

LCHIP GUIDANCE DOCUMENT

FINANCIAL REQUIREMENTS - HISTORIC REHABILITATION

ELIGIBLE EXPENSES (*Costs*) - LCHIP funds may be used by eligible applicants for the following eligible expenses:

- Specialized preservation services, such as:
 - repairing historic windows
 - carpentry work, such as replacing rotten wood in kind
 - re-pointing historic masonry,
 - repairing historic plaster,
 - fees to a preservation architect to supervise the work
 - fees to an archaeologist, if significant ground disturbance is part of the project
- Modernization expenses (mechanical, electrical, plumbing; heating, ventilation, air conditioning; life safety, accessibility, etc.) if required to fulfill the recommendations of an historic structure report or preservation plan.
- General Administrative expenses, capped at 5% of the LCHIP Grant Request.
- Contingencies of no more than 10% of the estimated project expenses.

Note: Contingencies are not compensable expenses. In calculating the final payment, any unallocated contingency will be removed from the final project budget, and the final LCHIP installment adjusted accordingly.

TOTAL PROJECT COST (TPC)

Total Project Cost is the sum of all eligible LCHIP expenses. The maximum grant amount is 50% of the Total Project Cost, subject to the match requirements below.

MATCH REQUIREMENTS

LCHIP is a matching grant program: For each dollar that LCHIP awards, recipients must provide at least an equal amount of funding from other sources, although more than that is encouraged.

Minimum Match is the minimum amount of funding from sources other than LCHIP that must be contributed, and is equal to the LCHIP award.

Cash Match of the Minimum Match, at least 50% must be contributed in the form of cash. Cash sources include municipal appropriations or other designated municipal funds, private donations, state and federal funds, and grants from private foundations.

Non-Cash Match - Non-cash sources of funding may be included in the Minimum Match, but may not exceed 50% of the total Minimum Match. Non-cash sources of funding include volunteer time and donated goods and services.

Note: non-cash is not a compensable expense. If, at the time of fund disbursement, cash funding exceeds cash expenses, the contingent LCHIP award will be reduced accordingly.

Overall Match is the total of all non-LCHIP funding contributed, and is used to calculate leverage. If LCHIP contributes \$1, and other funding totals \$1, each LCHIP dollar will be leveraged by \$1. A more competitive proposal would include \$2 from other sources for each \$1 in LCHIP funding, strengthening the proposals leverage. Leverage is a scoreable criteria established by NH RSA 227-M.

Allocation of Funds - LCHIP funds may not be allocated to expenses already covered by another source. For example, if a \$10,000 grant has been secured *specifically* to fund a roof repair, and the total estimated cost of the roof repair is \$11,000, only \$1,000 of the roof repair expense may be included in calculating the Total Project Cost, the \$10,000 expense, and funding source, are both ineligible.