

Morris County Historic Preservation Trust Fund
2012 CONSTRUCTION GRANT APPLICATION



DEADLINE: FRIDAY, MARCH 30, 2012, 4:30 P.M. E.S.T.
SUBMIT TO: MORRIS COUNTY HISTORIC PRESERVATION TRUST FUND
DEPT. OF PLANNING & DEVELOPMENT
PO BOX 900
MORRISTOWN, NJ 07963-0900
973-829-8120

Please do not attach any materials which are not expressly requested in this application as these materials will not be accepted.

Please submit two paper copies and one electronic copy for the following:

1. Application Forms
2. Proposals from Professionals, Consultants, Contractors

Please submit all electronic files on one CD / DVD, including:

1. All photos as JPEG images, minimum 200 dpi at 4"x6" (500 KB)
2. Preservation Plans and other large documentation (with prior County approval)
3. All other supporting documentation

No submissions will be accepted via e-mail. Please collate all submissions. Double-sided printing is encouraged. Paper submittals shall be bound by staple, paper clip or binder clip only. The use of binders, plastic separators, non-recyclable materials, etc. are strongly discouraged. Submittals will not be evaluated on the basis of the aesthetic of the package.

If submitting more than one application, please prioritize each project.

PLEASE BE ADVISED THAT HANDWRITTEN SUBMISSIONS OF APPLICATION WILL NOT BE ACCEPTED. THANK YOU.

Name of Project: _____

Applicant

1. Name: _____
(Attachments A and C required for Charitable Conservancy)

Street Address: _____

Town/State/Zip: _____

Chief Executive Officer: _____

2. Contact Person: _____
Phone: Work _____ Ext _____ Home _____
Fax Number: _____
E-Mail: _____

3. Relationship of applicant to historic resource: (Attachment B required for all applicants)

- Applicant owns property
- Applicant leases property. Owner's Name: _____
If applicant is different than owner, submit copy of valid lease indicating possession and significant control over property.
- Other (describe): _____

Property

4. Name (Historic, from NR/SR nomination): _____
Name (Present): _____
Street Address: _____
Municipality/State/Zip: _____ State _____ Zip _____
Block/Lot: Block _____ Lot _____

5. Date Built: _____
Major addition(s) and date(s): _____
Original use: _____
Architectural style(s): _____
Architect(s), if known: _____
Builder(s), if known: _____

6. Register of Historic Places Status (check all that apply; Attachment D required)

- National Register of Historic Places _____ individual _____ district
- NJ Register of Historic Places _____ individual _____ district
- Certified NJ Eligible _____ individual _____ district
- Locally designated _____ individual _____ district

7. Describe concisely the architectural, cultural and historical significance of the property.

8. Current physical condition of the property:

- Excellent (No visible repair work needed)
- Good (Need for general maintenance)
- Fair (In need of more than routine maintenance)
- Poor (In need of major repairs)

Describe any conditions, inappropriate use or preservation need threatening the property. If it is endangered, explain the nature of the threats.

Existing Use of Site: _____

Proposed Use of Site: _____

Describe any impact of proposed project on existing use of site:

Site location based on Street Map (8 1/2 x 11)

Photographs (Attachment E)

Existing Deed Restrictions _____

Encumbrances and Utility _____

Easements (if any) _____

9. Stewardship: Who is responsible for budgeting, supervising and performing maintenance work?

CONSTRUCTION GRANT

How will the property be maintained once the funded work is complete? (Complete Attachment F if project is \$50,000 or over.)

Provide the total operating budget for the property for the last three years. Include maintenance, operations, programs and special events, and staff salaries.

	2009		2010		2011
Total Revenues		Total Revenues		Total Revenues	
Total Expenses		Total Expenses		Total Expenses	

Budget Summary

10. Total Project Cost: _____
 Match: _____
 Grant Request: _____

11. Type of Application: (check appropriate boxes) Refer to “Eligible Activities” listed in the Grant Rules and Regulations.

- Stabilization Restoration
- Rehabilitation Preservation

12. Provide brief summary describing project.

Project Concept

13. Project Profile

The current project design status is (check all that apply):

- Scope of work
- Schematic design/design development
- Final construction documents

Based on a:

- Preservation plan
- Historic structure report
- Other study (identify) _____

Cost estimates for proposed construction work are based on (check one that best applies):

- Contractor's proposal
- Preliminary/ballpark estimates based on design professional's opinion of cost
- Quantity takeoffs from measured drawings
- Competitive bids based on construction documents

The predominant treatment(s) in this project (check the one that best characterizes the project):

- | | | | | | | | | | | |
|----------|--------------------------|--------------|--------------------------|-------------|--------------------------|----------------|--------------------------|---------------|--------------------------|------------------|
| Exterior | <input type="checkbox"/> | Preservation | <input type="checkbox"/> | Restoration | <input type="checkbox"/> | Rehabilitation | <input type="checkbox"/> | Stabilization | <input type="checkbox"/> | No exterior work |
| Interior | <input type="checkbox"/> | Preservation | <input type="checkbox"/> | Restoration | <input type="checkbox"/> | Rehabilitation | <input type="checkbox"/> | Stabilization | <input type="checkbox"/> | No interior work |

14. Describe the goals of the project. What are the problems and needs of the resource that you will address in your project?

15. Describe the research, investigation and planning you have completed that substantiates the preservation objectives of the project. (Include Attachment G.)

Scope of Work

16. Describe concisely the scope of work proposed in this grant request. For non-construction aspects of the work, list task and include a copy of a fee proposal on consultant's and each sub-consultant's letterhead that clearly identifies each task to be completed by each firm. Also include Attachment H and completed Professional Services Checklist (Policy H-1).

17. Provide projected dates (month and year) for each task:
e.g. 09/12

- | | |
|--------------------------------------|-----------------------------|
| _____ Complete planning/pre-design | _____ Bid opening |
| _____ Complete design | _____ Start construction |
| _____ Identify qualified contractors | _____ Complete construction |

Project Team

18. Name(s) of proposed consultant(s) or contractor(s). Attach statement of credentials for each proposed firm and key personnel. Include Attachment I and completed Professional Services Checklist (Policy H-1). Please Note: It is highly encouraged that the principal team leader for building construction projects meet or exceed the requirements of 36 CFR 61 as a Historic Architect unless the project is specifically limited to conservation work (e.g. tombstone conservation or stained glass restoration in which the professional is also the craftsman on the project.) If the principal team leader does not meet the requirements of 36 CFR 61 as a Historic Architect, include an explanation as to why the selected principal consultant is well suited for the project.

19. Name of firm or individual providing cost estimates:

- Architect: _____
- Engineer: _____
- Contractor: _____
- Other (identify profession): _____
- Independent Cost Estimator: _____

Budget *(Please round up numbers.)*

20. Grant Project Budget

This grant project includes work on: A single structure only More than one structure

If the project includes work on more than one structure, please copy the form and prepare a separate project budget for each structure.

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Name of structure: _____

All costs must be escalated to assume Grant Agreement execution by October 1st with construction activities for most projects beginning the following spring. No work, including professional services, completed prior to the execution of the Grant Agreement shall be eligible for funding.

I. NON-CONSTRUCTION

Activity	Total	Local Match	Grant
	\$	\$	\$
Subtotal, Non-Construction	\$	\$	\$

II. CONSTRUCTION: SITEWORK

Activity	Total	Local Match	Grant
	\$	\$	\$
Subtotal, Construction: Sitework	\$	\$	\$

III. CONSTRUCTION: EXTERIOR

Activity	Total	Local Match	Grant
	\$	\$	\$
Subtotal, Construction: Exterior	\$	\$	\$

IV. CONSTRUCTION: INTERIOR

Activity	Total	Local Match	Grant
	\$	\$	\$
Subtotal, Construction: Interior	\$	\$	\$

Grand Total Eligible Costs (I + II + III + IV) \$ \$ \$

21. Grant Request Worksheet (*Please round up numbers.*)

<i>Eligible Costs</i>			
a. If request includes work on more than one structure, enter the name below and itemize costs for each.	Dollar Amount		
b. Total, Eligible Costs (all structures)			
c. MATCH REQUIRED (Enter the product of line b column A x 20%.)			
d. GRANT REQUEST (Enter the product of line b column A x 80%).			

22. Cash-in-hand matching funds: Itemize and describe the source and status of funds that will be used to match the County grant requested. Indicate under “status” the date the funds were received or are expected. (Attachment J must contain letters of commitment for any funds not yet on deposit in your account.)

Source of Funds	Status	Amount
	Total	

23. If adequate matching funds are not currently available, explain your plans and schedule for raising the matching funds.

Public Benefit

24. Public access to the property:

	Current	At end of Project
Open to the public	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Open to the public on a regular basis - # Days/yr		
Open to the public on a regular basis - # Hours/day		
Open by appointment only	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of visitors per years		
How was this number calculated?	<input type="checkbox"/> Actual <input type="checkbox"/> Estimated	Source of count:

Describe facility's interpretive program:

Describe the relationship of this project to local community revitalization:

Describe how the preservation of the built or natural environment will be achieved:

Describe how project will enhance heritage education:

Describe how project will enhance tourism:

Describe the degree to which the project promotes preservation activity:

Describe how the project represents innovative design:

Describe how the project reaches new audiences:

Is the property compliant with the American Disabilities Act? Yes No
If not, has your organization prepared an “ADA
Self-Assessment Survey and Planning Tool”? Yes No

If not, when will your organization conduct an “ADA Self-Assessment Survey and Planning
Tool”?

Month / Year _____

The applicant certifies the following:

- a. The filing of this application has been approved by the governing body of the applicant;
- b. The facts, figures, and information contained in this application, including all attachments, are true and correct;
- c. Matching funds in the amount of \$ _____ are currently available, or will be available by _____ (date) for this project;
- d. Any funds received will be expended in accordance with the grant agreement to be executed with the Morris County Historic Preservation Trust Fund;
- e. The individual signing this agreements has been authorized by the organization to do so in its behalf, and by his/her signature binds the organization to the statements and representations contained in the application;

Acting as a duly authorized representative for the applicant organization, I am submitting this request for assistance from the Morris County Historic Preservation Trust Fund.

Name: _____

Title: _____

Signature of Individual _____ Date _____

CHARITABLE CONSERVANCY – Attachment A

Organization Information

Please submit a copy of each of the following documents:

- The organization’s by-laws
- Proof of qualification as an eligible charitable conservancy*
- Most recent financial audit

1. Date of incorporation: _____
2. Estimated membership: _____
3. Number of staff: _____ full-time paid _____ part-time paid
4. Volunteers: _____ full-time unpaid _____ part-time unpaid
5. State the mission of your organization.

Project Specific Information

6. Briefly describe why it is important to preserve this resource and how the resource fits into your organization’s mission. (Attachment K)

7. Explain what would happen to the resource if the charitable conservancy ceased to exist?

* An eligible charitable conservancy is a corporation or trust whose purpose includes historic preservation of historic properties, structures, facilities, sites, areas or objects, or the acquisition of such properties, structures, facilities, sites, areas or objects for historic preservation purposes. Conservancy is exempt from federal income taxation under paragraph (3) of subsection (c) of section 501 of the Federal Internal Revenue Code of 1986 (26 U.S.C. s.501(c)(3)).

OWNER ASSURANCES – Attachment B

This attachment must be completed and executed by the owner of record.

Name of Owner: _____ Name of Co-Owner: _____

Home Address: _____ Home Address: _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Phone number: _____

Phone number: _____

I/we understand the purpose of the application to be submitted to the County of Morris and I/we hereby agree to its submission. I/we agree that the listing of the property in the New Jersey or National Registers of Historic Places will be a condition of a grant. (If applicant leases the property) I/we also confirm that a valid lease is in effect*.

Signature of Owner

Signature of Co-owner

Print Name

Print Name

Title

Title

Date: _____

Date: _____

* Attach a copy of the lease to this Assurance.

ADDITIONAL ATTACHMENTS

C. Applicant's Personnel. Include a list of Board members and the names, positions, terms of office and occupations of all members of the applicant organization who will be responsible for managing the grant-assisted project (*required for non profits*).

D. State of New Jersey Register of Historic Places status (*required for all applicants*).

- If the property is an individually listed or part of an individual or thematic property listing, include a copy of the complete nomination form.
- If the property is included in a historic district listing and indicated on the nomination as a contributing resource to the historic district, include all relevant pages of the nomination form.
- If the property is not listed in the National or New Jersey Register of Historic Places, include a letter from the Deputy State Historic Preservation Officer (DSHPO) certifying eligibility for listing of a site in the New Jersey Register. A certification letter must be received from the DSHPO at the time of application deadline.

E. Photographs. Submit photographs in the form of digital files (on labeled disc) depicting the overall setting of the property and general views of the site and buildings, and conditions that demonstrate the need for the grant. Also, please include historic photographs (digital) if available. All photographic materials should be clearly labeled and dated (*required for all applicants*). (If the digital requirement presents a problem, call the office of Planning, Development and Technology, 973-829-8120.)

F. Long-Range Maintenance Plan and Budget. If project is equal to or greater than \$50,000, provide a 5-year maintenance plan and budget.

G. Documentation of Research and Planning. Include design development/final construction documents, which support the project request.

H. Documentation of Proposed Construction Work. Include a clear description of the proposed construction work in as many of the following documents that apply to your project (*required for all applicants*):

- A request for proposal (RFP) for consultant services prepared by the applicant;
- A proposal addressed to the applicant on the letterhead of the consultant selected for the project;
- A copy of a signed agreement between the applicant and consultant;
- Current plans and specification;
- If the project is ready for bidding, a brief description of how you are soliciting bids.

I. Consultant's/Contractor's Personnel. Include a list of the names of the firms and their personnel who will participate directly in the grant-assisted project (*required for all applicants*). Note: Submit resumes of all project personnel and subconsultants. Applications without named

consultants should include, at a minimum, a statement of professional qualifications needed in the project.

J. Documentation of available match. Provide letters of commitment specifying amount of matching funds for this project and/or a financial statement showing the amount of available funds. County or municipal governments must provide a resolution of the governing body committing to the specified match (*required for all applicants*).

K. Applicant's Long-Range Plan. Include a current strategic or other long-range plan, specific to this site, for your community or organization (*required*). Plan can be as short as one page and should state your organization's goals and plans for implementation.

PROFESSIONAL SERVICES CHECKLIST (POLICY H-1)

This Checklist was developed to serve as a tool in the Professional Services associated with the planning, designing and constructing of projects funded by the Morris County Historic Preservation Trust Fund. This Checklist is intended to clearly identify all consultants involved in a proposed project; and to clarify the associated requirements pertaining to the submission of documentation and affiliated services by Preservation Professionals if funding is awarded.

This checklist and its associated Professional Proposals must be submitted as part of the applicable grant application or the application will not be considered for funding. If funded by the Morris County Historic Preservation Trust Fund, this completed Checklist and associated Professional Proposals will become the basis for the review of Professional Services.

LONG-TERM FACILITIES PLANNING:

When reviewing applications for most historic sites, the Morris County Historic Preservation Trust Fund Review Board tends to give strong preference to those projects for which a preservation planning document, such as a Preservation Plan, Historic Structures Report, Historic Landscape Report, Conservation Assessment (or other such document that would be applicable to the specific needs of the historic resource) is completed prior to requesting funding for the preparation of Construction Documents or for Construction Funding. However, exceptions include some conservation projects such as the repair of stained glass windows. Please contact the Trust Fund Coordinator to discuss the specific needs of your site.

CONSTRUCTION DOCUMENT REVIEW SCHEDULE:

Professional Consultants should anticipate a minimum of two reviews of documents for construction by the Morris County Historic Preservation Trust Fund, typically at 75% and 100% completion. The submission of all required information in a timely manner allows approvals as quickly as possible and minimizes the potential for delays associated with requests for additional information or clarification. The Program reserves a 30-day review period upon receipt for all document submissions. Lack of response from the County should not be construed as approval.

For projects that have received funding from the Morris County Historic Preservation Trust Fund for the preparation of Construction Documents, the following deadlines must be met to be considered for construction related funds for the funding request year:

- **By 7 January** **75% Construction Documents must be delivered to Morris County for review.**
- **By 28 February** **100% Construction Documents must be delivered to Morris County for review.**

Projects failing to meet the submittal dates will not be considered for Construction funding during that grant year.

Those projects for which Construction Documents were prepared without funding from Morris County Historic Preservation Trust Fund are welcome to submit their Construction Documents for a preliminary review prior to the Grant Application deadline. They may also submit completed Construction Documents with their Construction Grant Applications.

Applicant	_____	Signature/Date:	_____
Print:	_____		_____
Project Team Leader	_____	Signature/Date:	_____
Print:	_____		_____

PROFESSIONAL PROPOSALS:

The principal or lead consultant, often the project architect, should submit an overall description of the project that identifies the work to be completed by their firm as well as the specific work to be completed by each of the subconsultant firms; and a detailed break-down of all associated fees. The following information shall be included in the principal consultant's Professional Proposal:

- **Identify Project Scope of Work:** A description of the work to be completed as part of the proposed professional services. This includes a statement describing the problem at the historic resource to be addressed by the Professional(s), e.g. "The scope of work will address the restoration of the exterior of the building and replacement of the roof in accordance with the Short Term Recommendations as identified in the Preservation Plan."
- **Identify Associated Professional Services Scope of Work:** A description of the work to be completed as part of the proposed Professional Services. The Scope of Professional Services should be a detailed description of everything the Project Team intends to do for the Client/Applicant. It should be as complete as possible, leaving no ambiguity as to whether a duty or deliverable is included within the basic fee.
 - *Level of Documentation:* Clearly state the specific level of documentation to be prepared by the Preservation Professional as part of the Professional Services. If the level of documentation is not specifically identified, the County will assume that full Construction Documents will be prepared as described below.
 - *Project Schedule:* Clearly state the anticipated Project Schedule. Successful grant applicants for the Morris County Historic Preservation Trust Fund are typically notified of award by the end of June with Grant Agreements executed by the end of September. No work completed prior to the execution of the Grant Agreement is eligible for funding from Morris County.

For projects that have received funding from the Morris County Trust Fund for the preparation of Construction Documents, **75% Construction Documents must be delivered to the County for review by the 7th of January and 100% Construction Documents must be delivered to the County for review by the 28th of February to be considered for construction related funds for the funding request year.** Projects failing to meet the submittal dates will not be considered for Construction funding during that grant year.

- *Description of Services and Fees:* The description of the Professional Services work and associated fees should correspond to anticipated submission intervals and/or requests for Morris County reimbursement. In the case of the preparation of Construction Documents, reimbursement will correspond with the percentage of completion of all phases of Professional Services related to the preparation of Construction Documents (e.g. Schematic Design, Design Development, etc.). Payment for bidding related services can occur following the execution of an agreement with the selected Contractor. Morris County reimbursement for Construction Administration related services can correspond with the percentage of completion of the Construction work.

Applicant
Print: _____ Signature/Date: _____

Project Team Leader
Print: _____ Signature/Date: _____

- *Construction Documents:* Full Construction Documents must be submitted for all projects with an anticipated construction value of over \$50,000. For the purposes of this Program, a complete set of Construction Documents provides a comprehensive, fully coordinated set of detailed plans, elevations, sections and details sufficient to accurately and completely describe the proposed scope of construction work; in addition to detailed Construction Specifications Institute standard 16-part or 50-part specifications. The coordinated drawings and specifications should allow the Contractor to determine a guaranteed maximum price and obtain necessary permits to construct the project. Applicants for conservation projects must discuss the preparation of Construction Documents with the County prior to submission of application.

Non-profit organizations that plan to submit construction grant requests exceeding \$50,000 must have prepared a Preservation Plan and obtained professional construction costs estimates from an independent cost estimator based upon Construction Documents before they are eligible to apply for funding towards the actual construction.

- *Bidding Phase:* Clearly state the Professional Services to be provided during the Bidding Phase of the project, including whether an on-site pre-bid meeting is included in the Professional Services. All construction projects whose anticipated construction value exceeds \$50,000 must be publicly bid. It is also strongly encouraged that potential contractors be pre-qualified whenever permitted by local regulations.
- *Construction Administration:* Clearly state the extent to which Construction Administration is included in the Professional Services. At a minimum, the Morris County Historic Preservation Trust Fund encourages Professional Services at pre-construction meetings, regular construction meetings and observations to review the work progress, and at the completion of the project to approve the Contractor's final payment application. In addition, the Construction Administration services should include Contractor submittal review, review of Contractor's Applications for Payment, and the preparation of project punch lists. In some cases, it might also be appropriate to include site reviews from Professional Subconsultants such as engineers, archaeologists, conservators, etc.
- *Additional/Excluded Services:* As appropriate, identify potential additional services or conditional statements to further clarify Professional Services included or excluded from the Consultant's proposal.

Applicant
Print: _____ Signature/Date: _____

Project Team Leader
Print: _____ Signature/Date: _____

- **Identify Firms and Key Individuals in Project Team:** Please note that any proposed changes to the Project Team’s firms, individuals, or responsibilities following a grant award are subject to review and written approval from the Morris County Historic Preservation Trust Fund.
 - Clearly name all of the firms who will be working on the project and their specific responsibilities for each portion of the Project Scope of Work.
 - Professional Proposals must be submitted by each firm anticipated to be part of the Project Team. Each proposal must clearly state the proposed Scope of Services as well as a break-down of associated fees. Please identify the key members of the Project Team and their specific roles in the project. Provide résumés for all Project Managers, and key personnel that include each individual’s qualifications and demonstrated experience in similar historic preservation projects.
 - For the preparation of Construction Documents for building-related projects, strong preference is given to individuals who meet or exceed the Federal Professional Qualifications Standards 36CFR61 for a Historic Architect.

□ **Fee Proposal:**

- The principal or lead consultant, often the project architect, should submit an overall proposal that includes the professional fees for all members of the Project Team. Fee proposal break-down should correspond to anticipated reimbursements from the Morris County Historic Preservation Trust Fund. Typical fee proposal break-down at a minimum includes Construction Documents, Bidding and Construction Administration Phases.

In the preparation of Construction Documents, Morris County reimbursement will correspond with the percentage of completion of all phases of Professional Services related to the preparation of Construction Documents (e.g. Schematic Design, Design Development, etc.). Payment for bidding related services can occur following the execution of an agreement with the selected Contractor. Morris County reimbursement for Construction Administration related services can correspond with the percentage of completion of the Construction work.

- Each participating firm shall provide a break-down of the fee proposal by appropriate phase or project scope of work corresponding to anticipated reimbursements from the Morris County Historic Preservation Trust Fund.
- Provide hourly rates for all members of the Project Team.
- Provide Reimbursable Expense Rates for all project-related expenses as applicable.
- Identify Deliverables that are included in the project fee as applicable (i.e. number of sets of review and final Construction Documents provided to the Owner or for Morris County review. Please note that two sets of all submission information are required for Morris County review.)

Applicant
Print: _____ Signature/Date: _____

Project Team Leader
Print: _____ Signature/Date: _____

PROJECT TEAM:

Please identify the key members of the Project Team below and their specific roles in the project.

FIRM	INDIVIDUAL(S)	RESPONSIBILITY(-IES)
ARCHITECT		
STRUCTURAL ENGINEER		
MEP ENGINEER		
LANDSCAPE ARCHITECT		
COST ESTIMATOR		
CONSERVATOR		
PAINT ANALYSIS		
MORTAR ANALYSIS		
SPECIALTY CONTRACTOR / CRAFTSMAN		
OTHERS (IDENTIFY)		

Applicant
Print: _____ Signature/Date: _____

Project Team Leader
Print: _____ Signature/Date: _____

APPLICANT CHECKLIST

This checklist is enclosed to ensure that you submit a complete application. Before submitting your application, run through the following checklist. Do not return this form with the application.

- Completed application
- Organization's By-Laws
- Proof of qualification as a charitable conservancy
- Site Plan (**8 1/2 x 11**) Include a site plan if the project is part of a complex of historic properties.
- Photographs – digital, with each photo clearly labeled and dated.
- Attachments A through K
- If applicable, a completed and signed “Professional Services Checklist” (Policy H-1)

**THIS PAGE IS FOR THE APPLICANT'S USE.
DO NOT RETURN WITH APPLICATION.**