

**New Jersey
Historic Preservation Fund
Certified Local Government
Grant-In-Aid
Instructions & Application
2013**



No Match Required!!!

Application Submission Deadline is March 1, 2013

National Park Service appropriations to the states exceed \$65 million in any one year, then one-half of each state's share of the excess revenues shall also be transferred to Certified Local Governments according to procedures approved by the Secretary of the Interior. These funds are awarded on the basis of competition among eligible applications, then are evaluated and ranked according to the established selection criteria. The intent is to use federal assistance to augment rather than replace existing local commitment to historic preservation activities.

Purpose

The purpose of this manual is to assist Certified Local Governments (CLGs) in preparing applications to receive federal Historic Preservation Funds. To receive those funds, it is necessary to comply with required federal, state, and local regulations. This manual has been written with the intent to clarify those regulations and to make both the application process and the expenditure of those funds efficient and easy. It is important to the New Jersey Historic Preservation Office that this program meets the needs of the local governments.

Each year a portion of state and federal appropriations for historic preservation is passed to Certified Local Governments in the form of grants. These grants fund local preservation activities in communities on a competitive basis. CLG grants are considered subgrants by the state from its grant from the federal government.

Eligible Applicants

To qualify for a CLG grant, a municipality must meet three criteria:

1. CLG Status: The municipality must have applied for and received Certified Local Government status from the National Park Service, Department of the Interior. Only municipal governments that have been certified by the grant application deadline are eligible to compete for funds. The requirements and process for certification are outlined in *New Jersey's Certified Local Government Guidelines* which is available on-line at http://www.state.nj.us/dep/hpo/3preserve/clgguides8_07.pdf.
2. Annual Report Submission: The participating municipality must be current in their submission of Annual Reports. This means that the annual report for the preceding calendar year has been submitted in accordance with Appendix C of *New Jersey's Certified Local Government Guidelines*. Annual reports must be submitted by March 31st for the preceding calendar year. However, if a community has an unfulfilled reporting requirement, the report may be filed as an attachment to the application. This requirement does not apply to communities that attained certification within the past calendar year.
3. Regulatory Compliance: The municipality must agree to comply with all applicable state and federal regulations.

Two or more CLGs may collaboratively propose a project that benefits more than one CLG community. This enables the participating CLGs to leverage limited financial and staff

resources. However, one CLG must be designated as the lead agency for the purposes of the grant.

CLGs can apply on behalf of non-profit organizations. The Chief Elected Official and Chief Financial Officer (CFO) of the CLG must both sign the grant application. The CLG must accept the grant and accept administrative responsibility for the grant.

Timeframe

The grant period for Historic Preservation Fund grants runs on the federal fiscal year from October 1 to September 30. For example, Federal Fiscal Year 2012 began on October 1, 2011.

Applications will be available October 19, 2012.
The Application Submission Deadline is March 1, 2013.
Awards will be made by May 30, 2013.
The final grant product is due on August 31, 2014.

All projects are expected to be started and underway within 30 days of the execution of the grant agreement.

Plan on a project being achievable within a six month period of time.

Funding

Certified Local Government Grants are reimbursable grants. Project work may only begin after the grant is awarded and a grant agreement between the grant recipient and the State of New Jersey has been signed and executed. The recipient pays for all costs up-front, and grant funds are reimbursed for 100 percent of the total costs, up to the grant amount. This means that the municipality may have to carry the cost of the grant for a brief period between the time it pays the grant project bills and the time that it is reimbursed by the State.

Applicants requesting funding for segments of a long-term project are not guaranteed funding for future phases. Each year's grant application will be judged on its merits in competition with other qualified, competing applications.

Applications that are recommended for funding may be fully or partially funded. For example, a grant application requesting funds for the survey of 300 properties may be awarded for 200 properties.

How much money is available?

The Historic Preservation Office (HPO) is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for Historic Preservation Fund-eligible activities. Therefore, the exact amount of money available is contingent on the amount HPO receives from the Federal Government. It is anticipated that the amount of HPF funding available for subgrants in 2013 will be between \$85,000 and \$95,000.

Minimum grant awards will be \$9,000.00 for 2013. Maximum grant awards will be \$24,999.00 for 2013.

It is strongly recommended that you contact several consultants about your project to help you determine costs accurately.

Project Standards

All Certified Local Government grants must result in a completed, tangible product or measurable result and all must be carried out in accordance with the applicable Secretary of the Interior's Standards for Archaeology and Historic Preservation. A copy of these standards is available online at http://www.nps.gov/history/local-law/arch_stnds_0.htm

Examples of Eligible Projects

The following are suggestions for allowable projects using Historic Preservation Funds. They cover the areas of survey, registration, planning and education. This is not a complete list of possible projects. It is presented to give some idea of the range of activities that can be covered and shows typical products that would result. If your community has an idea that is not mentioned here, please call the Certified Local Government Program Coordinator (see glossary) to discuss whether the project can be funded with HPF funds.

- **Surveys** provide information needed to make informed planning decisions, prioritize preservation goals and objectives, develop and implement land use policies, develop heritage tourism initiatives, educate the public and increase the understanding of and appreciation for the built environment as a tangible reminder of the community's history. Surveys also aid in the identification of resources worthy of designation at the local, state, and/or federal levels.
 - Surveys of resources not yet evaluated or whose documentation does not meet current standards.
 - Surveys may be of a geographic area such as the commercial core of a specific neighborhood.
 - Surveys may also be based on a theme such as Art Deco houses, buildings designed by a particular architect, resources of the Recent Past, or buildings associated with a particular historical context (ex. Civil Rights).
 - Identification efforts must yield sufficient information to make decisions. Therefore, reconnaissance-level surveys will not be funded. All surveys must be prepared in accordance the standards for intensive-level surveys as enumerated in the *Guidelines for Architectural Survey* which can be found online at <http://www.nj.gov/dep/hpo/1identify/survarcht.htm>
- **Preparation of National Register nominations.** The National Register plays a vital role in historic preservation as a planning tool; as a basis for tax act certification and economic revitalization; and for the recognition it bestows on designated properties. Special consideration will be given to Multiple Property Submissions of statewide scope along with at least one property nomination for approval and listing in the New Jersey and National Registers.
- **Preparation of a historic preservation element of a municipal master plan.** An important part of any preservation element is community involvement in its

As of October 19, 2012, New Jersey's 45 CLGs are:

1. Atlantic County, Hamilton Township
2. Atlantic County, Somers Point City
3. Bergen County, Closter Borough
4. Bergen County, Mahwah Township
5. Bergen County, River Edge Borough
6. Bergen County, Teaneck Township
7. Burlington County, Burlington City
8. Burlington County, Evesham Township
9. Burlington County, Mount Holly Township
10. Camden County, Berlin Borough
11. Camden County, Camden City
12. Camden County, Collingswood Borough
13. Camden County, Gloucester City
14. Camden County, Haddon Heights Borough
15. Camden County, Haddonfield Borough
16. Cape May County, Cape May City
17. Cape May County, Ocean City
18. Essex County, Glen Ridge Borough
19. Essex County, Maplewood Township
20. Essex County, Montclair Township
21. Essex County, Verona Township
22. Essex County, West Orange Township
23. Gloucester County, Harrison Township
24. Gloucester County, Swedesboro Borough
25. Hunterdon County, Tewksbury Township
26. Mercer County, Ewing Township
27. Mercer County, Hopewell Township
28. Mercer County, Lawrence Township
29. Mercer County, Princeton Borough
30. Mercer County, Princeton Township
31. Middlesex County, Cranbury Township
32. Middlesex County, South Brunswick Township
33. Monmouth County, Freehold Township
34. Monmouth County, Middletown Township
35. Morris County, Montville Township
36. Morris County, Washington Township
37. Ocean County, Beach Haven Borough
38. Passaic County, Paterson City
39. Passaic County, Pompton Lakes Borough
40. Passaic County, West Milford Township
41. Somerset County, North Plainfield Borough
42. Sussex County, Hamburg Borough
43. Sussex County, Newton Town
44. Union County, Fanwood Borough
45. Union County, Plainfield City

An interactive map of New Jersey's CLGs is available online at
http://www.nj.gov/dep/hpo/3preserve/clg_links.htm

Scope of Work for Cultural Resources Survey

The Grantee shall employ at a minimum the services of an Architectural Historian qualified in accordance with the National Park Service *Professional Qualification Standards*, to produce an intensive-level architectural survey of a minimum of *(Insert Number)* historic resources. Surveyed resources may be documented individually or as part of an historic district.

Information generated from this Intensive-level Architectural Survey will enable the Grantee's Planning Board, Zoning Board of Adjustment and Historic Preservation Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. It will also assist the *(Insert Name of Municipality)* Historic Preservation Commission in making reasonable, consistent and justifiable decisions.

The survey must be conducted in accordance with the HPO *Guidelines for Architectural Survey* (Guidelines). The survey data will be gathered using a database application provided by the HPO and mapping will be based on GIS data. The results of the survey shall be compiled in a report that presents intensive-level research, eligibility findings, and summarizes the overall survey effort.

The following products shall be produced as part of the survey effort:

I. Intensive-level Survey Documentation

The Grantee shall conduct an Intensive-level Survey consisting of:

Survey Forms

- preparation of HPO approved forms for a minimum of *(Insert Number)* historic resources. **All forms must be submitted in electronic and hard copy. The electronic copy must be submitted as a Microsoft Access 2003 database as provided by the HPO. The hard copy inventory forms will be generated from the database**
- preparation of attachments and eligibility worksheets for those properties identified as potentially individually eligible
- assessment of "key-contributing" (i.e. individually eligible), "contributing" and "non-contributing" status for all properties surveyed as part of historic district(s)

Photography

- Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this photograph shall appear on the Base Survey Form for the subject property).
- Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property.
- Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200 by 1800 (approximately 4" by 6" at 300dpi).

GIS Mapping

- GIS Mapping must be based existing digital parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data.

- Digital submissions must include separate ArcView shapefiles in the data structure provided by the HPO:
 - a. Historic District boundaries (polygons). Where the Historic District boundary coincides with a municipal boundary, the Historic District Boundary must overlay the municipal boundary exactly.
 - b. Property locations (points).
- Geospatial metadata sufficient to satisfy the metadata reporting requirements of the NJDEP Mapping and Digital Data Standards (2006) available online at <http://www.nj.gov/dep/gis/standard.htm>.
- **All digital data shall be submitted on CD-ROM in the formats referenced above.**
- The GIS data shall serve as the basis for creating the 2" x 3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms

II. Intensive-level Survey Report

The Grantee shall prepare an intensive-level survey report in accordance with Section 3.5 of the *Guidelines for Architectural Survey*. The report will be comprised of at least 30 pages of typewritten text (12 point font in a single spaced format), not including survey forms, maps, photos and illustrations. **The final report must be submitted to *(Insert Name of Municipality)* in electronic and hard copy. The electronic copy must be submitted on CD-ROM as a Microsoft Word document**

DELIVERABLES:

For purposes of this Grant Agreement the Grantee shall produce two (2) hard copies of all survey products defined above. The HPO will receive one (1) complete hard copy set of the completed survey products in accordance with the grant Schedule below. The Grantee will retain one (1) complete hard copy of the survey products for local use

SCHEDULE:

(Insert Schedule)