

**SOMERSET COUNTY
2007 HISTORIC PRESERVATION
GRANT PROGRAM**

APPLICATION FORM

All applications must be typed on this form; a high quality photocopy of this form or a computer generated form. Submit nine application sets. Include a table of contents and label each attachment as it is numbered on the checklist of supporting documents. The specified number of copies of each supporting document is indicated in the checklist provided at the end of the application.

APPLICANT INFORMATION

1. Name of applicant/organization _____
Street Address _____
City _____ State _____ Zip _____
Contact Person for this application _____
Title _____
Telephone (s) _____ Fax _____
Best time to contact _____ E-Mail _____
2. Applicant organization status: _____ County Government
_____ Municipal Government
_____ Tax-exempt nonprofit organization (Attach both IRS and
New Jersey charitable registration letters.)
3. Common name of property or structure _____
Address _____
Municipality _____ Zip _____
Block Number (s) _____ Lot Number (s) _____
Acres to be acquired (if applicable) _____

4. a) The applicant: Owns Leases (attach a copy of the lease) To purchase property
- b) If leased, years remaining on the lease: _____
- c) Owner, if other than the applicant: _____
- Name _____
- Address _____
- City _____ State _____ Zip _____ Telephone _____

PROJECT BACKGROUND

5. Type of Project (check all that apply): Acquisition Rehabilitation
 Preservation/Restoration Stabilization Plans and Reports
 Emergency Stabilization Emergency Acquisition
6. a) Estimate the number of visitors to the property each year. _____
- b) Estimate the number of people who will benefit annually from this project after completion.

- c) How will this project enhance heritage tourism opportunities?

SIGNIFICANCE OF THE PROPERTY

7. Date built _____ Major addition(s) and date(s) _____
- Architectural style(s) _____
- Architect (if known) _____
- Builder (if known) _____
8. Describe concisely the architectural, cultural, and historical significance of the property, or attach a copy of the statement of significance from the National Register Nomination Form or Certificate of Eligibility application if you believe that it represents current information about the property.

9. State/National Register of Historic Places Information

a) Property is listed in the: _____ National Register _____ New Jersey Register
_____ Property is not listed

b) Category: National Register: _____ Individual NJ Register: _____ Individual
_____ District _____ District
_____ Thematic _____ Thematic

c) Provide the name of the property and, if applicable, the name of the district or thematic listing exactly as they appear on the nomination form.

Properties listed as part of a district should be cited specifically as a contributing resource in the National Register nomination. If not, submit a letter from the State Historic Preservation Office (SHPO) stating that the property is a contributing resource. ***If the property is not listed in the State or National Register, submit the Certification of Eligibility letter from the State Historic Preservation Officer certifying that it is eligible for listing in the New Jersey Register of Historic Places. A certification letter must be requested from the SHPO at least 45 days before the application deadline.***

10. Eligibility Status. If the property is not listed on the National or New Jersey Register, indicate its current status.

_____ State Historic Preservation Office Opinion _____ Determination of Eligibility (National Park Service)

_____ Certificate of Eligibility from the New Jersey State Historic Preservation Office

_____ Somerset County Cultural Resource Survey. Survey # _____

_____ Other Historic Surveys. Survey Name _____ Survey # _____

PROPERTY STATUS AND CONDITION

11. a) Is the property open to the public? _____ Yes _____ No

b) If yes, list hours and days the property is open and any fees charges.

c) If no, please explain. (Give proposed schedule for opening and hours of operation.)

12. a) Is the property currently occupied? Yes No
- b) Describe the current use of the property.
- c) Describe the proposed use of the property if different from (b).
13. The current condition of the property is: Excellent Good Fair Poor
(include photo documentation)
14. a) Is the property currently endangered due to:
- Pending demolition Inappropriate development of surrounding area
 Immediate threat of collapse Other (specify)
 General neglect/code violation (specify):
- b) Is any portion of the property currently part of a development application?
- c) Is any portion of the property listed for sale with a realtor or otherwise being actively marketed?

PROJECT DESCRIPTION

15. Describe the overall objective of the project.
16. What research, investigation, or other documentation substantiates the preservation approach you have chosen for this project?

17. Describe concisely, the scope of work proposed for funding. Work described must be referenced in the project grant section of this application.

18. If known, please provide projected dates (Mo./Yr.) for completion of each phase of work.

Pre-Design: _____ Design: _____

Construction: _____

19. If public funds have been used in this project, has the work been or is it being reviewed under the NJ Register of Historic Places Act or Section 106 of the National Historic Preservation Act?

Yes No

If yes, submit a copy of the letter from the Department of Environmental Protection, New Jersey Historic Preservation Office, authorizing the project.

20. Has the property previously received a grant from the New Jersey Historic Trust?

Yes No _____ Grant Amount _____ Year

PROJECT GRANT REQUEST

The line item provided in the grant request should correspond to the work referenced in questions 15-20. If the project encompasses work on several structures, a separate budget must be submitted for each structure.

21. Give names of all firms or individuals providing cost estimates:

Architect _____

Engineer _____

Contractor _____

Other (specify) _____

22. Project Costs.

For projects in excess of \$125,000, it is ***required*** that alternative project cost summaries be submitted which would allow for a multi-year completion. For each alternative, separate projects cost summaries should be submitted. Please be as detailed as possible under each activity and construction division. For example major items such as scaffolding, repointing, new roofs, major mechanical systems improvement shall be outlined.

A) NON-CONSTRUCTION

Include cost for planning or research directly related to project, such as fees for architectural, engineering, or archaeological work.

<i>Activity</i>	<i>Cost Estimate</i>
PRE-DESIGN (Reports and Planning Documents)	
_____	_____
_____	_____
NATIONAL REGISTER NOMINATION	
DESIGN (Schematic through Construction Document Completion)	
_____	_____
CONSTRUCTION	
Permits	
____ Professional Fees	_____
____ (Including Bidding/Negotiation, construction	_____
____ administration and project close-out)	_____
POST-CONSTRUCTION	
Project Completion Reports	
____ Informational literature or public programs	_____
concerning site history	_____
OTHER	
_____	_____
TOTAL NON-CONSTRUCTION (A)	_____

B) CONSTRUCTION

Provide estimates for costs relating to the following items. If a more detailed budget is available, attach to application. Construction items correspond to the Construction Specifications Institute (CSI) format, the industry standard.

Activity

Cost Estimate

DIVISION 01: General Requirements
Facilities/Temporary controls

DIVISION 02: Site Work
Selective Demolition
Improvements

DIVISION 03: Concrete

DIVISION 04: Masonry Restoration

DIVISION 05: Metals
Ornamental Metals
Structural Metals

DIVISION 06: Wood and Plastics
Rough Framing
Finish Carpentry

DIVISION 07: Thermal/Moisture Protection
Roofing

DIVISION 08: Doors/Windows

Door Restoration/Repair
Window Restoration/Repair

DIVISION 09: Finishes
Exterior Finishes
Interior Finishes

DIVISION 10: Specialties
Directional or interpretive signs/displays
_____ Pest Control

DIVISIONS 11 through 13 (Equipment, Furnishings, and Special Construction) are generally not eligible activities.

DIVISION 14: Conveying Systems

DIVISION 15: Mechanical Systems
Plumbing
HVAC

DIVISION 16: Electrical
Wiring
Fixtures

REQUIRED PROJECT SIGN

TOTAL CONSTRUCTION (B)

GRAND TOTAL (A + B)
(Non-construction + Construction)

23. **Amount requested from the Somerset County Historic Preservation Grant Program:**

\$ _____

24. a) Is the project for which grant funds are requested part of a larger overall capital project?
___ Yes ___ No

b) Describe briefly this larger project.

c) Total project cost of all work on the property, whether included in the grant request or not.
\$ _____

25. If this project is the acquisition of a historic property, what is the certified appraised value of the property? \$ _____

APPLICANT PROFILE

26. Describe the mission of your organization and the audience it reaches.

27. a) Date Incorporated _____ (If unincorporated, date formed)

b) Number of staff (specify full-time or part-time):

Professional _____ Support _____ Volunteer _____

28. List those responsible for this project from your organization and any consultants or professionals who have been engaged for this project. (*Attach resumes*)

29. How will the site be preserved once funded work is completed? Who is responsible for maintaining the property?

30. Describe briefly how this preservation project fits into your organization's long-range plans.

ASSURANCES

The applicant certifies the following:

- a) the filing of this application has been approved by the governing body of the applicant, if applicable;
- b) the facts, figures, and information contained in this application, including all attachments, are true and correct;
- c) sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility;
- d) any funds received will be expended in accordance with the terms and conditions of the grant agreement;
- e) the individual signing this agreement has been authorized by the organization to do so on its behalf, and by his/her signature binds the organization to the statements and representations contained in the application.

Acting as duly authorized representative for the applying organization, I am submitting this request for assistance from the Somerset County Historic Preservation Grant Program.

Signature of Individual

Date

Typed Name and Title of Signatory

Signature of Property Owner (*if property is lease to applicant*)

Date

Typed Name of Signatory

FORMAT AND SUPPORTING DOCUMENTS

A. Required Format

Nine application sets must be submitted as specified below.

<u>Application set #1:</u>	<u>Application sets #2-9:</u>
Original application form	Copy of application form
All required attachments	Attachments for which eight copies are required
All photographic originals	Clear photographic prints or color photocopies

All application sets must include a table of contents and attachments must be labeled clearly with tabbed dividers. Architectural drawings may be submitted in rolled form if too bulky to fold into binder. For oversized or bulky attachments, insert a sheet in the binders under the appropriate attachment number indicating that the document has been submitted under separate cover.

Only one set of photographic originals is required, but duplicate prints or clear photocopies of all photographic prints must be included in each copy of the application. Original photographs should either be mounted on letter size card stock, or slipped into plastic photo sleeves. All photographs must be clearly labeled. Electronic version of the photos shall be submitted and shall be in *.jpg or *.bmp file formats.

B. Supporting Documents

Check boxes for supporting documents submitted with application. Label supporting documents according to numbering given below:

- 1. Borough or township map pinpointing the location of the project. Include a site map if the project is part of a complex of historic resources. (9 copies)
- 2. Nonprofits only. Copy of letter from IRS documenting tax-exempt status (if applicable). (2 copies)
- 3. Nonprofits only. Copy of registration or exemption letter from New Jersey Division of Consumer Affairs, Office of Consumer Protection/Charities Registration; include registration number on letter (if applicable). (2 copies)
- 4. Property lease if the applicant leases the project property. Include names and addresses of all lessors and lessees. (2 copies)
- 5. The statement of significance from the form nominating the property or district in which the property is located to the New Jersey Register of Historic Places. Only relevant pages of a historic district or thematic listing should be submitted. (9 copies)

- ❑ 6. Certification of Eligibility letter from the State Historic Preservation Officer (SHPO) certifying eligibility for listing of a property in the New Jersey Register of Historic Places, or certifying that a property listed in a historic district is a contributing resource. ***A certification letter must be requested from the SHPO at least 45 days before the application deadline.*** (9 copies)
- ❑ 7. Available research or documentation for work completed and proposed: e.g., historic structures report, feasibility study, preservation/restoration plan, conditions survey, materials analysis, structural analysis, archaeology report and/or other historical research. (1 copy)
- ❑ 8. Available plans, drawings, specifications, and request for proposal prepared for the project. (9 sets)
- ❑ 9. Letter from the State Department of Environmental Protection, New Jersey Historic Preservation Office, authorizing the project (if applicable). (2 copies)
- ❑ 10. A copy of detailed project budget, if available. (9 copies)
- ❑ 11. Copy of certified appraisal if appropriate. (2 copies)
- ❑ 12. Organization budget, latest IRS Form 990 (Return of Organization Exempt from Income Tax) if filed, or most current financial audit. (2 copies)
- ❑ 13. Resumes of principal researchers/consultants already selected (which shall including address and phone number for each researcher/consultant). (9 copies)
- ❑ 14. Copy of the applicant's long-range plan, if available. (9 copies)
- ❑ 15. A list of the names, positions, terms of office, and occupations of all board members and persons responsible for managing funded project. (9 copies)
- ❑ 16. Black and white prints depicting *all* of the following: overall setting; a general view of the property; and detail views of areas where work is proposed. *Photographic materials should be labeled clearly and dated.* Include historic photographs if available. (8 copies: One set of original prints and eight sets of duplicate prints or clear color photocopies of photographic prints.) Electronic version of the photos shall be submitted and shall be in *.jpg or *.bmp file formats. (1 copy)

C. Deadline and Address

Submit original and nine copies of the completed application and all supporting documents by **4:30 P.M. on Friday, April 27, 2007** to the:

Somerset County Cultural & Heritage Commission
P.O. Box 3000
20 Grove Street
Somerville, NJ 08876-1262
ATTN: Thomas R. D'Amico

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