Sandy Disaster Relief Grants for Historic Properties

Program Guidelines & Expression of Interest Instructions

Funded by the National Park Service, U.S. Department of the Interior and the New Jersey Historic Preservation Office, Department of Environmental Protection

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COMMONLY USED ABBREVIATIONS AND DEFINITIONS

FEMA – Federal Emergency Management Agency
NPS – National Park Service
HPO – NJ Historic Preservation Office
NJHT – NJ Historic Trust
SDRG – Sandy Disaster Relief Grants for Historic Properties

National Register - The National Register of Historic Places is the official list of historic resources that have been designated by the National Park Service as having significant historic, architectural, or cultural significance. (See Appendix for evaluation criteria). If a property is not listed on the Register, it may be still be eligible for the program if it has a Determination of Eligibility (DOE), SHPO Opinion, or Certification of Eligibility (COE), as determined by the N.J. Historic Preservation Office.

National Historic Landmarks (NHLs) are nationally significant historic places designated by the Secretary of the Interior. See the Appendix for a list of the 49 NHLs in New Jersey

Scope of Work – A Scope of Work is a written description or list of planning and construction tasks that make up the project proposed for funding by the grant program. If a grant is awarded, the grantee and program staff will develop a mutually agreed upon scope of work for the historic property that will receive grant funds.

Standards – The Secretary of the Interior’s Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. (See Appendix for Standards)

Types of Sandy Assistance – A full list of CDBG funding and assistance programs for disaster recovery in New Jersey can be found at: [http://www.nj.gov/dca/divisions/sandyrecovery/info/](http://www.nj.gov/dca/divisions/sandyrecovery/info/)

Historic Preservation Commission (HPC) – The HPC is created and defined by local ordinance and may advise on or regulate locally designated landmark or historic districts within the municipality.

Certified Local Government (CLG) – A CLG requires that a municipality have a historic preservation ordinance and a historic preservation commission conforming to the specifications of both the Municipal Land Use Law and the National Park Service. For more information: [http://www.nj.gov/dep/hpo/3preserve/clgmap_200901.pdf](http://www.nj.gov/dep/hpo/3preserve/clgmap_200901.pdf)

Main Street Community – A Main Street community is officially designated by Main Street New Jersey as a revitalization program that promotes the historic and economic redevelopment of traditional business districts. For more information: [http://www.nj.gov/dca/divisions/dhcr/offices/msnj.html](http://www.nj.gov/dca/divisions/dhcr/offices/msnj.html)
On October 29, 2012 Hurricane Sandy made landfall near Brigantine, New Jersey as a Category 2 Post-tropical Cyclone with Hurricane Force. The storm, which had been paralleling the East Coast, turned inland and crossed the midsection of New Jersey before resuming a northeasterly course. The storm surge was as much as 13 feet high and swept entirely across New Jersey's barrier islands. While the most severe storm impact was northeast of the hurricane’s eye, storm surge inundated and severely affected regions of the state’s shore from Cape May to Raritan Bay, and many areas along the Hudson River causing extensive flooding in urban areas. The storm damaged almost every historic property type in the state. Hurricane Sandy caused unprecedented damage to New Jersey’s housing, business, infrastructure, health and social services, the environment, and historic properties. President Obama’s October 30 disaster declaration designated all 21 New Jersey counties major disaster areas.

Public Law 113-2 appropriated $50 million from the Historic Preservation Fund (HPF) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia caused by Hurricane Sandy. Four Federally-recognized Indian Tribes within the disaster area are also eligible to receive funding. After the mandatory sequestration impacting FY 13 appropriations, the amount of available funds was reduced to $47.5 million.

FEMA issued major disaster declarations in 12 states and the District of Columbia after Hurricane Sandy. Within those states receiving major disaster declarations, FEMA further designated individual counties as eligible to receive Individual Assistance (IA) and/or Public Assistance (PA). In counties that FEMA declared eligible to receive IA, FEMA will provide direct assistance to individuals and households. In counties that FEMA declared eligible to receive PA, FEMA will provide direct assistance to State and local governments and certain private nonprofit organizations for emergency work and the repair or replacement of disaster-damaged facilities. Among the 12 States and DC that received major disaster declarations, there were only four states in which FEMA made both IA and PA available. These states are Connecticut, New Jersey, New York, and Rhode Island. The remaining eight states and the District of Columbia are eligible for only Public Assistance. The National Park Services interprets this as indication from FEMA that the four states
eligible for both Individual and Public Assistance received the most widespread and significant damage from Hurricane Sandy.

In New Jersey, damaged historic resources in all 21 counties may be eligible for Sandy Disaster Relief Grants for Historic Properties.

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**FUNDING ORGANIZATIONS AND CONTACT INFORMATION**

The National Park Service is an agency of the United States federal government that manages all U.S. national parks, many national monuments, and other conservation and historical properties. For the Sandy Disaster Relief Grants Program, the Park Service will approve grant awards, release reimbursement funds and review plans and specifications for all funded National Historic Landmarks (NHL). (See Appendix for list of National Historic Landmarks in New Jersey.)

The New Jersey State Historic Preservation Office (HPO) is located within the Division of Parks and Forestry, Department of Environmental Protection. The New Jersey Historic Preservation Office brings expertise in a variety of fields essential to preserving historic resources. The HPO will work in partnership with the Historic Trust to develop the Sandy Disaster Relief Grant Program according to its federally-approved action plan.


The New Jersey Historic Trust is affiliated with the Department of Community Affairs. Its mission 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 Historic Trust will administer the Sandy Disaster Relief Grants for Historic Properties.

For Assistance with this program, please contact:

Sandy Disaster Relief Grants for Historic Properties
New Jersey Historic Trust
Department of Community Affairs Building
PO Box 457, Trenton, NJ 08625
(Hand delivery: 101 South Broad Street, 6th floor, Trenton, NJ 08608)
Phone: 609 984 5516
Fax: 609 984 7590
www.njht.org/resources/sandy
njhistoricsandy@dca.state.nj.us
The purpose of the Sandy Disaster Relief Grants for Historic Properties is to provide technical assistance and repairs to historic and archaeological resources that were impacted by Hurricane Sandy. Only storm-related damage is eligible for grant assistance.

On behalf of the National Park Service, the New Jersey Historic Preservation Office offers grant assistance for the repair, restoration and rehabilitation of properties that were damaged by Hurricane Sandy and that are listed or eligible for listing on the National Register of Historic Places. The grant program is being administered by the NJ Historic Trust.

- The maximum award may be up to 500,000. Religious institutions may be awarded up to $150,000. Grants will be awarded based on funding availability, scoring criteria and a review by program staff and an evaluation committee.

- Potential applicants are properties owned or operated by religious institutions.

- Potential applicants are certified non-profit organizations, places of public accommodation, and entities of municipal and county government.

- All properties for which grant funds are requested must either be listed on the National Register of Historic Places or have a Determination of Eligibility (DOE), SHPO Opinion, or Certificate of Eligibility filed with the State Historic Preservation Office as of May 1, 2014.

- This is a reimbursement grant, which requires that approved work be invoiced and paid by the grant recipient before requesting a payout of grant funds. Grant funds are paid according to progress of completed work and approval of all work by program staff. Documentation of the work invoices and payments is required.

- No match is required for these grant funds however one must identify and track costs for the entire project.

- Grant funds can only be used for pre-approved eligible non-construction and construction activities.

- If awarded a grant, program staff will review all completed work in the field and review all required documentation, including invoices and proofs of payment. Program staff will determine the reimbursement amount based on completed work and eligible expenditures.
• All projects must meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties (Standards) and consider FEMA guidance regarding rebuilding within designated floodplains. All federal, state, and local regulations and laws must be followed. Alterations to public buildings must comply with the provisions of the Americans with Disabilities Act.

• Due to the length of time between Hurricane Sandy and the introduction of this grant program, the program may reimburse property owners who have completed projects that can be documented to have met the Standards. Applicants should be prepared to submit “before” and “after” images of damages and repairs, invoices and proofs payment for the completed work. Applicants that have completed projects according to the Standards may be eligible for reimbursement and may also apply for additional eligible projects.

• Income-producing properties cannot utilize the Federal Historic Tax Credit program for the same work items assisted by the Sandy Disaster Relief Grant.

• Project signs identifying the funding support will be provided to grantees and must remain posted in a prominent location for the entire duration of the grant agreement. Signs will be provided to the grantee at no cost.

• The SDRG Program reserves the right to waive any and all application requirements when it is in the best interests of the program.
APPLICANTS

Eligible applicants:

- Certified non-profit organizations,
- Places of Public accommodation,
- Religious organizations,
- Entities of municipal and county government.

Ineligible applicants:

- Private home owners,
- Federal agencies,
- NJ State agencies.

PROPERTIES

Eligible properties

- Resources that are individually listed, or recognized as a contributing resource within a Historic District that is listed on the National Register of Historic Places, or determined eligible for listing.
  - To determine if a property is listed or has been determined eligible for listing on the National Register of Historic Places visit: http://nj.gov/dep/hpo/1identify/nrsr.htm#njnrhp_OR
  - http://nj.gov/dep/gis/geowebsplash.htm

Ineligible Properties:

- Federally-owned properties
- Properties not listed or determined not eligible for listing on the National Register of Historic Places.

ACTIVITIES

Eligible Activities:

- Non-construction Reports and Activities
  - Survey and damage assessments
Guidelines for Sandy Disaster Relief Grants for Historic Properties

- Conditions Assessments including materials analysis
- Architectural/Engineering Drawings and Specifications
- Engineering Studies
- Landscape Studies
- Archaeological Surveys

- Construction Activities
  - Archaeological stabilization
  - Preservation, restoration, rehabilitation and stabilization of eligible historic buildings
  - Restoration, rehabilitation, preservation or stabilization of documented historic landscapes
  - Elevation or moving of structures per FEMA regulations, in limited circumstances

Only project-specific activities that have been approved by program staff are eligible for grant funding.

Ineligible Activities:

- Retracting
- Work that does not conform with the Standards
- Acquisition
- Architectural and/or archaeological salvage
- Projects that call for complete or substantial reconstruction
- Additions
- Routine Maintenance
- New landscaping
- Archival research
- Court actions
- Curation
- Purchase of equipment, furniture, appliances, or contents
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Site work unrelated to the elevation or moving of a structure

1 Note that properties scheduled be elevated or moved must continue to retain their National Register or Eligibility for the National Register status in order to qualify for this program.

2 Reconstruction is limited to portions of a historic property that still retain (prior to reconstruction) sufficient significance and integrity to remain listed in or eligible for listing in the National Register of Historic Places. Total reconstruction and major reconstruction are not eligible for grant assistance. If specific features or elements of a building or landscape are missing and thus need to be recreated, this work is potentially eligible for funding (provided adequate historical documentation is available).
CONSULTANTS AND CONTRACTORS

The goal of the Sandy Disaster Relief Grants for Historic Properties in New Jersey is to provide financial assistance for historic homes, businesses, public buildings, heritage sites and museums that need special attention and treatment in order to preserve their historic fabric and character. The grants allow property owners to contract with professionals and contractors who have experience with historic material and understand that modern building and repair methods are not the most appropriate manner in which to save a structure. For example, rather than replacing damaged wood windows with substitute materials, an experienced craftsperson will be able to repair and restore the damage and preserve the original materials and character.

NOTE: If there are any questions about consultant or contractor qualifications, bidding or construction, applicants are encouraged to seek the counsel of program staff early in the application process, so that assistance can be provided in a timely and helpful manner. Contact the staff at 609 984 5561 or njhistoricsandy@dca.state.nj.us

The program expects every applicant and grantee to take necessary steps to ensure that quality work is performed on its historic property. Applicants and grantees are encouraged to:

- Accept bids only from qualified contractors whose credentials have been reviewed by a design professional or with the assistance of program staff, or who clearly demonstrate substantial experience with preservation of historic materials;
- Solicit bids from multiple contractors in order to obtain competitive quotes and assure fiscal prudence; and
- Monitor construction to confirm that agreed-upon materials and methods are utilized.

Program staff will review planning and construction for all funded projects, and may provide technical assistance to the property owner in determining the qualifications of potential contract bidders. There are three situations where reviews may occur:

1. **Completed work** - In cases where you have completed work at the time of EOI, program staff will compare submitted pre-construction planning documents,
drawings and photographs to the actual completed work during a field visit and determine if the work meets the federal *Standards for the Treatment of Historic Properties*. This review will take place during the course of evaluating the EOI. If the work is determined to meet the *Standards*, evaluation of the EOI will continue. If it is determined that the completed work does not meet the *Standards*, the project will be considered ineligible for funding.

2. **Work in Progress** – In cases where you have construction work underway at the time of EOI, program staff will review the pre-construction planning documents and drawings and conduct a field visit to the construction site to determine if the work meets the federal *Standards for the Treatment of Historic Properties*. You will not be asked to halt or postpone work, as this review will take place during the course of evaluating the EOI. If the work is determined to meet the *Standards*, evaluation of the EOI will continue. If it is determined that the ongoing construction work does not meet the *Standards*, the you will be advised that the work is not eligible for funding, at which time you may halt the work and make corrections to the project, if possible, that meet the *Standards*.

3. **Work Proposed** – In cases where you have not yet started construction work, program staff will review any pre-construction planning documents and drawings and conduct a field visit to determine if the proposed work will meet the federal *Standards for the Treatment of Historic Properties*. Should the project be awarded a grant, program staff will assist you in evaluating potential contractor qualifications and encourage a fair bidding process and fiscally prudent bid evaluation for a quality project.

Finally, the program requires that contracts over $100,000 only be awarded to a contractor, builder, and company that carry a performance bond, which serves as a guarantee to the property owner that a project will be completed according to the contract terms.

All grant recipients are required to provide NJHT complete documentation for the procurement process undertaken.

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**PRESERVATION AGREEMENT**

All grant recipients are required to provide the New Jersey Historic Trust with a limited Preservation Agreement on the property that is the beneficiary of funding. The purpose of the Preservation Agreement is to protect the historic character of the property, protect the investment of public money into repairing the damaged property, and to ensure that the property is maintained in good condition going forward.

The Preservation Agreement has a term based upon the amount of grant funds actually awarded in accordance with the following schedule:

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- Grant assistance up to $50,000: 5 years
- Grant assistance from $50,001 to $99,999: 10 years
- Grant assistance from $100,000 and above: 20 years

See the Appendix for a sample of the Preservation Agreement. The Preservation Agreement must be executed at same time as the Grant Agreement and before any payment can be made.

**HOW TO APPLY**

The Sandy Disaster Relief Grant for Historic Properties Expression of Interest (EOI) is due to the NJHT office by 4 p.m. on July 30, 2014. The Expression of Interest (EOI) is an online form that can be accessed from [www.njht.org/resources/sandy](http://www.njht.org/resources/sandy). While paper copies of the application are available upon request, the online form is the preferred method of application.

**GRANT SELECTION AND SCORING CRITERIA**

The Sandy Disaster Relief Grants for Historic Properties is a competitive grant program. The program staff and Evaluation Committee score each Expression of Interest according to a pre-determined set of criteria. The Evaluation Committee will consist of qualified professionals who are knowledgeable in the field of historic preservation.

The program staff and Evaluation Committee will consider the following criteria when evaluating and selecting application for funding by the Sandy Disaster Relief Grants for Historic Properties program. A sliding point scale will be used to award points within each category below:

- Historic significance of the property
- Severity and nature of the storm damage to the historic property
- Appropriateness of the project to repair storm-related damage;
- Project cost and public benefit;
- Impact on the preservation of the resource;
- Ability of the applicant to manage and complete the project successfully; and
- Grant fund distribution

**GRANT AWARD NOTIFICATION**
Applications will be reviewed by program staff and the Evaluation Committee. The applications with the highest scores will be selected for funding. Additional consideration may be given to an equitable geographic distribution of grant funds. The HPO and NJHT reserve the right to fund all or a portion of the proposed project. All applicants will be notified of the outcome of the selection process.

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**GRANT ADMINISTRATION**

Once a grant is awarded, the applicant will enter into a grant agreement with the NJHT. The contract will include the budget, scope of work, performance timeline and standard clauses. These contracts must be signed and returned to program staff within 30 days of receipt. Only allowable, documented expenses as outlined in the grant agreement will be eligible for reimbursement.

Project signs identifying the funding support will be provided to grantees and must remain posted in a prominent location for the entire duration of the grant agreement.

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**ADMINISTRATIVE AND TECHNICAL REVIEW**

Non-construction and planning documents for construction projects must be pre-approved by program staff. Documents that are submitted at the time of application will be reviewed by program staff and evaluated for compliance with the *Standards* prior to the grant award. Construction plans and specifications must be approved by program staff before going to bid and construction. All construction work must have prior approval of program staff. Any changes in the scope of work must be reviewed and approved prior to commencement of the work.

Projects under construction will be periodically visited by program staff to ensure that the approved construction drawings and specifications are being followed.

All reimbursements for historic preservation projects must be documented so that the program staff can ensure completed work meets the *Standards*.

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**PROJECT START AND COMPLETION DATES**

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The project start date will be the date of the award letter notification (estimated December 2014). Grant agreements should be signed and returned to program staff within 30 days of receipt (estimated January 2015). It is anticipated that grantees will have 24 months from the date of the executed grant contract to complete the project.

A final report will be required after work is completed. This will include a brief description of each work item, a financial summary, project invoices and proofs of payment. The report will include “before”, “during” and “after” construction photographs.

REQUEST FOR REIMBURSEMENT

Grant funds will be disbursed to the grantee after submission of a properly documented request for grant payment. The grantee may request up to two progress grant payments for completed work agreement with the following conditions:

- Completed work items are in compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties;
- Completed work items are consistent with the approved project scope of work; and
- Completed work items are satisfactorily documented with submission of work description, photographs, invoices and corresponding proof of payment for those invoices.

The program staff will schedule a site visit, if necessary, to approve any completed work and ensure that the Standards have been met.

A 50% retainage will be held from each progress payment. A maximum of two progress payments, separate from the final payment, may be requested over the course of the grant period.

A request for final payment may be submitted upon completion of the grant-funded work, and must meet the same conditions as the progress payment requests. The final payment will comprise the remaining 50% of the grant award, based on the submitted eligible expenses.

GRANT CANCELLATIONS

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NJHT has the right to collect, withhold, reduce or cancel grants if a Grantee:

• Makes unauthorized changes in the scope of work
• Fails to comply with the terms of the grant contract
• Does not begin work within six months of executing a grant contract
• Demonstrates inadequate financial management or oversight
• Does not properly credit NPS, HPO and NJHT support
• Undertakes work without prior approval of program staff
• Experiences significant delays in the grant project
• Proposes or completes work that does not meet the Secretary of the Interior's Standards
SECTION TWO: EXPRESSION OF INTEREST GUIDANCE AND INSTRUCTIONS

HOW TO COMPLETE THE EXPRESSION OF INTEREST – GENERAL INSTRUCTIONS

1. The Sandy Disaster Relief Grants for Historic Properties Expression of Interest will be posted on: [www.njht.org/resources/sandy](http://www.njht.org/resources/sandy). While paper forms are available upon request, the on-line form is the preferred method of application. Any questions regarding the on-line form should be made to NJHT at njhistoricsandy@dca.state.nj.us or 609 984 5516.

2. New users and returning users should establish a user account for the EOI. Creating an account enables the user to partially complete the EOI and return later to finish the form. The account is used only for this EOI.

3. All entry fields marked with an asterisk (*) are required to be complete in order for application to be submitted.

4. The form makes use of drop-down menus to ensure consistency. The drop-down menus are marked with a downward arrow in the data field.

5. Some questions require that documents or images be uploaded from your computer or external drive. These fields request the user to “Browse” to locate the document or image on the computer or external drive and “Upload” the files. There are maximum sizes for the documents to be uploaded, which are noted on the application. If a document is not able to be uploaded onto the Application form, arrangements can be made to deliver the supporting documents to program staff by calling 609 984 5561 or emailing njhistoricsandy@dca.state.nj.us.

6. The online form will have some questions that only appear for some applicants. In the Guidelines, these special areas will be called out in subheadings that are ALL IN CAPS.

7. The program will confirm receipt of each successfully submitted application.

8. All applicant information will be retained and archived by the NJHT. The program reserves the right to retain and publish photographs submitted with any application. The program will not publish any personal information.

9. If you have any questions about the program or application process, contact program staff members at 609 984 5516 or njhistoricsandy@dca.state.nj.us
**Type of Applicant** - Choose the one most appropriate type (places of public accommodation, nonprofit corporation, or county/municipal government entity).

**Applicant First Name/Last Name** - Enter first and last name of the person who will be the primary contact for this project. This person is responsible for answering any questions regarding the project and will receive all official communication from the program staff.

**Organization Name** - Enter the name of the applicant organization, if prompted.

**Applicant Mailing Address** - Enter the mailing address, city and state (drop down menu), zip code, daytime phone number and email address for the primary project contact.

**NONPROFIT CORPORATIONS ONLY**

- **NJ Charitable Registration #** - Certified nonprofit corporations must enter the group’s NJ Charitable Registration number. For more information about the Charitable Registration Law, visit: [http://www.state.nj.us/lps/ca/charity/charfrm.htm](http://www.state.nj.us/lps/ca/charity/charfrm.htm)

- **Upload Documentation of 501(c)3 Status** – A certified nonprofit corporation is required to upload its letter from the IRS that documents its tax-exempt status. (Maximum 1 MB size for upload)

**Relationship of applicant to historic property** - Choose the appropriate (owns property, co-owns property, or leases property). If “other” is selected, please explain in the write-in box provided.

- If the applicant owns the property outright
  1. Upload documentation of ownership, such as a tax bill or deed

- If the applicant co-owns the property
  1. Upload a signed owner’s consent form (see note below)
  2. Fill in the co-owner’s contact information including mailing address, daytime telephone number and email address
  3. Upload documentation of ownership, such as a tax bill or deed

- If the applicant leases the property
  1. Enter the year first of the lease and number of years remaining on lease
  2. Upload a signed owner’s consent form (see note below)
  3. Fill in the co-owner’s contact information including mailing address, daytime telephone number and email address
  4. Upload documentation of ownership, such as a tax bill or deed

**NOTE: Owner’s Consent Form** – The Form is a two-page MS Word document that may be
downloaded during the Expression of Interest process from the website, www.njht.org/resources/sandy/application. It must be filled out, signed and then uploaded to the Expression of Interest.

- If the co-owner/owner is a place of public accommodation, the page 1 “Owner Assurances” must be signed by each owner. The completed form must be uploaded to the EOI.
- If the co-owner/owner is a nonprofit corporation, municipality or county government entity, the page 2 “Authorization by Applicant’s Governing Body/Board” requires a board resolution to designate one person to sign the page 1 “Owner Assurances”. When the “Authorization” and “Owner Assurances” pages are filled in, the 2-page form may be uploaded to the EOI. (Maximum 512 KB size for upload) (See Appendix for sample Owner Assurances form)

HISTORIC PROPERTY INFORMATION

Property Name (historic, if known) - Enter the historic name for the property, if known. The historic property name may be listed in the individual or historic district National Register nomination. If the historic name is not known, please leave this field blank.

Street Address – Enter the street address, municipality (drop down menu), county (drop down menu) and zip code for the historic property.

Block number(s)/Lot number(s) – Enter the block and lot number for the historic property, as recorded on the local tax map.

US Congressional District – Enter the number of the US Congressional District in which the historic property is located. If not known, look up the District number at: http://www.house.gov/representatives/find/

Upload current property photo – Applicants have the option of uploading up to two photos of the historic property from a computer or external drive. Photographs should show overall view of the historic property for which funds are being requested. When taking pictures, avoid automobiles, plants and trees, and other objects that may obscure the overall view of the building. No detailed pictures of property damage are needed at this time. (Each photo maximum 5 MB size upload)

Register Status - In order to qualify for this funding program, the property for which funds are being requested must be listed on National Register of Historic Properties or have a Determination of Eligibility (DOE), SHPO Opinion, or Certificate of Eligibility (COE) to be listed on the National Register of Historic Places. In this space, check all situations that apply: National Historic Landmarks - There are only 57 National Historic Landmarks in New Jersey. See the Appendix for a current list.
• National and/or New Jersey Register of Historic Places listed and Eligible for listing (DOE, SHPO Opinion, COE) - The National Register of Historic Places is the official list of historic resources that have been designated by the National Park Service as having significant historic, architectural, or cultural significance. To determine if your property is listed on the New Jersey or National Register of Historic Places, visit http://nj.gov/dep/hpo/1identify/nrsr_lists.htm or http://nj.gov/dep/gis/geowebsplash.htm.

• Locally Designated - If the property is locally designated by the municipality and not listed on the National Register, it must have a DOE, SHPO Opinion, or COE to be eligible for this grant program.

• Unsure - If the historic designation status is not known, check the “Unsure” box, and program staff will assist in following the process described in #2 above.

If a contributing element of a historic district, provide district name – Enter the name of the Historic District in the write-in box provided. The name may be found in the National Register nomination or eligibility determination. If not known or unsure, please leave this field blank.

The property is – Check all the boxes that apply:

• Indicate if the property is located in a Certified Local Government community. For more information, visit http://www.nj.gov/dep/hpo/3preserve/clgmap_200901.pdf
• Indicate if the property is located within a designated Main Street Community. For more information visit http://www.nj.gov/dca/divisions/dhcr/offices/msnj.html
• Indicate if the individual property is regulated as a local landmark or as part of a historic district under local Historic Preservation Commission review.

Public Access to the property - Indicate if the property is currently or will be open to the public on a regular basis (i.e. municipal office, museum or library hours), if the property is only open by appointment, approximate number of days open to the public annually, and estimated number of visitors per year.

Current Use of property - Click the bullet(s) that best describe the current use of the property, and the anticipated use after the proposed construction project is complete. Check all that apply

Use after project is complete - Click the bullet(s) that best describe the current use of the property, and the anticipated use after the proposed construction project is complete. Check all that apply

The property is currently - Check the one bullet that best describes the current occupancy of the property.

Current general condition of the property - Check the bullet that best describes the overall condition of the property.
Describe the property damage caused as a direct result of Hurricane Sandy - Use the write in box provided to briefly describe the property damage caused by Hurricane Sandy on October 29, 2012. The description should include any damage to the exterior and interior of the building as well as damage to the site. Typical responses might include damages caused by flooding, downed trees or limbs, wind, fire, or loss of power.

Provide photographs showing damage – An applicant may upload up to four photographs that detail areas of damage caused by Hurricane Sandy. (Maximum 5MB size for each photograph upload)

Upload Insurance Declaration Page (if any) – An applicant may have received this declaration from its insurance company.

Upload Substantial Damage Certificate (if any) – An applicant may have received this certificate from the municipal engineer.

PROJECT INFORMATION

Introduction – This section provides more information about the proposed non-construction and construction work and how it will address the damages described in the above section. This section will ask for additional photographs, pre-construction planning documents and design, cost estimates, and detailed information on any work that is already completed but is part of this application for this grant program. Applicants will be asked to upload digital documents and images to this Application. If applicants are not able to upload required documents, they may make arrangements to deliver documents by contacting program staff at 609 984 5561 or njhistoricsandy@dca.state.nj.us

Summary Description of Project - Use the provided write-in box (maximum 350 words) to briefly describe the proposed construction project. Include anticipated planning documents or drawings, and describe how storm damaged areas to the exterior, interior or site will be repaired or restored. Also describe any other work that is necessary to complete the project that would not be eligible for grant funding such as landscaping, replacement of non-historic outbuildings, new kitchen or bath installation, etc.

FOR NONPROFIT ORGANIZATIONS ONLY

Describe the relationship of this proposed project to your mission and any planned program growth – Use the provided write-in box to detail the effect the proposed building project will have upon the activities and development of the organization.

Upload pre-storm photographs (if available) – You may submit up to four photographs of the historic property prior to Hurricane Sandy. The photographs may show overall views of the property or details that were later damaged by the storm.
This project includes (check all that apply) – Check the boxes that best describe the project for which funds are requested:

- **Completed non-construction work** might include architectural drawings, specifications, engineering report, cost estimates. If this box is checked:
  - **Identify the completed non-construction work** – You will be asked to select the type of completed non-construction work and upload non-construction documents in the space provided. (Maximum 5 MB for each document uploaded)

- **Completed construction work** might include repair and restoration work that was finished and paid for after the Hurricane. Completed work must be fully documented with photographs, invoices and proof of payment work in order to be evaluated for eligibility. If this box is checked:
  - **Upload photographs of completed construction work** – You will be asked to upload up to four photographs to show the results of the completed construction work. (Maximum 5 MB for each image uploaded) The images may include overall view of the historic property and details of areas that were repaired after the storm damage.

- **Work started, but not complete** may include exterior repairs that were limited or stalled, for lack of funding or other reasons. If this box is checked:
  - **The current project design status** - You will be asked to check the box (es) that best describe the current project design status. Design is defined as the pre-construction process of bringing a project from concept to documents that are construction-ready. This design work may be done by an architectural firm, a design professional, a contracting company or craftsman. You may upload one document in the space provided (Maximum 5 MB upload).
  - **Cost estimates for the proposed construction work** - You are asked to check the boxes that best describe how the project’s cost estimates were obtained. If “other”, use the write-in box to explain. (Maximum 5 MB for the upload).

- **Proposed work not yet started** includes construction work that may be planned, but for which construction has not yet begun. If this box is checked:
  - **The current project design status** - You will be asked to check the box (es) that best describe the current project design status. Design is defined as the pre-construction process of bringing a project from concept to documents that are construction-ready. This design work may be done by an architectural firm, a design professional, a contracting company or craftsman. You may upload one document in the space provided (Maximum 5 MB upload).
  - **What type of documents supports the project** - Secondly, You will be asked to identify the type of document that supports the proposed project,
which may be a professional, contractor or insurance assessment, or “none”. If “other” is checked, describe the document in the write-in space provided. You may upload one document that relates to the assessment in the space provide (Maximum 5MB upload).

- **Upload Cost Estimate** - Finally, you will be asked to check the boxes that best describe how the project’s cost estimates were obtained. If “other”, use the write-in box to explain. (Maximum 5 MB for the upload).

**Provide the name(s) of proposed consultant(s) and contractor(s), if known** - If a consultant or contractor has not yet been selected, leave these fields blank. Only list the firms that are currently under contract, or whose work is completed and paid. Provide the name of the project contact, company name and web site, if available. If no web site is available, leave this field blank. It is not necessary for you to retain a consultant or contractor at the time of application to this program.

**Provide timetable for project, including length of time, in months, to undertake project** – Indicate the number of month it is estimated to complete the pre-construction planning necessary for the proposed project, and the actual construction work. The total number of months for the work should total 24 months or less, which is the term of the grant period.

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**PROJECT BUDGET**

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**Introduction:** This section documents all the expenses for the project, both spent and anticipated, and any potential income that may assist with the construction costs.

**General Instructions for the Budget Section**

- Enter all numbers without commas; the financial totals will appear without commas
- Press “Calculate” to automatically perform the mathematical function in each column and row and to total budgets
- Press “Calculate” each time a number in the budget is changed in order to see the accurate figures

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**EXPENSES**

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**This grant project includes work on** - Indicate the number of structures for which funding is being requested. For example an EOI requesting funding for repairs to a residence and detached garage would be two structures. If the project includes work on more than one structure, a separate project budget must be completed for each structure. NOTE: The number of structures checked will correspond with the number of project budgets that appear on the form.
**Project Budget** - For each structure, enter the name of the structure and the actual cost of work completed, or estimated cost of work proposed for each category: non-construction expenses, construction for site work, exterior and interior.

- The cost of work completed should be the work that is complete and paid at the time of the EOI. In order to be eligible for funding, the completed work must be in compliance with the Standards. Any completed work proposed for funding must be approved by program staff and fully documented with pictures, invoices and proofs of payment in order to be eligible for reimbursement.
- The cost of work proposed should be the most recent and reasonable cost estimate for the proposed work and should correspond to the cost estimate uploaded under “Design Status”.

NOTE: When all the figures are entered, press “Calculate” at the end of each row and column, and at the bottom to add “Structure Total”. If work is for more than one structure, press “Calculate” for the “Grand Total Project Budget”, which will add all the building costs together. If you change any of the figures that are entered, the “Calculate” buttons will need to be pressed again. The totals do not automatically calculate changes.

See Figure 1 *(next page)* for a sample filled-in table.
Figure 1

INCOME

**Identify all other government funding received/awarded for construction.** Only include federal funding received for the project scope of work described in the “Project Information” section of this EOI. Funding received for other types of assistance (temporary housing, relief, loans, etc.) that are not related to the planning or construction of this project should NOT be listed on this table. Enter the date of award, using the calendar calculator.

- **CDBG-DR** - Community Development Block Grant - Disaster Relief
- **FEMA** - Federal Emergency Management Agency
- **RREM** - Reconstruction, Rehabilitation, Elevation, and Mitigation Program
- **HMGP** - Hazard Mitigation Grant Program Elevation Program
- **SBA** - U.S. Small Business Administration Loan Program
- **NFIP-ICC Claim** - National Flood Insurance Program Increased of Cost of Compliance Grant Program
**Property Insurance** – Enter the amount of the insurance settlement for the same scope of work that is included in this application for funding. Insurance settlements that cover expenses other than construction should not be entered as income for this construction project.

**Press “Calculate” total other government funding received.**

**Calculate project costs that are eligible for grant request** - This calculation subtracts the government funding and insurance settlement from the total project budget.

**Grant Request** – Enter the amount of grant funding requested by this application. The applicant may request up to $500,000. Religious institutions may request up to $150,000.

**Certain expenses are not eligible, but may be necessary to complete the project** - In the write-in box provided, list any additional anticipated expenses for the overall project that may be ineligible for reimbursement but are necessary (i.e. salvage, new construction, new landscaping, fundraising expenses, etc.)

**List relevant examples (if any) of grants managed by your organization and/or project contact** – You may list up to three examples of grant administration experience. If no relevant grant experience is known, please leave these fields blank. You are not required to have grant administration experience to receive a grant from this program.

**PUBLIC BENEFIT**

**How will the project benefit the community?** - In the write-in box provided, explain any benefit or advantage to the public or community upon completing the work project, such as increasing tourism or visitor activity, restoring an important landmark, supporting the preservation of a local historic district, improving community services, and more.

**Will the proposed project improve the site's accommodations for persons with disabilities? If yes, explain how** – Click the appropriate bullet; if the answer is “yes”, use the write-in box provided to describe how the project will improve the site’s accommodations for persons with disabilities. Alterations to public buildings must comply with the provisions of the Americans with Disabilities Act.

**ACKNOWLEDGEMENT AND SUBMISSION**

**I certify that all information provided is true and accurate to the best of my knowledge** - All EOI’s must be signed by the applicant in the space provided. To sign, hold the mouse button down, use a stylus or touch screen, depending on your device. The EOI is only complete and eligible for submittal when this document is signed.
When you are satisfied that the EOI is complete, and that all documents and images have been uploaded to the form, you may click the Submit button.

After submitting the EOI, you will receive a “Thank you for your submission” message, with a reference number and an opportunity to print a receipt. Save the reference number for inquiries about the EOI.

Should you wish to add information to the EOI after the form has been submitted, you should contact program staff directly at 609 984 5516 or njhistoricsandy@dca.state.nj.us and use the reference number.

After the EOI is reviewed by program staff and determined to be complete, the primary project contact will receive an email indicating the EOI is under review by program staff and the Evaluation Committee. You may be contacted for additional information or be visited on site by program staff.

If an EOI is determined ineligible for the grant program, the primary project contact will be notified with an explanation of the ineligibility.

After the program staff and the Evaluation Committee have reviewed and scored all submissions, you will be notified of the project funding decision. You will have the opportunity to ask specific questions about the strengths and weaknesses of your EOI.

The Sandy Disaster Relief Grants for Historic Properties will make awards for as many eligible projects as funding allows.
SECTION THREE: APPENDICES

SECRETARY OF THE INTERIOR’S STANDARDS FOR THE TREATMENT OF HISTORIC PROPERTIES, 1995

SAMPLE PRESERVATION AGREEMENT

SAMPLE OWNER ASSURANCES AND AUTHORIZATION BY THE ENTITY’S GOVERNING BOARD FORM

NATIONAL HISTORIC LANDMARKS IN THE STATE OF NEW JERSEY