same**, sign only the Applicant Assurances
- Signed by the property owner of each property included in the proposal
- If the project is for a historic district nomination, historic preservation ordinance, or architectural survey, the Owner Assurances form must be signed by **each municipality** that falls within the boundaries of your proposed project area

Heritage Tourism Grants

ELIGIBLE ACTIVITIES

- Visitor-readiness assessment
- Visitor evaluation and/or development of performance evaluation measures
- Interpretive planning for one or multiple sites and/or development and enhancement of linkages between sites
- Design/fabrication of interpretive signage or literature
- Marketing plans or studies
- Design/fabrication of marketing materials
- Training and workshops that create, foster, or enhance linkages between sites



Heritage Tourism Application

Heritage Tourism Application is very similar to HSM. Some of the **major differences** are:

- **Property Information and Historic Significance**
  - At least **one** resource in the project must be listed or certified eligible for listing in the **New Jersey or National Register of Historic Places** either individually or as a contributing resource in a historic district
  - Choose a "**Reference Property**" if your project is for more than one property (you will have a chance to identify all properties in the application, but you must select only one "reference property")
  - There are no ownership or lease requirements, but you **must** submit the **Owner Assurances** demonstrating support for the project

- **Project Concept and Team**

  Is the project consistent with the New Jersey Heritage Tourism Master Plan?

  Does it link to broader/regional heritage tourism initiatives?

- **Public Access and Benefit**
  - Is your site visitor ready?
  - If so, provide documentation with Attachment G

Capital Preservation Grants

Eligible Activities – Capital

Construction Activities

- Preservation, restoration, rehabilitation, barrier free access, interpretive signage, project sign, etc.
- Archaeology
- Reconstruction (up to 20% of project budget)
- New construction (e.g., visitor amenities, ADA compliance)

Non-construction activities directly related to the Capital project (up to 20% of project budget)

- Consultant's fees for planning, design, and construction administration
- Construction documents, schematic designs, specifications, etc.

MATCHING FUNDS

Match Provided by Applicant

- Grants $5,000 – $150,000 – 60% / 40% match
- Grants $150,001 to $750,000 – 50% / 50% match
- Special state appropriations or monies derived from the Corporate Business Tax (CBT) are not eligible as match for non-profit organizations or County/Municipal governments
- Federal & County grants are eligible as match

Match Expended Limitation

- Monies spent prior to April 14, 2020 do not qualify
- Expended funds must be integral part of the grant project
- No more than 25% of project can be complete at time of application
- Documentation of **Match Expended Required** (Attachment E)

Capital Grant Requirements

Control of Property

- Must be owned in fee simple **OR** leased
- If leased:
  - Minimum **15 years** remaining from the date grant funds are appropriated (signed lease to be included in Attachment B)
  - Lease cannot be revoked "at will"
  - Signed Owner Authorization form in the absence of a long-term lease

Project Timetable

- A grant agreement must be in effect within 18 months from the date of appropriation
- Capital work must begin within 2 years from date of appropriation

Audit Requirements

- Audits are required for those entities receiving more than $100,000 from state or federal grants in a fiscal year
- Audit costs are NOT reimbursable

Capital Grant Requirements

All proposed work **must** meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties.*

Reimbursement Conditions

- Documentation of expenses
- Project sign

Preservation Easement

- Must be recorded when a property owned by a non-profit organization receives a grant greater than $50,000
  - $50,001 - $100,000 – 15 years
  - $100,001 - $450,000 – 20 years
  - Over $450,000 – 30 years

Permanent Sign or Plaque

- Required if project receives $50,000 or more

CAPITAL APPLICATION

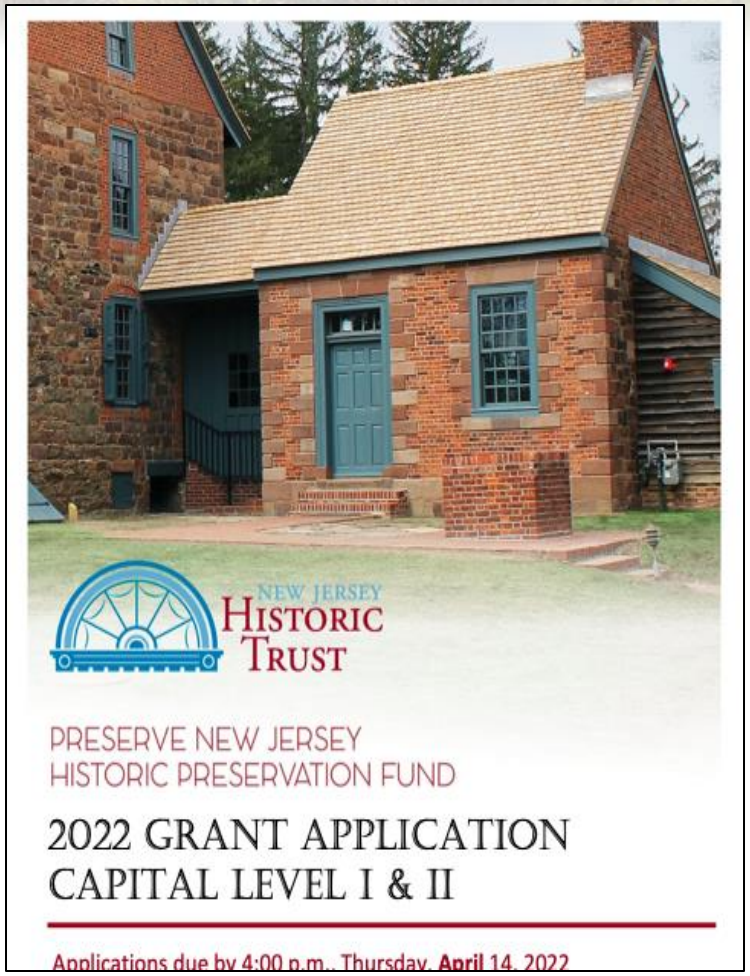
Applicant information:

- Provide organization and project contact
- One person familiar with the project and accessible

All non-profits need:

- **IRS letter** to document tax-exempt status (Attachment A)
- Current **charitable registration number** from Division of Consumer Affairs Charities Registration

Governments need resolution authorizing application and exact amount of matching funds



Capital Application

Project title and summary

Brief description of project goals and impact

- Refer to specific eligible activities

Project Budget Overview

- Grant request
  - Level I: $5,000 to $150,000
  - Level II: $150,001 to $750,000
  - Multi-Phase: $500,000 to $750,000 per phase
- Total Project Budget

FIVE APPLICATION SECTIONS

Corresponds with Evaluation Criteria:

1. Property Information & Historic Significance
2. Project Concept & Team
3. Project Budget
4. Organizational Ability
5. Public Access & Benefit

PROPERTY INFO & HISTORIC SIGNIFICANCE

Property information

Historic property name

- Physical property address and map link

Historic Register status

- National and/or State Register
- Individual or contributing to a historic district
- Certified eligible (COE)

Historic significance

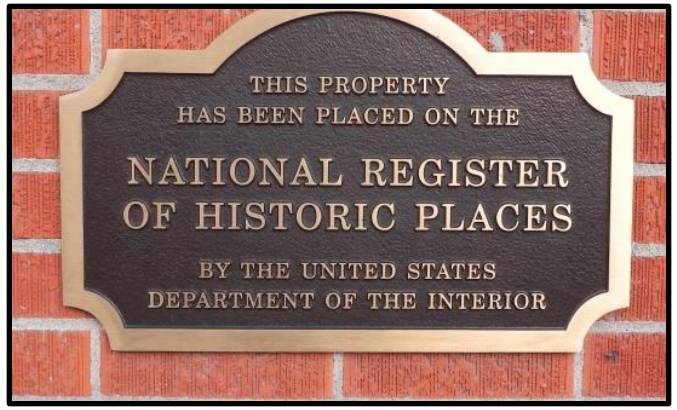
- Date built, architectural style, builder, importance, etc.

Use history

- Historic use and current use

Current condition

- Occupied or unoccupied
- General condition
- Any threat to the resource



PROJECT CONCEPT & TEAM

Project Overview

- Standalone project vs. part of a larger project
- Multi-phase project

Project Specifics

- Interior/exterior
- Treatment approach
- Non-construction activities included

Project Substantiation

- Planning documents that substantiate proposed capital project

PROJECT CONCEPT & TEAM

Scope Statement

- Capital Scope of Work Form

Current project status

- Proposals received and/or selected
- Proposed cost estimates
- Consultant resumes and credentials
- Project timetable

Archaeological considerations

Preserve New Jersey Capital Scope of Work Form

Please describe the scope of work for your proposed project by breaking individual work items out by CSI construction division. The items in each division should correspond to the dollar amounts assigned to each division in your Capital Budget Worksheet (found under Attachment E in the "Project Budget" section of the application). For multiphase applicants, you are only required to complete the form below for Phase I of your proposed project.

Example:

Division 8: Doors & Windows

a. Restore wood windows
b. Repair exterior doors

Project Name:

Division 1: General Requirements

a.

Division 2: Site-work

a.

Division 3: Concrete

a.

Division 4: Masonry

a.

Division 5: Metals

a.

PROJECT BUDGET

Total Project Budget

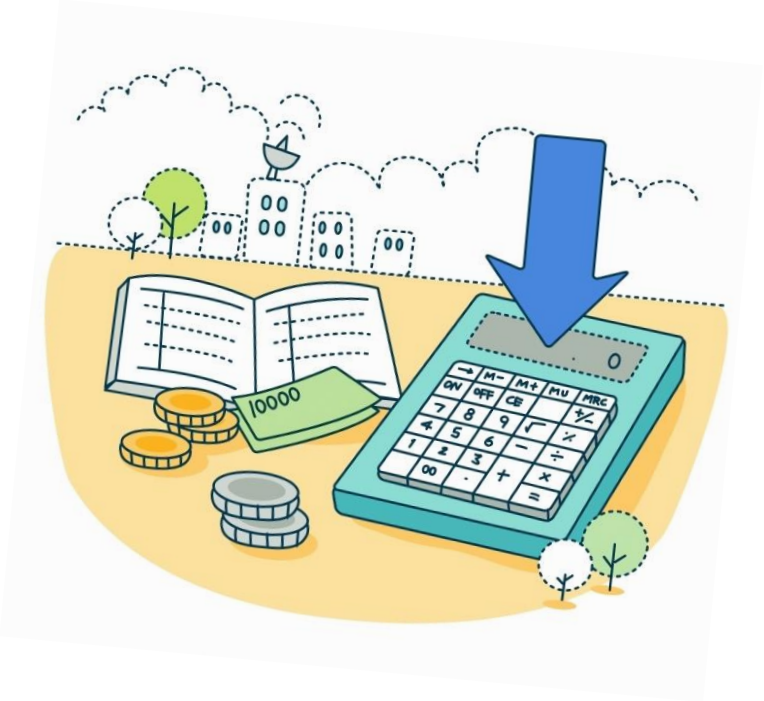
- Grant request
- Minimum match requirement
- Match required to complete the project

Documenting Match-in-Hand

- Non-profit: Account statements or funding commitment
- County/Municipal: **Governing Body Resolution** committing specific matching funds

Documenting Match-Expended

- No more than 25% of total project cost
- Work completed between **April 14, 2020 and April 14, 2022** is eligible for reimbursement
- Signed contracts, invoices, proof of payment, before and after photos



PROJECT BUDGET

Capital Budget Worksheet

- Break out proposed costs by construction divisions
- Link to CSI divisions included in application
- Include **Budget Worksheet** (Attachment E)
- Multi-phase applicants must complete worksheet for individual phases and overall project
- The **Capital Budget Worksheet** directly corresponds with your **Capital Scope of Work Form**
- **Please note, NJHT will be using the expanded CSI Divisions in the 2022 grant application**

Preserve New Jersey Historic Preservation Fund

CAPITAL PROJECT BUDGET WORKSHEET

Please complete the budget worksheet for each structure within your proposed project scope using the tabs at the bottom of the screen.

If your proposed project only focuses on one structure, only complete the Structure A tab.

Non-Construction Items (N/C)	Match Expended	Proposed	Subtotal	Non-eligible Costs	Total
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
	$0.00	$0.00	$0.00	$0.00	
Non-Construction Total	$0.00	$0.00	$0.00	$0.00	$0.00

Construction (C)	Match Expended	Proposed	Subtotal	Non-eligible Costs	Total
Div. 1 - General	0.00	0.00	0.00	0.00	500.00
Div. 2 - Existing Conditions	0.00	0.00	0.00	0.00	0.00
Div. 3 - Concrete	0.00	0.00	0.00	0.00	0.00
Div. 4 - Masonry	0.00	0.00	0.00	0.00	0.00
Div. 5 - Metals	0.00	0.00	0.00	0.00	0.00
Div. 6 - Wood/Plastic	0.00	0.00	0.00	0.00	0.00
Div. 7 - Thermal/Moisture	0.00	0.00	0.00	0.00	0.00
Div. 8 - Doors/Windows	0.00	0.00	0.00	0.00	0.00
Div. 9 - Finishes	0.00	0.00	0.00	0.00	0.00
Div. 10 - Specialties	0.00	0.00	0.00	0.00	0.00
Div. 11 - Equipment	0.00	0.00	0.00	0.00	0.00
Div. 12 - Furnishings	0.00	0.00	0.00	0.00	0.00
Div. 13 - Special Const.	0.00	0.00	0.00	0.00	0.00
Div. 14 - Conveying Syst.	0.00	0.00	0.00	0.00	0.00
Div. 21 - Fire Suppression	0.00	0.00	0.00	0.00	0.00
Div. 22 - Plumbing	0.00	0.00	0.00	0.00	0.00
Div. 23 - HVAC	0.00	0.00	0.00	0.00	0.00
Div. 25 - Integrated Automation	0.00	0.00	0.00	0.00	0.00
Div. 26 - Electrical	0.00	0.00	0.00	0.00	0.00
Div. 27 - Communications	0.00	0.00	0.00	0.00	0.00
Div. 28 - Security	0.00	0.00	0.00	0.00	0.00
Div. 31 - Earthwork	0.00	0.00	0.00	0.00	0.00
Div. 32 - Ext. Improvements	0.00	0.00	0.00	0.00	0.00
Div. 33 - Utilities	0.00	0.00	0.00	0.00	0.00
Div. 34 - Transportation	0.00	0.00	0.00	0.00	0.00
Div. 35 - Waterways/Marine	0.00	0.00	0.00	0.00	0.00
Div. 40 - Process Interconnections	0.00	0.00	0.00	0.00	0.00
Div. 41 - Processing/Handling Equipment	0.00	0.00	0.00	0.00	0.00
Div. 42 - Heating/Cooling/Drying Equipment	0.00	0.00	0.00	0.00	0.00
Div. 43 - Gas/Liquid Equipment	0.00	0.00	0.00	0.00	0.00
Div. 44 - Pollution Control Equipment	0.00	0.00	0.00	0.00	0.00
Div. 45 - Manufacturing Equipment	0.00	0.00	0.00	0.00	0.00
Div. 46 - Water and Wastewater Equipment	0.00	0.00	0.00	0.00	0.00

Preserve New Jersey Capital Scope of Work Form

Please describe the scope of work for your proposed project by breaking individual work items out by CSI construction division. The items in each division should correspond to the dollar amounts assigned to each division in your Capital Budget Worksheet (found under Attachment E in the "Project Budget" section of the application). For multiphase applicants, you are only required to complete the form below for Phase I of your proposed project.

Example:

Division 8: Doors & Windows

a. Restore wood windows
b. Repair exterior doors

ORGANIZATIONAL ABILITY

About your Organization

- Staff, board, volunteers, mission
- Operating budget **(non-profits only)**
- Experience managing grants
- Experience working with consultants
- Cyclical Maintenance Plan
- Climate change (building resiliency)
- Impact of COVID-19 on your organization

Continuing Education/Professional Development

- NJHT Best Practices workshops
- NJ History and Historic Preservation Conference
- HPO Historic Preservation Commission training
- Continuing Education in Historic Preservation classes at Rutgers-Camden/M.A.R.C.H
- Other professional credits

PUBLIC ACCESS & BENEFIT

Public Access (Pre/Post COVID hours and visitation data)

- Regular open hours
- Annual visitation
- Entry fees

Anticipated Community Benefit

- Accessibility
- Public interpretation
- Increased visitation
- Planning for future capital work

Proposals may receive additional consideration if they participate in State Heritage Initiatives

- Certified Local Governments
- Scenic by-ways
- Federal or state heritage trails

JOURNEY THROUGH Jersey

PUBLIC ACCESS & BENEFIT

Special Initiatives for 2022:

- Underrepresented Histories
- 250th Anniversary of the American Revolution

NEW JERSEY HISTORIC TRUST

Preserve New Jersey Historic Preservation Fund
New for 2021 - Underrepresented Histories Special Initiative

In response to the nation's recent reckoning with racial injustices, and in keeping with the New Jersey Comprehensive Statewide Historic Preservation Plan (2013), 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 2021 Preserve New Jersey grant round, the Trust encourages applications that demonstrate efforts and/or initiatives that consider 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.

The needs of sites with underrepresented history associations are as diverse and numerous as the sites themselves, hence the goal of this initiative is to address those needs holistically using any of the activities eligible for the Preserve New Jersey grant program. To be considered for the special initiative, the scope of the proposed project does not necessarily need to engage underrepresented history directly, so long as the subject property represents marginalized history in its significance, or if the applicant organization has demonstrated expanded interpretation of the site's history in the context of current events. Applicants might consider developing projects that fall into the following categories:

Project Areas:

Capital Investments
- Physical preservation of historic resources with established or newly understood associations 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

Identification & Evaluation
- New or revised nominations for the New Jersey and National Registers of Historic Places, to bring more underrepresented history sites into the preservation fold and to encourage already listed sites to identify and interpret lesser known or previously excluded stories
- Architectural surveys, archaeological investigations, or other endeavors to identify new sites associated with underrepresented histories
- Historic preservation ordinances, design guidelines, or elements of municipal master plans to empower preservation in minority communities

Interpretation
- Capital, Historic Site Management, or Heritage Tourism projects which incorporate the interpretation of underrepresented histories, expand a site's interpretation within the context of current events, or expose previously unknown or misunderstood history

Exhibit & Programming
- Heritage tourism projects that elevate underrepresented histories, re-examine history within the context of current events, and/or specifically engage minority audiences

For more information, please contact:
Sam Siegel, Historic Preservation Specialist | sam.siegel@dca.nj.gov | (609) 984-7071

CROSSROADS of the AMERICAN REVOLUTION
NATIONAL HERITAGE AREA

APPLICANT ASSURANCES

Governing Body Resolution

- Authorizes and designates a single person to sign applicant assurances

Applicant Assurances

- Signed by the authorized representative
- Assures that matching funds are or will be available

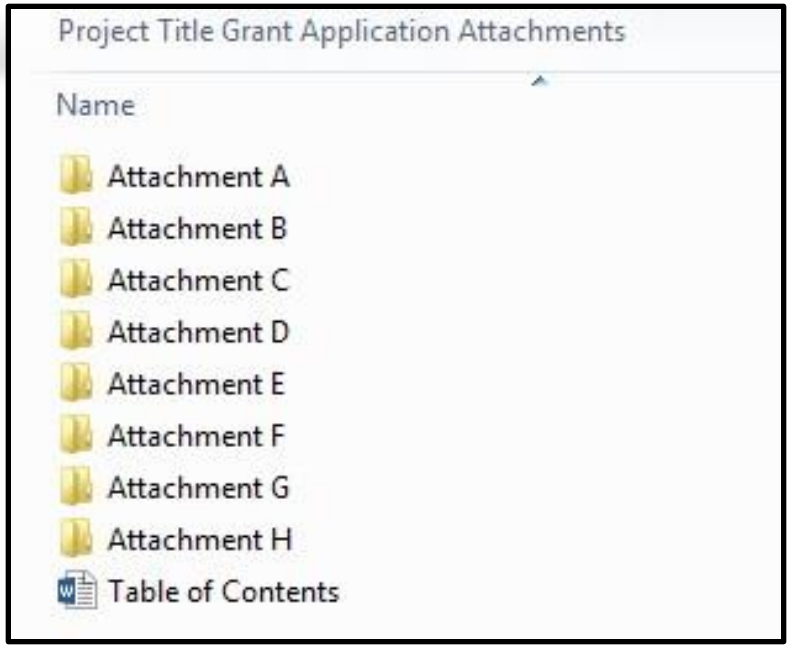
Owner Assurances

- Signed by the property owner of each property included in the proposal
- If applicant and owner are the same, sign only the **Applicant Assurances**

Attachments

USB ATTACHMENTS

- One USB drive with **all** required attachments must be submitted with **each** application
- USBs must contain a **Table of Contents** document listing all the included documents
- USBs must be organized with folders labeled for each attachment type
- Only use Attachment A, B, C, etc. as folder title
- <u>Please keep titles of documents relevant and short</u>
- USBs should be mailed to the Trust
  - Limited in-person deliveries
- Must be received by <u>4:00 pm on April 14, 2022</u>



USB Table of Contents

- Must be included on every USB
- Should list every document included with your application
  - Please keep titles relevant and short
  - Should reflect what is on your USB
- Should be organized by **Attachment Type**
- Formatting for Table of Contents and folder titles should follow the **Supporting Documents Checklist**

2020 Preserve New Jersey – Capital Grant Application for Sample House
Table of Contents

Attachment A
1. IRS 501 (c) Determination Letter
2. Applicant Assurances
3. Governing Board Resolution

Attachment B
1. Owner Assurances
2. Signed Lease Agreement

Attachment C
1. National Register Nomination, Sample House

Attachment D
1. Request for Proposals
2. Proposal from Consultant A
   a. Cost Estimates and Resumes included
3. Proposal from Consultant B
   b. Cost Estimates and Resumes included
4. Schematic Designs for Sample House

Attachment E
1. Documentation of Match in-Hand
   a. Governing Body Resolution committing matching funds
2. Capital Project Budget Worksheet

Attachment F
1. Cyclical Maintenance Plan for Sample House
2. Project Manager Jane Smith Resume

Attachment G
1. Letter of Support 1
2. Letter of Support 2
3. Letter of Support 3
4. Community Support Documents
   a. Press Clipping 1/20/19
   b. Program Flyer for Program A
   c. Program Flyer for Program B

Attachment H
1. Photographs

ATTACHMENT A

IRS 501(c) Determination Letter

- Required for non-profit organizations
- Not required for municipal entities

Applicant Assurances

- Required for **all** applicants

Governing Board Resolution

- Required for **all** applicants
- Should be printed and signed, then scanned and uploaded to the USB

Authorization by Applicant's Governing Body/Board
(required)

The governing body/board authorizes _____ (Name and title of person) to sign the assurances and acknowledges the certification above.

Introduces and passed_____
Ayes: _____
Nays: _____
Absent: _____

Approved on this date: _____

_____
(Signature of Board Chair, Mayor, or Freeholder Director)
Typed Name and Title: _____

Attested: _____
(Signature of Municipal or County Clerk or Board Secretary)

Name & Title _____

ATTACHMENT B

Owner Assurances

- Must be included on the USB for any properties *not* owned by the applicant or co-applicant
- If the application is for a **Municipal Planning Project** or a register nomination for a **historic district**, consent is required from the Mayor of the municipalities within the district, not every property owner

Lease Agreement

- For capital projects, applicants who do not own the resource must provide a copy of their long-term (15 years or more) lease agreement
- In the absence of a long-term lease, the applicant must submit a signed **Owner Authorization form** certifying that the owner of the property will be a joint signatory to the grant

Owner Assurances

NOTE: Proposals for multiple resources must include a signed Owner Assurances page for each participating resource. If the application is for a historic district nomination, consent from the Mayor of the municipalities within the district is required, not every property in the district.

The property owner certifies that:

1) He/she understands the purpose of this application, and agrees to its submission to the New Jersey Historic Trust AND
2) He/she agrees that the listing of the property in the New Jersey or National Registers of Historic Places may be a condition of a grant

Signature of Property Owner _____ Date _____

Typed Name & Title _____

Signature of Co-Owner (if applicable) _____ Date _____

Typed Name & Title _____

ATTACHMENT C

Historic Designation Documentation

- If you are **listed** in the **National or State Register**, provide a copy of the most recent nomination form
- If you have been **certified eligible** for listing, provide a copy of your letter of eligibility from the **State Historic Preservation Office**
- All properties must either be listed or be certified eligible for listing in the National Register by *August 1, 2022*
- **For capital projects,** the resource *must* be listed in the State register before any funds can be disbursed

ATTACHMENT D – HSM & HERITAGE TOURISM

Scope Statement

- Preliminary Scope of Work, RFP, Proposals Received and/or selected
  - Scope of Work should identify the problem, the proposed activities, timetable and costs/fees associated with the project

Project team resumes

- If you have received proposals and/or selected a project team include the **resumes/credentials** of the consultant team. Resumes should:
  - Demonstrate proficiency in historic preservation and compliance with *Secretary of Interior's Standards*
  - Provide relevant examples of past historic preservation work
- Applications <u>without</u> named consultants ***should*** outline required experience

Proposed fees and cost estimates

HSR & Preservation Plan Checklist

For Heritage Tourism:

- Heritage Tourism regional plan or initiative your proposed project may be a part of

For Municipal, County, & Regional Planning Projects:

- Attach a list of HPC members including name, title, and term. Include vacancies!

For Survey Projects:

- Attach a map showing the proposed project area

ATTACHMENT D – CAPITAL

Scope Statement

- Preliminary Scope of Work, RFP (or draft RFP), Proposals Received and/or selected
- Completed Scope of Work Form

Example:

Division 8: Doors & Windows

a. Restore wood windows
b. Repair exterior doors

Project Name:

Division 1: General Requirements

a.

Division 2: Site-work

a.

Project team resumes

- If you have received proposals and/or selected a project team include the **resumes/credentials** of the consultant team. Resumes should:
  - Demonstrate proficiency in historic preservation and compliance with *Secretary of Interior's Standards*
  - Provide relevant examples of past historic preservation work
- Applications without named consultants ***should*** outline required experience

Proposed fees and cost estimates for this grant

- Multi-phase Applicants must include cost estimates for the first phase AND all subsequent phases

Planning documents that substantiate the proposed work

- HSR, Preservation Plan, Conditions Assessment, Construction Documents, etc.

ATTACHMENT E – HSM & HERITAGE TOURISM

Documentation of Match In-Hand

- Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
    - Redact any sensitive information, as NJHT files are publicly accessible
- County or municipal government applicants must provide a governing body resolution committing specific matching funds

ATTACHMENT E – CAPITAL

Documentation of Match In-hand

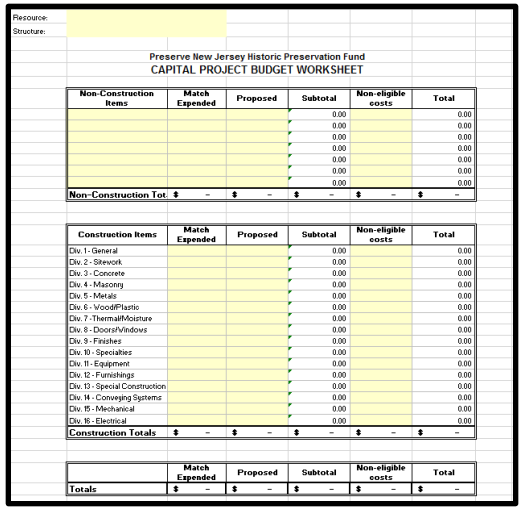
- Non-profit organizations must provide account statements or letters of funding commitment showing the amount of available funds
- County or municipal government applicants must provide a governing body resolution committing specific matching funds

Documentation of Match Expended and Work Completed

- Signed contracts, invoices, proof of payment, before and after photos, SHPO authorization for the work

Capital Budget Worksheet

- Shows project costs broken out by construction division
- Multi-phase applicants must submit the Capital Multi-phase Budget Worksheet providing the budget for the entire project, as well as the budget for each proposed phase



Resource:
Structure:

Preserve New Jersey Historic Preservation Fund
CAPITAL PROJECT BUDGET WORKSHEET

Non-Construction Items	Match Expended	Proposed	Subtotal	Non-eligible costs	Total
			0.00		0.00
			0.00		0.00
			0.00		0.00
			0.00		0.00
			0.00		0.00
			0.00		0.00
			0.00		0.00
Non-Construction Tot.	$ –	$ –	$ –	$ –	$ –

Construction Items	Match Expended	Proposed	Subtotal	Non-eligible costs	Total
Div. 1 - General			0.00		0.00
Div. 2 - Sitework			0.00		0.00
Div. 3 - Concrete			0.00		0.00
Div. 4 - Masonry			0.00		0.00
Div. 5 - Metals			0.00		0.00
Div. 6 - Wood/Plastic			0.00		0.00
Div. 7 - Thermal/Moisture			0.00		0.00
Div. 8 - Doors/Windows			0.00		0.00
Div. 9 - Finishes			0.00		0.00
Div. 10 - Specialties			0.00		0.00
Div. 11 - Equipment			0.00		0.00
Div. 12 - Furnishings			0.00		0.00
Div. 13 - Special Construction			0.00		0.00
Div. 14 - Conveying Systems			0.00		0.00
Div. 15 - Mechanical			0.00		0.00
Div. 16 - Electrical			0.00		0.00
Construction Totals	$ –	$ –	$ –	$ –	$ –

	Match Expended	Proposed	Subtotal	Non-eligible costs	Total
Totals	$ –	$ –	$ –	$ –	$ –

ATTACHMENT F

- Cyclical Maintenance Plan
- Resumes/credentials of the **Project Manager** and/or **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)

ATTACHMENT G

Letters of Support

- Should demonstrate support for the organization, resource, and/or proposed project
- Should come from individuals/groups who support your resource AND from legislators

Documentation of Community Support

- Press releases, news articles, event flyers, programming, etc.
- Demonstrate participation in 2022 special initiatives

For Municipal Planning Projects:

- Public meeting agendas, sign-in sheets, any resolutions passed or adopted, etc.

For Heritage Tourism:

- Provide documentation of visitor-readiness

Board of Chosen Freeholders
Gloucester County, New Jersey

Heather Simmons
FREEHOLDER

P.O. BOX 357
WOODBURY, NJ 08096
(856) 853-3378

April 17, 2018

New Jersey Historic Trust
Department of Community Affairs
P.O. Box 457
Trenton, NJ 08625

To Whom It May Concern:

I fully support the proposal to place the West Jersey Train Depot of Glassboro, NJ on
Jersey and National Registers of Historic Places.

The West Jersey Train Depot is a source of community pride and we look forward t
and protecting this historic building for the education and enjoyment for future ger
New Jersey citizens.

Truly Yours,

Heather Simmons
Gloucester County Freeholder

New Jersey Relay Service - 711

GLASSBORO TRAIN STATION
WHITNEY AVENUE, GLASSBORO, NJ
Borough of Glassboro
Lammey & Giangiulio, Tredystrata Corporation,
Wu & Associates, Inc.

Home to Rowan University, the town of Glassboro, New Jersey faces an issue familiar to many university towns—how to preserve a unique identity and sense of place in the shadow of an ever-expanding institution. Glassboro's answer was the transformation of a forgotten relic into a beacon of community pride. Glassboro Station opened in 1865 and served both passengers and freight along the West Jersey & Seashore Railroad during Glassboro's heyday as a glass-manufacturing powerhouse. The station closed in 1971 and slowly fell into a state of ruin.

Imagining the site reborn as a welcome center, town museum, and public meeting space, the Borough of Glassboro secured American Recovery Act funding to undertake a complete exterior restoration and systems upgrade. Guided by close examination of surviving physical fabric, the design team preserved the building's eclectic palate of materials and structural features. Given the building's close proximity to an active railroad right-of-way, the demands of a rigid grant-driven construction schedule, and the uncovering of unexpected foundation deficiencies during construction, the project's successful completion required deft project management skills along with acute attention to details. No longer a forgotten eyesore, the station is once again a cherished community asset.

ATTACHMENT H

Photographs and Photo Identification Sheet

- All photos should be labeled and identified on a photo identification sheet
- Keep photos **150 or less**

For HSM and Capital Applications:

Include photos showing each elevation of the resource

- Include photos that show resource as a whole
  - Overall shots that show the primary façade and the resource in its context or setting
- Include photos that demonstrate need
  - Detailed shots showing areas of proposed work

For Heritage Tourism and Municipal Planning Projects:

- Include photos of the reference property and photos showing significant resources within your project boundary
- Include photos that demonstrate need (if applicable)

Miscellaneous Documents

- Make sure you label these in the USB Table of Contents to ensure they will be reviewed

How to set your application apart

Strong applications have:

- Well written, ***concise*** answers to application prompts
- A clear, well-defined scope of work based on planning documents
- Strong letters of community support, not only from legislators but also from people who love, visit, or cherish your resource
- Compelling photos that give our evaluators a strong understanding of your resource and its needs

Don't forget to:

- Check your numbers! Make sure your project budget is accurate in your application responses, any proposals selected/received, and in the budget worksheet
- Review the attachments checklist before submitting to ensure all required materials have been included

For the 2022 grant round, information submitted after the grant deadline will not be accepted.

QUESTIONS?

Program Officers:

- Shannon Bremer – shannon.bremer@dca.nj.gov
- Glenn Ceponis - glenn.ceponis@dca.nj.gov
- Haley McAlpine - haley.mcalpine@dca.nj.gov
- Judith Murphy, AICP, PP - judith.murphy@dca.nj.gov
- Ashley Parker - ashley.parker@dca.nj.gov
- Vito Scocozzo – vito.scocozzo@dca.nj.gov
- Sam Siegel - sam.siegel@dca.nj.gov

Fiscal Officer:

- Carrie Hogan - carrie.hogan@dca.nj.gov

Visit our website: www.njht.org

Email: njht@dca.nj.gov

Thank you for joining us today – we look forward to working with you!