

**CAMDEN COUNTY HISTORIC PRESERVATION FUNDING
Program Guidelines**

Eligible Properties

Eligible properties must be:

- listed as an individual property in the New Jersey or National Register of Historic Places or as a contributing property within a listed historic district in those registers; or
- identified as individually eligible for listing in the New Jersey or National Register of Historic Places or as a contributing property within an eligible historic district in those registers in a municipal, County or State historic resource survey, which was prepared by a qualified professional who meets the *Secretary of the Interior's Standards for the Preservation Professionals*; or
- certified as individually eligible for listing in the New Jersey or National Register of Historic Places or as a contributing property within an eligible historic district in those registers by the Deputy State Historic Preservation Officer; or
- recommended as individually eligible for listing in the New Jersey NR List or NR Eligible National Register of Historic Places or as a contributing property within an historic district or locally significant historic district.

Eligible Applicants

Applicants may be the owner of an eligible property, the lessee of an eligible property, or the holder of a historic preservation easement on an eligible property. Applicants must demonstrate control of the property through a valid long-term lease or deed of easement in order to receive a grant award. Owner consent is required for application. Leasers must provide proof of owner consent, and a lease with at least twenty-five (25) years remaining at the time of approval of the grant award agreement with Camden County.

- Agencies of municipal and County governments, boards of education or other body politic and corporate in Camden County, or
- Non-profit organizations that are certified tax-exempt (501©3s) and comply with New Jersey charity registration requirement laws.

(All nonprofit organizations must include a copy of a current registration number issued by the NJ Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection/Charities Registration, or submit a letter from that agency confirming exemption from the requirements of charitable registration. For more information, call the NJ Division of Consumer Affairs, (973) 504-6215.)

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Eligible Activities

Eligible activities shall be those capital projects that comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties (Secretary Standards)* and applicable Building Officials and Code Administrators National Building Code (BOCA) provisions, including the New Jersey Rehabilitation Sub-code. In cases where the *Secretary Standards* and BOCA conflict, the former shall apply. Activities must follow these general program guidelines:

1. Preservation of historically documented buildings, structures, and landscapes, but NOT for construction documents, general maintenance, modernization or site improvements; historical research; register nominations; preservation plans; signage; parking lots; driveways; burglary and fire detection or protection or other security systems; lighting systems; access adaptations; sewers or septic systems, erosion control, grading, plantings; improvements for aesthetic purposes, etc.;
2. Bricks and mortar elements and fixtures of historic buildings and structures, but NOT for the research, care or interpretation of portable objects or interior furnishings and materials, furniture, artifacts, artworks, collections, display cases, carpeting and draperies, appliances, signage, etc.;
3. Structural components of historic buildings and structures, such as foundations, framing, floors, ceilings, roofs, walls, windows, doors, chimneys and drainage systems, and HVAC systems, but NOT for “infrastructure” components, such as wiring, plumbing, security systems, lighting, etc.; and
4. Archival collections preservation and exhibits, such as conservation of artworks and document collections, display cases, exhibit panels, audio or visual equipment, etc.;

Ineligible Activities

In addition to those ineligible activities identified above, the following activities and expenses are also ineligible for project funding:

- Costs for grant application or administration expenses;
- Administrative or operational costs of the agency receiving funding;
- Charges for deficits, overdrafts or interest expenses;
- Donated materials and/or donated in-kind services;
- Publicity expenses, unless stipulated in the grant approval agreement;

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- Purchase of memorials;
- Property or easement acquisitions;
- Damage judgments arising from constructing, or equipping a facility, whether determined by judicial process, arbitration, negotiation, or otherwise;
- Services, materials, or equipment obtained by a local governmental unit or nonprofit organization under any other State program;
- Work including construction, research and preparation of plans and reports not included in the scope of work set forth in the grant application or grant approval agreement;
- Work performed for a local government unit which has not been awarded in compliance with the State Contracts Law (N.J.S.A. 52:32-1 et seq.) or Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.);
- Work performed for a local government unit, which has not been approved in compliance with the New Jersey Register of Historic Places Rules (NJAC 7:4-1.1 et seq.);
- Work undertaken before grant application is submitted to the County; and
- Costs related to the interiors of buildings that are primarily (greater than 50%) used for religious worship or religious purposes.
- Construction of buildings to house historic articles/artifacts, etc.

Funding Criteria

The County will consider the following criteria to evaluate and rank applications for these grant funds:

- Historical significance of the resource;
- Physical condition of the property;
- Proposed use of the site and quality of its interpretive program;
- Ability of the applicant to complete the proposed work, maintain the property, administer the grant funds, and develop programs to sustain and interpret the property;

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- Quality of the preliminary planning or contract documents, including credentials of the project team, and feasibility of the budget and work schedule;
- Relationship of the project to other programs that aid community revitalization, preservation of the built or natural environment, and heritage education and tourism;
- Degree to which the project achieves a balanced distribution of program funds.
- Level of County funding previously provided to applicant.

Funding Thresholds

The County has set the following thresholds for funding:

- Individual eligible properties may receive up to \$50,000 per year in Camden County historic preservation trust fund awards;
- Funds for HVAC systems may not exceed \$12,500 per year per application; the County reserves high right to consider extenuating circumstances.
- Funds for archival collections preservation and exhibits may not exceed \$10,000 per year per application;
- Applicants must spend monies within 18 months of approval of grant award agreement with County;
- Camden County historic preservation trust fund awards may be used to match historic preservation trust funds from other municipal or State resources;
- Properties shall be maintained by the applicant for the uses stated in the application for a period of twenty-five (25) years after completion of approval of grant award agreement with County; and
- Funded activities shall be maintained by the applicant and owner in accord with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, the terms and conditions of the New Jersey Register of Historic Places Rules (NJAC 7:4-1.1 et seq.), and the grant agreement for a period of twenty-five (25) years after completion of approval of grant award agreement with County.