PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND

2025 Applicant Workshop

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 24, 2025 **4:00 pm**	Deadline for submission of applications, in Trust's office by 5:00pm
Friday, August 1, 2025	All resources must be listed or certified eligible for listing in the NJ or National Register
May – September 2025	Staff reviews applications and makes site visits; Evaluator Panel meets
Thursday, September 25, 2025	NJHT Board of Trustees votes on its recommendations
October - November 2025	GSPT reviews NJHT Board recommendations and submits final recommendations for Legislature and Governor
January – March 2026	Enactment of appropriations bills making grant funds available. *this date is an estimate for planning purposes only

STAFF OF THE HISTORIC TRUST

> Glenn Ceponis, Executive Director

> Historic Preservation Specialists:
>> Alexis Alemy
>> Jennifer Boggs
>> Shannon Bremer
>> Olivia Chaudhury
>> Stephanie Kraut
>> Judith Murphy, AICP, PP
>> Ashley Parker
>> Tara Ritz

> Carrie Hogan, Fiscal Officer

> Kristin Downing, Technical Assistant

> Paula Lassiter, Secretary

NEW JERSEY HISTORIC TRUST

WEBINAR OVERVIEW AND AGENDA

OVERVIEW AND 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 2025 application apart!

Agenda

› 2025 Grant Guidelines

› Archaeological Requirements

› Application overviews and details
  › Historic Site Management (HSM)
  › Municipal, County and Regional Planning Projects (MCRP)
  › Heritage Tourism (HT)
  › Capital

› Attachments

› How to set your application apart

› Q+A

2025 GRANT GUIDELINES

NOTABLE FOR 2025

Revised Applications (Historic Site Management, Heritage Tourism, Municipal, County, and Regional Planning, Capital)
- Reduce redundancy
- Clarify information requested
- Limited word count
- Climate change section
- Archaeology section

Capital Grants
- Multiphase requests now have their own section and grant type: Capital Level III – Multiphase
- The property needs to be listed on the New Jersey or National Register of Historic Places

Application Submission
- Applications <u>must</u> be submitted online with all supporting documents received on a USB by 4pm, April 24, 2025

Special Initiatives
- 250th Anniversary of the American Revolution
- Underrepresented Histories

<u>Information submitted after the application deadline will not be accepted or reviewed</u>

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

Preserve New Jersey Historic Preservation Fund
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 upcoming 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

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/Board Resolutions and Assurances** signed by the application deadline

Instructions

Please read the following information carefully before starting the application.

This is the application for **Heritage Tourism Grants**. Visit the Preserve New Jersey Historic Preservation Fund page of our website for links to the Capital; Municipal, County, and Regional Planning; and Historic Site Management 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.

Heritage Tourism Application (Word doc)

Heritage Tourism 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 New Jersey Historic Trust staff at njht@dca.nj.gov or (609) 984-0473.

Do not wait until the last minute! 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's office by ___ idelines for delivery instructions. A checklist for supporting documents is included at the ___ be downloaded here.

___ e by **4:00pm on April 24, 2025**, no exceptions.

___ **before applying**. The guidelines include important information about eligible applicants ___ ule for review, and more.

Returning User

Continue with

G Google   Microsoft

OR

Username

Password

Forgot Password?

Powered by ⊞ formsite

Create an account or login

rm later. (optional)

Submit

New User >

ELIGIBLE APPLICANTS

> Agencies or entities of county government
> Agencies or entities of municipal government
> Agencies or entities of state government
> Nonprofit 501(c) organizations in compliance with NJ Charitable Registration Laws

> **Ownership of project property:**
>> HSM
>>> Owner Approval form
>> Heritage Tourism Grants
>>> No ownership or lease requirements
>>> Demonstrate support for the project through the Owner Approval form (Attachment B)
>> Municipal, County, and Regional Planning Grant
>>> No ownership or lease requirements
>>> Municipal Consent form must be provided by each municipality within the boundaries of the proposed project area
>> Capital Grant
>>> Owned in fee-simple by applicant
>>> Lease with minimum of 15 years remaining **OR** signed Joint Signatory Consent form
>>> Owner Approval – applicant must obtain written consent of the property owner

ELIGIBLE PROPERTIES

› Individually listed in the New Jersey or National Registers of Historic Places

› Contributing resource in a historic district that is listed in the New Jersey or National Registers (must provide Documentation from SHPO)

› Determined eligible for listing by the State Historic Preservation Office, must be listed or certified eligible for listing on the New Jersey Register or National Register by **August 1, 2025**

  › **For Capital Applicants:** If your resource is not already listed individually or as contributing to a historic district on the New Jersey or National Register of Historic Places when the application is submitted you must provide the date/agenda for the State Review Board. It must be listed to receive funding.

ELIGIBLE ACTIVITIES

Historic Site Management (HSM)

> Construction Documents and Designs

> Preservation Plans

> Archaeological Survey

> National Register/New Jersey Register Nominations

> HABS/HAER/HALS documents

Heritage Tourism

> Visitor Readiness Assessment

> Design/fabrication of interpretive signs

> Interpretive Planning

Municipal, County, and Regional Planning (MCRP)

> Architectural Surveys

> Preparation of Local Historic Preservation Ordinances

> Preparation of Design Guidelines

Capital

> Preservation, restoration, rehabilitation, reconstruction

> Visitor Amenities

> Archaeological Survey

See Grant Guidelines for a more extensive list

CRITERIA FOR REVIEW

Resource Information & Historic Significance:

- › Is the property listed in the New Jersey or National Register?
- › Is it a National Historic Landmark (NHL)?
- › Is the property under threat of collapse, demolition, inappropriate use, or development?

Project Concept and 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 Access and Benefit:

> Does project represent innovative design, programming, or reach new audiences?

> Does the project complement other State initiatives?

> Is there community support?

> Will funding make a difference in quality of the project?

GRANT TYPES FOR 2025

Historic Site Management (HSM):

> $5,000 - $75,000

> Trust provides up to 75% of grant funded project

> **Heritage Tourism:**

> $5,000 - $75,000

> Trust provides up to 75% of grant funded project

Municipal, County, and Regional Planning (MCRP):

> $5,000 - $75,000

> Trust provides up to 75% of grant funded project

Capital Level I:

> $5,000 - $150,000

> Trust provides up to 60% of grant funded project

Capital Level II:

> $150,001 - $750,000

> Trust provides up to 50% of grant funded project

Capital Level III - Multiphase:

> $500,000 - $750,000 per phase (must be at least two phases)

> Trust provides up to 50% of grant funded project

ARCHAEOLOGICAL REQUIREMENTS

Archaeological Requirements of the New Jersey Historic Trust (NJHT): FAQ

Why is the consideration of archaeology required?

Archaeological resources are protected by both Federal and State laws and regulations. Properties [...] the NJHT may have potential for the presence of archaeological remains important in history or p[...]

When is the consideration of archaeology required?

When a project involves ground disturbance including, but not limited to, the following:

- Excavation of trenches for utility services and site drainage,
- Work to existing foundations and footings, including those located below basement floor[...]
- Installation of interpretive signage,
- Construction or expansion of walkways, driveways, and parking lots,
- Removal and installation of porch footings,
- Repairs to basement floors,
- Excavation related to ADA site improvements.

The NJHT strongly recommends that archaeology is considered regardless of whether it is require[...] long-term stewardship of a historic resource, as well as to inform a site's history and guide future [...]

My project will involve ground disturbance but I'm pretty sure the ground has been disturbed in the past. Is archaeological monitoring sufficient?

Archaeological monitoring as a first course of action is not considered to be best practice, unless sufficient evidence indicating that there is little to no potential for archaeological resources within the APE can be provided, such as in most gravel pits, road cuts, and pipeline trenches. Some forms of historic

Archaeological Monitoring Protocols for Projects Funded by the New Jersey Historic Trust (NJHT): FAQ

Please note that the following guidance is applicable only for projects where archaeological monitoring has been approved.

What is an archaeological monitoring protocol?

An archaeological monitoring protocol is a document stating critical project information as well as the conditions under which the presence of an archaeological monitor are required. It is the responsibility of the applicant, grantee, and/or their consultant team to ensure that the protocol is referenced in all project plans, documents, construction manuals, and specifications. The preparation and distribution of an archaeological monitoring protocol is required for NJHT-funded projects where archaeological monitoring will occur.

Who drafts the protocol?

A contracted, qualified professional archaeologist providing archaeological monitoring services for a project will draft the protocol. The protocol must be submitted to the New Jersey Historic Trust for review and approval prior to construction.

What should be included in the protocol?

It is recommended that archaeological monitoring protocols include the following information, at a minimum:

Archaeological Survey and Reporting Requirements of New Jersey Historic [Tr]ust Grant-Funded Work

[...]ed that archaeological investigations be scheduled to occur prior to or during the [...]esign plans or construction documents so as not to impact construction schedules. [...]cal survey and reporting must be in keeping with the _Secretary of the Interior's_ [...]_es for Archaeology and Historic Preservation_ (Federal Register, Volume 48, No. [...] September 29, 1983). Survey efforts must comply with the New Jersey Historic [...]_uirements for Phase I Archaeological Survey_ at N.J.A.C. 7:4-8.4. The individual(s) [...]ogical work must meet the _Secretary of the Interior's Professional Qualifications_ [...]_y_ (48 CFR 44738-9).

[...]OGICAL INVESTIGATION [...] COMPLETE, THE [...]ONENTS MUST BE

[...]RE REVIEW

[...]VEY/EXCAVATION

[...]PROCESSING/ANALYSIS

[...]REPARATION

If evidence of a potentially significant archaeological site is found, the following solutions may be proposed: a) modify design plans and construction documents to avoid or minimize impacts or b) conduct a second phase of more intensive archaeological investigations. This latter phase should be structured to retrieve sufficient information to interpret a site or to provide measures for its protection. In some instances, it may be desirable to conduct a third phase consisting of complete data recovery. Allocating sufficient time toward the completion of archaeological investigation in advance of construction is important due to the potential requirement for altering project plans based

https://www.nj.gov/dca/njht/programs/preservenj/overview/

POTENTIAL APPROACHES

- > **Archaeological Management Plan**
  - > Avoid last-minute problems
  - > Guide preservation efforts by addressing specific archaeological needs
- > **Phase I Survey –** "Is there archaeology here?"
- > **Phase II Survey –** "There is archaeology, but is it significant?"
- > **Phase III Survey –** "There is potentially or certainly significant archaeology here and we need to fully excavate it in order to understand it or to mitigate the project's affects."
- > **Archaeological monitoring** is primarily a mitigation strategy and may only be used in select circumstances to be approved by the Trust
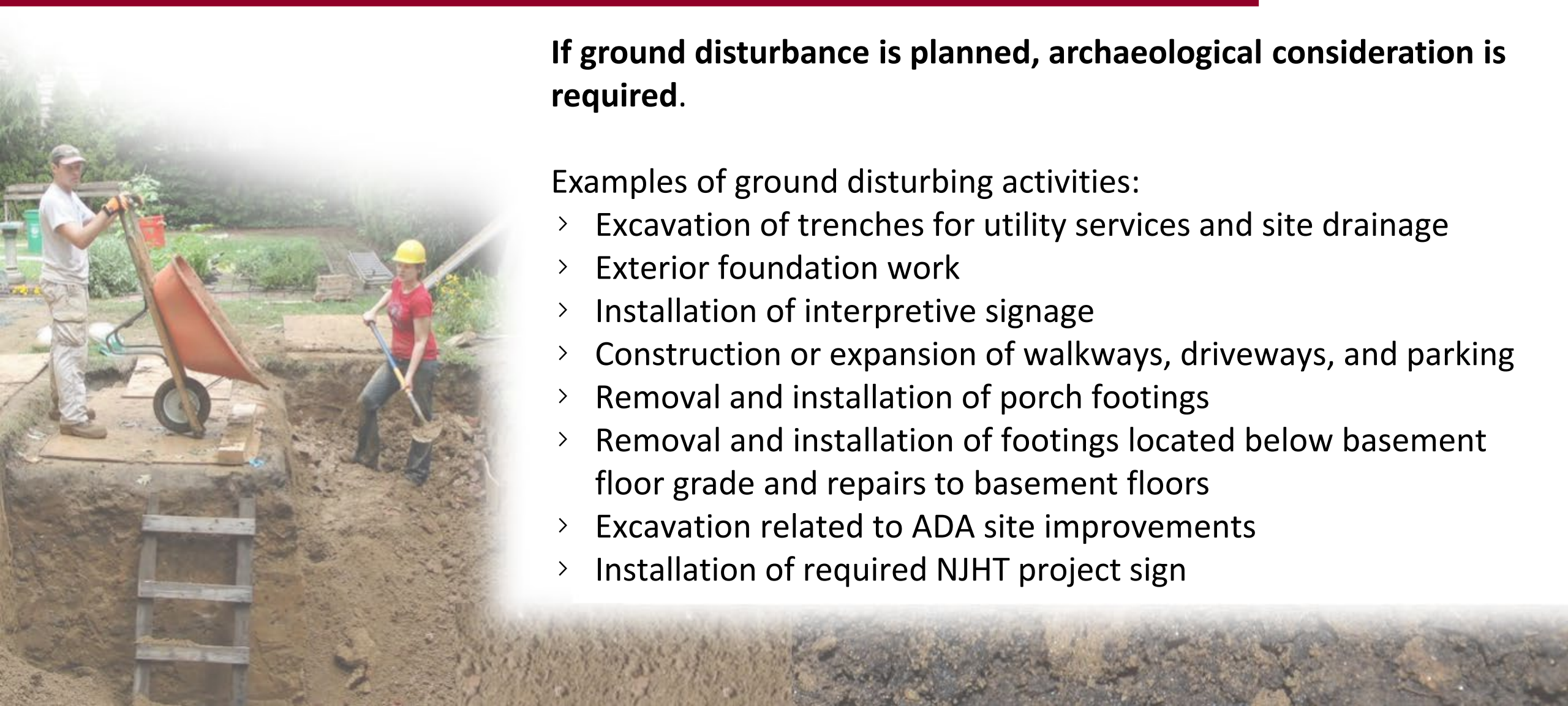
WHEN IS ARCHAEOLOGY REQUIRED?

If ground disturbance is planned, archaeological consideration is required.

Examples of ground disturbing activities:
> Excavation of trenches for utility services and site drainage
> Exterior foundation work
> Installation of interpretive signage
> Construction or expansion of walkways, driveways, and parking
> Removal and installation of porch footings
> Removal and installation of footings located below basement floor grade and repairs to basement floors
> Excavation related to ADA site improvements
> Installation of required NJHT project sign

WHEN IS ARCHAEOLOGY REQUIRED?

Consideration of archaeology or the archaeological potential of your site is required for all preservation planning documents.

Examples of work products that may require the inclusion of archaeology:

› Preservation plans
› Site and resource management plans
› Planning documents outlining future ground disturbing activities
› Construction drawings and specifications
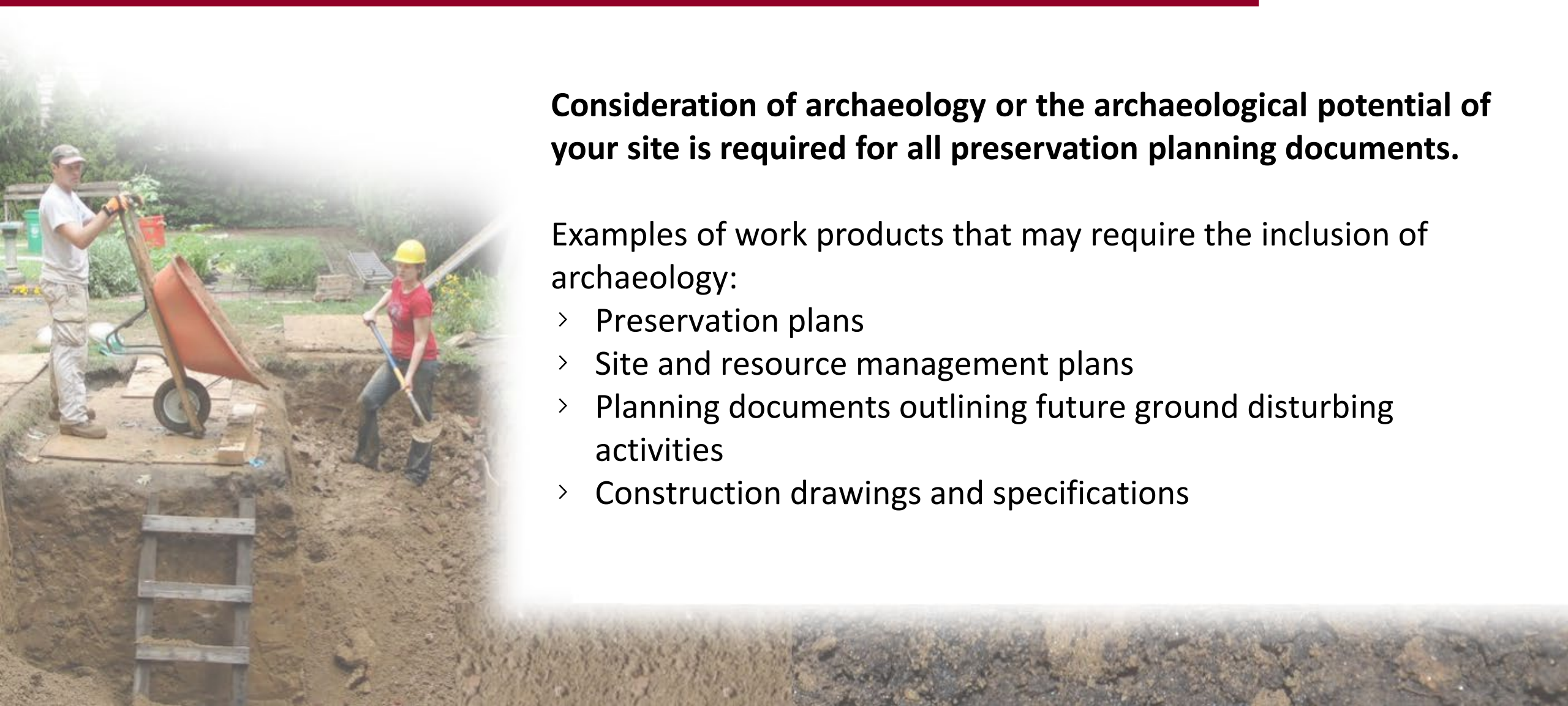
WHAT IS REQUIRED?

If archaeology is a required component of your project, or if you would like to address the archaeological potential or sensitivity on your site, next steps may include:
> Consultation with a qualified professional archaeologist to evaluate areas of sensitivity on site and plan for their treatment
> Solicitation of a proposal for work from an archaeologist which should include a scope of work, budget, and timeline, and which should be submitted with your application

Remember:
Archaeology often occurs in phases. Be sure to read the reports prepared by your consultants and to incorporate their suggestions in future phases of work.

SURVEY AND REPORTING REQUIREMENTS

ALL phases of archaeological survey must be in keeping with:

› The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation
› Requirements for Phase I Archaeological Survey at N.J.A.C. 7:4-8:4
› NJHPO Guidelines for Preparing Cultural Resource Management Reports

WHAT IF NO DIGGING IS PLANNED?

The potential for archaeology must be addressed in your application.

Also consider your long-term goals:

> Will there be ground disturbance as part of your future scope of work?

> Do you have a research question about your property or its occupants that you might eventually answer with archaeology?

PUBLIC ARCHAEOLOGY

If archaeology is a required part of your project, consider going public!

- Public engagement
- Training opportunity
- Build partnerships
- New information
- Artifacts

HISTORIC SITE MANAGEMENT (HSM) GRANTS

ELIGIBLE ACTIVITIES

> Construction Documents

> 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
> > Historic landscape plans

> Preparation of nominations to the New Jersey Register of Historic Places

> Strategic Plans

> HABS/HAER/HALS documents

See the Grant Guidelines for additional activities

MATCHING FUNDS

> Historic Site Management grants provide a 3:1 funding match
>> Trust provides up to 75% of the total project costs
>> Applicant provides 25% (or more) of the total project costs

> The applicant should demonstrate the ability to provide the full match required to complete the project.
>> Match-in-hand
>> Fundraising plan

HSM REQUIREMENTS

› Owner Approval form is required, if applicant does not own the property

  › If the project is for a historic district nomination, the Owner Approval form must be signed by **each municipality** that falls within the boundaries of your proposed project area

› Property must be listed or certified eligible by August 1, 2025

› Work must be complete within two years after funds are appropriated

› Grantee should acknowledge funding assistance in published materials

APPLICATION SECTIONS

Eligibility Statements

Applicant Information

Property Ownership

Resource Information & Historic Significance

Climate Change

Project Concept & Team

Archaeology*

Project Budget

Organizational Ability

Public Access & Benefit

Evaluation Criteria Sections:

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

ELIGIBILITY STATEMENTS

> Eligible applicant

> Eligible resource

> Permission granted

Applications due by 4:00pm
Thursday, April 24, 2025

PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND
2025 GRANT APPLICATION
HISTORIC SITE MANAGEMENT

NEW JERSEY
HISTORIC
TRUST

www.njht.org
njht@dca.nj.gov
(609) 984-0473
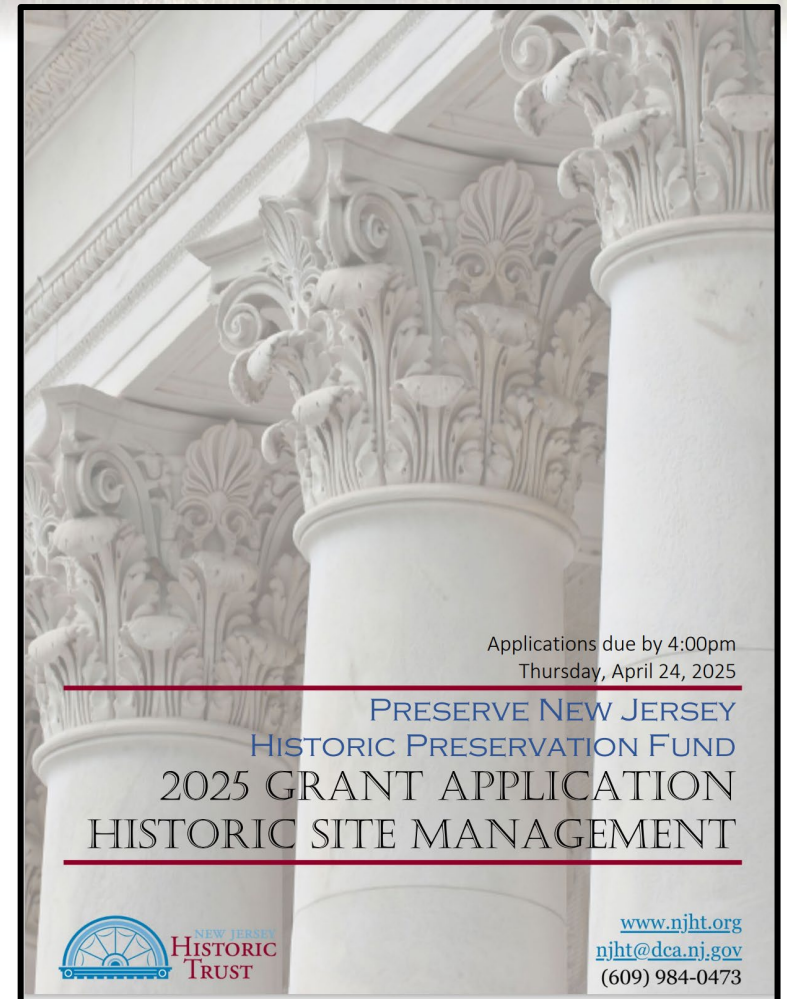
APPLICANT INFORMATION

> Applicant Organization information

> Contact listed should be very familiar with your project and able to arrange site visit

> All Non-profits need:

> > IRS letter to document tax-exempt status
> > Current NJ Charitable Registration Number

> Governing Body/Board Resolution and Assurances (sample provided)

> > Authorizes and designates a single person to sign application documents and certify matching funds

> > Local Governments may use their own resolution format

> > > Should authorize application and include exact amount of grant request and matching funds

PROPERTY OWNERSHIP

> Owner Approval

>> Signed by the property owner of each property included in the proposal

>>> If the project is for a historic district nomination, the Owner Approval form must be signed by **each municipality** that falls within the boundaries of your proposed project area. NOT every property owner.

> If applicant and owner are the **same**, sign only the Governing Body/Board Resolutions and Assurances

RESOURCE INFO & HISTORIC SIGNIFICANCE

Historic Property Name:

- › As listed by the State Historic Preservation Office
- › If application is for more than one property, choose one relevant property or district as the **"reference property."** You will be able to list all the properties in a separate question.
- › Physical <u>property address</u> and link to google map

Historic Register Status:

- › National and/or New Jersey Register
- › Individual or contributing to district
- › Certified eligible (8/1/25 deadline)

Historic Significance:

- › Which criteria of significance does your resource meet, explain significance as it pertains to or is not covered by the criteria
- › Brief explanation of historic significance of the resource

History of Property's Use:

- › Historic use, current use, and future plans
- › Evolution of property to meet changing needs

Ownership/Applicant History:

- › When acquired
- › Stewardship history

Current Condition/Preservation Need:

- › General condition/ structural issues
- › Any threat to the resource/ inappropriate use

CLIMATE CHANGE

> **How are you planning for climate change?**
> > *e.g., Mitigation plans, conditions assessments*

> **What hazards may potentially affect your historic site?**

> **Are you in a flood zone and do you have flood insurance?**

> **Is your organization attending climate-focused events?**
> > *e.g., Rutgers Climate Change Resource Center, American Association for State and Local History, Northeast Regional Climate Center, NJ Cultural Alliance for Response*

Supplemental information for application questions is included in a [Resource Guide](#) posted under "Resources" on our website

---

Climate Change

Which of the following climate hazards have the potential to affect the resource based on the county it is located in? Select all that apply. ([Risk Index Map](#))*
- ☐ Avalanche
- ☐ Coastal flooding
- ☐ Cold wave
- ☐ Drought
- ☐ Earthquake
- ☐ Hail
- ☐ Heat wave
- ☐ Hurricane
- ☐ Ice storm
- ☐ Landslide
- ☐ Lightning
- ☐ Riverine flooding
- ☐ Strong wind
- ☐ Tornado
- ☐ Tsunami
- ☐ Volcanic activity
- ☐ Wildfire
- ☐ Winter weather
- ☐ None of the above

How are you factoring climate change into your preservation efforts? How will this project in particular address climate change? (500 word max)* *Example: Our work will include the regrading of the surrounding landscape to aid in proper site drainage and the removal of trees close to the resource that may fall on the structure in heavy storm events.*

Is the resource located in a flood zone? ([Flood Map](#))*
- ☐ Yes
- ☐ No
- ☐ Unknown

Does your resource have flood insurance?*
- ☐ Yes
- ☐ No
- ☐ Not Required

+Required if No or Not Required: **Please explain why you have not purchased flood insurance or why it is not required for your property.** (50 words max)

Has the applicant organization attended any events regarding climate change's effects on cultural resources?*
- ☐ Yes
- ☐ No

PROJECT CONCEPT & TEAM

Project Concept & Team

Project Title (select all that apply) *
- ☐ 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
- ☐ HABS/HAER/HALS 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:

Project Summary: (100 word max) * *Example: Preparation of a Preservation Plan for Historic House.*

Explain how the proposed project will be innovative or exemplary. (100 word max)

Stage of the project (Please note for HSM grants there is no reimbursement for funds expended prior to the application deadline. Consult the Grant Guidelines for more information.): *
- ☐ Project not started yet
- ☐ Preliminary Scope of Work prepared
- ☐ Request for Proposal (RFP) for consultant services prepared
- ☐ Proposals submitted
- ☐ Consultant selected
- ☐ Other:

+*Required if consultant selected:* Name of consulting firm if one has been chosen:

Proposed project schedule including major milestones: (100 words max) *
Example: Kick-off meeting with selected consultant October 2025
*   Draft Preservation Plan April 2026*
*   Final Preservation Plan September 2026*
*   Presentation to the Board of Trustees October 2026*

Project Title:
> Select activities included in your project

Project Summary:
> Proposed scope of work
> How is the project innovative or exemplary?

Project Status:
> RFP/ Proposals Received/ Consultants Selected

List proposed consultants and timetable:
> Include resume and credentials

Proposed Fees and Estimates:
> Professionally prepared cost estimates

ARCHAEOLOGY

> How are you factoring archaeology into your management of the property?
>> Archaeological surveys, artifact interpretation and display, considering how to plan for future ground disturbing activities

> Have archaeological investigations been conducted on the site in the past?

> Is ground disturbing activity currently planned or being considered for the future on the property?

> Is an archaeological investigation planned as part of this project?

PROJECT BUDGET & MATCHING FUNDS

No Match Expended:

> Work completed prior to the application deadline of April 24, 2025 is **not** eligible for reimbursement

Project Budget:

> Project Expenditure Worksheet

> Grant request

> Total project cost

> Match required to complete the project

> Match in-hand

Documenting Match-in-hand :

> Non-profit: Account statements or funding commitment

> County/Municipal: Governing Body/Board Resolution & Assurances committing specific matching funds

Resource:

Preserve New Jersey Historic Preservation Fund
PROJECT EXPENDITURE WORKSHEET

Propsed work item	Proposed cost	Non-eligible costs	Total
Totals	$ -	$ -	$ -

Prepared by
Date prepared

ORGANIZATIONAL ABILITY

About your Organization:

> Size of Organization and Mission Statement
>> How many staff, board members, and volunteers?
>> How is proposed project related to mission of the organization?
> Cyclical Maintenance Plan
>> Do you have one? Who is responsible for routine maintenance? Is there a maintenance fund?
> Experience managing grants and working with consultants
> Who will be managing this grant and providing project oversight?
>> List all relevant prior grants managed
> Any open grants? Explain status and projected end date
> How does the organization plan to raise the remaining matching funds for this project or additional preservation efforts?
> Operating budget / Balance sheet (non-profits only)

Continuing Education / Professional Development:

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

NEW JERSEY
HISTORY &
HISTORIC
PRESERVATION
CONFERENCE

PUBLIC ACCESS & BENEFIT

Anticipated Community Benefit:
› Who will benefit and how?
  › Increased accessibility and awareness
  › Public interpretation
  › Community involvement
  › Increased visitation
  › Planning for future capital work

Special Initiatives:
› Does your project meet the special initiatives?

Current Public Access and Interpretation:
› Public accessibility to the resource
› Hours of operation
› ADA Accessible
› Collection of visitation numbers (if collected)

State and Federal Heritage Initiatives:
› Certified Local Governments
› Journey Through Jersey site
› Main Street Community
› New Jersey Women's Heritage Trail

MUNICIPAL, COUNTY, & REGIONAL PLANNING (MCRP) GRANTS

ELIGIBLE ACTIVITIES

> Preparation of Design Guidelines

> Preparation or revision of Local Historic Preservation Ordinances

> Preparation of historic preservation components to a municipal or county Master Plan

> Preparation of an architectural survey to identify historic properties using the State Historic Preservation Office's approved guidelines and format

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

MCRP APPLICATION SECTIONS

The Municipal, County, and Regional Planning Application is very similar to HSM.
The **red** sections have some differences.

Applicant Information

Eligibility Statements

Property Ownership/Municipal Consent

Resource Information & Historic Significance

Climate Change

Project Concept & Team

Project Budget

Archaeology

Organizational Ability

Public Access & Benefit

Evaluation Criteria Sections:

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

MCRP REQUIREMENTS

The Municipal, County, and Regional Planning Application is very similar to HSM.
Some of the **major differences** are:

Property Ownership:

› MCRP grants <u>do not</u> need to demonstrate ownership

  › However, the signature of the chief elected official of each municipality in which the project area is located is required on the Municipal Consent form.

Resource Information and Historic Significance:

› At least **<u>one</u>** resource in the project area 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

› Identify previous and current preservation planning efforts of the community

› Identify any existing preservation planning documents

Project Concept & Team:

› Historic Preservation Commission details

Organizational Ability:

› Will project promote stewardship and maintenance of historic resources by private owners?

› Are there other stakeholders' groups involved with project: historical societies, main street orgs, etc.?

Public Access & Benefit:

› How will project increase public participation in the community's preservation efforts and planning process?

› Will the project increase awareness of the community's history?

› Level of community involvement and support

CRITERIA FOR REVIEW

› Degree to which the project promotes stewardship and maintenance of historic resources by private owners.*

› Degree to which the project fosters the goals and objectives of the <u>New Jersey Comprehensive Statewide Historic Preservation Plan (2023-2028).</u> *

› **Project Concept and Team:**

   › Quality and appropriateness of the project, proposed consultants, budget, and schedule

      › Consultants must demonstrate that they meet or exceed accepted professional qualifications in their respected fields

› **Organizational Ability:**

   › Degree to which the applicant involves the community in the preservation planning process*

   › Availability of matching funds

› **Public Benefit:**

   › Degree the project represents innovative design or programming

   › Demonstrated community support for the proposed project and future preservation

   › Distribution of funds throughout the state and to a variety of projects

   › Ability of this grant to make a difference in the quality of this project

HERITAGE TOURISM GRANTS

HERITAGE TOURISM APPLICATION SECTIONS

The Heritage Tourism application is very similar to HSM.
The red sections have some differences.

Applicant Information

Eligibility Statements

Property Ownership

Resource Information & Historic Significance

Climate Change

Project Concept & Team

Project Budget

Archaeology

Organizational Ability

Public Access & Benefit

Evaluation Criteria Sections:

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

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

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

HERITAGE TOURISM REQUIREMENTS

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

> **Property Ownership:**
>> There are no ownership or lease requirements, but if the applicant does not own the resource, they should demonstrate support for the project from the resource owners through the **Owner Approval** form (Attachment B)

> **Resource 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")

> **Climate Change:**
>> Not included

> **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

CRITERIA FOR REVIEW

› **Project Concept and Team:**
  › Does the project enhance or benefit the visitor experience at the resource?
  › Does the project foster the goals and objectives in the New Jersey Heritage Tourism Master Plan?
  › Does the project address the development of heritage tourism in an already existing plan or aims to create a broader regional tourism plan or initiative?

› **Organizational Ability:**
  › Will the applicant build upon the proposal and continue to foster heritage tourism?

› **Public Benefit:**
  › Does the project have the potential to reach new audiences?
  › Does the project have the potential to promote other cultural and heritage tourism activities?
  › Does the project create links between multiple sites?

CAPITAL PRESERVATION GRANTS

ELIGIBLE ACTIVITIES

Construction Activities:

› Preservation, restoration, rehabilitation, reconstruction, barrier free access, interpretive signage, project sign, etc.

› Archaeology

› 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:

› Level I: $5,000 – $150,000 Trust Grant – 40% applicant provided match

› Level II: $150,001 to $750,000 Trust Grant – 50% applicant provided match

› Level III: $500,000 to $750,000 Trust Grant – 50% applicant provided 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 24, 2023 do not qualify

› Expended funds must be integral part of the grant project

› Work must meet the *Secretary of Interior Standards*

› No more than 25% of project can be complete at time of application

› Documentation of **Match Expended Required** (Attachment E)
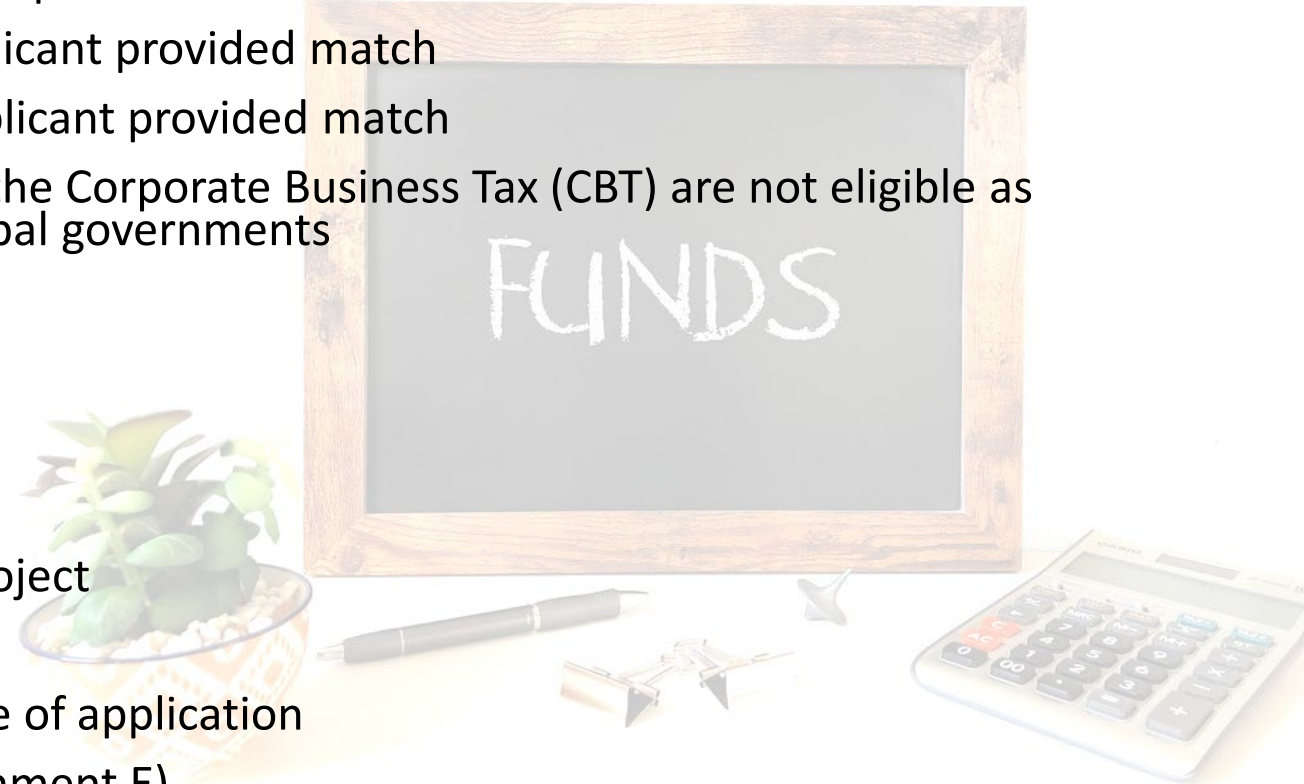
CAPITAL GRANT REQUIREMENTS

Property Ownership:

› Must be <u>owned in fee simple</u> **OR** <u>leased</u>

› If leased:

  › Minimum **<u>15 years</u>** remaining from the date grant funds are appropriated (signed lease to be included in Attachment B)

  › Lease cannot be revoked "at will"

  › Signed Joint Signatory Consent 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 entities receiving more than $100,000 combined 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:
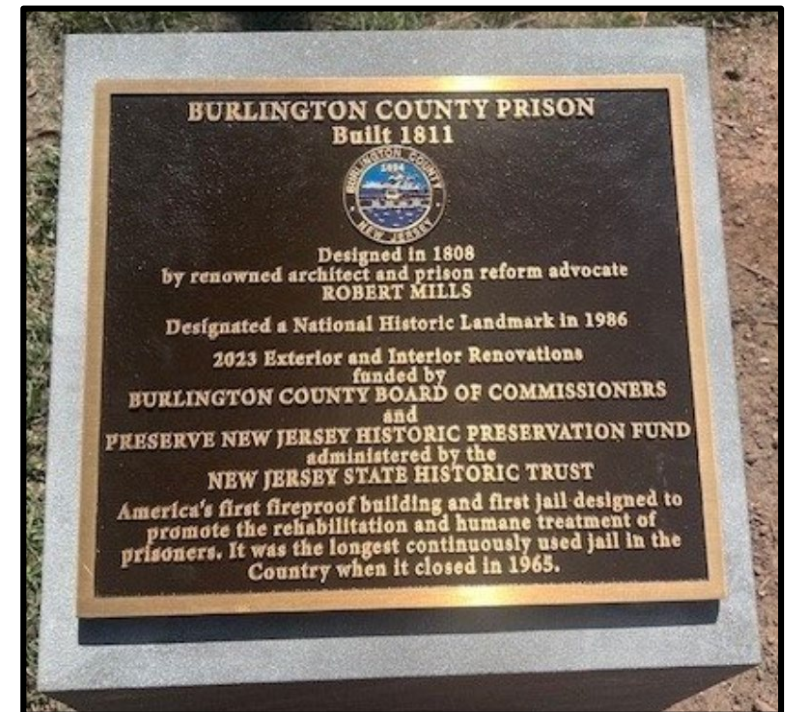
> Documentation of expenses

> Project sign

Preservation Easement:

> Must be recorded when a property <u>owned by a non-profit organization</u> 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

APPLICATION SECTIONS

Eligibility Statements

Applicant Information

Property Ownership

Resource Information & Historic Significance

Climate Change

Project Concept & Team

Project Budget

Archaeology*

Organizational Ability

Public Access & Benefit

Evaluation Criteria Sections:

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

ELIGIBILTY STATEMENTS

Eligibility Statements:

> Eligible applicant

> Eligible resource

> Permission granted

APPLICANT INFORMATION

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 **NJ charitable registration number** from Division of Consumer Affairs Charities Registration

Governments need resolution authorizing application and exact amount of matching funds
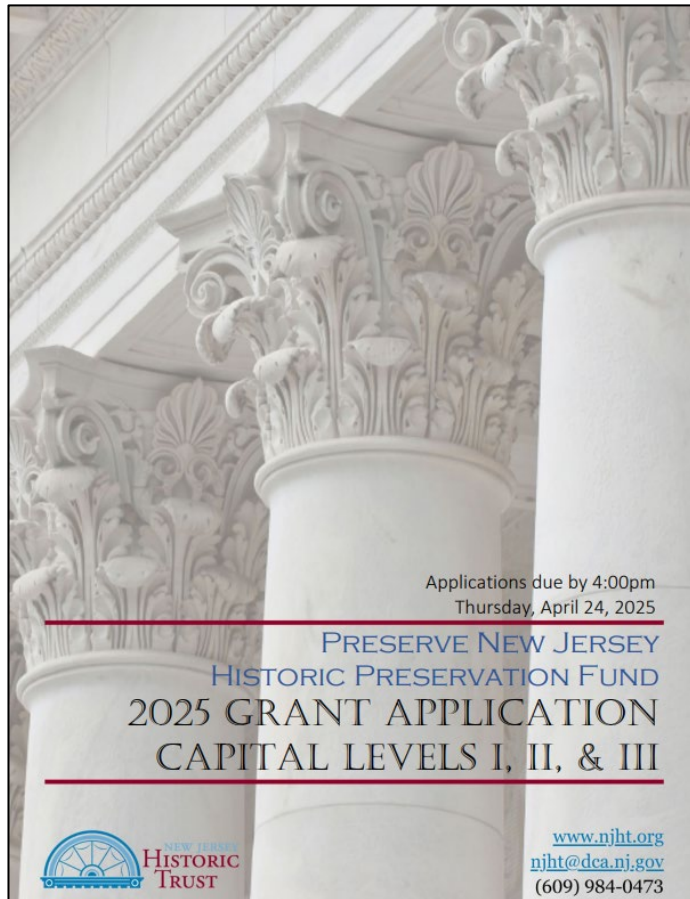
PROPERTY OWNERSHIP

Property Ownership:

> Applicant's Governing Body/Board Resolution and Assurances **AND** Owner Approval

> > If applicant and owner are the **same**, sign only the Applicant's Governing Body/Board Resolution and Assurances

> > If applicant **does not** own the property, but has a long-term lease, then owner signs <u>Owner Approval</u> and applicant signs <u>Applicant's Governing Body/Board Resolution and Assurances</u>

> Joint Signatory Consent

> > If the applicant does not have a long-term lease and the owner is an eligible applicant, the owner can sign the <u>Joint Signatory Consent</u> **and** be a co-signer of the grant agreement.

RESOURCE INFO & HISTORIC SIGNIFICANCE

Historic property name:

> As listed by the State Historic Preservation Office

> If application is for more than one property, 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 link to google map

Historic Register Status:

> National and/or New Jersey Register

> Individual or contributing to district

Historic Significance:

> Which criteria of significance does your resource meet, explain significance as it pertains to or is not covered by the criteria
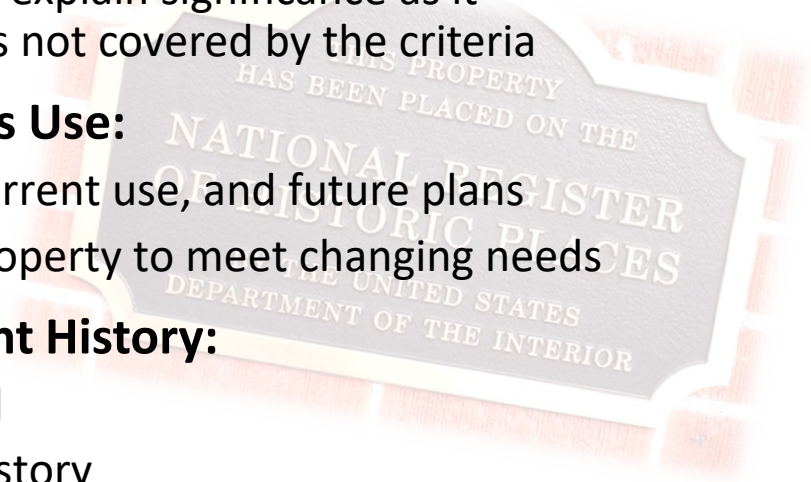
History of Property's Use:

> Historic use, current use, and future plans

> Evolution of property to meet changing needs

Ownership/Applicant History:

> When acquired

> Stewardship history

Current Condition/Preservation Need:

> General condition/ structural issues

> Any threat to the resource/ inappropriate use

CLIMATE CHANGE

> **How are you planning for climate change?**
>> *e.g., landscape regrading, property elevation, window and door repair and/or replacement, relocating utilities, HVAC upgrades, weatherization, etc.*

> **What hazards may potentially affect your historic site?**

> **Are you in a flood zone and do you have flood insurance?**

> **Is your organization attending climate-focused events?**
>> *e.g., Rutgers Climate Change Resource Center, American Association for State and Local History, Northeast Regional Climate Center, NJ Cultural Alliance for Response*

Supplemental information for application questions is included in a Resource Guide posted under "Resources" on our website

---

Climate Change

Which of the following climate hazards have the potential to affect the resource based on the county it is located in? Select all that apply. (Risk Index Map)*
- ☐ Avalanche
- ☐ Coastal flooding
- ☐ Cold wave
- ☐ Drought
- ☐ Earthquake
- ☐ Hail
- ☐ Heat wave
- ☐ Hurricane
- ☐ Ice storm
- ☐ Landslide
- ☐ Lightning
- ☐ Riverine flooding
- ☐ Strong wind
- ☐ Tornado
- ☐ Tsunami
- ☐ Volcanic activity
- ☐ Wildfire
- ☐ Winter weather
- ☐ None of the above

How are you factoring climate change into your preservation efforts? How will this project in particular address climate change? (500 word max)* *Example: Our work will include the regrading of the surrounding landscape to aid in proper site drainage and the removal of trees close to the resource that may fall on the structure in heavy storm events.*

Is the resource located in a flood zone? (Flood Map)*
- ☐ Yes
- ☐ No
- ☐ Unknown

Does your resource have flood insurance?*
- ☐ Yes
- ☐ No
- ☐ Not Required

+*Required if No or Not Required:* **Please explain why you have not purchased flood insurance or why it is not required for your property.** (50 words max)

Has the applicant organization attended any events regarding climate change's effects on cultural resources?*
- ☐ Yes
- ☐ No

PROJECT CONCEPT & TEAM

Project Overview:

> Describe the project and goals of the project

> Complete the Scope of Work form and Budget Worksheet

> Stand-alone project vs. part of a larger project

> Multiphase project

Project Specifics:

> Interior/exterior

> Treatment approach

> Non-construction activities included

Project Substantiation:

> Planning documents that substantiate proposed capital project

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:

> Evaluate whether the project involves ground disturbance

> Solicit an opinion from a qualified professional archaeologist and have a plan for addressing archaeology, if needed

> Submit a scope of work and budget for archaeology with your application, if needed

LEVEL III - MULTIPHASE

- Multiphase grants are a subcategory of Capital grants, and are included in the main Capital application. It is **not** a separate application.

- The grant request per phase of work must be at least $500,000.

- Each phase must be substantially complete before funding for the next phase will be available. Funding for future phases is based upon future appropriations.

- Each phase must be individually outlined in your Capital Multiphase Budget Worksheet. In addition to a worksheet for each phase, you must also submit a worksheet for the overall project.

Preserve New Jersey Historic Preservation Fund
CAPITAL MULTI-PHASE PROJECT BUDGET WORKSHEET

Enter the overall budget for the _entire_ project (including all proposed phases) in this tab.

Use the individual tabs below to show the proposed budget for _each_ specific phase.

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

Entire Project Budget | Phase I Budget | Phase II Budget | Phase III Budget | Phase IV Budget

Accessibility: Investigate

ARCHAEOLOGY

> How are you factoring archaeology into your management of the property?
>> Archaeological surveys, artifact interpretation and display, considering how to plan for future ground disturbing activities

> Have archaeological investigations been conducted on the site in the past?

> Is ground disturbing activity currently planned or being considered for the future on the property?

> Is an archaeological investigation planned as part of this project?

PROJECT BUDGET & MATCHING FUNDS

Total Project Budget:

› Grant request

› Match required to complete the project

Documenting Match-in-hand:

› Non-profit: Account statements or funding commitment

› County/Municipal: **Applicant's Governing Body/Board Resolution and Assurances** committing specific matching funds

Documenting Match-Expended:

› No more than 25% of total project cost

› Work completed between **April 24, 2023 and April 24, 2025** is eligible for reimbursement

› Signed contracts, invoices, proof of payment from financial institution, before and after photos

PROJECT BUDGET

> **Capital Budget Worksheet AND Capital Multiphase Budget Worksheet:**
>> Break out proposed costs by construction divisions
>> Link to CSI divisions included in application
>> Include **Capital Budget Worksheet** (Attachment E)
>>> Capital Level III - Multiphase applicants must complete the **Capital Multiphase Budget Worksheet** (Attachment E) for individual phases and overall project
>> The **Capital Budget Worksheet AND Capital Multiphase Budget Worksheet** directly corresponds with your **Capital Scope of Work Form**
>> **Please note, NJHT is using the expanded CSI Divisions in the 2025 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
Div. 48 - Electrical Power Generation	0.00	0.00	0.00	0.00	0.00
Construction Totals	$0.00	$0.00	$0.00	$0.00	$500.00

PUBLIC ACCESS & BENEFIT

Public Access (hours and visitation data):
> Regular open hours
> Annual visitation
> Entry fees

Anticipated Community Benefit:
> Accessibility
> Public interpretation
> Increased visitation
> Planning for future capital work

Heritage Initiative Areas:
> Certified Local Governments
> Scenic by-ways
> Federal or state heritage trails

Special Initiatives:
> 250th Anniversary of the American Revolution
> Underrepresented Histories

ORGANIZATIONAL ABILITY

About your Organization:

› Staff, board, volunteers, mission

› Operating budget **(non-profits only)**

› Experience managing grants

› Experience working with consultants

› Cyclical Maintenance Plan

Continuing Education/Professional Development:

› NJHT Best Practices workshops

› New Jersey 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

NEW JERSEY
HISTORY &
HISTORIC
PRESERVATION
CONFERENCE

ATTACHMENTS

USB ATTACHMENTS

Project Title Grant Application Attachments

Name

- 📁 Attachment A
- 📁 Attachment B
- 📁 Attachment C
- 📁 Attachment D
- 📁 Attachment E
- 📁 Attachment F
- 📁 Attachment G
- 📁 Attachment H
- 📄 Table of Contents
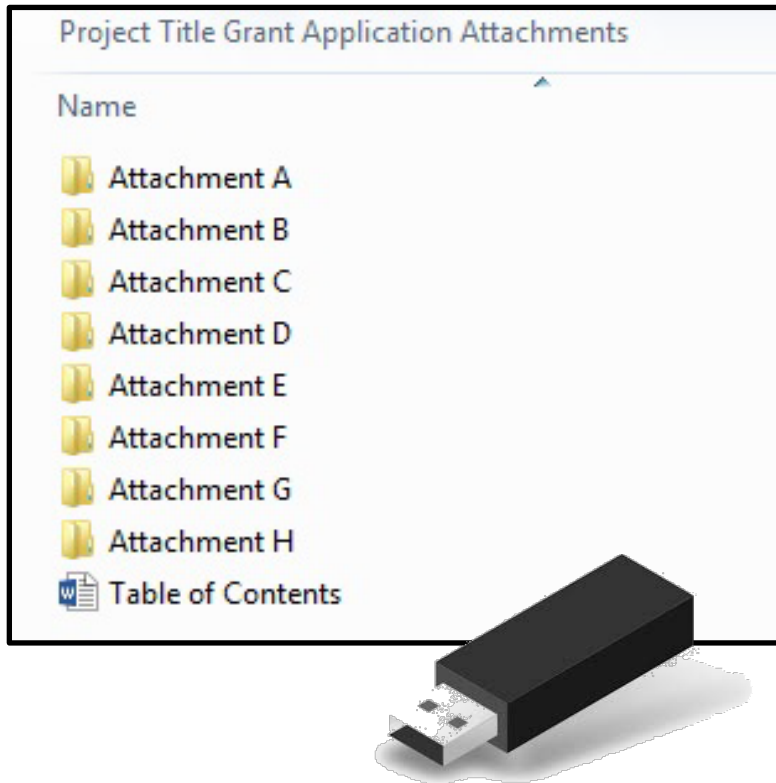
› One USB drive with **all** required attachments must be submitted with **each** application

› 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

› Please keep titles of documents relevant and short

› USBs should be mailed to the Trust

> › Limited in-person deliveries

› Must be received by 4:00 pm on April 24, 2025

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**

Preserve New Jersey – Capital Grant Application Table of Contents

Attachment A – Applicant Information
☐ IRS 501(c) Determination Letter (required for non-profit applicants only)
☐ Applicant's Governing Body/Board Resolution and Assurances (required)
☐ Notice of Charities Registration Number (required for non-profit applicants only)

Attachment B – Property Ownership
☐ Owner Approval
☐ Signed Lease Agreement
☐ Joint Signatory Consent

Attachment C – Resource Information & Historic Significance
☐ Most recent nomination form or eligibility statement

Attachment D – Scope of Work
☐ Scope Statement (Scope of work, Request for Proposals (RFPs), proposals received and/or selected, signed contracts)
☐ Capital Scope of Work Form
☐ Proposed fees and construction estimates for the entire project
☐ Design documents, construction documents, bid documents
☐ Planning documents that substantiate the proposed work
☐ Resume/credentials of proposed and/or selected consultant and/or contractor

Attachment E – Project Budget
☐ Documentation of match expended
☐ Documentation of work completed (including contracts with professionals, invoices, proof of payment, before and after photos, and SHPO authorization for government owned resources)
☐ Capital Project Budget Worksheet or Capital Multiphase Budget Worksheet

Attachment F – Organizational Ability
☐ Cyclical Maintenance Plan
☐ Resume/Credentials of Project Manager/Project Team
☐ Documentation of match-in-hand:
☐ Organization's current year-to-date balance sheet

Attachment G – Public Access & Benefit
☐ Letters of Support
☐ Documentation of community support/engagement

Attachment H – Photographs
☐ Labeled Photos and Photo Identification Sheet* (photographs must be uploaded as JPEG files, not as PDFs)

ATTACHMENT A

Applicant's Governing Body/Board Resolution and Assurances
(required)

The governing body/board authorizes submission of this application for assistance from the New Jersey Historic Trust.

The governing body/board further authorizes _____ (Name and title of person) to complete and sign application documents on behalf of the organization.

The governing body/board further authorizes that, if awarded the grant, matching funds in the amount of $_____ are committed to complete this project within the required time frame.

The governing body/board further resolves and acknowledges:
a. The facts, figures and information contained in this application, including all attachments, are true and correct;
b. Any funds received will be expended in accord with the terms and conditions of N.J.A.C. 5:101 and the grant agreement to be executed with the New Jersey Historic Trust; and
c. The organization agrees to abide by the time frame set forth in the grant guidelines.

Introduces and passed _(date)_ _____

Ayes: _____

Nays: _____

Absent: _____

Approved on this date: _____

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

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

Name & Title _____

> **IRS 501(c) Determination Letter**
> > Required for non-profit organizations
> > Not required for municipal entities

> **Applicant's Governing Body/Board Resolution and Assurances**
> > Required for **all** applicants
> > Should be printed and signed, then scanned and uploaded to the USB

ATTACHMENT B

Owner Approval

> 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**, <u>Owner Approval</u> is required from the Mayor of the municipalities within the district, not every property owner

> If the application is for a **Municipal, County, and Regional Planning Project, <u>Municipal Consent</u>** is required from the Mayor of the municipalities within the project area, 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 <u>Joint Signatory Consent</u> form certifying that the owner of the property will be a joint signatory to the grant

ATTACHMENT C

Historic Designation Documentation

> If you are **listed** in the **National or New Jersey Register**, provide a copy of the most recent nomination form

> If you have been **certified eligible** for listing *(HSM, HT, & MCRP only)*, 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 New Jersey/National Register by <u>*August 1, 2025*</u>

> **<u>For capital projects, the resource must be listed by August 1, 2025.</u>** If not, provide the date/agenda for the State Review Board

ATTACHMENT D – HSM, HT, & MCRP

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

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 for this grant

> Multiphase 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.

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.

Scope Statement

> Preliminary Scope of Work, RFP (or draft RFP), Proposals Received and/or selected

> Completed Scope of Work Form

Project Expenditure Worksheet

Resource:

Preserve New Jersey Historic Preservation Fund
PROJECT EXPENDITURE WORKSHEET

Propsed work item	Proposed cost	Non-eligible costs	Total
Totals	$ -	$ -	$ -

Prepared by
Date prepared

ATTACHMENT E – CAPITAL

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 or Capital Multiphase Budget Worksheet

> Shows project costs broken out by construction division

> Multiphase applicants must submit the Capital Multiphase Budget Worksheet providing the budget for the entire project, as well as the budget for each proposed phase

Resource Name:

Preserve New Jersey Historic Preservation Fund
CAPITAL MULTI-PHASE PROJECT BUDGET WORKSHEET

Enter the overall budget for the *entire* project (including all proposed phases) in this tab.

Use the individual tabs below to show the proposed budget for *each* specific phase.

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

Construction (C)	Match Expended	Proposed	Subtotal	Non-eligible Costs
Div. 1 - General	0.00	0.00	0.00	0.00
Div. 2 - Existing Conditions	0.00	0.00	0.00	0.00
Div. 3 - Concrete	0.00	0.00	0.00	0.00
Div. 4 - Masonry	0.00	0.00	0.00	0.00
Div. 5 - Metals	0.00	0.00	0.00	0.00
Div. 6 - Wood/Plastic	0.00	0.00	0.00	0.00

ATTACHMENT F

- Cyclical Maintenance Plan
- Resumes/credentials of the **Project Manager** and/or **Project Team**
- 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
- Organization's current year-to-date <u>balance sheet</u> showing income and expenses to date and past year's summary balance sheet showing income and expenses (required for non-profit applicants only)
- List of Historic Preservation Commission or Advisory Committee members including name, title, and term expiration date. Include any vacancies (if applicable, for MCRP 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
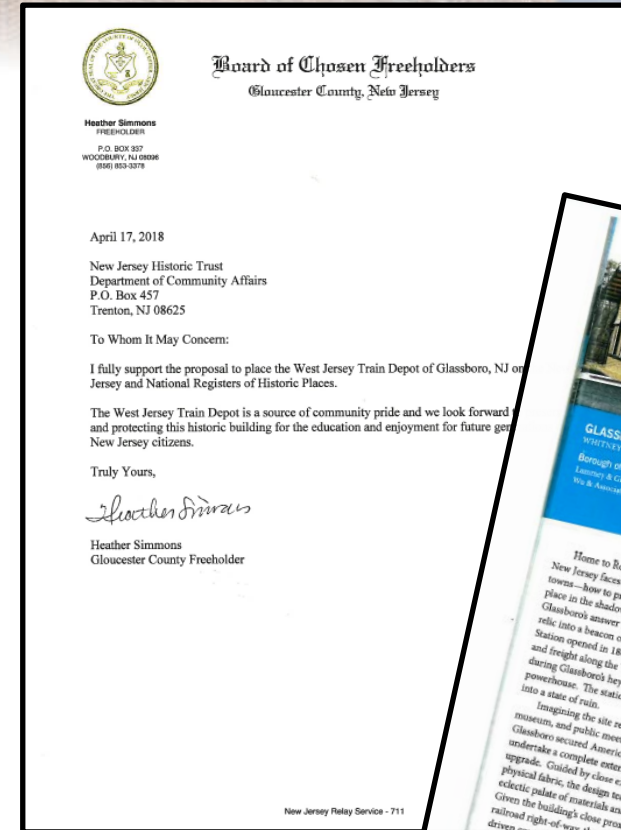
Documentation of Community Support

› Press releases, news articles, event flyers, programming, etc.

› Demonstrate participation in 2025 special initiatives

For Municipal, County, and Regional Planning Projects:

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

› Preferred photo format is jpg or png (pdf also accepted)

Miscellaneous Documents

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

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, County, and Regional Planning Projects:
› Include photos of the reference property and photos showing significant resources within your project boundary
› Include photos that demonstrate historic character of project area

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

Applications, USBs, and any additional information submitted after the 4pm grant deadline will <u>not</u> be accepted.

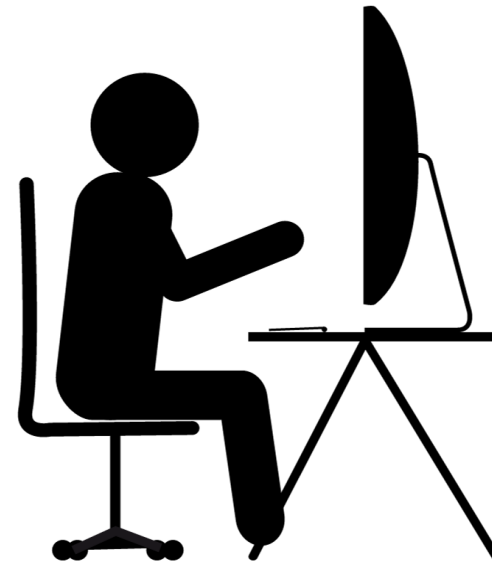# VIRTUAL OFFICE HOURS

Every other Thursday from 1pm-2pm

February 13th

February 27th

March 13th

March 27th

April 10th

WE ARE OPEN

QUESTIONS?

Program Officers:

> Alexis Alemy – alexis.alemy@dca.nj.gov

> Jennifer Boggs – jennifer.boggs@dca.nj.gov

> Shannon Bremer – shannon.bremer@dca.nj.gov

> Oliva Chaudhury – olivia.chaudhury@dca.nj.gov

> Stephanie Kraut – stephanie.kraut@dca.nj.gov

> Judith Murphy, AICP, PP– judith.murphy@dca.nj.gov

> Ashley Parker – ashley.parker@dca.nj.gov

> Tara Ritz – tara.ritz@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!