

# 2024 Historic Rehab Grants

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## *Land & Community Heritage Investment Program*

### *Instructions*

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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.

1. Download the full LOI by clicking the "Question List" button in the upper right.
2. Review the entire LOI before beginning
3. Read all instructions and guidance. Instructions are included within the form and in the guidance documents accessed via embedded hyperlinks. It is expected that applicants will review all guidance and instructions before applying.
4. After reviewing the instructions and guidance documents provided, if further assistance is needed contact LCHIP at 603-224-4113.

#### **Helpful Hint**

- ♣ Questions appear in numbered "question groups", identified by a gray bar. Groups may be expanded or collapsed by clicking on the bar.

### *1. Applicant Eligibility*

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#### **Update Organization and User Contact Information**

Please update the applicant organization and primary contact's user data before proceeding.

1. Click on the organization name at the top of this page, then select "edit" in the lower right.
2. Complete or verify the information in all fields. *Remember that this information describes the applicant organization, not the individual user.*
3. Click Save.
4. Now click on the user name in the upper right corner of the page, then select "edit my profile". Complete or verify the information in all fields, then click save. *This data must be provided so that LCHIP can contact the person filling out the*

*application with any questions or concerns. Remember, this information describes the primary contact, not the applicant organization.*

**Questions?** Contact Katie Midolo @ KMidolo@LCHIP.org or 603-224-4113.

### Applicant Organization Type\*

Select the applicable 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

### Property Owner\*

Indicate whether the applicant organization or another entity owns the property.

- Select "Yes" if the applicant owns (holds title to) the property.
- Select "No" if another entity owns (holds title to) the property.

#### Choices

Yes  
No

## ----- 1. Non-applicant Property Owner

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### Non-applicant Property Owner Org Type\*

Select the type of organization that owns the property (building or structure).

**Be Advised** - to be the beneficiary of an LCHIP grant, the Resource must be owned by 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

### Non-applicant Property Owner\*

Provide the name of the entity that owns the resource.

*Character Limit: 50*

## Managerial Control\*

Indicate the legal arrangement under which the applicant organization has legal and managerial control of the property.

**Be Advised** - If invited to apply, an executed copy of the legal agreement providing the applicant full managerial control fo the resource will be required as part of the grant application.

### Choices

Long-term lease  
Short-term lease  
Memorandum of Understanding  
Other

## 2. Resource Eligibility

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### Town/City (Instruction)

- ♣ Enter the Town or City in which the Resource is located, as shown in the List of NH Cities and Towns maintained by the Department of Business and Economic Affairs.
- ♣ Do not include the phrase "Town of" or list an unincorporated place, village district, or other place names.

### Town/City\*

*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 as it is currently known publicly.

#### 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 a short version (acronym or similar) of the Resource Name, followed by a brief (no more than 20 character) description of the predominant work being done or a phase number, if applicable.

**Example:**

- ♣ Ellisville M-House Exterior Rehab
- ♣ Grover's Corners Schoolhouse Phase 2
- ♣ Darby Public Library Foundation

### Project Name\*

*Character Limit: 40*

#### Resource Address (Instruction)

Enter the street address at which the Resource is located. Do not use a PO Box.

If no street address exists (e.g. a structure or a building that has never been occupied) provide the nearest street number (e.g. near 123 Main St.)

**Format:**

- ♣ Street Address, City/Town, NH, Zip Code

### Resource Address\*

*Character Limit: 50*

## Registry Listing\*

Before 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.

Requests for Determination of Eligibility must be submitted to the NH Division of Historical Resources (603-271-3483) no later than May 1, 2024.

## 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

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

## Contemporary Function / Use\*

### 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

## ----- 2. Contributing Resource Limitation

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### Contributing Resource Limitation for Interior Work\*

For resources listed or determined eligible for listing as contributing to a historic district only, and not listed or determined eligible for listing individually, eligible expenses are limited to exterior rehabilitation only.

Interior work may be eligible if, in LCHIP's sole discretion, it is informed by a Qualified Preservation Plan providing substantially equivalent information to an individual Determination of Eligibility or state or national register nomination about the historic interior, including its history, development, significance, and character-defining features.

Indicate whether the proposed scope of work will or will not include work on the interior of the Resource.

#### Choices

Yes, the Scope of Work will include interior work

No, the Scope of Work will not include interior work

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

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### Alternate Resource Name(s) (Instruction)

Enter each other name(s) used. If more than three alternative names exist, enter only the three most commonly used.

#### Alias 1\*

*Character Limit: 50*

#### Alias 2

*Character Limit: 50*

#### Alias 3

*Character Limit: 50*

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

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### Resource Eligibility Form\*

Upload:

- ♣ the New Hampshire Individual Inventory Form and Determination of Eligibility (DOE),  
**OR**
- ♣ the National Register of Historic Places Registration Form.

**Be Advised** - The document you upload here will be referred to as the "Resource Eligibility Form", or "REF", throughout the LCHIP application process.

*File Size Limit: 125 MB*

## ----- 2. Documentation of Submission to DHR

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### Documentation Submitted Date\*

**Requests for Determination of Eligibility must be submitted to the Division of Historical Resources no later than May 1, 2024.**

Enter the date on which the documentation was submitted to DHR for evaluation.

**Be Advised** - The completed Determination of Eligibility or listing on the National or State Registers of Historic Places will be required with the full proposal. Proposals without a DOE or listing will not be accepted.

*Character Limit: 10*

### DOE or Registry Listing Package\*

Upload the information provided to the Division of Historic Resources here.

*File Size Limit: 5 MB*

## ----- 2. Secular use and public benefit

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**Be Advised:**

Secular Scope of Work Requirement - LCHIP-funded work 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.

Secular Public Benefit - LCHIP-funded work 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 not acceptable.
- ♣ 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 features that was historically identified as an element of a wider community is probably acceptable.

### Describe Secular Resource Use\*

Describe how the Resource is used by members of the public other than the organization's membership, and how the work to be performed provides a public benefit.

*Character Limit: 750*

## 3. Project Eligibility

### Treatment Approach (Instruction)

The Secretary of the Interior's Standards for the Treatment of Historic Properties recognizes 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.

- ♣ **Rehabilitation:** Work is undertaken to allow for new or continued use of the resource by making repairs or alterations while also preserving character-defining features and other important historic values.
- ♣ **Restoration:** Work is undertaken to accurately restore the features and form of the Resource to the conditions that existed at a particular period of time. This may involve removing features from other periods and reinstating lost features. Upgrades to mechanical, electrical, and plumbing are limited and sensitive in approach.
- ♣ **Preservation:** Work is undertaken to maintain the Resource's materials and form as they currently exist. The focus is on protecting and stabilizing the resource in its present condition. Only very limited changes to the structure are permitted.

### Treatment Approach\*

#### Choices

Rehabilitation  
Restoration  
Preservation

### LCHIP-proposed 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.

Please include for each task item:

### 1. Task Category

Review the [Scope of Work Task Category Guidance Document](#). Select the appropriate category from the drop-down list. Remember that only routine maintenance or modernization tasks that are necessary to fulfill the recommendations of a Qualified Preservation Plan or require the services of an experienced preservation professional or craftsman are eligible for LCHIP funding.

### 2. Task Name

Be Brief! Please use no more than **30** characters. Example: Repair Roof, Repoint Foundation, Repair Plaster, Clapboard Repair & Paint.

### 3. Task Description

Be specific, but succinct.

- ♣ How many and what kind of windows will be re-glazed? [Reglaze twelve 4/4 windows]
- ♣ What percentage of which foundation walls or chimneys will be re-pointed? [Repoint chimney on main block and N,S and W foundation walls]
- ♣ In which rooms will plaster be repaired? [Repair plaster in 2nd floor hallway and east and west front chambers].

### 4. Qualified Preservation Plan Page No.

Provide the QPP page numbers describing the need for the proposed work

#### PLEASE FORMAT ACCORDING TO THIS EXAMPLE:

1. Qualified Rehabilitation Task - Window Repair, repair 24 steel windows. QPP Page 27.
2. Qualified Rehabilitation Task - Drainage, install french drain. QPP Page 28.
3. Qualified Rehabilitation Task - Roof Repair, repair/replace asphalt roof. QPP Page 46.
4. Modernization Task - HVAC, replace heating and add AC. QPP Page 52.
5. Modernization Task - Accessibility, add ramp and elevator. QPP Page 15.
6. Routine Maintenance Task - Debris removal, pull out wood scraps from crawlspace. QPP Page 39.

7. Routine Maintenance Task - Tree pruning, trim branches at back of bldg. QPP Page 44.

## LCHIP-proposed Scope of Work\*

*Character Limit: 1500*

### Qualified Preservation Plan\*

Indicate if a [Qualified Preservation Plan](#) for the Resource is available, and the status of the report.

#### Choices

Yes, a final QPP is available

Yes, a draft QPP is available now, and the final QPP will be available by 6/19/2024

Yes, a draft QPP is available now, but the final QPP will not be completed by 6/19/2024

No, a QPP is not available.

### Modernization / Routine Maintenance\*

Select the applicable response regarding any modernization / routine maintenance tasks included in the scope of work.

#### Choices

There are no M/RM tasks (as defined by LCHIP) included

The M/RM tasks included are necessary to fulfill the recommendations of the QPP.

The M/RM tasks included require specialized preservation expertise.

The M/RM tasks included meet both criteria listed above.

## 4. Financial Eligibility

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### Preliminary Budget

Before completing the following section, review LCHIP's Financial Requirements Guidance Document.

### Preliminary Total Project Cost (PTPC)\*

Enter the preliminary (estimated) total cost of all work to be included in the LCHIP Scope of Work. Do not include the cost of work not included in the LCHIP-funded Scope of Work. Include expenses for modernization or routine maintenance tasks ONLY if the work is necessary to fulfill the recommendation of the QPP or requires specialist preservation services.

This is a preliminary estimate. The total project cost can be adjusted in the grant application.

*Character Limit: 20*

### Preliminary Grant Request\*

Enter the preliminary or estimated LCHIP grant request.

**Be Advised** - 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.

This is a preliminary estimate. The grant request can be adjusted in the grant 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

## 5. Qualified Preservation Plan

### Qualified Preservation Plan (Instruction)

Upload a [Qualified Preservation Plan](#) for the Resource here. The QPP may be in draft form, but must be finalized prior to submission with the full proposal.

#### QPP Description

- ♣ Provide the title, (anticipated) year, and author of the plan. Indicate if the report is in final or draft form. Example: South Sutton Meetinghouse and Schoolhouse Historic Building Assessment, June 2019, Bedard Preservation and Restoration, Board & Batten Consulting (Final).

#### QPP Date

- ♣ Final QPP - Enter the date on which the plan was finalized. If only a month and year is available, enter the last day of the applicable month.
- ♣ Draft QPP: enter the date by which the consultant has agreed to complete the report.

**IMPORTANT** - Before uploading the plan, be sure the name of the resource and the plan year is included in the file name!

#### QPP Description\*

*Character Limit: 145*

#### QPP Date\*

*Character Limit: 10*

#### QPP Upload\*

*File Size Limit: 50 MB*

### ----- 5. QPP Completion Expected after Proposal Deadline

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**Be Advised** - A completed [Qualified Preservation Plan](#) must be submitted with the full grant application.

Contact LCHIP if the QPP will not be completed by the proposal submission deadline.

### ----- 5. QPP Needed, but not available

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A [Qualified Preservation Plan](#) (QPP) is required for the project described above, but you have indicated that a QPP is not, or will not be, available.

#### OPTIONS

1. If a completed QPP is available or will be before the proposal submission deadline, revise the response in section 3 above before submitting the LOI.
2. adjust the Scope of Work to remove routine maintenance or modernization tasks that do not require specialized preservation services and revise the answer to Modernization/Routine Maintenance question in section 3 above , or,
3. reduce the scope of work so that the preliminary total project cost is less than \$50,000. **Be Advised** - Current, valid estimates supporting the total project cost will be required with the full proposal.

Where a QPP is required, LOI forms submitted without a substantially completed (full draft) QPP will not be approved.