

BERGEN COUNTY
Historic Preservation Trust Fund Grant Program
of the
Bergen County Open Space, Recreation, Floodplain Protection,
Farmland and Historic Preservation Trust Fund

2025 Application Form

DEADLINE: **Friday, April 25th, 2025, 4:30 P.M. EDT**
SUBMIT TO: ELAINE KIERNAN GOLD, GRANTS ADMINISTRATOR
BERGEN COUNTY DEPARTMENT OF PARKS
DIVISION OF CULTURAL & HISTORIC AFFAIRS ONE
BERGEN COUNTY PLAZA, 4TH FLOOR,
HACKENSACK, NEW JERSEY 07601

Please submit two (2) paper copies of the following:

- Application forms and attachments
- Consultant's/Contractor's Personnel
- Photographs
- Preservation Plans, National Register forms and other documentation
- All other supporting documentation

Please review the Grant Guidelines and Attachment requirements. No submissions will be accepted via email. Submissions that are incomplete or missing authorizing signatures will not be considered. Please proof-read and 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. is strongly discouraged. Submissions will not be evaluated on the basis of the aesthetic of the packet.

HANDWRITTEN APPLICATIONS WILL NOT BE ACCEPTED.

APPLICANT INFORMATION

Project Name: _____

Name of applicant organization/municipality: _____

Street Address: _____

City/State/Zip: _____

Contact person: _____

Title: _____

Phone: Work: _____ Ext _____ Home/Cell: _____

Fax number: _____ E-mail: _____

2025 BERGEN COUNTY HISTORIC PRESERVATION TRUST FUND APPLICATION

Relationship of Applicant to the historic resource: (**Attachment A**, required for all applicants)

Applicant owns the property

Applicant leases the property. Owner's Name: _____

If the applicant is different than the owner, submit a copy of a valid lease indicating possession and significant control over the property.

Other (describe): _____

(ATTACHMENT B and C Required for Non-Profits)

PROPERTY

Name (Historic, from NR/SR nomination): _____

Name (Present): _____

Street Address: _____

Municipality: _____ State: _____ Zip _____

Block/Lot: Block: _____ Lot: _____

Date Built: _____

Major addition(s) and date(s): _____

Original use: _____

Architectural style(s): _____

Architect(s), if known: _____

Builder(s), if known: _____

Register of Historic Places Status (Insert date for all that apply; **Attachment D** required).

National Register of Historic Places: _____ individual _____ district

Register of Historic Places: _____ individual _____ district

NJ Eligible: _____ individual _____ district

Locally designated: _____ individual _____ district

The property is currently: Occupied Unoccupied

On a separate sheet, describe concisely the architectural, cultural and historical significance of the property.

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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 or inappropriate use threatening the property. If the property is endangered, explain the nature of the threats.

Existing use of the site: _____

Proposed use of the site: _____

Describe any impact proposed project may have on the existing use of the site.

Provide the following:

- For Historic Survey Projects, attach a map of the project area with the proposed survey area or historic district boundary clearly delineated.
- Site location based on Street Map (8 ½ x 11)
- Photographs (**Attachment E**)

Restrictions (Provide copies, if any)

Existing Deed Restrictions: _____

Encumbrances (mortgage) and Utility: _____

Easements (if any): _____

STEWARDSHIP

Who is responsible for budgeting, supervising and performing maintenance work?

How will the property be maintained once the funded work is complete? (Provide **Attachment F**)

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

Year	Total Revenue	Total Expenses
2022		
2023		
2024		

Budget Summary

Figures must match totals from the Budget Table (See page 7 of this application)

Total Project Cost: _____

Match: _____

Grant Request: _____

PROJECT SCOPE OF WORK

Type of Application: Refer to “Eligible Activities” listed in the Grant Rules and Regulations. Select all that apply.

- Acquisition (fee simple) Note: Applicant must provide a recent appraisal prepared after December 31st, 2024.
- Preservation Planning Document
- National Register Nomination
- Construction Design Documents
- Construction Project

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

Describe the completed research, site/structural investigation and planning that substantiates the project’s preservation goals.

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Note: The Bergen County Historic Preservation Advisory Board strongly encourages applicants to have a historic preservation planning document completed prior to requesting funding for the preparation of construction documents or requesting construction funding.

At what stage is the project?

Contract with consultant

Proposal submitted by Consultant and accepted by Applicant

Proposals submitted by consultants under consideration

Request for Proposal (RFP) for consultant services prepared by Applicant

Other (describe): _____

DOCUMENTATION OF PROPOSED WORK

Describe concisely the scope of work proposed in this grant request. List tasks and include, if available, a clear description of the proposed work in as many of the following documents that apply to your project.

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 specifications;

If the project is ready for bidding, a brief description of how you are soliciting bids.

Appraisal (Acquisitions only)

Consultant/Contractor Personnel

Include a list of the names of the firms and their personnel who will participate directly in the grant-assisted project. Applications without named consultants should include, at minimum, a statement of professional qualifications needed in the project.

Note: Applicants are encouraged to meet The Secretary of the Interior's Historic Preservation Professional Qualifications Standards for their related disciplines. If the principal team leader does not meet the requirements as outlined above, include an explanation as to why the selected principal consultant is well suited for the project.

PROJECT GRANT REQUEST

THINGS TO CONSIDER:

- The line items provided in the grant request should correspond to the work referenced in the PROJECT SCOPE OF WORK.
- If the project encompasses work on several structures, a separate Grant Project Budget must be submitted for each structure and a grant project total page added. A spreadsheet with the content specified the Grant Project Budget with a similar layout may be substituted.
- All non-construction expenses include cost for planning or research directly related to project, such as fees for historic structures reports, preservation plans, materials testing, architectural, engineering or archaeological work, as well as design, construction, and post-construction professional services.
- For construction projects, grant funding for non-construction costs for design, construction, and post construction may not exceed 20% of the construction budget. Therefore, if the project received a previous grant that covered preparation of design documents for this project's activities, this amount should be included when calculating the 20% limit. Planning and research reports & documents are not included in this 20% limit.
- If this project is the **acquisition** of a historic property, provide the amount of the certified appraised value of the property and building(s) and provide a copy with this application. The acquisition total amount cannot exceed the appraisal. The appraisal report should have an appraisal valuation date after December 31st, 2024.

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GRANT PROJECT BUDGET TABLE

Activities	Project Cost	Match	Grant Request
NON-CONSTRUCTION			
Planning Reports & Documents			
Planning: National Register Nomination Form			
Sub-total, planning documents			
Preparation of Design Documents			
Construction Contract Administration			
Post-Construction Services (identify)			
Other Services (identify)			
Sub-total design, construction, & post construction			
A. Total, Non Construction (Add up the two Sub-totals)			
CONSTRUCTION			
Division 01: General Requirements			
Project Sign, if required			
Permanent Marker/Plaque/Sign, if required			
Division 02: Site Work			
Division 03: Concrete			
Division 04: Masonry			
Division 05: Metals			
Division 06: Wood and Plastic			
Division 07: Thermal/Moisture Protection			
Division 08: Doors/Windows			
Division 09: Finishes			
Division 10: Specialties			
Division 11, 12, 13: Ineligible			
Division 14: Conveying Systems			
Division 15: Mechanical Systems			
Division 16: Electrical Systems			
B. Total, Construction			
C. Grant Total, A + B			

Amount Requested from BCOSTF \$_____.

Applicant's match amount \$_____. (See Guidelines, Section X.)

Percentage of total project cost for the applicant's match: _____%

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GRANT PROJECT BUDGET

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.

Source of Funds	Status	Amount
Total		

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

PUBLIC BENEFIT

Public Access to the Property

	Current	At Project completion
Open to the public	Yes No	Yes No
Open to the public on a regular basis - # Days/year		
Open to the public on a regular basis - # Hours/day		
Open by appointment only	Yes No	Yes No
Number of visitors per year		
How was this number calculated?	Actual Estimated Source of count:	

Please provide any additional information helpful for review, including interpretive program, innovative design; how project achieves local community revitalization, preservation of the built or natural environment, heritage education, or tourism; how project promotes preservation activity and reach new audiences.

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Public Hearing

All applicants are required to hold a public hearing. The guidelines are as follows:

The applicant is required to hold a Public Hearing in this calendar year on its proposed Historic Preservation project before it submits its application in order to gauge public support. The applicant shall publish two (2) notices of the public hearing in the official newspaper of the municipality. One public notice must publicize the public hearing in a paid display advertisement at least ten (10) days before the hearing. The size of the display advertisement is at the discretion of applicant. However, the size should not be smaller than a “business card size” (approximately 3.22 inches wide by 2.36 inches high). The second public notice is to be published in the Legal Notice section of the newspaper at least ten (10) days before the hearing. The hearing notice must specifically reference the proposed Bergen County Historic Preservation Trust Fund application. The public hearing must be held in the evening, and may be held as part of a regularly scheduled public meeting, as long as the hearing is properly advertised. A sample Public Notice announcement is provided at the end of this application.

- Public Hearings must be held prior to the application due date
- Public Hearing Advertisements as published are to be submitted with the application (as Attachment L)
- Public Hearing Minutes (portion of, if part of larger meeting) are also to be submitted (as Attachment M)

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Accessibility

Is the property compliant with the American Disability Act? Yes No

If not, has your organization conducted an "ADA Self-Assessment Survey" and prepared an ADA compliance plan? Yes No

If yes, please provide a copy of your ADA Compliance Plan or

If no, explain your plans for ADA compliance (Provide **Attachment H**).

How does the facility currently accommodate individuals with disabilities?

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Fire Suppression

Is there a plan for fire suppression? Yes No

If yes, please provide a copy of the plan (Provide **Attachment I**)

If no fire suppression plan is currently in place OR a copy of an established plan is not available please address how fire suppression, protection and off-site monitoring of the facility will be established and maintained.

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The applicant certifies the following:

- a) The filing of this application has been approved by the governing body of the applicant;
- b) A public hearing was held prior to submitting this application;
- c) The facts, figures, and information contained in this application, including all attachments, are true and correct;
- d) Matching funds in the amount of \$ _____ are currently available, or will be available by _____ (date) for this project;
- e) Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the property;
- f) Any funds received will be expended in accordance with the terms and conditions of the grant agreement;
- g) The individual signing this agreement has been authorized by the organization/municipality to do so on its behalf, and by this signature binds the organization/municipality to statements and representations contained in the application.
- h) This organization/municipality is aware that it must agree to restrictions, in perpetuity, on the lease, sale, exchange or donation of the property for which the grant is to be used, and must, if applicable, also execute an easement agreement with the County as described in Section XIV. A. of the Bergen County Historic Preservation Trust Fund 2022 *Guidelines*.

Acting as a duly authorized representative for the applying organization, I am submitting this request for assistance from the *Bergen County Historic Preservation Trust Fund of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund*.

_____	_____
Signature of Owner	Signature of Co-owner
_____	_____
Print Name	Print Name
_____	_____
Title	Title
_____	_____
Date	Date

Attach additional page if property has more than two owners. All owners must sign.

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ADDITIONAL ATTACHMENTS

The following attachments are required as noted:

Attachment A – Owner Assurances. (required for all applicants)

Attachment B - Organizational Information. (required for non-profits)

Attachment C – Applicant’s Personnel. (required for non-profits) 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.

Attachment D - State of New Jersey or National Register of Historic Places status. (required for all applicants).

- If the property is 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 is 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 New Jersey Historic Preservation Office (NJ-HPO) certifying eligibility for listing of a site in the New Jersey Register. A Certificate of Eligibility must be received from the NJ-HPO at the time of application deadline.

Attachment E – Photographs. (required for all applicants). 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. Digital photos should be a minimum of 200 dpi at 4”x6” (500KB). Also please include digital copies of historic photographs, if available. For print copies of the application, color photos printed on standard printer paper are acceptable. If the digital requirement presents a problem, please contact the Grants Administrator, Elaine Kiernan Gold at 201-336-7294 or egold@co.bergen.nj.us

Attachment F – Long-range Maintenance Plan and Budget. Provide a 5-year maintenance plan and budget, if available. If unavailable, please address the following questions: Who will be responsible for maintaining the property and is there a budget in place? Are you including the preparation of a maintenance plan in your overall project?

Attachment G – Consultant’s/Contractor’s Personnel. (required for all applicants) Include a list of the names of the firms and their personnel who will participate directly in the grant-assisted

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project. Submit resumes of all project personnel and sub-consultants. **Note:** Applications without named consultants should include, at a minimum, a statement of professional qualifications needed in the project.

Attachment – H Americans with Disabilities Act. Provide a copy of the ADA compliance plan, if available. If unavailable, please explain your plans for compliance and address the following questions: How does the facility currently accommodate individuals with disabilities? Will accommodations be improved as a result of the proposed project?

Attachment I – Fire Suppression. Provide a copy of the fire suppression plan, if available. If not available, please address how fire suppression, protection and off-site monitoring of the facility will be established and maintained.

Attachment J – Documentation of Available Match. (required for all applicants) 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 an approved resolution from the governing body committing to the specified match.

Attachment K – Applicant’s Long-Range Plan. (required for all applicants) Include a current strategic or other long-range plan, specific to this site, for your community or organization. Plan can be as short as one page and should state your organization’s goals and plans for implementation including interpretive plans, if appropriate. Non-profits: If your organization does not have a formal long-range plan, explain your long range goals and objectives. Municipalities: Include a copy of the historic preservation element of your municipal master plan and describe how this project contributes to the implementation of that element.

Attachment L - Public Hearing Advertisement as Published

Attachment M - Public Hearing Minutes (a portion of, if part of a larger meeting)

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Attachment A – OWNER ASSURANCES

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

Name of Owner _____

Name of Co-owner _____

Mailing Address _____

Mailing Address _____

City _____

City _____

State _____ Zip _____

State _____ Zip _____

Telephone _____

Telephone _____

I/we understand the purpose of the application to be submitted to the County of Bergen 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 and will be in effect for the duration of the grant and easement requirement that accompany the award of this grant.*

Signature of Owner

Signature of Co-owner

Print Name

Print Name

Title

Title

Date

Date

**Attach a copy of the lease to this Assurance.*

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Attachment B - CHARITABLE CONSERVANCY

Organization Information

Please submit a copy of each of the following:

- The organization's by-laws ☐
- Proof of qualification as an eligible charitable conservancy* ☐
- Most recent financial audit
- A Resolution of Acknowledgment (see attached sample)

1. Date of incorporation _____ 2. Estimated membership _____
3. Number of staff: _____ full-time paid _____ part-time paid
4. Volunteers: _____ full-time _____ part-time
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.

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)).

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SAMPLE MUNICIPAL RESOLUTION OF ACKNOWLEDGEMENT FOR NON-PROFIT APPLICANTS

WHEREAS, the Bergen County Historic Preservation Trust Fund of the Bergen County Open Space, Recreation, Floodplain Protection, Farmland and Historic Preservation Trust Fund provides grants to non-profit organizations for assistance in the preservation of historic buildings, districts, and sites.

WHEREAS, as part of the 2025 application by the Applicant's name to the County of Bergen is the requirement that the applicant must obtain a resolution of acknowledgement that the municipality in which the project is located knows that the application is being made.

WHEREAS, the Applicant has informed the Borough/Township/City/Village Name of Municipality of its intent to apply for an Open Space Trust Fund Historic Preservation Grant for assistance in the historic preservation of Name of Project located on property known as street address of project otherwise known as Block(s) ____ Lot(s)____ on the tax map of the Type and Name of Municipality

WHEREAS, the _____ (*name of the municipality*) does not assume any financial liability or other responsibilities related to the application or the project.

NOW, THEREFORE, BE IT RESOLVED that _____ (*name of the municipality*) acknowledges that applicant's name is applying to the Bergen County Historic Preservation Trust Fund.

I hereby certify that this resolution was adopted at the meeting of the _____ of the _____,

__ day of _____, 2025.

Signature of appropriate municipal officials.

SAMPLE PUBLIC ANNOUNCEMENT

PUBLIC HEARING ON THE SUBMISSION OF A 2025 BERGEN COUNTY HISTORIC PRESERVATION TRUST FUND GRANT APPLICATION

Application of (*NAME OF MUNICIPALITY*) for Bergen County Historic Preservation Trust Fund Grant Funding for 2025.

TAKE NOTICE: that the (*NAME OF MUNICIPALITY*) will hold a Public Hearing on submitting the following application to the 2025 funding round of the Bergen County Historic Preservation Trust Fund:

- PROJECT NAME TAX BLOCK(S) & LOT(S) STREET ADDRESS
- BRIEF DESCRIPTION OF PROPOSED PROJECT

Date of Public Hearing:

Time:

Location:

Formal action may be taken.

In accordance with the regulations governing the submission of a Bergen County Historic Preservation Trust Fund grant application, the (*NAME OF GOVERNING BODY*) will conduct a public hearing to obtain citizen input concerning the grant application.

PUBLIC ANNOUNCEMENT GUIDANCE

In the official newspaper of the municipality, the applicant shall inform the public of the public hearing. It shall take steps to place a:

1. Public Notice advertisement in the Legal Section at least ten (10) days prior to the meeting and specify a public hearing on the Trust Fund application.
 2. Display ad at least ten (10) days prior to the meeting and specify a public hearing on the Trust Fund application. The size of the display ad is at the discretion of applicant. However, the size of display ad should not be smaller than a “business card size” (approximately 3.22 inches wide by 2.36 inches high).
 3. The text for the legal advertisement and display advertisement should be identical.
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