

2023 HR Rehab Grants

Land & Community Heritage Investment Program

Instructions

- *View the Historic Rehabilitation Grant Eligibility Self-Assessment Tool which provides an overview of eligibility requirements.*
- *Brief instructions are provided throughout the form.*
- *Where appropriate, hyperlinks provide access to additional guidance.*
- *The purpose of the LOI is to conduct a preliminary assessment of applicant, resource, and project eligibility. The LOI is a screening tool, and is not used for qualitative review.*
- *All answers can be revised at the application stage.*
- *If, after reviewing the information provided, you need further assistance contact LCHIP at 603-224-4113 or email Katie Midolo, Grants Coordinator at KMidolo@LCHIP.org.*

1. Applicant Eligibility

Applicant Organization Type*

The applicant organization must be a public entity, meaning a municipality or other political subdivision of the State of New Hampshire, or a publicly supported nonprofit corporation exempt from federal income tax under section 501 (c) of the Internal Revenue code.

Choices

Public Entity
 501 (c) - Secular
 501 (c) - Church
 Other

----- 1a. Applicant Organization Type "Other"

Applicant Organization Type "Other"*

Describe the type of organization applying for LCHIP funds.

Character Limit: 50

2. Resource Eligibility

Resource Town*

Character Limit: 30

Area Name (Instruction)

If applicable, the name of the Historic District or other area-name in which your resource is located.

Example:

- *Harrisville Historic District*
- *Canterbury Shaker Village*
- *Plymouth Historic District*

Area Name

Character Limit: 50

Resource Name (Instruction)

The name of the specific building or structure.

Example:

- *Ellisville Meetinghouse*
- *Grover's Corners Schoolhouse*
- *Darby Public Library*

Resource Name*

Character Limit: 50

Alternate Resource Name(s) (Instruction)

Select "Yes" if the resource is sometimes referred to by an alternate name, or if other names are listed on the National or State Register listing form.

Example: the Grover's Corner Meetinghouse may also be known as the Grover's Corner Grange.

Alternate Resource Name(s)

Choices

Yes

No

Project Name (Instruction)

Enter the Resource Name, followed by a brief (no more than 20 characters) description of the predominant work being done or the phase (if applicable).

Example:

- *Ellisville Meetinghouse Exterior*
- *Grover's Corners Schoolhouse Phase 2*

- *Darby Public Library Foundation*

Project Name*

Character Limit: 50

Resource Address (Instruction)

Enter a specific street address as for package delivery. Do not use a Post Office box here.

Example:

- *123 Main Street*

Resource Address

Character Limit: 50

Non-applicant Property Owner*

- *Select "yes" if the property is owned by an entity other than the applicant organization*
- *Select "no" if the property is owned by the applicant organization*

Choices

Yes

No

Original Construction Year*

Enter the original year the resource was constructed.

Character Limit: 4

Registry Listing as of LOI submission*

Prior to applying for LCHIP funds, resources must either be listed or officially determined eligible (DOE) for listing, on either the State or National Register of Historic Places.

To determine if your property is already listed or to obtain a Determination of Eligibility (DOE), contact the NH Division of Historical Resources at 603-271-3483.

Choices

Listed or DOE for National or State Register of Historical Places

Not individually listed, but listed as a contributing resource to an Historic District

DOE or listing documentation has been submitted to DHR, determination not yet received

Historic Function / Use*

Referring to the National or State Register listing, select the historic function or use of the resource.

Choices

AG-Barn

AG-Farmstead

AG-Outbuilding

NA

CM-Store

CM-Tavern
 DM-Hotel
 DM-House
 DM-House 1st Period
 DM - Secondary Structure
 DM-Other
 ED-Library
 ED-School
 FU-Cemetery
 GV-City/Town Hall
 GV-Courthouse
 GV-Fire Station
 GV-Other
 IN-Mill Related
 RC-Bandstand
 RC-Monument/Statue
 RC-Museum
 RC-Music/Opera House
 RC-Theatre Related
 RE-Religious Facility
 SO- Community Center
 SO-Grange
 SO-Historical Society
 SO-Meetinghouse
 SO-Other
 TR-Bridge
 TR-Covered Bridge
 TR-Horse Shed
 TR-Rail Related
 Multiple
 Other
 Vacant

Contemporary Function / Use*

Select the current function or use of the resource.

Choices

AG-Barn
 AG-Farmstead
 AG-Outbuilding
 NA
 CM-Store
 CM-Tavern
 DM-Hotel
 DM-House
 DM-House 1st Period
 DM - Secondary Structure
 DM-Other
 ED-Library

ED-School
 FU-Cemetery
 GV-City/Town Hall
 GV-Courthouse
 GV-Fire Station
 GV-Other
 IN-Mill Related
 RC-Bandstand
 RC-Monument/Statue
 RC-Museum
 RC-Music/Opera House
 RC-Theatre Related
 RE-Religious Facility
 SO- Community Center
 SO-Grange
 SO-Historical Society
 SO-Meetinghouse
 SO-Other
 TR-Bridge
 TR-Covered Bridge
 TR-Horse Shed
 TR-Rail Related
 Multiple
 Other
 Vacant

----- 2a. Alternate Resource Name(s)

Alternate Resource Name(s) (*Instruction*)

Select "Yes" if the resource is sometimes referred to by an alternate name, or if other names are listed on the National or State Register listing form.

Example: the Grover's Corner Meetinghouse may also be known as the Grover's Corner Grange.

Alias 1*

Character Limit: 50

Alias 2

Character Limit: 50

Alias 3

Character Limit: 50

----- 2b. Non-applicant Property Owner Type

Non-applicant Property Owner Type*

The resource (building or structure) must be owned by public entity, meaning a municipality or other political subdivision of the State of New Hampshire, or a publicly supported nonprofit corporation exempt from federal income tax under section 501 (c) of the Internal Revenue code.

Choices

Public entity

501 (c) - Secular

501 (c) - Church

Other

----- 2c. Non-applicant Prop. Owner "Other" explanation

Describe Non-applicant Property Owner Type "other"*

If property owner is not a 501 (c) or a public entity, describe property owner type below.

Character Limit: 50

----- 2d. Secular Purpose and Public Benefit

Be Advised:

LCHIP projects must have a secular purpose and a primary effect that neither advances nor inhibits religion.

Proposed projects whose primary effects would not be cultural or historical will not be funded.

Projects should benefit the general public, including persons not affiliated with a particular organization.

Examples:

- *Work on a stained-glass window depicting a religious scene or on a sculpture of a religious figure is probably unacceptable.*
- *Rehabilitating a church sanctuary that is only used by church members for religious services is probably not acceptable.*
- *Repairing a steeple or other visible exterior feature that was historically identified as an element of a wider community is probably acceptable.*

Keep these issues in mind in developing the LCHIP-proposed scope of work.

----- 2e. Secular use of Religious Buildings

Secular Use of Religious Buildings (Instruction)

Public benefit includes the ability of the general public to use the resource (building) for secular purposes.

Describe how the resource is used by members of the public beyond the organization's membership. This could include community, social-service, educational, and/or arts/cultural groups.

Describe Resource Use*

Character Limit: 1500

----- 2f. Contributing Resource Limitation

Be Advised:

If the resource is listed or determined eligible for listing as a contributing resource to a historic district only, and not individually listed or determined eligible for listing, only exterior work will be eligible for LCHIP funding.

To apply to have the resource evaluated individually for eligibility, contact NH Division of Historical Resources (DHR).

----- 2g. Date of Submission to DHR (DoE or Listing)

Documentation Submitted Date*

*Enter the date on which the Individual Inventory Form and/or Determination of Eligibility documentation was submitted to the Division of Historical Resources. The completed Determination of Eligibility or listing on the National or State Registers of Historic Places **must** be submitted with the LCHIP grant proposal, due June 21, 2023. Proposals without a DOE or listing will not be accepted.*

Character Limit: 10

----- 2h. Documentation of Resource Eligibility Upload

Resource Eligibility Form*

Upload the New Hampshire Individual Inventory Form and Determination of Eligibility, or the National Register of Historic Places Registration Form.

File Size Limit: 125 MB

3. Project / Request Eligibility

Treatment Approach (*Instruction*)

The Secretary of the Interior's Standards for the Treatment of Historic Properties recognizes several distinct approaches to work on historic resources. Indicate the treatment option that best describes the LCHIP-proposed scope of work.

Most LCHIP-funded preservation projects use a rehabilitation approach.

- *Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.*
- *Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.*
- *Restoration depicts a property at a particular period of time in its history while removing the evidence of other periods.*

Treatment Approach*

Choices

Preservation

Rehabilitation

Restoration

Preliminary LCHIP Scope of Work (*Instruction*)

Provide a numbered list describing the specific tasks to be included in the Preliminary LCHIP Scope of Work, along with a brief description of each item. Guidance on developing the scope of work can be found [here](#).

Example:

1. *Roof - replace asphalt shingles, repair gutter system*
2. *Chimney - repoint exterior*
3. *Painting and clapboard repair - north and east façade*

Preliminary LCHIP Scope of Work*

Character Limit: 1250

Modernization Work and Routine Maintenance (*Instruction*)

Review LCHIP's Guidance Document regarding Modernization and Routine Maintenance [here](#).

Indicate if any Modernization Work or Routine Maintenance tasks are included in the Preliminary LCHIP scope of work. Be advised that to be eligible for inclusion, these tasks must meet one or both of the following criteria:

1. *Require specialized preservation services (i.e. skills or experience)*
2. *Be necessary to fulfill the recommendations of a Qualified Preservation Plan for the resource.*

Modernization / Routine Maintenance*

Select "Yes" if the preliminary LCHIP scope of work includes modernization / routine maintenance tasks.

Choices

Yes - because the task requires specialized preservation services

Yes - because the task is necessary to fulfill the recommendation of a Qualified Preservation Plan

Yes - for both reasons cited above

No - there are no modernization or routine maintenance tasks included

Financial Summary

Guidance on financial requirements and eligible expenses can be found [here](#).

Preliminary Grant Request*

Enter the preliminary (estimate) amount of the LCHIP grant request. This amount can be no less than \$10,000, no more than \$500,000, and may not exceed 50% of the Preliminary Total Project Cost. If needed, this amount may be adjusted in the application.

Character Limit: 20

Preliminary Total Project Cost (PTPC)*

Enter the preliminary (estimated) total cost for all work included in the LCHIP Scope of Work. Include costs for work identified above under Qualified Rehabilitation Tasks, or work identified above under modernization tasks or routine maintenance tasks, only if the work is necessary to fulfill the recommendation of a Qualified Preservation Plan.

Do not include the cost of work that is ineligible for LCHIP funding, i.e. work that is not included under Qualified Rehabilitation Tasks and is not necessary to fulfill the recommendation of a Qualified Preservation Plan.

This information may be adjusted at time of application.

Character Limit: 20

Preliminary Total Project Cost is \$50,000 or more*

Select "Yes" if the Preliminary Total Project Cost is \$50,000 or more.

Choices

Yes

No

----- 3a. Qualified Preservation Plan Required

Qualified Preservation Plan Required (Instruction)

A Qualified Preservation Plan must be submitted with the full proposal, due June 21, 2023.

Review [LCHIP's Guidance Document](#) on Qualified Preservation Plan Requirements carefully before submitting the proposal.

Plan Description*

Provide the title, year, and author of the plan. In a bulleted list, provide the page numbers which describe the need for the proposed work. Indicate if the report is in final or draft form.

Example:

South Sutton Meetinghouse and Schoolhouse Historic Building Assessments, June 2019, Bedard Preservation and Restoration, Board & Batten Consulting (Final).

- *Pg. 25-29 - Modernization*
- *Pg. 39-41 - Window Work*

Character Limit: 500

Plan Submission

Upload the Qualified Preservation Plan described above.

File Size Limit: 50 MB

Additional Document (*Instruction*)

If needed, upload an additional document (engineering report, drawings, etc.) here. In the text space provided describe the document.

Name of Additional Document Uploaded

Character Limit: 250

Additional Document Submission

File Size Limit: 15 MB

----- 3b. Modernization / Routine Maintenance Justification

Modernization / Routine Maintenance Justification (*Instruction*)

Using a bulleted list, identify each Modernization or Routine Maintenance Task included in the preliminary LCHIP scope of work, and explain why the task is eligible for inclusion.

- *If the task requires specialist historic preservation skills or experience, explain why, and describe the skills required.*

Modernization / Routine Maintenance Justification

Character Limit: 1000