



NEW JERSEY
**HISTORIC
TRUST**

PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND
2018 GRANT GUIDELINES

Applications due by 4:00 p.m., Thursday, May 3, 2018

NEW JERSEY HISTORIC TRUST
Department of Community Affairs

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December 2017

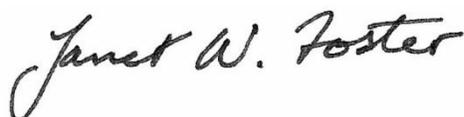
Dear Friends and Colleagues,

New Jersey is one of the oldest states in the nation - with a diverse and distinct historic character. In 1967, Governor Richard Hughes created the New Jersey Historic Trust to help preserve that rich history through education, stewardship and financial investment programs. Today, the Trust steadfastly continues to save historic buildings and sites through grants funded by the Preserve New Jersey Historic Preservation Fund.

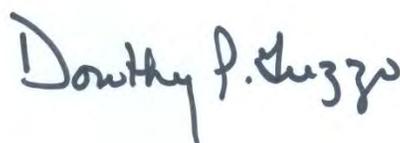
The Preserve New Jersey Fund provides two types of historic preservation grants - Historic Site Management grants and Capital Preservation grants. **In the 2018 grant round, the Fund will accept applications for Historic Site Management Grants.** These grants assist historic site stewards with planning for the preservation and long-term use of historic properties, bringing professional expertise to the project team, and addressing maintenance, stewardship and visitor needs for each unique historic resource.

Thank you for your interest in protecting New Jersey's historic treasures. By bringing new life to New Jersey's historic buildings and communities through historic preservation, we can celebrate our state's diversity and preserve our past for future generations to enjoy. We look forward to working with you.

With regards,



Janet W. Foster
Chair
New Jersey Historic Trust



Dorothy P. Guzzo
Executive Director
New Jersey Historic Trust



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

Help Preserve New Jersey's Heritage



Carry New Jersey's history wherever you drive with Discover NJ History plates on your vehicle. Adapted from a painting by renowned New Jersey artist Harry Devlin, these beautifully designed plates will remind others that history is never far away in the Garden State.

Proceeds from the sale of these plates go into the "Discover NJ History" License Plate Fund for Heritage Tourism. You'll help support New Jersey's historic sites and preserve them for future generations.

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http://www.state.nj.us/mvc/Vehicle/order_specialty.htm
or call (609) 292-6500 to order your plates today.



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND



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Preserve New Jersey Historic Preservation Fund 2018 GRANT GUIDELINES

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INTRODUCTION

The New Jersey Historic Trust

Established by statute in 1967 (N.J.S.A. 13:1B et seq.), the Trust is a nonprofit historic preservation organization created to preserve and protect New Jersey’s historic resources. A 15-member board of trustees governs the Trust. Twelve members are private citizens appointed by the Governor. Three members serve *ex-officio*, representing the State Treasurer, Department of Environmental Protection /State Historic Preservation Office and the Department of Community Affairs.

The New Jersey Legislature gave the Trust broad powers to initiate and promote preservation programs and encourage joint preservation efforts by the public and private sectors. These powers include raising and disbursing funds; acquiring, holding, and disposing of personal property; accepting gifts, legacies, and endowments; and holding real property of historic, aesthetic, or cultural significance.

The Mission of the 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. The Trust also provides financial support, protection and technical assistance through its programs.

The Preserve New Jersey Historic Preservation Fund offers matching preservation grants based on Legislature-approved allocations from the annual corporate business tax revenue. This program continues the work from the Garden State Historic Preservation Trust Fund (2000-2012) and the Historic Preservation Bond Program (1990-1997).

The Preservation Easement Program ensures the preservation of privately-owned properties in perpetuity using deed restrictions. The Trust also accepts donations of real estate through its New Jersey Legacies program.

The Historic Trust administers the “Discover NJ History” License Plate Fund for Heritage Tourism that provides small grants to develop and promote visitor-ready sites as heritage tourism destinations.

The Historic Preservation Revolving Loan Fund provides low-interest loans for the acquisition, preservation, rehabilitation, or restoration of historic properties. An Emergency Grant and Loan Fund provides limited funds for critically needed work on endangered historic resources.

The Preserve New Jersey Historic Preservation Fund

In November 2014, New Jersey voters approved a change to the state constitution to provide a stable source of funding for open space, farmland, and historic preservation by dedicating funds from the Corporate Business Tax. The implementing legislation (S-2456) was passed by the Legislature and signed by the Governor in June 2016. The legislation defines the percentage of



funding for the Historic Preservation Fund at 5 percent. However, the specific amount of available funding each year will be determined upon the resolution of that fiscal year's budget.

The program encourages careful planning for the restoration, rehabilitation and preservation of a variety of historic resources. Through its matching requirements, the program stimulates broader support and participation in these historic preservation projects. The Preserve New Jersey Fund provides two types of historic preservation grants - Historic Site Management grants and Capital Preservation grants. **In the 2018 grant round, the Fund will accept applications for Historic Site Management Grants.**

In addition to meeting basic eligibility requirements, grant applicants must demonstrate the need for and the administrative and financial capability to carry out the project; indicate how the preservation of the historic structure will be assured after the grant is expended; document the availability of funds to match the grant; and explain how the project will benefit the public. Any construction work related to providing access for handicapped or disabled persons must be in accordance with the New Jersey Barrier Free Sub code (N.J.A.C. 5:23-7), and the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Revised 1995).

The Preserve New Jersey Fund continues the work of the Garden State Historic Preservation Trust Fund (2000-2012) and the Historic Preservation Bond Program (1990-1997). Since 1990, more than \$145 million in matching grants has been awarded to worthy historic preservation construction and planning projects throughout the state.

NEW FOR 2018

The Historic Site Management applicants may apply for grants of \$5,000 to \$50,000, and the match required is 3:1 (for every \$3 in grant request, a match of at least \$1 is required).

No “match expended”, work that is completed prior to the date of application, will be eligible in the 2018 grant round. Applications will only be accepted for work that is proposed for after the date of application.

All applicant properties must be listed or certified eligible for listing on the New Jersey Register of Historic Places by August 1, 2018 to be considered for grant funds in this round. Contact the Historic Preservation Office for listing and/or eligibility at 609 984 0539.

Disaster planning has been added as an eligible activity in the 2018 grant round.



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

APPLICATION REVIEW AND FUNDING

Eligible Applicants

The following organizations or groups are eligible to apply for grants through this program:

1. Agencies or entities of county government
2. Agencies or entities of municipal government
3. Nonprofit organizations organized under the New Jersey Nonprofit Corporation Act (N.J.S.A.15A:1-1 et seq.) that qualify for tax-exempt status under Section 501(c) of the Internal Revenue code (26 U.S.C. 501 (c)). Nonprofit applicants must include documentation of their tax-exempt status and registration with the State.

To document compliance with the New Jersey Charitable Registration and Investigation Act of 1994 (CRI Act), all nonprofit organizations must include a copy of a current registration number issued by the NJ Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection/Charities Registration, or submit a letter from that agency confirming exemption from the requirements of charitable registration. For more information, call the NJ Division of Consumer Affairs, (973) 504-6215 or visit <http://www.njconsumeraffairs.gov/charities/Pages/default.aspx>.

Applicants may apply for projects that address the needs of multiple historic structures, for which a single application should be submitted. Applicants may also apply for grants for more than one historic resource in each grant round.

Eligible Properties

To be eligible for a grant, a property must be listed in, or eligible to be listed in, the New Jersey Register of Historic Places and/or the National Register of Historic Places per N.J.A.C. 7:4 as follows:

1. Individually listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places;
2. Situated within the boundaries of a historic district listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places, and identified in the National Register of Historic Places Registration Form inventory as a resource contributing to the significance of that district; or
3. Certified by the State Historic Preservation Office as a property that is eligible to be listed in the New Jersey Register of Historic Places, or that meets the criteria to be listed in the New Jersey Register of Historic Places.

Contact the Historic Preservation Office for listing/eligibility information at 609 984 0539.



Application Instructions

Obtain a copy of the guidelines (PDF file) and applications (MS Word document) from the Trust's web site: <http://njht.org/applguid/> . Applicants may also email njht@dca.nj.gov to receive a copy by attachment via email. Call (609) 984 0473 with additional questions.

Complete and submit a separate application for each proposed project. No hand-written applications will be accepted. Be specific and complete as possible, and answer the questions in the space provided. If a question does not apply, fill in "N/A" and briefly explain why. Read and follow all instructions closely.

The Trust will accept completed applications with all supporting documents received to the Trust's office by 4:00 p.m. the afternoon of May 3, 2018. Applications received after 4:00 p.m. will not be accepted. Once the application has been processed, the Trust will acknowledge its receipt.

Supporting Documents

To facilitate a thorough review of applications, the Trust requires supporting materials to accompany the application. These materials and the number of copies required are listed at the end of the application. Applications lacking any of the required materials at the application deadline will not be considered. **Submit 5 application sets (one original and 4 copies with attachments)** of the complete grant application with supporting documents as specified in the application by the deadline. Trust staff is available to answer your questions about these requirements or the application. Call (609) 984-0473 to speak to a Historic Preservation Specialist.

Application materials will not be returned. The Historic Trust reserves the right to retain and publish visual materials submitted with any application, such as photographs, digital images, plans, and working drawings.

Review of Applications

Once submitted to the Trust, applications will be reviewed for eligibility and completeness. Applicants are encouraged to consult with staff about any aspect of the application that requires clarification. Trust program staff may make site visits during the application period.

Grant applicants must provide the Trust with all supporting materials and documentation requested in the application form, or the application will be ineligible for review.

An Evaluators Panel composed of professionals in the fields of historic preservation, museum and site management, or historic architecture reviews all Historic Site Management grant applications and presents its evaluation to the Historic Trust's Grants and Loans Committee. The Grants and Loan Committee recommends worthy applications to the Board of Trustees, which makes the Trust's final decision on grant awards.



Applications are evaluated for the following: the architectural and historical significance of the resource; the need for the work proposed for funding; the quality of the scope of work proposed for funding based on the qualifications of the consultant(s) and the clarity of the scope; the ability of the applicant to complete the proposed work within a specified timeframe and implement the recommendations or findings of planning documents; the cultural and economic benefits of the project; and the need for Trust assistance in the project (see “Criteria for Review” below).

The Board’s list of recommended projects for grant awards is submitted to the Garden State Preservation Trust for approval and funding. The Garden State Preservation Trust (GSPT) then recommends a list of projects to the Legislature and the Governor for approval. Thus, availability of grant awards is contingent upon action by the GSPT, the Legislature, and the Governor.

Applicants will be notified in writing of the decision on their requests. The New Jersey Historic Trust may recommend a grant award, a grant award with conditions, or the resubmission of a grant application in a future grant round.

An invitation to revise and resubmit an application does not guarantee the future award of a grant.

Schedule for Review and Funding

Applications for Historic Site Management Grants will be available in December 2017 from the Historic Trust’s website (www.njht.org) or by contacting the Trust by email for a digital attachment. The Trust will accept application, with all supporting documents, at the Historic Trust’s office at 101 South Broad Street, Trenton, no later than 4:00 p.m. on Thursday, May 3, 2018. Applications may be mailed or delivered prior to the deadline. Applications received after 4:00 p.m. on May 3, 2018 will not be accepted.

Historic Site Management	2018 Round
Applicant Workshop – All application and registration information can be found on the Trust web site: http://njht.org/dca/njht/applguid/	January 24, 2018
Call program staff at (609) 984-0473 to discuss the specifics of your preservation project and application	February-April 2018
Deadline for submission of all applications materials. All materials must be <u>delivered to</u> the Trust’s office by 4:00 p.m. on or before this date <u>or</u> sent certified mail and received in the Trust’s office by this date. Applications received after this deadline will not be considered.	May 3, 2018
Trust program staff completes review of applications and site visits. The professional Evaluators Panel will review applications and share its evaluations with the Grants and Loans Committee. The Committee makes its recommendations for funding to the Historic Trust Board of Trustees.	June – August 2018



The Historic Trust Board of Trustees votes on the final list of recommended grants. All applicants will be notified of the Board's decisions.	September 2018
The Board will forward its recommendations to the Garden State Preservation Trust (GSPT). The GSPT will review Trust recommendations and submit a final list of recommended projects to the Legislature and Governor for appropriation of grant funds.	Fall 2018
Enactment of an appropriations bill makes grant funding available. Note that this date is approximate, subject to Legislative and Executive authorization. This date is an estimate to be used for planning purposes only.	Jan-March 2019

Criteria for Review

The following criteria are used to evaluate and rank applications for Historic Site Management and Capital Level I and II grants:

1. Significance of Resource

- a. **Significance of resource.** Property must be listed in the New Jersey or National Register of Historic Places, be a contributing resource to a Historic District, or have a Determination of Eligibility by the New Jersey Historic Preservation Office. For questions of listing or eligibility contact the Historic Preservation Office.
- b. **Physical condition of property.** Threat of immediate collapse, demolition or inappropriate use or development; notice of code violations; and deterioration requiring stabilization are considered. Under this criterion, priority is given to resources where deterioration or threats have not resulted from the actions or negligence of the applicant.

2. Project Concept and Team

- a. **Quality of project.** Clarity, thoroughness, appropriateness and applicability of the proposed scope of work, as well as degree to which planning complies with the [Secretary of the Interior's Standards](#) (*Revised 2017*).
- b. **Proposed consultant(s).** The credentials and experience of project team or consultants are considered in relation to the proposed scope of work. Archaeologists, architectural historians, architects, historic architects, and historians must demonstrate that they meet or exceed the minimum professional qualifications defined in the Code of Federal Regulations (36 CFR 61, Appendix A). Other consultants must demonstrate that they meet or exceed accepted professional qualifications in their respective fields. Priority is given to applications with qualified consultant teams identified and/or under contract.
- c. **Budget and schedule.** These must be realistic and feasible based on the work proposed for funding and allow sufficient time for the review of work products and/or



construction documents by the Trust. The grant project must begin within eighteen months of the date of appropriation of grant funds, or the grant will lapse.

3. **Organization Ability**

- a. **Applicant.** The ability of the applicant to carry out the proposed work, develop programs to sustain and interpret the property, keep the property accessible to the public, and provide for the long-term protection and stewardship of the property.
- b. **Match.** The availability of funds to match the requested grant is considered.
- c. **Long-term preservation.** Financial plans for the continued preservation of the structure after the expenditure of capital preservation grant money.
- d. **Funding Impact.** The ability of this grant to make a difference in the quality of the project.

4. **Public Benefit and Distribution**

- a. **Impact of project**, which includes:
 - i. Potential to promote other cultural and historic preservation activity.
 - ii. Proposed use for the site.
 - iii. Degree to which the proposed project represents innovative design or programming for a historic site and the degree to which the project reaches new audiences.
- b. **Relationship to Federal and State Heritage Initiatives.** See application for list of specific eligible programs. The applicant should explain with detail its participation with the heritage program.
- c. **Community Support.** Demonstrated community support for the proposed project and the site's activity, use and future preservation, particularly letters of support from stakeholders and program partners, in addition to elected officials.
- d. **Distribution.** Allocation of funds to achieve a geographical balance as well as a balance among sizes and types of projects, diversity of audiences served by projects, and diversity of historical or cultural periods.
- e. **Interpretation.** Project includes creating public history programs and education opportunities or improving the conveyance of site specific information to the public.

Applications will be reviewed by Trust staff for eligibility and completeness. Applications not complete by the application deadline will not be eligible for further review. Trust program staff may make site visits during the application period.

As demonstrated by previous grant rounds, grant requests are likely to exceed the funds available. Therefore, not all eligible applicants will receive awards and grant awards may be less than the amounts requested.



HISTORIC SITE MANAGEMENT GRANTS

Historic Site Management Grants are intended to foster sound planning and stewardship for New Jersey's historic properties. Grants are available to aid historic property owners and managers to gain better understanding of preservation needs for a site or structure; to enhance long-term planning for the operations and programs of historic sites; and to broaden public awareness and enjoyment of historic sites.

Award Limits

The minimum historic site management grant request is \$5,000. The maximum historic site management grant request is \$50,000. Applicants also apply for more than one historic resource in each grant round.

Ownership of Project Properties

If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner.

Eligible Activities

In 2018, the following activities are eligible for a historic site management grant:

1. Preparation of the following documents or reports for planning for the preservation, restoration, or rehabilitation of historic properties:
 - a. Condition assessment reports;
 - b. Preservation plans;
 - c. Existing conditions documentation;
 - d. Historic structure reports;
 - e. Historic landscape reports;
 - f. Archaeological investigations and reports;
 - g. Engineering reports;
 - h. Historic research reports;
 - i. Analysis of existing building systems (e.g. electrical, security, environmental controls) and recommendations for improvement; including an analysis for energy saving measures
 - j. Disaster management plans;
 - k. Master plans for rehabilitation;
 - l. Adaptive use feasibility studies;
 - m. Maintenance plans; and
 - n. Material conservation analyses (paint, mortar, masonry, etc.).
2. Preparation of architectural plans, designs, specifications, cost estimates and other construction documents.



3. Preparation of nominations to the New Jersey or National Register of Historic Places for individual properties or sites owned by local government units, nonprofit organizations or a State entity or authority. (Note: The consent and signature of property owner must be obtained and submitted with the application. If awarded, the final grant reimbursement will require NJ State Review Board approval of the complete nomination.)
4. Master planning for compliance with the New Jersey Barrier Free Subcode, including:
 - a. Evaluations of barrier-free access requirements for a historic property;
 - b. Evaluation of site and multi-site access for historic properties;
 - c. Preparation of architectural plans, designs, specifications, cost estimates, and other contract documents for complying with New Jersey's barrier-free requirements; and
 - d. Planning and development of interpretive materials or devices to help the disabled visitor
5. Heritage tourism planning initiatives, including:
 - a. Visitor assessments as part of a strategic plan or development of an interpretive/curriculum proposal for a historic district;
 - b. Design and fabrication of interpretive signage or literature;
 - c. Visitor-readiness assessments for one site or multiple sites; and Feasibility studies for heritage tourism marketing.
6. Professional planning for the management of historic properties through the preparation of:
 - d. Multi-year strategic plans;
 - e. Fundraising plans for initiating capital campaigns for the preservation, restoration or rehabilitation of a historic property; and
 - f. Endowment planning and proposals.

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.

Ineligible Activities

The following activities and expenses are not eligible for historic site management grants:

- Acquisition of real or personal property;
- Administrative or operational costs of the agency receiving funding;
- Donated materials and/or donated in-kind services;
- Expenses for publicity, unless stipulated in the grant agreement;
- Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- Charges for deficits or overdrafts;
- Interest expenses;
- Damage judgments arising from constructing, or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise;



- Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other State program;
- Contract cost overruns, not approved, which exceed the allowable amount under contract specifications;
- Costs for grant application expenses;
- Lobbying;
- Work including construction, research, and preparation of plans and reports performed outside the approved project period;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- Work that does not comply with the *Secretary of the Interior's Standards*;
- Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law, N.J.S.A. 52:32-1 et seq. or the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- Costs related to the interiors of buildings that are used primarily for religious worship or religious purposes;
- Costs related to overseeing or managing a capital exercise.
- Planning, refurbishing or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or barrier-free program access to the site or structure that is funded, and that are located on the site; and
- Collections management including:
 - a. Cataloging an artifact or archival collection;
 - b. Appraising or documenting collections;
 - c. Instituting conservation measures for artifacts; and
 - d. Furnishing plans.

Requirements for Archaeology

The Trust strongly recommends that property owners and managers include an Archaeological Management Plan (AMP) among activities proposed in their applications. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both a literature review and a preliminary archaeological visual inspection of the property. An AMP should guide and inform future decisions regarding landscaping and construction work. In addition to funding AMPs, archaeological activities undertaken before and during construction work are also eligible to receive funding within a capital grant. Any ground disturbance resulting from the capital exercise must consider archaeological impacts to the site.

When applying for archaeological work the Trust suggests that the applicant prepare the scope and the budget for the archaeological work in consultation with a qualified archaeologist (meeting or exceeding the minimum professional qualifications of the National Park Service as defined in the Secretary of Interior's "Standards for the Treatment of Historic Properties" 36 CFR, Part 61, Appendix A and/or "Standards and Guidelines for Archaeology and Historic Preservation," CFR 48:190. September 29, 1983.)



All final reports will be reviewed by the Historic Preservation Office's archaeological staff as well as the Trust's consultant team. For an archaeological investigation to be considered complete, the following components should be included: research, field survey/excavation; artifact processing/analysis; and report preparation.

More detailed information on conducting surveys and the contents of a report can be found on the HPO website's archaeology survey page (www./dep/hpo/1identify/survarkeo.htm) under the section headings *Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources* and *Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office*.

Requirements for Matching Funds

An applicant's matching share shall consist only of eligible cash raised by the applicant. No work completed prior to the time of application will be an eligible match. No in-kind or donated services are eligible for reimbursement.

For non-profit organizations and units of local government, matching funds derived from the sale of debt of the State of New Jersey, from other grant or loan programs funded by the State, or from special appropriations awarded by the State Legislature, shall not be used as the matching share of project costs.

Conditions for Receiving Historic Site Management Funds

All applicants selected for funding must complete and sign a grant agreement prepared and executed by the New Jersey Historic Trust. The Historic Site Management grant agreement describes the scope of work and project schedule that is identified in the agreement for professional services between the applicant and the consultant(s). As one of the conditions for reimbursement of the final 20% of the grant, a final report will be required. If the grant project includes preparation of a National Register nomination, the final 20% of the grant will not be reimbursed until the NJ State Review Board approves the complete nomination.

Recipients, or grantees, must also agree to fulfill several other conditions related to the program before grant money is disbursed. These include, but are not limited to:

1. **Project Timetable.** For a Historic Site Management grant, a grant agreement must be in effect and work must begin within eighteen months from the date funds are appropriated by the Legislature and signed into law by the Governor; otherwise the grant will be terminated. Work on the project must be done in accord with the project schedule established in the grant agreement.
2. **Financial Accountability.** All money dedicated for the Historic Site Management project must be kept separate from other agency or organization funds. Once a grant has been made, funds may not be diverted from eligible to ineligible activities. Any misuse of funds,



misrepresentation, or noncompliance will result in termination of the grant agreement and imposition of penalties specified in it. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. All projects receiving grants may be subject to audit. Grantees must retain all financial records and other documents pertinent to their project for three years after completion of the project. Any unexpended grant funds, or grant funds used for ineligible work, will be returned to the Trust.

3. **Public Information Materials.** An acknowledgement of grant assistance from the Preserve New Jersey Historic Preservation Fund and the New Jersey Historic Trust must be used by the Historic Site Management grant recipient in all programs, literature and planning documents supported by a Trust grant (including but not limited to web sites, newsletters, brochures, and flyers). The acknowledgement is to include the Trust logo.

Procedure for Payment of Grant Awards

Before any funds are disbursed, an appropriations bill must be approved by the Legislature and signed by the Governor and a grant agreement must be executed.

Up to 80% of the historic site management grant can be paid when the following conditions are met:

1. A contract has been signed by both the consultant(s) and grantee;
2. A grant contract has been executed with NJHT;
3. An initial payment has been made to the consultants or project team by the grantee; and
4. Other administrative requirements are satisfied, such as an initial reimbursement request.

A minimum of 20% of each grant will be retained by the Trust until the project has been completed and has met financial and contractual requirements, including submission of satisfactory work products and final report.



Appendix

The Secretary of the Interior's Standards for the Treatment of Historic Properties With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (2017)

Revised by Anne E. Grimmer

From the Secretary of the Interior's Standards for the Treatment of Historic Properties
With Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings (1995)

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.
2017

(The complete document may be downloaded from the Park Service web site:

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.htm>)



PRESERVE NEW JERSEY
HISTORIC PRESERVATION FUND

THE SECRETARY OF THE INTERIOR'S **STANDARDS**
FOR THE TREATMENT OF HISTORIC PROPERTIES
WITH
GUIDELINES FOR PRESERVING, REHABILITATING,
RESTORING & RECONSTRUCTING HISTORIC BUILDINGS

Revised by Anne E. Grimmer

*from The Secretary of the Interior's Standards
for the Treatment of Historic Properties with
Guidelines for Preserving, Rehabilitating,
Restoring & Reconstructing Historic Buildings
Kay D. Weeks and Anne E. Grimmer (1995)*

U.S. Department of the Interior
National Park Service
Technical Preservation Services
Washington, D.C.

2017

INTRODUCTION

Using the Standards and Guidelines for Preservation, Rehabilitation, Restoration, and Reconstruction Projects

The Secretary of the Interior's Standards for the Treatment of Historic Properties address four treatments: preservation, rehabilitation, restoration, and reconstruction. As stated in the regulations (36 CFR Part 68) promulgating the Standards, "one set of standards ...will apply to a property undergoing treatment, depending upon the property's significance, existing physical condition, the extent of documentation available, and interpretive goals, when applicable. The Standards will be applied taking into consideration the economic and technical feasibility of each project." These Standards apply not only to historic buildings but also to a wide variety of historic resource types eligible to be listed in the National Register of Historic Places. This includes buildings, sites, structures, objects, and districts.

Guidelines, however, are developed to help apply the Standards to a specific type of historic resource. Thus, in addition to these Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, there are also guidelines for cultural landscapes, historic lighthouses, historic vessels, historic furnished interiors, and historic covered bridges.

The purpose of *The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* is to provide guidance to historic building owners and building managers, preservation consultants, architects, contractors, and project reviewers prior to beginning work. It is always recommended that preservation professionals be consulted early in any project.

The Guidelines are intended as an aid to assist in applying the Standards to all types of historic buildings. They are not meant to give case-specific advice or address exceptions or unusual conditions.

They address both exterior and interior work on historic buildings. Those approaches to work treatments and techniques that are consistent with The Secretary of the Interior's Standards for the Treatment of Historic Properties are listed in the "Recommended" column on the left; those which are inconsistent with the Standards are listed in the "Not Recommended" column on the right.

There are four sections, each focusing on one of the four treatment Standards: Preservation, Rehabilitation, Restoration, and Reconstruction. Each section includes one set of Standards with accompanying Guidelines that are to be used throughout the course of a project.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project. However, new exterior additions are not within the scope of this treatment. The Standards for Preservation require retention of the greatest amount of historic fabric along with the building's historic form.

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. The Rehabilitation Standards acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building's historic character.

Restoration is defined as the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project. The Restoration Standards allow for the depiction of a building at a particular time in its history by preserving materials, features, finishes, and spaces from its period of significance and removing those from other periods.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. The Reconstruction Standards establish a limited framework for recreating a vanished or non-surviving building with new materials, primarily for interpretive purposes.

The Guidelines are introduced with a brief overview of the primary materials used in historic buildings; the exterior and interior architectural features and systems; the building's site and setting; code-compliance requirements regarding accessibility and life-safety resilience to natural hazards; sustainability; and new additions and related new construction. This overview establishes the format of the Guidelines that follow.

Choosing an Appropriate Treatment for the Historic Building

The Guidelines are intended to promote responsible preservation practices that help protect the nation's irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the historic building should be saved and which can be changed. But, once a treatment is selected, the Standards and Guidelines provide a consistent philosophical approach to the work.

Choosing the most appropriate treatment for a building requires careful decision making about a building's historical significance, as well as taking into account a number of other considerations:

Level of Significance. National Historic Landmarks, designated for their "exceptional significance in American history," and other properties important for their interpretive value may be candidates for *Preservation* or *Restoration*. *Rehabilitation*, however, is the most commonly used treatment for the majority of historic buildings. *Reconstruction* has the most limited application because so few resources that are no longer extant can be documented to the degree necessary to accurately recreate the property in a manner that conveys its appearance at a particular point in history.

Physical condition. *Preservation* may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building's historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then *Rehabilitation* is probably the most appropriate treatment.

Proposed use. Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.

Code and other regulations. Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Standards for Restoration

1. A property will be used as it was historically or be given a new use that interprets the property and its restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.