



## New Hampshire Preservation Alliance ASSESSMENT GRANT PROGRAM

### Guidelines, Policies and Application

*Funding for the Alliance's Assessment Grant Program has been provided by the New Hampshire Land and Community Heritage Investment Program (LCHIP).*

Updated October 8, 2015

#### **PROGRAM DESCRIPTION:**

This program is designed to provide funding assistance and a strong collaborative process for non-profit organizations or municipalities at the start of a preservation project. Completing a conditions assessment or re-use study helps to develop a solid roadmap for a building rehabilitation or reuse project that follows established preservation guidelines.

Communication and collaboration between the applicant, the review committee, and the project's consultant(s), are expected throughout the term of the grant. Activities will include one or more visits to inspect the building, a draft report, review and discussion of the draft by all parties, agreement about recommendations, and a revised final report. The final report will include current conditions, assessment information and recommendations for treatment, and contain photographs, drawings, maps and other supporting materials. It must explain how each recommended treatment will meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Assessment grants are intended to fund up to 50% of the cost of hiring one or more consultants, with a maximum grant amount of \$4,500. Consultants will be architects, engineers, preservation contractors or preservation consultants, singly or in combination, and have experience with historic buildings and the Secretary of the Interior's Standards. Information on the building's construction history, character-defining features and historic significance must be available to the consultant or determined in the course of the project.

The grant review committee will include representatives from the NH Preservation Alliance, the NH Division of Historical Resources, the NH Land and Community Heritage Assessment Program (LCHIP), the National Trust for Historic Preservation, and a licensed architect or engineer. The committee will review the initial application, comment on the draft report, and determine acceptance of the final report.

In addition to providing appropriate rehabilitation or renovation strategies, reports will also generally include costs estimates and outline a phased approach (if appropriate) for carrying out the recommended work. The report is intended to be the basis for carrying out a successful preservation project, and may be shared when applying for additional grants, seeking private gifts, or launching capital campaigns.

There are no application deadlines; the review committee meets monthly to review submissions in a timely way. Applications will be accepted until such time as all funding is awarded.

## GRANT AWARDS

Grant requests may range from \$1,000 to \$4,500. Applicants must provide at least a 1:1 match. Total project costs, however, may exceed \$9,000.

For smaller projects, the NH Preservation Alliance offers **Technical Assistance Mini-Grants** (up to \$500) that are intended to help with simple assessment issues or obtaining a second opinion. For larger projects, the NH Land and Community Heritage Investment Program (LCHIP) may have grants of \$10,000 and more available for planning and assessment projects.

## TYPES OF ASSISTANCE AND CHOOSING CONSULTANTS

Priority will be given to requests for a “Condition Assessment with Preservation Guidelines” for a single structure. If a full structural assessment has already been completed, the Preservation Alliance may consider applications that address a single aspect of an overall preservation plan or other element of the planning process.

Reuse planning or feasibility re-use studies are also eligible activities. A single grant cannot fund both a condition assessment and a re-use study.

**The Suggested Format for a Conditions Assessment or Suggested Format for a Feasibility Re-Use Study must be shared with your consultant(s) before they provide with you with an estimate of their services and costs.**

A site visit by a member of the Alliance’s staff is a pre-requisite for all projects. A List of qualified preservation consultants may be obtained on request from the NH Preservation Alliance.

The following chart provides guidance in selecting consultants:

<b>If the project involves...</b>	<b>Then consultant choice can/should be...</b>
Simple building, limited public use, no change of use anticipated	Individual preservation contractor
Presumed change of use for the building, major renovations, code compliance or structural concerns	Licensed architect or engineer
Identification of the building’s character-defining features and rationale for treatment of them	Preservation consultant
Serious structural issues (known or suspected)	Licensed structural engineer with preservation experience
Ground/site disturbance	Consultation with archeologist and/or NH Division of Historical Resources

Once consultants are selected and have submitted an estimate for services, the Alliance and the grant recipient will work cooperatively to summarize the scope of work and execute a written contract. Any subsequent changes in scope must be requested in writing and approved by the Preservation Alliance

### **ELIGIBILITY AND PRE-REQUISITES**

- Applicants must be non-profit organizations or municipalities. Faith-based organizations may qualify if they meet all public sector grant-making limitations as set for related LCHIP grants.
- Applicants must schedule a consultative site visit from the New Hampshire Preservation Alliance BEFORE submitting an application.
- Applicant is responsible for securing a determination of eligibility or proof of listing to the NH State Register of Historic Places or the National Register of Historic Places before submitting a grant application. It is essential that both applicant and consultant understand the significance of the building and its evolution. If this has not been adequately addressed through the State or National Register process, a preservation consultant should be included in the project scope and budget.

### **GRANT PROCESS**

- The applicant and the Preservation Alliance meet on-site to discuss eligibility and scope of work.
- Applicant seeks consultant(s) based on work outlined in “Suggested Format for a Conditions Assessment” or “Suggested Format for a Reuse Study,” and obtains an estimate for services. The Preservation Alliance retains the right to approve all consultant selections.
- Applicant completes grant application and submits it to the Alliance along with up to six digital photographs and all supplementary materials (see checklist at end of application form). Send electronic submissions to [bt@nhpreservation.org](mailto:bt@nhpreservation.org).
- The Alliance will review the application for completeness and notify applicant if submission needs additional work.
- The grant review committee, which meets monthly, will review application. Applicants will receive a decision within 8 weeks of acceptance of their completed application.
- If approved for a grant, recipients must agree to grant terms including cost, consultant, and payment schedule. Both parties will sign a letter of agreement. (Applicant may also sign a contract with the consultant.) Work supported by the grant may not be undertaken before the letter of agreement is signed.
- After carrying out their assessment or other work covered under the agreed-upon scope, consultant(s) must send an electronic copy of their draft report to the grant recipient who will then forward a copy to the NH Preservation Alliance for review.
- The grant review committee meets to discuss the draft report. Their questions and recommended changes or edits are sent, in writing, to the grant recipient who conveys them to the consultant(s).
- The grant recipient is responsible for assuring that the final report reflects the review committee’s comments and questions, and that the Preservation Alliance receives a final draft to review.
- The Grant Review Committee reviews the final draft, and notifies applicant when final draft has been approved.

- Once final draft is approved, applicant submits consultant’s invoice, proof of matching funds and the evaluation form to the NH Preservation Alliance.
- Alliance remits funds to the grantee.
- Grantee pays consultant. (Note that this should NOT take place before final report is accepted by all parties. The Alliance may withhold grant funds until a final report is received and approved.)
- Grantee furnishes periodic updates and progress reports when/as requested by the Alliance.

## **SELECTION CRITERIA**

These factors are among those that will be considered in evaluating applications:

- Uniqueness or significance of the resource
- Visibility of resource within the community
- Imminence or severity of threat(s) to the resource
- Strength of local support
- Project’s potential for creating beneficial economic activity
- Probability of funding to carry out recommended work
- Capacity of applicant and/or local advocacy group to manage project

## **GRANTEE REQUIREMENTS**

- Provide 50% or more in matching funds. Qualifying matching funds from the applicant may include, but are not limited to, municipal appropriations or other designated municipal funds, private donations, state and federal funds, grants, and heritage commission funds. Other LCHIP grants may not be used as the match.
- Provide evidence of matching funds when requesting disbursement of this grant award. Acceptable evidence may be bank statement, treasurer’s report, and award letters from other granting organizations. (Note that matching funds do NOT need to be in hand when an application is submitted.)
- Share all pertinent building history, including State or National Register forms and any previous building studies, with consultant prior to his/her inspection of the building.
- Provide the consultant with a copy of “Guidelines for an Assessment Report”, “Guidelines for a Re-Use Study” or other desired scope of work.
- Acknowledge the source of the grant in press releases and other communications using the following language: “This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the N.H. Land and Community Heritage Investment Program (LCHIP).”
- Furnish digital photos to the NH Preservation Alliance, when requested, for public relations purposes.
- Complete project within the period specified in the letter of agreement (typically 1 year).

## **ADDITIONAL RESOURCES**

NH State Register Application/Inventory Form: [www.nh.gov/nhdhr/programs/state\\_register.html](http://www.nh.gov/nhdhr/programs/state_register.html)

List of current State Register-listed properties: [www.nh.gov/nhdhr/programs/documents/rpt\\_sr.pdf](http://www.nh.gov/nhdhr/programs/documents/rpt_sr.pdf)

Search data-base of National Register-listed properties: <http://www.nps.gov/nr/research>

The Secretary of the Interior's Standards for the Treatment of Historic Properties:  
[www.nps.gov/tps/standards.htm](http://www.nps.gov/tps/standards.htm)

NH Land and Community Heritage Investment Program: [www.lchip.org](http://www.lchip.org)

## **QUESTIONS?**

Contact **Beverly Thomas** with questions about applications and grant process including disbursements.  
(603) 224-2281 ext. 10 Email: [bt@nhpreservation.org](mailto:bt@nhpreservation.org)



## **FORMAT FOR CONDITION ASSESSMENT REPORTS**

(adapted from the National Park Service Brief on Historic Structures Reports, Aug. 2014)

### **Cover Page:**

- Photograph of building
- Name and location of property
- Consultant's name and contact information
- Date of the assessment
- Credit as follows: "This report was funded, in part, by a grant from the New Hampshire Preservation Alliance, which receives support for its grants program from the N.H. Land and Community Heritage Investment Program (LCHIP)."

### **Part 1 History and Development of the Property**

- Brief description of the building's form, style, and setting
- Significant historic events associated with building
- Brief ownership and/or use history (up to present day)
- Construction history (original; subsequent additions/alterations)
- Builders/architects associated with the property
- Photographs of appearance at different periods
- Location map (historic map images are also welcome)

### **Part 2 Preservation Objectives**

- Ownership/ Management Goals
- Anticipated use or re-use
- Character-defining or significant features (in order of priority)

### **Part 3 Existing Conditions Assessment**

- Measured drawings or simple floor plan (to scale if possible). Note directional orientation.
- Exterior inspection: Note existing conditions, damage, structural problems, materials deterioration, need for repair/stabilization or conservation, and life safety and ADA code compliance deficiencies. Organize by structural component (roof, siding, windows and doors, foundation, etc.). Include digital color photos and captions.
- Interior inspection: Note existing conditions, damage, structural problems, materials deterioration, need for repair/stabilization or conservation, and life safety and ADA code

compliance deficiencies. Organize by room or related spaces. Include digital color photos and captions.

- Brief Description and evaluation of MEP systems (optional)

#### **Part 4 Recommendations (based on existing conditions and preservation objectives)**

- Organize by short-, mid-, and long-range preservation strategies and treatments, and following outline established in bullets of Part 3
- Provide rough cost estimates, corresponding to short-, mid-, and long-range preservation recommendations, as well as recommendations for further studies, if appropriate.
- Note where other licensed professionals might be needed to evaluate renovation/reuse options that impact the building, including life safety, energy, and accessibility codes, ground disturbance that might result in need for archeological investigation, or structural engineering, for example.
- Whenever possible, explain how recommendations will meet the Secretary of the Interior's Guidelines for the Treatment of Historic Properties (usually the Standards used will be for Rehabilitation).
- Include color photographs and descriptive captions to reference specific issues and/or recommendations for treatment.
- Include any additional suggestions, such as proposed phasing of project, or helpful short-term, low-cost steps that might alleviate some problems in the building.

#### **Part 5 Supplemental Information**

- Include a 1-page copy of the appropriate Secretary of the Interior's Standards. (Retrieve a copy of the appropriate Standards at <http://www.nps.gov/tps/standards.htm>.)
- Previous reports or studies
- Include supplemental treatment information such as relevant National Park Service Preservation Briefs (<http://www.nps.gov/tps/how-to-preserve/briefs.htm>).
- Other supporting materials as appropriate.



New Hampshire Preservation Alliance  
**ASSESSMENT GRANT PROGRAM**

# Application

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## COVER SHEET

**A. Resource:**

Name of structure or resource: \_\_\_\_\_

Address of resource: \_\_\_\_\_ Town: \_\_\_\_\_

Owner of resource (if different from applicant, below): \_\_\_\_\_

**B. Applicant:**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email \_\_\_\_\_

**C. Site visit or consultation by NH Preservation Alliance field service staff.**

Field Service Rep: \_\_\_\_\_ Date of visit \_\_\_\_\_

*To schedule a consultation or visit, please call 224-2281 or email Andrew Cushing at  
[ac@nhpreservation.org](mailto:ac@nhpreservation.org). Applications will not be reviewed until a site visit has taken place.*

**D. Please indicate which type of assistance you are seeking:**

\_\_\_\_ Condition assessment with preservation guidelines

\_\_\_\_ Reuse plan or feasibility study

**E. Signature of Applicant** \_\_\_\_\_

**F. Date of Application:** \_\_\_\_\_

**NARRATIVE SECTION: After reading the Guidelines and Policies, please respond to the following questions. (Please limit this section to not more than five pages overall.)**

1. Please summarize the concerns that have prompted you to apply for this grant and describe how this grant would help your efforts to save or revitalize an important community landmark. Is the structure or resource currently being used, and how might the use of the building change as a result of anticipated rehabilitation work?
2. Briefly describe the building including its location and setting, construction, history, changes over time, and place in the community (include map and historic photos as supplements, if possible).
3. Please summarize past maintenance, rehabilitation or preservation work undertaken for this building. Have there been any other studies/reports done on this building? If so, please list these, including name of consultant, date carried out, and results. If electronic copies are available, please attach them to your application.
4. Briefly describe the applicant group and its mission, history, strength and approximate annual budget. Please list any other affiliated groups or organizations that may be working on the project or are currently, or anticipated to be, users of the building.
5. Have any other grants been received for rehabilitation or preservation of this structure? If so, please list funder, amount received, award date, purpose, and status of project.
6. Are there deadlines you are attempting to meet that require your assessment report be completed by a certain date? Please describe.
7. What is your time-frame for implementation of the work recommended by this grant? How do you anticipate funding that work?
8. Describe the level of community support for this project. What other groups, organizations or municipal boards or commissions are actively engaged with this project? What is the potential for this project to create a positive impact within the community and beyond, such as new economic activity, tourism, increase in social services, etc? About how many people will benefit annually from the rehabilitation work described in this proposal?
9. Is the property:
  - A.  Located within a local (regulatory) historic district? (If yes, please include a map of the local historic district and indicate location of property)
  - B.  Listed individually on the NH State Register of Historic Places?  
 Determined Eligible?
  - C.  Listed as part of a district on the NH State Register of Historic Places?  
 Determined Eligible?
  - D.  Listed individually on the National Register of Historic Places?  
 Determined Eligible?
  - E.  Listed as part of a district on the National Register of Historic Places?  
 Determined Eligible?

If yes to B-E., include evidence of listing or determination of eligibility (DOE) as an attachment.

*If in doubt about listing or DOE, see links in Resources Section (above) or contact the NH Division of Historical Resources at 603-271-3483.*

**BUDGET: Complete this form.** Be sure to attach consultant’s estimate and show source of your cash match, as well as any additional costs for this phase of your project planning. Eligible expenses are costs associated with preparation of the report and associated consultant expenses.

**INCOME**

**EXPENSES**

NH Preservation Alliance Grant Request	\$	Consultant(s) Fee Site visit; draft report; review and comment phase, final report	\$
Other	\$	Other specialists (i.e. engineer, preservation consultant)	\$
Matching Funds (must at least equal amount of Alliance grant request)	\$	Other (please specify)	\$
Source(s) of match?			
Is funding is secured or anticipated?			
By what date?			
<b>Total Project Income</b>	\$	<b>Total Project Expense</b>	\$

**APPLICATION CHECKLIST**

- \_\_\_ Cover sheet
- \_\_\_ Narrative questions
- \_\_\_ Budget and checklist page
- \_\_\_ Written estimate from qualified consultant(s) showing scope of assessment work
- \_\_\_ Proof of 501c3 status, if applicable
- \_\_\_ Evidence of Listing or Determination of Eligibility (DOE) for National Register or State Register
- \_\_\_ Photographs. At least 6-8 clearly-labeled photographs that show the historic character of the resource, the context (setting), and specific preservation concerns.
- \_\_\_ Any prior reports or studies on the structure

**SUBMIT:**

All grant applications along with photographs and attachments should be submitted electronically (via email or Dropbox) to Beverly Thomas: [bt@nhpreservation.org](mailto:bt@nhpreservation.org). Please call to be sure your application materials have been received and are complete. (603-224-2281)

**QUESTIONS?**

Contact Beverly Thomas, Program Director, or Andrew Cushing, Field Service Representative, at the N.H. Preservation Alliance: (603) 224-2281.

Email: [bt@nhpreservation.org](mailto:bt@nhpreservation.org) or [ac@nhpreservation.org](mailto:ac@nhpreservation.org)