

LCHIP Guidance Document

Completing the 2024 Project Plan

The Project Plan, which includes the LCHIP-proposed Scope of Work and the Funding Plan (or budget), is one of the most critical components of the LCHIP grant proposal. In the Project Plan, the work to be accomplished, associated costs, and the plan for securing the necessary funds are presented uniformly, providing LCHIP a clear and concise overview of the project.

Before beginning the Project Plan, Applicants should have cost estimates for the work described in hand and have reviewed guidance provided in the Invitation to Apply, Preservation Briefs, and LCHIP guidance documents. If, after reviewing the provided instructions, further assistance is needed please contact LCHIP (603-224-4113).

To get started: Download the [2024 Project Plan](#) and rename the document on your computer using the project name as the new file name. *Example: Grover's Corner Schoolhouse Ph 2.*



Please Note: In the workbook, hover the cursor over any cell with a red triangle in the upper-right corner for additional guidance and helpful hints.

TAB 1: LCHIP-PROPOSED SCOPE OF WORK

Using the estimates received from contractors, create a list of up to ten discrete “tasks” that describe the full Scope of Work for which you are seeking LCHIP funding. Then, consulting the [Scope of Work Task Category Guidance Document](#) and your Invitation to Apply, categorize each task as Qualified Rehabilitation, Routine Maintenance, Modernization. When that is done, you are ready to begin.

Open the Project Plan workbook to [1. LCHIP-proposed Scope of Work](#). Here you will list each task in the proposed scope of work, beginning with qualified rehabilitation tasks, followed by routine maintenance and modernization.

1. **Task Category** - To the left of the number 1, select the applicable task category from the drop-down list.
2. **Task Name** - Enter a brief name for the task, using no more than 30 characters (including spaces). You will describe the task more fully in the next column. *Task Name Examples: Roof, Foundation, Plaster, Clapboard Repair & Paint.*
3. **Task Description** - Be specific, but succinct. Refer to the guidance received in the Invitation to Apply
 - Describe how many and what kind of windows will be re-glazed [*Reglaze twelve 4/4 windows and six 6/2 windows*]
 - Explain what percentage of which foundation walls or chimneys will be re-pointed [*Repoint chimney on main block and N, S and W foundation walls*]
 - Identify the specific rooms in which plaster will be repaired [*Repair plaster in 2nd floor hallway and east and west front chambers on 2nd floor*].
4. **QPP Page Number(s)** - If a QPP is provided, enter the page numbers on which the task is discussed.
5. **Preservation Briefs Number(s)** – Identify the applicable [National Park Service Preservation Brief](#) for each task. The Briefs provide guidance on various aspects of historic preservation, rehabilitation, and restoration. LCHIP expects that all tasks will be carried out in accordance with the Briefs.

Follow the link to view a list of the Briefs, which are available as free downloads. Click on the hypertext to download any applicable briefs to your computer. You do not need to purchase hard copies. We recommend contractors review the applicable Briefs when preparing cost estimates.

Continue following steps 1-5 for each task in your proposed Scope of Work, remembering to present qualified rehabilitation tasks first, followed by routine maintenance and modernization.

TAB 2: FUNDING PLAN

The task category and name has been copied over from Tab 1: LCHIP-proposed Scope of Work. If adjustments are needed, return to the LCHIP-proposed Scope of Work and revise there.

Estimated Expenses

- Enter Cash, Non-Cash and Additional Expenses as applicable for each listed Task.

Other Expenses

- Management Fees – If applicable, enter the general contractor’s management fee.
- Soft Costs – Enter expenses that are not labor and materials. Examples: architectural, engineering, or consulting fees; contractor's general conditions; builder's risk insurance; etc.
- Contingency – Enter any amount included in the project budget for unforeseen expenses. This total may not exceed 10% of the hard costs to be paid in cash (cell F15). Be sure contingency amounts are removed from the task costs above.
- Administrative Expenses – Enter the total administrative costs to be incurred. Admin. costs may not exceed 5% of the LCHIP Grant Request and include expenses such as printing, mileage, staff salaries, or similar expenses.

Funding - List each identified funding source, potential and secured.

- Funding Sources – Provide the name of each source. Be specific. “Private Individuals” refers to individual donors to this specific project.
- Cash – Enter the total cash expected to be secured from each source listed.
- Donated Goods and Services – Enter the total value of goods and services donated by each source, if any.
- Additional Funding – List the funds from each source to be allocated to additional expenses listed above, if applicable.

Note: A funder may provide funds for both LCHIP-eligible work, and work that is not, and may also provide both cash, and non-cash support. Simply allocate the total support provided accordingly.

Financial Eligibility Review - Review the bottom section of the Funding Plan: Financial Requirements for LCHIP Funding Plan. The “Result” column should contain “OK” for each requirement. Where the Result column returns “Review” consider the requirement and adjust the funding plan accordingly.

TAB 3: FUNDRAISING TIMELINE

The list of Funding Sources and the total identified funding for each has been copied over from Tab 2: Funding Plan. To adjust, return to the funding plan tab.

- Type - Hover over each cell and click on the arrow to select the appropriate funding type:
 - "Grant" if applying for funds
 - "Campaign" if running a fundraising campaign
 - "Internal Fund" if from an internal account
 - "Other" (describe in the explanation field)
- Amount Secured to Date - Enter the amount that has been secured to date and enter that date in the next cell. Secured means that a written commitment or cash has been received.
 - Date Secured or Expected - For Grants, enter the date a decision will be made. For fundraising campaigns, enter the anticipated completion date. For internal funds (reserve funds etc.) enter the date by which the funds will be available.
 - Explanation - Provide a brief explanation of the funding source and any requirements that must be met (for example, for a town fund, explain if a public hearing must be held, and when that is expected). There will be an opportunity to provide additional detail in the application form.