

PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND

Applicant Workshop
February 5, 2020





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





STAFF OF THE HISTORIC TRUST

- Dorothy Guzzo, Executive Director
- Historic Preservation Specialists:
 - Glenn Ceponis
 - Erin Frederickson
 - Carrie Hogan (and Fiscal Officer)
 - Haley McAlpine
 - Sam Siegel
- Ashley Parker, Program Assistant
- Paula Lassiter, Secretary

PROJECTED GRANT REVIEW SCHEDULE

April 23, 2020 4:00pm	<u>Deadline for submission of applications, in Trust's office by 4:00 pm</u>
August 1, 2020	All resources must be listed or certified eligible for listing in the NJ or National Register
May – September 2020	Staff reviews applications and makes site visits, Evaluator's Panel meets
September 23, 2020	Historic Trust Board of Trustees votes on its recommendations
October 13, 2020	GSPT reviews NJHT Board recommendations and submits final recommendations for Legislature and Governor
January – March 2021	Enactment of appropriations bills making grant funds available *This date is an estimate for planning purposes only



2020 Grant Guidelines

NOTABLE FOR 2020

- Heritage Tourism Planning grants are available as their own separate grant application
- New Historic Site Management fundable activities
- Special Initiatives for 2020
 - 100th Anniversary of the 19th Amendment
 - 250th Anniversary of the American Revolution
- Multi-Phase Capital Funding Commitments
 - For projects with total budget of \$2M or more
- Increasing the maximum award for Capital Grants to \$750,000
 - was \$500,000 previously
- **Match Expended accepted for Capital Grants only (no match expended for HSM or Heritage Tourism Planning grants)**



NEW!

NOTABLE FOR 2020

- Continuing our Online Application
 - Start early!!
 - Print or access 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
 - Make an account for your Formsite application so that you can save and return later
 - 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: <input type="text"/>	Username: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
Confirm password: <input type="password"/>	<input type="button" value="Submit"/>
Email address: <input type="text"/>	Forgot Password?
<input type="button" value="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
 - **HSM and Heritage Tourism Grants**
 - Owner Assurance
 - **Capital Grant**
 - Owned in fee-simple by applicant
 - Lease with minimum of 15 years remaining OR 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, 2020
 - 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, 2020
 - 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 represents 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



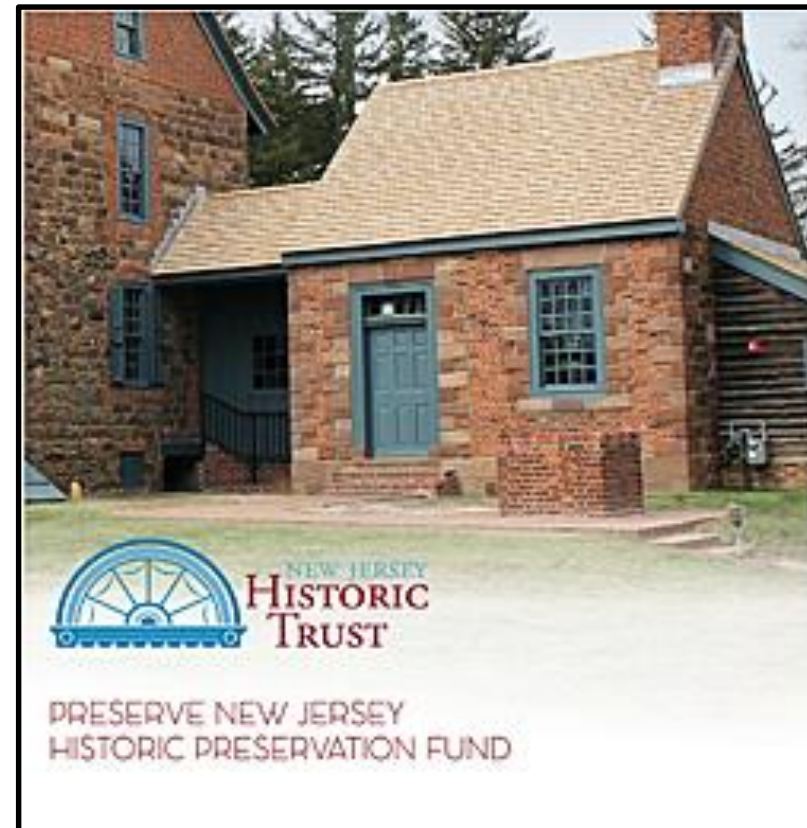
ARCHAEOLOGY REQUIREMENTS

- 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



GRANT TYPES FOR 2020

- Historic Site Management
 - \$5,000 - \$50,000
 - Trust provides 75% match
- Heritage Tourism Planning
 - \$5,000 - \$50,000
 - 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



A large, multi-story historic building with a mix of stone and brick masonry and blue window frames. The building features a prominent corner with stone masonry and several windows with blue shutters. A smaller, single-story brick building with a blue door is visible to the right. The scene is set against a backdrop of tall evergreen trees under a clear sky.

Historic Site Management - HSM

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
- See the [Grant Guidelines](#) for additional activities



NEW ELIGIBLE ACTIVITIES

- Architectural surveys to identify historic properties
- 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
- 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 \$50,000)
 - Total project cost



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

2020 GRANT APPLICATION
HISTORIC SITE MANAGEMENT

Applications due by 4:00 p.m.. Thursday. **April 23, 2020**

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



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

2020 GRANT APPLICATION
HISTORIC SITE MANAGEMENT

Applications due by 4:00 p.m., Thursday, April 23, 2020

PROPERTY INFO & HISTORIC SIGNIFICANCE

- Property Information
 - Historic property name
 - 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 is important to preserve.
- Use History
 - Historic use and current use
- Current Condition
 - Occupied or unoccupied
 - General condition
 - Any threat to the resource



PROJECT CONCEPT & TEAM



- 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)
- Time table 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)
- 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
 - 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



PUBLIC ACCESS & BENEFITS

- Special Initiatives for 2020
 - 100th Anniversary of the 19th Amendment
 - 250th Anniversary of the American Revolution



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**

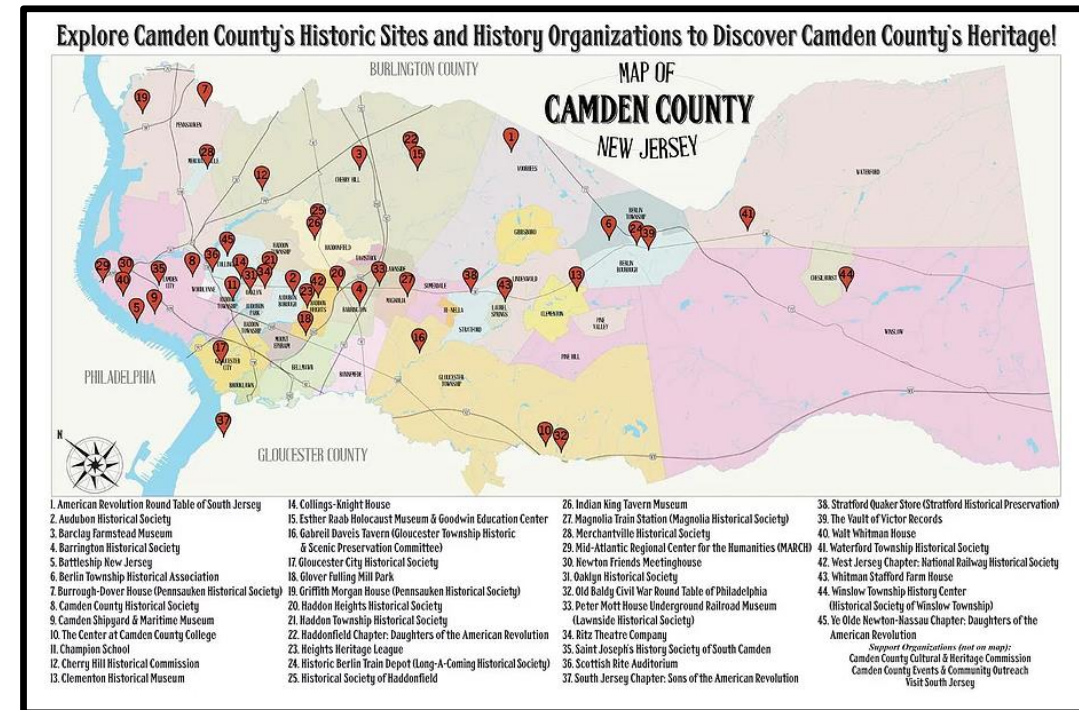


A large, multi-story building with a mix of stone and brick masonry and blue window frames. The building features a prominent corner with stone masonry and several windows with blue shutters. A smaller, single-story brick building with a blue door is visible to the right. The scene is set against a backdrop of evergreen trees under a clear sky.

Heritage Tourism

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
 - There are no ownership or lease requirements but you **must** submit the **Owner Assurances** demonstrating support for the project
 - 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”)
- 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

A large, multi-story building with a mix of stone and brick masonry. The lower portion of the building is constructed from rough-hewn, greyish-brown stone blocks, while the upper portion is made of red brick. Several windows with blue frames and shutters are visible. A prominent corner is finished with a decorative cornice. To the right, a smaller structure with a white shingled roof and a blue door is attached. The background shows tall evergreen trees under a clear sky.

Capital Preservation

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



MATCHING FUNDS

- Match Provided by Applicant
 - Grants \$150,000 or less – 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 23, 2018 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
 - Owned in Fee Simple
 - 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



CAPITAL GRANT REQUIREMENTS

All proposed work **must** meet the *Secretary of the Interior's Standards for 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



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

2020 GRANT APPLICATION
CAPITAL LEVEL I & II

Applications due by 4:00 p.m., Thursday, April 23, 2020

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
- Historic Register Status
 - National and/or State Register
 - Individual or district
 - Certified eligible
- 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
 - Stand alone 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
 - Current project status
 - Proposals received and/or selected
 - Proposed cost estimates
 - Consultant resumes and credentials
 - Project timetable
 - Archaeological considerations



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 23, 2018 and April 23, 2020 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

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	\$ -	\$ -	\$ -	\$ -	\$ -

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)
- 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
 - 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



PUBLIC ACCESS & BENEFIT

Special Initiatives for 2019

- 100th Anniversary of the 19th Amendment
- 250th Anniversary of the American Revolution



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**

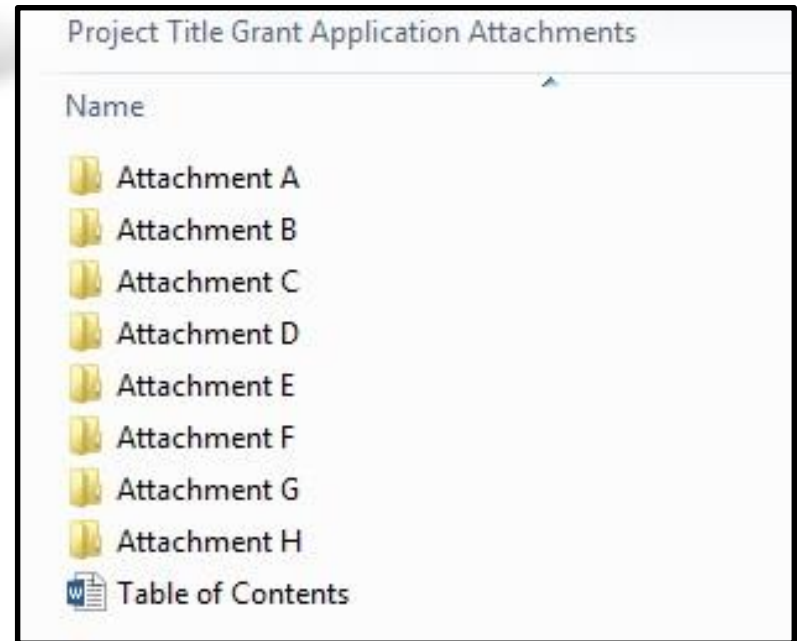
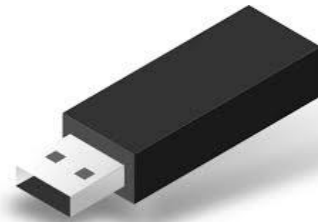




Attachments

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 of the included documents
- USBs must be organized with folders labeled for each attachment type
- Only use Attachment A, B, C, etc. as folder title
- USBs should be either hand-delivered to the Trust's Office or sent by mail
- Must be received by **4:00 pm on April 23, 2020**



USB TABLE OF CONTENTS

- Must be included on every USB
- Should list every document included with your application
- Should be organized by **Attachment Type**

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 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, 2020**
 - **For capital projects**, the resource **must** be listed in the State register before any funds can be dispersed



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
- 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
- HSR & Preservation Plan Checklist to guide planning documents
- **For Heritage Tourism:**
 - Heritage Tourism regional plan or initiative your proposed project may be a part of

ATTACHMENT D – CAPITAL

- Scope Statement
 - Preliminary Scope of Work, RFP, Proposals Received and/or selected
- 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, 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
 - Showing 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

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

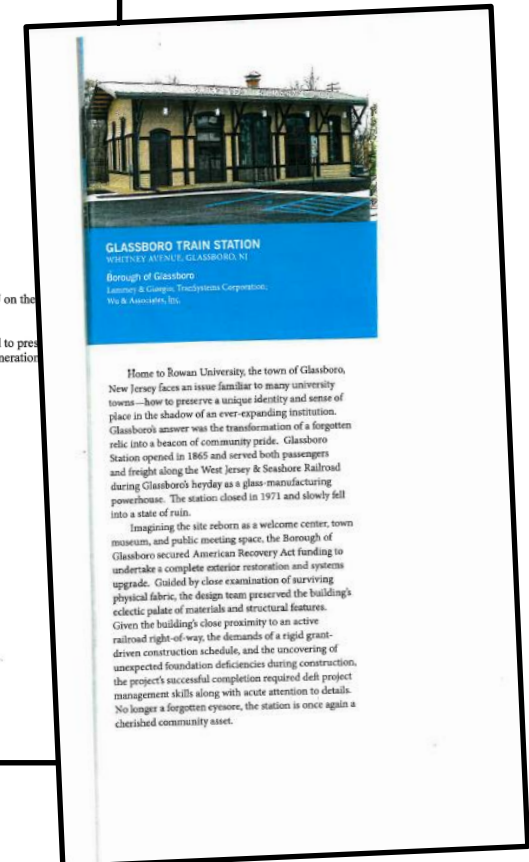
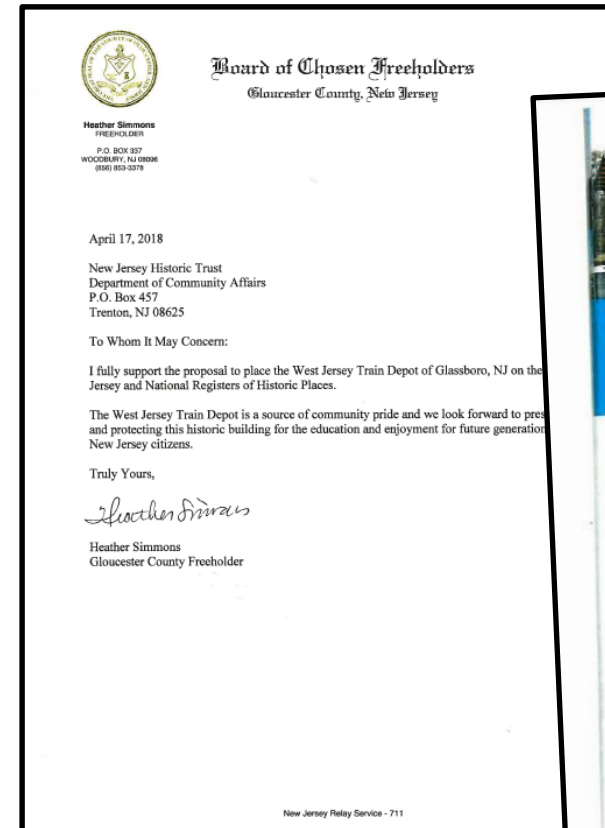
ATTACHMENT F

- 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.
- For Heritage Tourism:
 - Provide documentation of visitor-readiness



ATTACHMENT H

- Photographs and Photo Identification Sheet
 - All photos should be labeled and identified on a photo identification sheet
 - Include photos showing each elevation of the resource (for HSM and Capital applications)
 - Include photos that show resource as a whole
 - over-all shots that show main elevations and give an impression of the resource
 - Include photos that demonstrate need
 - detail shots showing areas of proposed work
- Any miscellaneous Documents
 - Any documents you may want to include that don't fit in under the other headings
 - Make sure you label these in the USB Table of Contents to ensure they will be reviewed



GENERAL QUESTIONS

- Program Officers:
 - Glenn Ceponis (609) 777-1204
 - Erin Frederickson (609) 292-7157
 - Haley McAlpine (609) 984-5461
 - Sam Siegel (609) 984-7071
- Fiscal Officer:
 - Carrie Hogan (609) 984-0391

Visit our website: www.njht.org

Email: njht@dca.gov



A large, multi-story building with a mix of stone and brick masonry and blue window frames. The building features a prominent corner with stone masonry and several windows with blue shutters. A smaller structure with a white roof and a blue door is visible on the right side. The word "Archaeology" is overlaid in red text on the left side of the image.

Archaeology

CRAFTSMAN FARMS: A TRENCH, A POT AND A ROOF



ARCHAEOLOGICAL REQUIREMENTS: SUMMARY

- Archaeology Is not an “add-on”: it’s an important part of Trust Programs
Ground disturbance? Think Archaeology! Historic Site? Think Archaeology!
- Archaeology is a **grant-fundable** activity
- **Benefits** of Archaeology
 - Learn more about your property: exciting and fun!
 - Protect significant resources
 - Avoid last-minute problems
 - Enhance your interpretive programming and displays
 - Increase visibility of your site through publicity and programs around archaeology
 - Incorporate archaeology early and fully into your planning process: Create an **Archaeological Site Management Plan**

• Phases of work

- Archaeological Site Management Plan (for whole property): *What’s the big picture?*

- Initial Survey of Area of Potential Effect (APE) of Proposed project: research and field testing (usually called a Phase I survey). *What have we got here that might be significant?*

- Decision point:

can determine that Phase I information is adequate to determine significance of archaeological resources: modify plans in order to avoid resources or minimize adverse effects /impacts
or

undertake a more detailed (Phase II) investigation geared both to recordation and protection of archaeological resources

then

Determine need for final data recovery of all affected archaeological resources, and for any final actions such as archaeological monitoring of construction.

- Protocols for unanticipated discovery during construction

- Human burial provisions

Don’t forget:

- **Projects are not complete until all reports have been submitted and reviewed and approved by the Trust and the NJ State Historic Preservation Office. Must meet SHPO standards.**
- **Artifacts and Records.** A specific plan for the long-term curation of artifacts and records is needed, including identification of repository. New Jersey State Museum is a resource



ARCHAEOLOGICAL DOCUMENTATION CAN HELP FIND...

Earlier occupation not related to the building

Earlier phases of the building

Construction date

Construction methods

Grade levels

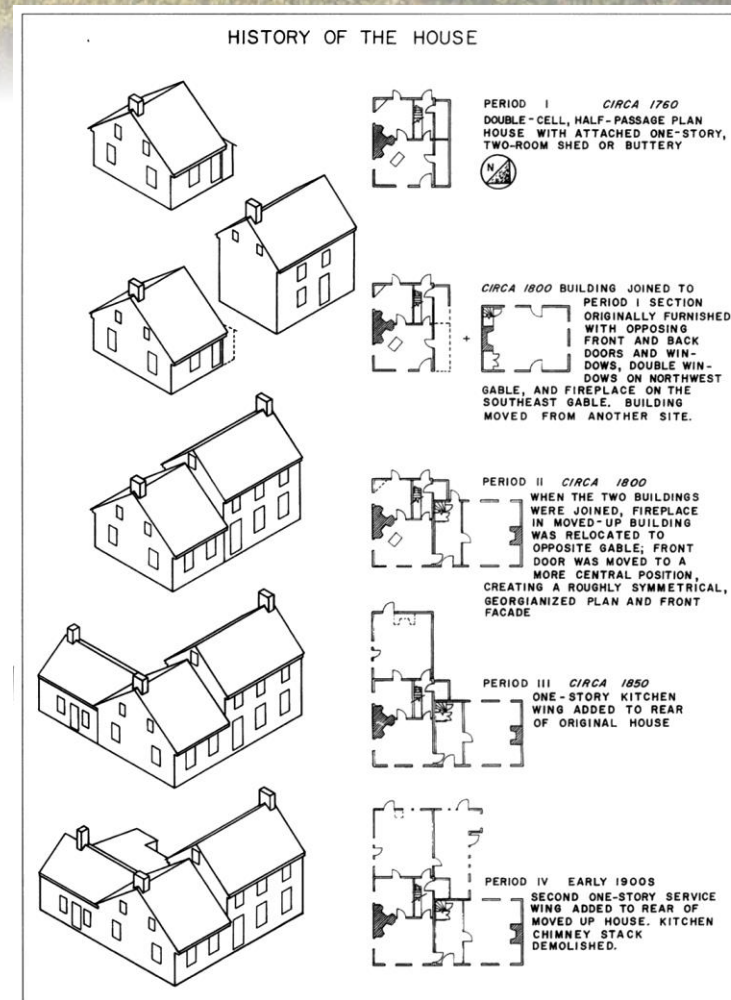
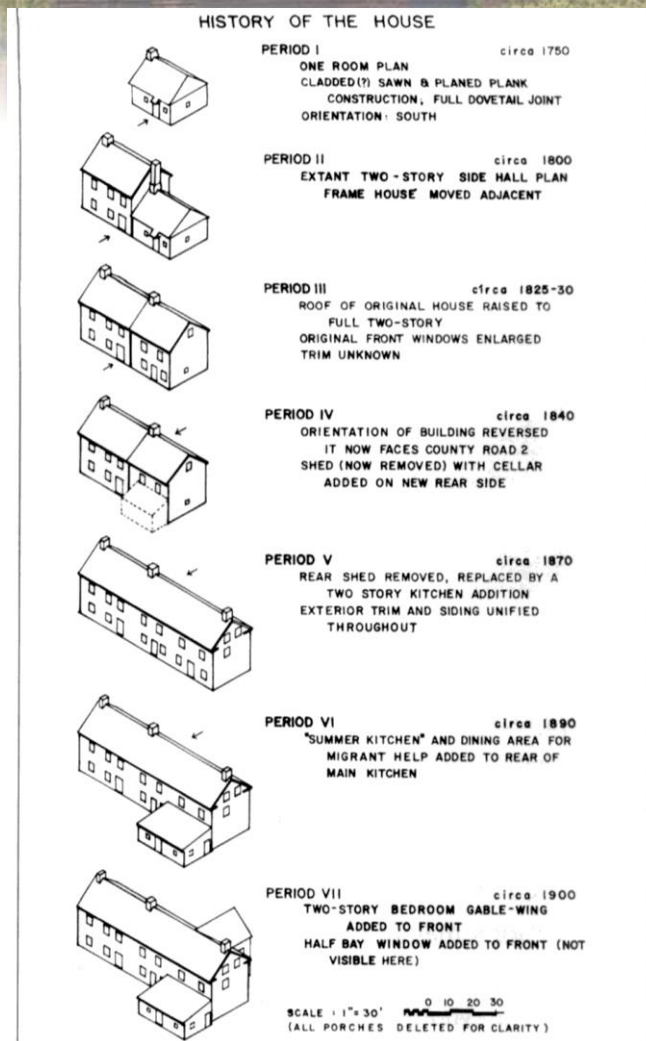
Removals and additions

Landscaping and surface treatments

Material culture

Disposal practices

TWO EXAMPLES OF COMPLEX HOUSE HISTORIES



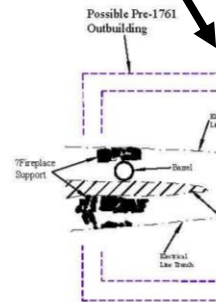
NOAH HUNT HOUSE, MERCER COUNTY, NJ: CONSTRUCTION SEQUENCE



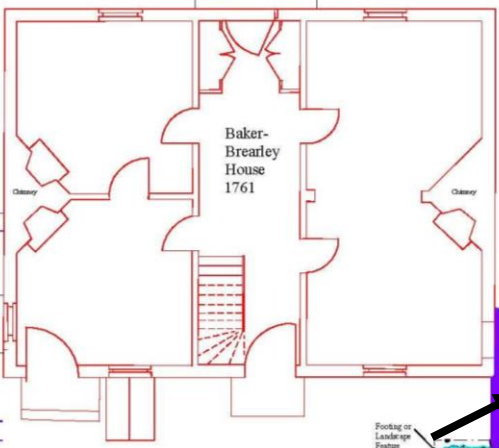
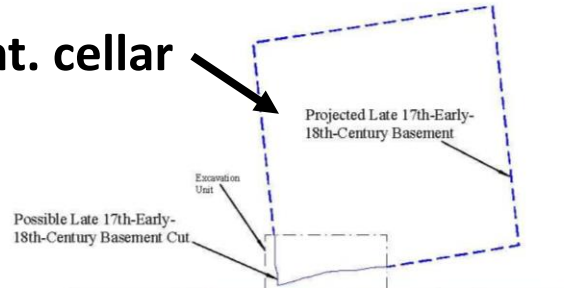
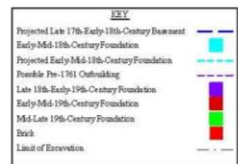
BREARLEY HOUSE, MERCER COUNTY, NJ: ARCHAEOLOGICAL DATA

Late 17th Cent. cellar

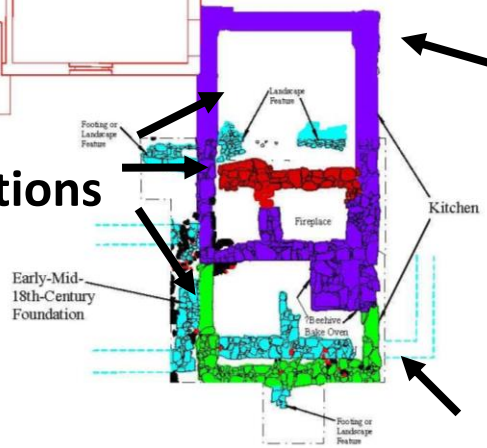
Pre-1761 feature



c.1725 house foundations



Standing 1761 Brick House



Early 19th century kitchen foundation

19th century addition





ARCHAEOLOGICAL MANAGEMENT PLANS

An Archaeological Management Plan for Feltville
Deserted Village: a County-owned Historic Site in
Union County:

- Summary of Conclusions and Recommendations
- Acknowledgements
- Why Archaeology?
- Archaeological Research at Feltville/Glenside Park 1975-2018: What have we learned
- Archaeological Sensitivity: The Location and Value of Archaeological Resources
- Archaeology at Feltville/Glenside Park: A Framework for the Future

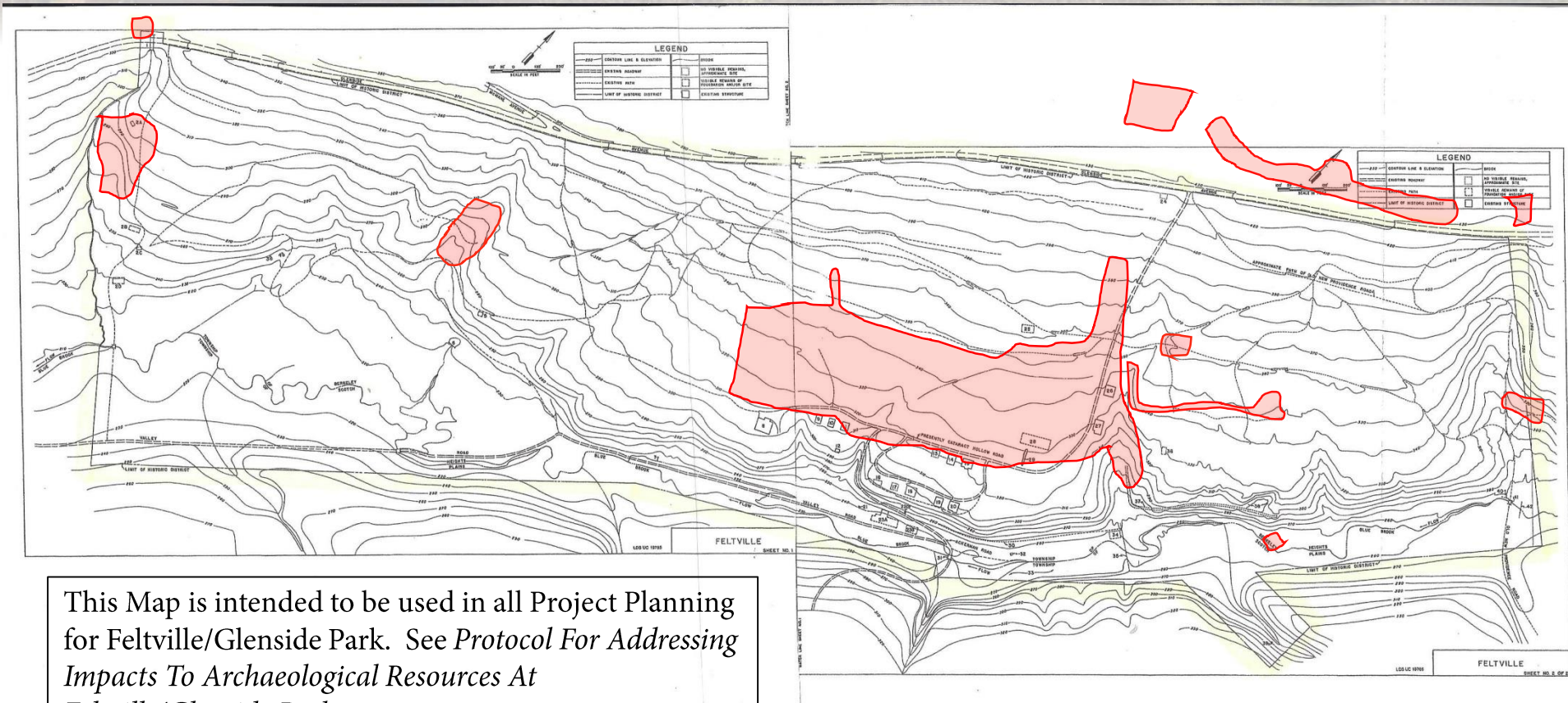
**STRATEGIC PLAN FOR THE DESERTED VILLAGE OF
FELTVILLE/GLENSIDE PARK,
BERKELEY HEIGHTS TOWNSHIP, WATCHUNG RESERVATION,
UNION COUNTY, NEW JERSEY**

***ARCHAEOLOGY: A UNIQUE EMPHASIS FOR A UNIQUE PART OF THE
UNION COUNTY PARKS SYSTEM***



Prepared by BurrowIntoHistory LLC
Ian Burrow, Ph.D., RPA
February 26, 2019, Final Revision July 12, 2019

(FELTVILLE) ARCHAEOLOGICAL CONSTRAINTS MAP



This Map is intended to be used in all Project Planning for Feltville/Glenside Park. See *Protocol For Addressing Impacts To Archaeological Resources At Feltville/Glenside Park*.

For more information contact:

 AREAS OF HIGH ARCHAEOLOGICAL SENSITIVITY



(FELTVILLE) GENERAL PRINCIPLES AND RECOMMENDATIONS FOR ARCHAEOLOGY

4. All archaeological research at Feltville/Glenside Park will be carried out under **approved scopes of work** which will include provision for analysis, technical reporting and artifact and records curation. All work will be subject to project authorization procedures under the provisions of the New Jersey Register of Historic places Act (at NJSA 13:1B-15.131).

8. All research will be designed to achieve its objectives with the **least possible impact on archaeological resources**.

10. Archaeological work will be under the direction of an archaeologist who is on the **Register of Professional Archaeologists** or who meets the Secretary of the Interior's **Professional Qualifications Standards for Archaeology**

11. **The County will implement a protocol to ensure that all ground disturbing operations** that are planned within the “Feltville/Glenside Park Archaeological Zone” (the area covered by the *Strategic Plan for the Deserted Village of Feltville/Glenside Park, Berkeley Heights Township, Watchung Reservation, Union County New Jersey (2019)* **are subjected to a review procedure** which ensures that archaeological resources are either avoided or documented to accepted standards are part of the operations

ARCHAEOLOGY AND ARCHAEOLOGICAL SITE SURVEY

Overview

What is Archaeology?

Archaeology is the study of past ways of life through analysis of surviving physical remains. The science of archaeology comprises theory and methods. Theories include those about man and culture: how remains of past human behavior are structured in or on the ground (or underwater) and how they can be interpreted. Methods are the means by which remains are identified, recovered, and analyzed to extract information and interpret it. Among those methods is archaeological survey which consists of a three phase approach to locate (Phase I), evaluate (Phase II), and treat (Phase III) significant archaeological resources or sites.

- [Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources](#),
- [Guidelines for Preparing Cultural Resources Management Archaeological Reports Submitted to the Historic Preservation Office](#).

ARCHAEOLOGICAL STANDARDS

According to U.S. Secretary of the Interior's Professional Qualifications Standards for Archaeology (36CFR Part 61):

The **minimum professional qualifications** in archeology are

- a graduate degree in archeology, anthropology, or closely related field plus:
- At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
- At least four months of supervised field and analytic experience in general North American archeology, and
- Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period.

A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

RESOURCES FOR FINDING QUALIFIED CONSULTANTS:



<https://rpanet.org>

- Code of Ethics and Research Standards
- **Disciplinary Procedures: only archaeological organization in U.S. to have these**
- Qualifications for Registration include both academic and practical
- About 3500 Registrants Nationwide
- Awards Program
- Searchable database of Registrants



<https://acra-crm.org/>

- Trade Association of Cultural Resource Management Companies
- Code of Ethics
- Advocacy for Historic Preservation and Responsible CRM Practice
- Annual Conference and Awards Program for Best Practices
- Searchable database of member firms





END PRODUCTS

- TECHNICAL REPORTS
- DISPLAY AND INTERPRETATION OF DISCOVERIES
- POPULAR PUBLICATIONS (BROCHURES, BOOKLETS, BOOKS, POSTERS)
- PRESENTATIONS AND SITE TOURS
- VIDEOS AND SOCIAL MEDIA
- ON-SITE EXHIBITS AND LANDSCAPE TREATMENTS
- ARTIFACTS AND RECORDS CURATED

“Goodies”



NEW JERSEY
HISTORIC
TRUST

EDUCATIONAL OUTREACH: 8TH GRADE PROJECT, BREARLEY HOUSE





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