



PO Box 457
Trenton, NJ 08625

September 26, 2001

Mr. Joseph Scarpa
Administrator
Borough of Emerson
1 Municipal Place
Emerson, NJ 07630

Re: Emerson Borough Hall, Project No. 2001.0043

Dear Mr. Scarpa:

I am writing to let you know that this project was not one of the 37 sites selected for funding in the most recent grant round of the Garden State Historic Preservation Trust Fund. Making selections among so many worthwhile projects is very difficult and is not uncommon for a project to apply more than once before it is selected for funding. To see a list of the funded projects, view the press release at: www.njht.org/press.htm.

The New Jersey Historic Trust will open a new grant round in November for both site management and capital grants. As you know, the Garden State Preservation Trust legislation guarantees that funds for historic preservation will be available through 2009.

You may call Wes Haynes at (609) 984-0473, to review your application's strengths and weaknesses. This feedback will be helpful if you intend to apply for funding from the program in future funding rounds. The New Jersey Historic Trust will retain the original application materials. If you wish to pick up your copies, please call the office to make arrangements. Copies of the application materials will not be held after 90 days from the date of this letter.

Thank you for your efforts on behalf of New Jersey's historic buildings.

Yours truly,

Harriette C. Hawkins
Executive Director



State of New Jersey

HPO-I01-14

DONALD T. DiFRANCESCO
Acting Governor

Department of Environmental Protection
Division of Parks & Forestry, Historic Preservation Office
PO Box 404, Trenton, NJ 08625-0404
TEL: (609) 292-2023 FAX: (609) 984-0578
www.state.nj.us/dep/hpo

Robert C. Shinn, Jr.
Commissioner

September 5, 2001

Ms. Cheryl Shiber
The Bruno Group
1373 Broad Street, Suite 304
Clifton, NJ 07013

Dear Ms. Shiber:

The preliminary application that you have submitted for the Emerson Borough Hall, Emerson Borough, Bergen County, for the evaluation of its eligibility to be listed in the New Jersey and National Registers of Historic Places, has been reviewed. We thank you for taking the time and the effort to prepare the application. Regrettably, however, based upon the information you have submitted, the application does not make a convincing case for the eligibility of the building.

The Emerson Borough Hall was built during the 1930s with a Colonial Revival design, an important style, but the quality of the design is not architecturally significant. The presence of WPA art in the basement is of some interest, but it is unclear to what degree these may be significant artworks from the Depression-era Federal funding of art. Where does this group of murals rank among other surviving WPA art in New Jersey?

If you have additional information that would cause you to disagree with this finding, I would welcome you to share it with us. If review of such additional information indicates that the property is eligible, we will send you a Registration application packet.

Sincerely,

Robert W. Craig
Principal Historic
Preservation Specialist

RWC: .A114



PO Box 457
Trenton, NJ 08625

June 15, 2001

Mr. Joseph Scarpa
Administrator
Borough of Emerson
1 Municipal Place
Emerson NJ, 07630

Re: Emerson Borough Hall
Application No.: 2001.0043

Dear Mr. Scarpa,

The New Jersey Historic Trust has received your 2001 Historic Site Management grant application. A NJHT staff member will be calling you shortly to schedule a site visit and application review.

A panel of grant evaluators will be meeting in late August to review the applications and recommend awards. In early September, you will receive written notification if your project has been recommended for funding. Representatives of those projects that are funded will be invited to the annual meeting of the New Jersey Historic Trust on September 12, 2001, when these projects will be presented to our full Board of Trustees for a final vote.

Yours truly,

Harriette C. Hawkins
Executive Director

7/31/01 Grant still pending @
Historic Preservation Office, but
wes Hayes said it didn't "score
very high" compared to other
applications that were submitted.

**RESOLUTION
BOROUGH OF EMERSON
BERGEN COUNTY, NEW JERSEY**

Council	Motion	Second	Yes	No	Abstain	Absent	RESOLUTION NO: 142-01
Falotico							DATE: May 15, 2001
Frost							Carried <input type="checkbox"/> Defeated <input type="checkbox"/> Tabled <input type="checkbox"/>
Donato							Approved on Consent Agenda <input type="checkbox"/>
Calogero							
DeScisciolo							
Berg							

WHEREAS, the Bruno Group has been hired by the Borough of Emerson to seek and acquire available grants;

BE IT RESOLVED, that the Borough of Emerson authorizes Cheryl Shiber of the Bruno Group to prepare a Historic Site Management Grant to the New Jersey Historic Trust Garden State Historic Preservation Trust Fund for Emerson Borough Hall; and;

BE IT FURTHER RESOLVED, that Joseph Scarpa, Borough Administrator, is authorized to sign the grant application which will include a space utilization study and proposed renovations to make Borough Hall more efficient while enhancing its historical architectural value of the building.

CERTIFIED TO BE A TRUE COPY OF A RESOLUTION
ADOPTED AT MEETING OF THE MAYOR AND COUNCIL
HELD ON MAY 15, 2001.

SANDRA A. JOAQUIN, BOROUGH CLERK

1373 Broad Street – Suite #304, Clifton, NJ 07013
(973) 249-6225 tel, (973) 249-6301fax



Fax

To: Joe Scarpa	From: Cheryl A. Shiber
Fax: 201-262-0938	Pgs:
Ph: 201-262-6086	Date: 05/15/01
Re: Historic Sites	CC:

Urgent **For Review** **Please Reply**

Joe,
Here is the proposal form Mr. Morrison in case you need it for tonight's meeting.
-Cheryl

Proposal for Preservation Master Plan
Emerson Municipal Building
Emerson, New Jersey
May 13, 2001

I have visited the Emerson Municipal Building and am pleased to make this proposal for professional services to prepare a Preservation Master Plan for the building.

A Preservation Master Plan is the essential first step in a disciplined and orderly approach to the preservation, restoration or adaptive reuse of any historic building. Using it as a guide future work may proceed in logical fashion without whim or uncertainty as the building is maintained and improved in both appearance and function. The Plan prevents missteps in historic interpretation as well as unnecessary, damaging or duplicated work.

SCOPE OF SERVICES

The Preservation Master Plan contains three elements:

Existing Condition Assessment:

In this first step of the planning process, plan drawings will be prepared of each of the building's floor levels to illustrate its existing layout. Keyed to the plans will be an evaluative description of each interior space outlining its history, describing its condition and recommending steps toward its future treatment. The exterior will be considered as an entity and a evaluation of the building's code compliance will be prepared.

Preservation and Restoration Recommendations:

⇒ Following the format of the Condition Assessment, the Master Plan will present comprehensive recommendations for the building's preservation, restoration and functional improvement. The recommendations will be made after discussion with the building's users.

Budget Recommendations:

The recommended work items will be prioritized and arranged into a series of logical construction packages, i.e. exterior restoration and landscaping; assembly hall restoration; mechanical electrical upgrading. A professional cost estimator will determine a budget-level anticipated project cost for each package.

The Master Plan will be presented in the form of a bound report including the narrative as well as the existing and proposed plans.

National Register Nomination:

In addition to the Preservation Master Plan, we propose to prepare a National Register Nomination for submission to the State of New Jersey. This will be prepared according to National Park Service requirements, including those of photography and mapping. As listing on the Register is dependent upon the building's historical merit, we cannot guarantee the nomination's acceptance.

PROFESSIONAL TEAM

The work of preparing the Preservation Master Plan will be performed in my office. To provide additional expertise and staffing as needed it will be done in collaboration with noted preservation architect Giorgio Cavaglieri FAIA whose professional qualifications are attached with mine to this Proposal.

PROFESSIONAL REIMBURSEMENT

We propose the above work as two separate packages:

To prepare the Preservation Master Plan, the fixed fee of \$27,500.

To prepare the National Register Nomination, the fixed fee of \$5,000.

We look forward to working with you in planning the future preservation and restoration of your fine municipal building. With proper care and appropriate intervention it should serve the Emerson community well for generations to come.

Sincerely,

Craig Morrison AIA

1373 Broad Street - Suite #304, Clifton, NJ 07013
(973) 249-6225 tel, (973) 249-6301fax

The Bruno Group

Fax

To: Joe Scarpa	From: Cheryl A. Shiber
Fax: 201-262-0938	Pgs:
Ph: 201-262-6086	Date: 04/16/01
Re: ROID & Historic Sites Grants	CC:

Urgent **For Review** **Please Reply**

Joe,

Attached please find details re. the ROID (Recreational Opportunities for Individuals with Disabilities) program. It provides \$5-\$25k for recreation programs for people with disabilities. Please let me know if you think the Borough would be interested and who would be the best person to work with in developing the application. There is a 20% local match required. Due date is May 31, 2001.

Also, the Historic Sites grant may be a go. All WPA buildings are considered historic, provided they retain some original characteristics. I'll be in touch on that as I find out more. Attached are some details on that grant as well.

Enjoy your day!

-Cheryl

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**NEW JERSEY HISTORIC TRUST
GARDEN STATE HISTORIC PRESERVATION TRUST FUND**

**HISTORIC SITE MANAGEMENT
GRANT GUIDELINES
2001-2002**

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INTRODUCTION

On November 3, 1998, the voters of New Jersey approved overwhelmingly by referendum an amendment to the New Jersey Constitution that provides for a stable and dedicated source of funding for open space purposes for the next decade and beyond. The Garden State Open Space Trust Act (Act) (P.L. 1999, c.152) authorizes set aside of a percentage of sales tax revenue and the issuance of \$1,000,000,000 in State bonds over a ten year period. Of this sum \$60 million will be dedicated to a fund to assist historic preservation projects with capital preservation and historic site management grants. The Act authorizes the New Jersey Historic Trust ("NJHT" or "the Trust") to develop and administer the historic preservation grants program in accordance with the provisions of the Act and the regulations for the program (N.J.A.C. 15:34). The guidelines are based on the regulations and provide information on the review, evaluation, award, and administration of these grants.

In 2000, the Trust awarded over \$12 million from this fund. Between 1990 and 1997, the Trust awarded more than \$50 million in six rounds of matching grants to projects under three previous bond acts (P.L. 1987, c.265, P.L. 1992, c.88, and P.L. 1995, c.204). The 1987 bond act also established a \$3 million Historic Preservation Revolving Loan Fund. Loan fund applications are accepted year round. The Garden State Historic Preservation Trust Fund ("GSPT") Grants Program and its predecessor bond program came into existence because the Governor, the New Jersey Legislature, and the voters of the State determined that many significant properties controlled by public agencies and nonprofit organizations need extensive repairs or restoration. It is essential to preserve these landmarks that sustain important elements of our heritage. Preserving these properties contributes greatly to the overall well-being and quality of life in New Jersey. As proven here and in other states, historic preservation creates jobs, preserves building crafts, stimulates tourism, educates us about the past, and plays a significant role in downtown and neighborhood revitalization efforts.

The New Jersey Historic Trust

Established by statute in 1967 (N.J.S.A. 13:1B *et seq.*), the Trust is a nonprofit historic preservation organization created to preserve and protect New Jersey's historic resources. A 15-member board of trustees governs the Trust. Twelve members are private citizens appointed by the Governor. They represent all areas of the state and bring to the Trust a wide range of experience in preservation. Three members serve *ex-officio*, representing the State Treasurer, the Department of Environmental Protection, and the Department of State, of which the Trust is "in but not of."

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

Through its programs and activities, the New Jersey Historic Trust assists, supports, and safeguards historic structures throughout the State. The Trust established the first statewide historic preservation easement program and a program for the donation of privately owned properties. Both programs ensure the preservation of historic properties in perpetuity through the use of deed restrictions. The Trust also operates a small grant and loan program to provide emergency financial assistance for a

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variety of preservation projects, and administers the historic preservation license plate program. The Trust supports legislation furthering the cause of preservation and cooperates with other preservation agencies to protect New Jersey's historic resources.

An Overview of the Program

The Garden State Historic Preservation Trust Fund provides capital and historic site management grants for a variety of preservation projects to improve and protect New Jersey's historic legacy. The program encourages careful planning for the restoration, rehabilitation, and preservation of a variety of historic resources. Through its matching requirements, the program stimulates broader support and participation in these historic preservation projects. Capital preservation grants, and historic site management grants will be available through the Garden State Historic Preservation Trust Fund in 2002.

In 2001, the Garden State Historic Preservation Trust Fund will award on a competitive basis historic site management grants for a variety of preservation projects to improve and protect New Jersey's historic legacy. These grants support professional services for conducting research, the preparation of planning documents including preservation plans, historic structure reports, adaptive-use studies, materials analysis and planning and construction documents in anticipation of needed capital projects, and other projects including site-specific interpretive initiatives, development plans and certain kinds of studies to improve management and operations. Historic site management grants are intended to assist in the development of projects prior to the start of construction, including those in which capital grants will be requested.

All applicants for historic site management and capital grants must meet criteria established in the Garden State Open Space Trust Fund Act. In addition to meeting basic eligibility requirements, capital grant applicants must submit research documents and plans for the preservation of the architectural and historical integrity of their resources; demonstrate the need and the administrative and financial capability to carry out the project; indicate how the preservation of the historic structure will be assured after the grant money is spent; document the availability of funds to match the grant, and explain how the project will benefit the public. Any construction work related to providing access for handicapped or disabled persons must be in accord with the Americans with Disabilities Act (ADA), the State Barrier Free Subcode, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (Revised 1995). Capital grants range from \$5,000 to \$750,000.

Historic site management grant applicants must demonstrate the administrative and financial capability to carry through with the proposed activity. Applications are assessed for the following: the architectural and historical integrity of the resource; the need for the work proposed for funding; the quality of the work proposed for funding based on the qualifications of the consultant(s) and the clarity of the scope; the ability of the applicant to complete the proposed work and implement the recommendations or findings; the cultural and economic benefits of the project; and the need for Trust assistance in the project. These grants range from \$5,000 to \$50,000.

For the Trust to evaluate project proposals, grant applicants must provide the Trust with supporting materials and documentation as requested in the application form.

A review committee composed of Trustees and experts on historic preservation evaluates all applications for capital and historic site management grants. The committee recommends those applications that it views as being worthy of funding to the Board of Trustees, which makes the Trust's final decision on grant awards.

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Because of the limited resources available and the significant need expressed by qualified applicants, this grant program is extremely competitive. Not all projects will receive awards and others will receive less than amounts requested. The Trust encourages applicants to avail themselves of historic site management grants for planning needs prior to capital work to ensure satisfactory results. Completion of a historic site management grant project, however, *does not* guarantee subsequent award and is not a prerequisite for a capital grant. Certain activities are ineligible for grants under this program. Applications will be evaluated according to the criteria described in the following pages. In awarding grants, the Trust will make an effort to achieve an equitable distribution of funds statewide.

Applicants will be notified of the success or failure of their application in writing. The New Jersey Historic Trust may recommend the award of a grant or a grant with conditions, or the Trust may suggest a revised resubmission at a later date. However, an invitation to revise and resubmit *does not* guarantee the award of a grant.

After all applications have been evaluated and ranked, the Trust is required to submit a list of recommended projects to the Garden State Preservation Trust for approval and funding. The Garden State Preservation Trust then recommends a list of projects to both houses of the Legislature for approval. Thus, the availability of grant awards is contingent ultimately upon action by the Garden State Preservation Trust, the Legislature, and the Governor.

Eligible Applicants

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

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

All nonprofit organizations must include a copy of a current registration number issued by the New Jersey Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection/Charities Registration to document compliance with the New Jersey Charitable Registration and Investigation Act of 1994 (CRI Act). *For more information, call the New Jersey Division of Consumer Affairs, (973) 504-6215.*

Eligible Properties

To be eligible as a resource for a grant-assisted project, a property must be listed on, or eligible for listing on, the State or National Register of Historic Places as set forth in N.J.A.C. 7:4 in one of the three following ways:

1. Listed individually in the National or State Registers.
2. Located within a historic district listed in the National or State Registers and identified in the nomination of the district as contributing to its significance.
3. Certified by the State Historic Preservation Officer that the property, structure, facility, or site is approved as eligible for listing or meets the criteria for listing in the Registers

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(Note: Eligibility is acceptable at the time of application, but listing is required for capital projects by the time grant funds are disbursed, should an award be made).

There are other eligibility requirements concerning ownership and leases. These are contingent upon the type of grant requested (see sections following for requirements of specific grants).

Application Instructions

Please read and follow all instructions closely. Completed applications with all supporting materials (discussed below) are due in the Trust's office by 4:00 p.m. on the dates below. For the 2001 and 2002 grant rounds, the application deadlines are:

2001 Historic Site Management Grants	May 25, 2001
2002 Historic Site Management Grants	February 1, 2002
2002 Capital Preservation Grants (Levels I and II)	February 1, 2002

Once the application has undergone preliminary processing, the Trust will acknowledge its receipt.

To obtain an application, download the form from the Trust's website, or use the form attached to the hard copy of these guidelines, to apply for these grants. Complete and submit a separate application for each project. Please type your answers if using a hard copy; be as specific and complete as possible, and answer the questions in the space provided. If a question does not apply, fill in "N/A" and briefly explain why. All dollar amounts should be rounded to the nearest whole dollar. Guidelines and applications for 2002 grants will be available from the Trust on November 1, 2001.

Supporting Documents

To facilitate a thorough review of applicants, the Trust requires supporting materials to accompany the application. These materials and the number of copies required are listed at the end of the application. *Applications lacking any of the required materials, or materials submitted after the deadline will not be considered.* By the indicated deadline, submit 9 applications (one original set with all attachments and 8 copies with consultant's proposal) as specified in the application. Trust staff is available to answer your questions about these requirements or the application before submission.

All original application materials for non-funded projects will be archived by the Trust. Non-original copies will be held for 90 days after grant announcements are made. Unless the applicant submits a written request for return of non-original materials, they will be discarded. The Trust reserves the right to retain and publish visual materials submitted as part of any application, such as slides, photographs, plans, and working drawings.

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HISTORIC SITE MANAGEMENT GRANTS

Historic site management grants are intended to aid historic property owners and managers to gain better understanding of preservation needs for a particular site or structure; to enhance long-term planning for the operations and programs of historic sites; and to broaden public awareness and enjoyment of historic sites. Matching Historic Site Management Grants range from \$5,000 to \$50,000.

Eligible Project Properties

In addition to the baseline eligibility requirements described in the Introduction, above:

1. The applicant must hold the property in fee simple ownership; *or*
2. If the property is not owned in fee simple by the applicant, the applicant must obtain the written consent of the property owner to submit an application.

Eligible Activities

The following activities are eligible for a historic site management grant:

1. Preparation of the following documents or reports for the purpose of planning for the preservation, restoration, or rehabilitation of a historic property:
 - a. Condition assessment reports;
 - b. Preservation plan;
 - c. HABS/HAER or existing conditions documentation;
 - d. Historic structure reports;
 - e. Historic landscape reports;
 - f. Archaeological investigations and reports;
 - g. Engineering reports;
 - h. Historic research reports;
 - i. Analysis of existing building systems (e.g. electrical, security, environmental controls) and recommendations for improvement;
 - j. Master plan for rehabilitation;
 - k. Maintenance plans; and
 - l. Material conservation analyses (paint, mortar, masonry, etc.)
2. Feasibility Studies
3. Master planning for compliance with the Americans with Disabilities Act (ADA), including:
 - a. Evaluations of ADA access requirements for a historic property;
 - b. Preparation of architectural plans, designs, specifications, cost estimates, and other contract documents for complying with ADA requirements; and
 - c. Development of materials or devices to help the disabled visitor (e.g. videos, audio narratives, other displays)
4. Preparation of a nomination to the New Jersey or National Register of Historic Places for an individual property or site owned by a local government unit, nonprofit organization or a State entity or authority. (The consent and signature of property owner must be obtained)
5. Heritage tourism plans and programs for a specific site.
6. Professional planning for the management of a historic property through the preparation of:
 - a. Multi-year strategic plans;

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- b. Fundraising plans for initiating capital campaigns for the preservation, restoration or rehabilitation of a historic property;
 - c. Interpretive and/or curriculum materials, signage or literature for visitors;
 - d. Endowment planning and proposals; and
 - e. Visitor assessments as part of a strategic plan or development of an interpretive/curriculum proposal for a historic district
7. Preparation of architectural plans, designs, specifications, cost estimates and other contract documents

If a planning document or activity other than those listed above is proposed, an applicant is urged to consult with staff to determine if it is an eligible activity.

Ineligible Activities

The following activities and expenses are not eligible for funding under the historic site management grant program:

- ⊙ Acquisition of real or personal property;
- ⊙ Administrative or operational costs of the agency receiving funding, except as previously specified;
- ⊙ Donated materials and/or donated in-kind services;
- ⊙ Expenses for publicity, unless stipulated in the grant agreement;
- ⊙ Charges more than the lowest bid, when the State or the recipient requires competitive bidding, unless the Trust agrees in advance to the higher cost;
- ⊙ Charges for deficits or overdrafts;
- ⊙ Interest expenses;
- ⊙ Damage judgments arising from constructing, or equipping a facility, whether determined by judicial recess, arbitration, negotiation, or otherwise;
- ⊙ Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other State program;
- ⊙ Contract cost overruns, not approved, which exceed the allowable amount under contract specifications;
- ⊙ Costs for grant application expenses;
- ⊙ Lobbying;
- ⊙ Work including construction, research, and preparation of plans and reports performed outside the approved project period;
- ⊙ Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the project agreement;
- ⊙ Completed work valued in excess of 50% of the grant request;
- ⊙ Work that does not comply with the *Secretary of the Interior's Standards*;
- ⊙ Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law, N.J.S.A. 52:32-1 et seq. or the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.;
- ⊙ Work paid for before June 30, 1997;¹
- ⊙ Routine maintenance work;
- ⊙ Costs related to the interiors of buildings that are used primarily for religious worship or religious purposes;

¹ Being two years prior to June 30, 1999 (the date of enactment of P.L.1999, c.152 "Garden State Preservation Trust Fund Act").

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- ⑥ Planning, refurbishing or installing permanent or temporary museum exhibits, unless tied specifically to public education about the interpretation of the structure or site or ADA program access to the site or structure that is funded, and located on the site;
- ⑥ Collections management including:
 - a. Cataloging an artifact or archival collection
 - b. Appraising or documenting collections
 - c. Instituting conservation measures for artifacts.

Requirements for Matching Funds

To be eligible for a historic site management grant, the applicant shall demonstrate the ability to match 25% of the total project cost for which the grant is requested. In other words, the applicant must provide \$1.00 in funds for every \$3.00 of grant money requested in the application. Evidence of match must be presented at time of application.

Expenditures for certain services listed under "Eligible Activities" (above) may be claimed as "match expended" subject to review and approval by the Trust. All services claimed as match expended must meet all of the following tests:

1. expenditures for the services must be documented by vendor invoices and corresponding cancelled checks paid by the applicant to the vendor(s);
2. the work must be further documented by work products in the form of contracts, reports, plans and specifications or other evidence;
3. the work products must be determined by the Trust to be integral and current component of the historic preservation project described in the application;
4. expenditures for project work made prior to submission of an application do not exceed 50% of the grant requested; and
5. the work was performed in accord with the *Secretary of the Interior's Standards*.

An applicant's matching share shall consist only of eligible cash raised by the applicant or funds spent by applicant on an on-going project as provided above.

No in-kind or donated services are eligible for reimbursement.

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

DRAFT**Review of Applications**

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

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

Review Schedule and Project Deadlines

	<i>2001 Round</i>	<i>2002 Round</i>
<i>Application clinics. Trust staff explains the application process and answers questions from applicants.</i>	April 4 and 5, 2001	mid-December 2001
<i>Deadline for submission of all applications materials. All materials must be <u>received</u> in the Trust's office by 4:00 p.m. on or before this date. Applications submitted after this deadline will not be considered.</i>	May 25, 2001	February 1, 2002
<i>Trust review of applications complete. The Trust Grants Committee, consisting of Trustees and independent advisors, will review application materials and make its recommendations for funding to the Board.</i>	August 2001	May 2002
<i>Awards announced. The Trust Board of Trustees will make its decision on recommended awards at a public meeting. All applicants will be notified of the Board's decisions.</i>	September 2001	June 2002
<i>The Board will forward its recommendations to the Garden State Preservation Trust. The GSPT will review Trust recommendations and will submit a final list of recommended projects to the Legislature and Governor for appropriation of grant funds.</i>	October 2001	July 2002
<i>Date of appropriation when grant funds are available (approximate, subject to Legislative and Executive authorization; please note that this date is a best estimate and is only for planning purposes)</i>	first half 2002	early 2003
<i>Grant-assisted project must be underway by this date (first anniversary of date of appropriation)</i>	first half 2003	early 2004

Craig Morrison AIA

*architecture
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