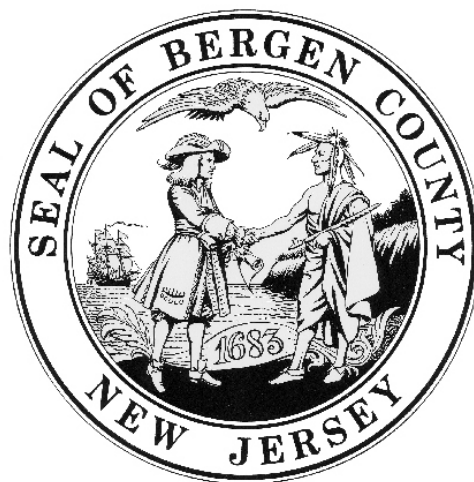




**BERGEN COUNTY
HISTORIC PRESERVATION
TRUST FUND GRANT PROGRAM**

OF THE

**BERGEN COUNTY OPEN SPACE, RECREATION,
FLOODPLAIN PROTECTION, FARMLAND
AND HISTORIC PRESERVATION
TRUST FUND**



2020 GUIDELINES

FEBRUARY 2020

COUNTY OF BERGEN

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Elaine Kiernan Gold, *Bergen County Historic Preservation Trust Fund Administrator*

BERGEN COUNTY HISTORIC PRESERVATION TRUST FUND GRANT PROGRAM
OF THE
**BERGEN COUNTY OPEN SPACE, RECREATION, FLOODPLAIN PROTECTION, FARMLAND
AND HISTORIC PRESERVATION TRUST FUND**

2020 GUIDELINES

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I. INTRODUCTION

The 337-year history of Bergen County has produced a rich heritage of historically and architecturally significant sites. The existing historic sites represent important historical events and trends, significant individuals, diverse architectural styles, and the craftsmanship of by-gone eras. In order to help preserve our historic sites, the voters of Bergen County approved expansion of the open space and farmland acquisition initiatives to include historic preservation activities and implementation of these objectives by means of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund. Title 40:12-15 et. seq. of the revised New Jersey statutes permits counties to fund certain historic preservation projects. These include acquisition and/or restoration of historic sites by county government, municipalities and certain non-profit organizations.

The Bergen County Board of Chosen Freeholders has established the Bergen County Open Space, Recreation, Floodplain Protection Farmland and Historic Preservation Trust Fund and has determined that the Bergen County Historic Preservation Advisory Board (BCHPAB) will administer the historic preservation component of this fund to preserve the rich heritage of historically and architecturally significant sites within the county. The County Historic Preservation Trust Fund Program was prepared in compliance with requirements of the state enabling legislation, N.J.S.A. 40:12-15, et. seq., and these requirements are described in the pages that follow.

II. HISTORIC PRESERVATION TRUST FUND PROGRAM OVERVIEW

The Bergen County Historic Preservation Trust Fund (BCHPTF) will fund the acquisition, stabilization, rehabilitation, restoration, and preservation of historic sites as well as the preparation of plans and reports associated with the implementation of historic preservation capital projects by the County, municipalities, and qualified non-profit organizations. All properties must be located in Bergen County and listed on or eligible for listing on the New Jersey Register of Historic Places either individually or as a contributing part of a historic district. All grant recipients must place the subject property on the New Jersey Register of Historic Places, if not currently listed. The cost of preparation of the Register application may be included in the project costs.

If the property is not listed on the New Jersey Register of Historic Places or has not received a Determination of Eligibility from the New Jersey Historic Preservation Office (HPO), the applicant must submit information concerning the site to the HPO at least 45 days prior to this application deadline so that a Certification of Eligibility letter is received and included with the application.

III. GOALS OF THE PROGRAM

1. Assist in the preservation and restoration of Bergen County's historic resources, including improving protection from fire, vandalism, and natural disasters.
2. Preserve the historic character of Bergen County for future generations.
3. Assist municipalities, the County, and non-profit organizations in the acquisition of historic resources.
4. Encourage quality preliminary planning for capital preservation projects.

5. Assist municipalities, non-profit organizations, and the County in the restoration of historic sites.
6. Enhance historic tourism opportunities in the County.
7. Increase awareness and appreciation of historic sites.
8. Encourage the placement of historic sites on the New Jersey Register of Historic Places.

IV. APPLICATION PROCEDURE

Bergen County Historic Preservation Trust Fund applications are submitted to the Bergen County Historic Preservation Advisory Board (BCHPAB). To be eligible for application, all applicants should submit a Declaration of Intent to apply for funding to the BCHPAB by **4:30 p.m. on Friday, April 3, 2020**. The declaration enables the BCHPAB or its consultants/staff to review the proposed project for funding and budget eligibility before the application is completed and copies made. Both the applicant organization and the property, must meet the eligibility requirements. The program's administrator will notify prospective applicants as soon as possible of their eligibility to apply by the **Friday, May 15, 2020** deadline.

After applications are received, BCHPAB members or consultants/staff will review each application for completeness and to ensure that it meets eligibility criteria. The BCHPAB members or consultant/staff may visit properties and the BCHPAB will then review and rate each application in accordance with the Criteria for Award. The BCHPAB will submit its recommendations for awards to the Bergen County Trust Fund Public Advisory Committee, which will make final award recommendations to the Board of Chosen Freeholders. The Freeholders will review these recommendations to determine which projects receive the awards and the amounts to be awarded. Projects will be funded based on the availability of funds in the Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund. Some projects may not be funded in a given grant round; other projects may not receive the full amount requested. In order to expedite an emergency stabilization or acquisition project, application review may be handled on an expedited basis.

Following Freeholder approval, the grantees will be notified of their award and will be provided with a grant agreement, which must be executed by the grantee and the County of Bergen. The agreement obligates the recipients to State statutory and County requirements. A dedicated County account will be established for each project by the County Treasurer's Office.

Submit one copy of the Declaration of Intent by **4:30 p.m., Friday, April 3, 2020**. Submit the original and 2 copies with supporting materials as required, plus an electronic version of the same by **4:30 pm, Friday, May 15, 2020** to the:

Bergen County Historic Preservation Advisory Board
c/o
Elaine Kiernan Gold, Grants Administrator
Bergen County Division of Cultural and Historic Affairs
One Bergen County Plaza - 4th floor
Hudson and Kansas Streets
Hackensack, NJ 07601-7076

V. Eligible Applicants

- A. Municipal governments within Bergen County, as well as school districts.
- B. Bergen County Governmental Agencies
- C. Charitable conservancies (a corporation or trust 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)) whose purpose includes preservation of historic properties, structures, facilities, sites, areas or objects for historic preservation purposes. Charitable conservancies submitting applications must include documentation of their tax-exempt status and a resolution of acknowledgment by the municipality in which the project is located. This includes conservancies whose purpose is to preserve state-owned historic sites, non-profit educational organizations, and religious organizations.
- D. Any municipal government or charitable conservancy described in A. and C. above with an existing grant agreement of the Bergen County Historic Preservation Trust Fund of the Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Fund is an eligible applicant, except for a municipal government or charitable conservancy that at the date of application has failed to meet deadlines for payment requests and project completion in a previous grant agreement with the County related to the Bergen County Historic Preservation Trust Fund of the Open Space, Recreation, Farmland and Historic Preservation Fund.

VI. ELIGIBLE PROPERTIES

- The property must be located in Bergen County.
- The property must be listed on the New Jersey Register of Historic Places, individually or as a contributing element within a historic district listed on the New Jersey Register.
- If not listed on the New Jersey Register of Historic Places, the property must be certified as eligible for listing by the State Historic Preservation Officer either as an individually eligible property or a contributing property within a historic district. A Certification of Eligibility letter issued by the New Jersey Historic Preservation Officer or proof of National or State Register status must be included with the application.
- **A Certification letter must be requested from the Historic Preservation Office at least 45 days before the application deadline (on or before March 16, 2020).**

For information regarding the Certification letter please contact:

Andrea Tingey
New Jersey Historic Preservation Office
Mail Code 501-04B,
Department of Environmental Protection,
PO Box 420 Trenton, NJ 08625-0420,
(609) 984-0539
andrea.tingey@dep.nj.us

Alternatively, consult the requirements for a Preliminary Application on the New Jersey Historic Preservation Office's [website](#). With your Preliminary Application, state that you need a

Certification of Eligibility letter before **Friday, May 15, 2020**, in connection with the Bergen County Historic Preservation Trust Fund application.

A list of most properties and districts in Bergen County that are listed on the [New Jersey Register](#) or officially determined eligible for listing is found on the New Jersey Historic Preservation Office's website. There are more than 400 sites on this list, which illustrate the wealth of historic resources within the county. Homes, barns, churches, cemeteries, bridges, schools, public buildings, industrial sites, railroad stations, waterborne vessels, military sites, natural sites, and other resources provide a living link to the county's heritage.

In addition, many properties in the County meet the criteria for listing on the New Jersey Register of Historic Places, but have not yet been submitted for listing. Absence of Register listing should not discourage or preclude applicants owning or interested in acquiring properties which meet the criteria for Register listing from participating in the Historic Preservation Trust Fund program *provided* that the applicant assumes the responsibility for securing a Certification of Eligibility letter issued by the New Jersey Historic Preservation Office and include it in their application. Many eligible properties are included a list of Register listed and potentially eligible resources included in the Bergen County Geographic Information System (GIS) as part of the on-going update of the Bergen County Historic Sites Survey.

IF YOU HAVE A QUESTION REGARDING WHETHER A SPECIFIC PROPERTY IS LISTED ON THE STATE REGISTER OF HISTORIC PLACES OR HAS IN THE PAST RECEIVED A RECOMMENDATION RELATED TO ELIGIBILITY, PLEASE CONTACT:

ELAINE KIERNAN GOLD, GRANTS ADMINISTRATOR
BERGEN COUNTY DIVISION OF CULTURAL AND HISTORIC AFFAIRS
ONE BERGEN COUNTY PLAZA - 4TH FLOOR
HUDSON AND KANSAS STREETS
HACKENSACK, NJ 07601-7076
201-336-7294
EGOLD@CO.BERGEN.NJ.US

OR

ANDREA TINGEY
NEW JERSEY HISTORIC PRESERVATION OFFICE,
MAIL CODE 501-04B,
DEPARTMENT OF ENVIRONMENTAL PROTECTION,
PO Box 420
TRENTON, NJ 08625-0420,
(609) 984-0539
ANDREA.TINGEY@DEP.NJ.US

- As a further condition for eligibility for capital improvements under the program, properties must be owned or under the control of charitable conservancies, Bergen County government, or municipal governments within the Bergen County. Charitable conservancies are corporations or trusts which are exempt from federal income taxation under the Federal Internal Revenue Code of 1986, and whose purpose includes preservation of historic properties, structures, facilities, sites, areas or objects, or the acquisition of these for historic preservation purposes. Properties owned by ecclesiastical organizations and non-profit and governmental educational organizations may also be eligible.

VII. Ownership of Project Properties

- The applicant for all types of eligible activities excepting acquisition must hold the property in fee simple ownership; or
- If the property is owned by more than one entity, all owners must sign the application request; or
- If the applicant is not the owner, the applicant must be able to prove possession and significant control of the property through a valid lease. The unexpired term of the lease must be 20 years or more as of January 1, 2020.

VIII. Eligible Activities

All of the following eligible activities must be in conformance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (*Standards*) including the 2011 revised *Standards for Rehabilitation* with sustainability standards. These regulations must be followed as they are now in effect or as they may be subsequently modified, changed or amended. **The New Jersey Historic Preservation Office must certify the construction work as complying with the *Standards*.** Information on the *Standards* is available under the [Technical Preservation Services](#) section of the National Park Service's website.

- Acquisition*: The purchase in fee simple or interest thereof of an eligible property, structure, facility, site, or object by the County, a municipality or charitable conservancy.
- Stabilization*: The essential maintenance of a deteriorated structure, facility or object as it exists at present, establishing structural stability and a weather resistant enclosure.
- Rehabilitation*: The act or process of making possible compatible use of a property through repair, alteration, and addition while preserving those portions or features that convey its historical, cultural, or architectural value. Rehabilitation emphasizes the retention and repair of historic materials, but more latitude is provided for replacement because it is assumed the property is more deteriorated prior to work. Both Preservation and Rehabilitation standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.
- Restoration*: The act or process of accurately depicting the form, features, and character of a property as it appeared at the most significant time in the property's history by the retention of materials from the most significant time and reconstruction of missing features from the most significant time, while permitting the removal of materials from other periods.
- Preservation*: The act or process of applying measures necessary to sustain the existing form, integrity, and material of a historic property. Preservation places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building's continuum over time, through successive occupancies, and the respectful changes and alterations that were made.
- Emergency acquisition, stabilization or repair of a property* may be permitted which does not follow the review schedule outlined in Section XII of these *Guidelines*, provided the

property is in imminent danger of destruction, demolition, or collapse and the Trust Fund has available funds.

- G. *Plans and Reports* related to the development and implementation of historic preservation construction projects, including the preparation of:
1. Architectural plans, designs, specification, cost estimates, and other contract documents
 2. Feasibility studies
 3. Historic structures reports
 4. Historic or cultural landscape reports
 5. Archaeological reports
 6. Engineering reports
 7. Historical research reports
 8. Preservation plans
 9. National Register of Historic Places Nomination Forms
 10. Maintenance plans
 11. Project completion reports

The quality of planning is an important grant evaluation criterion. Applicants are encouraged to do careful planning prior to beginning construction. Information about some appropriate types of planning reports is found in [Historic Structures Reports & Preservation Plans: A Preparation Guide](#).

- H. *Project Sign*: No sign is required as part of the grant agreement for projects involving only non-construction activities. A sign is required for a project involving construction. A 12" x 18" sign is required for construction projects with aggregate grants under \$50,000 and a 3' by 5' sign is required for construction projects with aggregate BCHPTF grants of \$50,000 or more. The sign must be located on the project property, be visible from the street, and be maintained on the site for the duration of the project. The one-color or full-color sign must conform to specifications supplied by the County and must acknowledge the Bergen County Executive, the Bergen County Board of Chosen Freeholders, and the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund.
- I. *Exterior Interpretive Signs or Plaques* that are approved by the County for funding as part of the historic preservation project may be included as a secondary project activity. These signs or plaques must relate specifically to the property for which the grant is received. For properties with aggregate grants of \$50,000 or more the County requires the installation of a permanent marker/plaque/sign, which recognizes the history of the resource and acknowledges the County funding.

XIX. Ineligible Activities

The following activities and expenses are not eligible for funding under this program:

- A. Reconstruction
- B. Administrative or operational costs of the agency or organization
- C. Ceremonial expenses
- D. Publicity expenses (except for the required project sign)
- E. Bonus payments of any kind
- F. Charges for contingency reserves
- G. Charges in excess of the lowest bid, when competitive bidding is required by the County or recipient (unless the County agrees in advance to the higher cost)
- H. Charges for deficits or overdrafts
- I. Interest expense (or other financing costs)

- J. Damage judgments arising from construction or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- K. Costs of discounts not taken
- L. Contract cost overruns, not approved, which exceed the allowable amount under the contract specifications
- M. Lobbying or fundraising
- N. Activities eligible under the Municipal Program component of the Open Space Trust Fund
- O. Work including construction, research, and preparation of plans and reports performed outside the approved project period
- P. Work not intended in the scope of work set forth in the grant agreement, including construction, research, and preparation of plans and reports
- Q. Work that does not comply with the *Secretary of the Interior's Standards*. Work performed on behalf of a municipal government, which has not been awarded in compliance with the State Contracts Law (N.J.S.A. 52:32-1 et. seq.)
- R. Work performed on behalf of a nonprofit corporation, which has not been awarded in compliance with public bidding requirements, if the cost of any contract for the historic preservation project funded with a historic preservation grant exceeds \$50,000
- S. Routine or ongoing maintenance work such as grounds maintenance, painting, or cleaning that is not part of a comprehensive project
- T. Relocation of structures, buildings, or objects unless all of the following standards are met:
 1. Relocation is necessary to preserve the historic resource; and
 2. The relocation re-establishes the property's historic orientation, the immediate setting, and the general environment; and
 3. The NJ Historic Preservation Office determines that the property, as relocated, will continue to meet New Jersey Register criteria.

X. Requirements for Matching Funds (Municipal Government & Charitable Conservancies)

To be eligible for a grant the applicant shall, as part of the application, show evidence of matching funds in hand or demonstrate clearly the ability to match the grant requested. An applicant's matching share shall consist only of eligible cash raised or eligible cash expenses incurred by the applicant. No in-kind or donated services are eligible for reimbursement or match.

The applicant, if a municipality or a charitable conservancy with an annual budget of \$100,000.00 or more, must provide at least a 50% cash match (\$1.00 in match funds for every \$1.00 of grant funds). Example: For a \$100,000 project, the applicant can request a \$50,000 grant and must have a \$50,000 cash match.

A charitable conservancy with an annual budget of less than \$100,000.00 must provide at least a 25% cash match (a match of \$1.00 for every \$3.00 requested in grant funds). Example: For a \$100,000 project, an applicant can request a \$75,000 grant and must supply a \$25,000 cash match.

If matching funds are not in hand at the time of application, applicants must describe in detail plans for obtaining matching funds, including a timetable. Applicants shall not use matching funds derived from other grant programs funded by the County or previously used to match County grants as the matching share of project costs.

XI. Review of Applications

The Declaration of Intent to Apply is used to determine if applicants and projects are eligible prior to the preparation of the application form. Applications, once submitted to the BHPAB, will be reviewed again for eligibility and for completeness by the BHPAB or its consultants/staff. Incomplete applications will not be accepted. All applicants are encouraged to consult with the BHPAB Administrator at egold@co.bergen.nj.us or 201-336-7294 about any aspect of the application that requires clarification. After applications are received, BHPAB members and/or their representatives may make site visits during the application review period.

XII. Application and Review Schedule

Friday, April 3, 2020: Declaration of Intent to Apply form must be received in the Historic Preservation Advisory Board office at the Division of Cultural and Historic Affairs on or before 4:30 p.m.

Friday, May 15, 2020: Completed applications must be received in the Historic Preservation Advisory Board office at the Division of Cultural and Historic Affairs on or before 4:30 p.m.

Tentative Review Schedule

Summer 2020: The Historic Preservation Advisory Board will review applications and submit its recommendations to the Trust Fund Public Advisory Committee (TFPAC)

Fall 2020: TFPAC will deliberate and make funding recommendations to Board of Chosen Freeholders for entire Trust Fund program. TFPAC hosts a Public Hearing on the recommendations.

Late Winter - Early Spring 2020: Board of Chosen Freeholders makes its decision on recommended awards. All applicants will be notified of the Board's decisions.

XIII. Criteria for Award

The following criteria will be used to evaluate and rank applications for grant funds:

- A. Significance of the resource, whether of local, state, or national significance.
- B. Physical condition of the property.
- C. Proposed use of the site and/or quality of the interpretive program.
- D. Quality of the preliminary planning or contract documents, including credentials of the project team and the feasibility of the budget and work schedule.
- E. Ability of the applicant to match the funds requested.
- F. Ability of the applicant to complete the proposed work, administer the grant funds, maintain the property, and develop programs to sustain and interpret the property.
- G. Relationship of the property to community revitalization, preservation of the built or natural environment, and/or heritage education and tourism.
- H. The degree to which the project provides protection from fire, vandalism, and natural disasters.
- I. The degree to which the project promotes preservation activity and represents innovative design and the extent to which the project reaches new audiences.

XIV. Conditions for Receiving Grant Funds

All applicants and all owners of the properties selected for funding under this program must complete and sign a grant agreement. The agreement stipulates the scope of work and project schedule, as well as schedules for project reports and reimbursement requests. All grantees agree to abide by the *Secretary of the Interior's Standards* in performing funded work. All grantees and property owners must agree, in perpetuity, not to lease, sell, exchange or donate the funded property except upon approval by the County of Bergen or under such conditions as the County of Bergen may establish. Recipients and owners must also agree to fulfill several other conditions relating to the grant program before money is disbursed. These include, but are not limited to:

A. Easements. For all properties that receive an acquisition grant, the grant recipient (and all others with an ownership interest in the property) must execute a permanent historic preservation easement. For properties that receive aggregate BCHPTF grants totaling \$35,000 or more for historic preservation capital project activities, the grant recipient (and all others with an ownership interest in the property) must execute an easement agreement with a 15-year term with the County. An easement is a deed restriction, which is used to assure long-term preservation of a historic property through proper maintenance and by limiting changes in use or appearance and preventing demolition of the property. This easement in no way supersedes any requirements pursuant to the Section 106 of the National Historic Preservation Act of 1966 or New Jersey Register of Historic Places Act.

B. Public Access. Public access to all properties funded through this program is required. The County and the grantee will negotiate the days and hours that the property will be open, based on the type of work funded by the grant. Public access requirements are stipulated in the grant agreement. **A grant for exterior work requires the applicant to open the grounds to the public, but does not compel the applicant to make the interior of the building accessible to the public.** No additional access is necessary for properties open to the public on a regular basis, such as museums.

C. Required Historic Preservation Office Review. The New Jersey Historic Preservation Office (HPO) must review all funded projects for compliance with the *Secretary of the Interior's Standards* and a copy of the authorization letter supplied to the BCHPAB. If the project for which funding is requested has already been authorized by the HPO, the authorization letter must be submitted with the grant application. For more information, contact the New Jersey Historic Preservation Office (609) 292-2023 or consult the [New Jersey Register Review section](#) of the NJ-HPO's website for guidelines and application form.

D. Approval of Professionals, Contractors and Craftspersons. The BCHPAB must approve all professionals, contractors, and craftspersons that are to perform work on the project. This is to ensure that they have had successful experience with projects involving historic properties and that their work conforms to the Secretary of the Interior's *Standards*.

E. Project Timetable. All work on projects funded through this program must begin within two years of the date of the award of the grant by the Bergen County Board of Chosen Freeholders and be completed within three years of the award. Work on the project must be done in accordance with the project schedule established in the grant agreement.

F. New Jersey Register of Historic Places. If not already listed, all applicants and property owners receiving funding must list their property on the *New Jersey Register of Historic Places*. This must be done before final grant reimbursements by the County are made. Funding for the preparation of the Register nomination form may be included within the project budget. The Grant Agreement between the applicant and the County will outline a timetable for the submission of a nomination to the New Jersey Historic Preservation Office.

G. Accountability. All money dedicated for the preservation project must be kept separate from other agency or organization funds; funds may not be diverted from eligible to ineligible activities once a grant has been approved. Any misuse of funds, misrepresentation, or non-compliance will result in termination of the grant agreement and penalties as specified in the agreement. Receipts and invoices submitted for activities deemed ineligible for funding under this program will not be reimbursed. Grantees must retain all financial records and other documents pertinent to their projects for three years after completion of the project. Grantees should complete *Payment Request Forms* and submit a *Grant Project Completion Checklist* with specified attachments as their final report documenting project work.

XV. Procedure for Payment

To receive reimbursement, the grantee must meet the requirements of the grant agreement and submit *Payment Request Forms* with itemized records, including copies of bills and invoices, for eligible expenditures to the County at times specified in the grant agreement. The records submitted must itemize the cost of labor and materials, and describe the work performed as it relates to the approved scope of work and approved budget. Once the Board of Chosen Freeholders approves the submission, the County Treasurer will disburse the reimbursement for the itemized costs to the grantee. The *Grant Project Completion Checklist* and required attachments must be submitted, permanent plaque in place (if required), and required easements executed before the final payment will be made.

XVI. Application Instructions

Submit Declaration of Intent to Apply form by **4:30 pm, Friday, May 15, 2020** to the:

Bergen County Historic Preservation Advisory Board
c/o
Elaine Kiernan Gold, Grants Administrator
Bergen County Division of Cultural and Historic Affairs
One Bergen County Plaza - 4th floor
Hudson and Kansas Streets
Hackensack, NJ 07601-7076
egold@co.bergen.nj.us
Fax: 201-336-7262

Applicants that meet the criteria for eligibility will be invited to submit an Application with original and 2 copies and attachments plus a digital copy of the Application and attachments **by 4:30 pm, Friday, May 15 2020** to

Bergen County Historic Preservation Advisory Board
c/o
Elaine Kiernan Gold, Grants Administrator
Bergen County Division of Cultural and Historic Affairs

One Bergen County Plaza - 4th floor
Hudson and Kansas Streets
Hackensack, NJ 07601-7076

Once the application has undergone preliminary processing, the County will acknowledge its receipt to the applicant's email address. If the applicant does not have an email address, if notification of receipt is desired, please enclose a self-addressed, stamped postcard.

Complete and submit a separate application for each individual project. Declarations of Intent to Apply and Applications must be computer generated or typed. Be as specific and complete as possible, but please be succinct. When possible answer the questions in the space provided. If a question does not apply, fill in N/A and, if appropriate, briefly explain why. All dollar amounts should be rounded to the nearest whole dollar. The County reserves the right to retain and publish visual materials submitted as part of any application, such as photographs, PowerPoint presentations, plans, and working drawings. Only the Declarations of Intent may be submitted by fax or email.

XVII. Supporting Documents and Format

To facilitate a thorough review of each project, the County requires supporting materials to accompany the application. These attachments and the number of copies required are listed on the application and summarized below. Applications lacking any of the required materials, and materials submitted after the deadline will not be considered. Applicants are encouraged to contact the BCHPTF Administrator to ensure that they understand which attachments are required with their specific application. Applicants with previous grants should prepare the application as if the reviewer knows nothing about the site and the previous project. Applicants with previous grants must receive permission from the Bergen County Historic Preservation Trust Fund grant administrator to have some previously submitted documents, such as Historic Structures Reports or Preservation Plans, substituted for required attachments.

REQUIRED FORMAT FOR APPLICATION

Three (3) application sets (original and two copies) must be submitted with supporting documentation as specified within the application. If possible, please use binder clips, report covers or similar to hold each copy together rather than bulky 3-ring notebooks. Additionally, a digital copy of the full application must be submitted.

Application Set #1 - Original

Table of Contents
Signed 2017 Application Form and supporting documentation
Signed Assurances
All required Attachments, Maps and Photographs

Application Set #2 and Set #3

Table of Contents
Copy of 2017 Application Form
Copy of Assurances
All required Attachments, Maps and Photographs

Application Set # 4

On a thumb drive or CD/DVD:

Digital copy of 2017 Application Form

Digital copy of all required Attachments, Maps and Photographs (PDFs preferred for documents; JPEGs for photographs)

Application Sets # 1 through #3 must include: *Table of Contents*, and *Attachments* must be labeled clearly with tabbed dividers labeled to correspond to the application. Architectural drawings may be submitted in rolled form if too bulky to fold. For oversized or bulky attachments, insert a sheet in the application under the appropriate divider indicating that the document has been submitted under separate cover.

Photographs: Photographs should show general views of the property clearly revealing its historical/architectural significance, as well as photographs showing the need for project activities. When possible include historic photographs. All photograph files and discs must be clearly labeled and dated, saved as JPEG images with a minimum of 200 dpi at 4"x6" (500K).

**THE BCHPTF ADMINISTRATOR IS AVAILABLE TO ANSWER YOUR QUESTIONS ABOUT THESE GUIDELINES, THE
DECLARATION OF INTENT TO APPLY, AND THE APPLICATION.**

CONTACT:

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