

## GUIDELINES FOR SURVEY AND PLANNING APPLICANTS

### **A. Eligible Applicants for FY 2025 Survey and Planning Grant funding are:**

1. Local historical commissions created under M.G.L., Chapter 40 sec. 8(d);
2. Historic district commissions or study committees;
3. City and town planning offices and boards or community development offices;
4. Regional planning agencies and state agencies;
5. Educational institutions;
6. Certified Local Governments of Boston, Bedford, Beverly, Brookline, Danvers, Dedham, Eastham, Easton, Falmouth, Framingham, Gloucester, Grafton, Hingham, Holyoke, Lexington, Lowell, Manchester-by-the-Sea, Marblehead, Medfield, Medford, Methuen, Nantucket, New Bedford, Newton, Plymouth, Quincy, Salem, Somerville, Sudbury, and Worcester;
7. Private non-profit organizations.

All applicants must be able to meet deadlines, monitor project work, and have a financial system that meets federal standards. If the applicant is not the local historical commission, the comments of the local historical commission will be required if the applicant is invited to submit a full proposal.

### **B. Eligible Projects That Will Be Funding Priorities for FY 2025**

All projects must be consistent with the objectives of the Massachusetts State Historic Preservation Plan, 2018-2022 (available on-line at <https://www.sec.state.ma.us/divisions/mhc/preservation/historic-preservation-plan.htm>), which stresses the need for identification, evaluation, and protection of the state's cultural resources. The following project types are considered eligible for funding:

1. Community-wide or targeted inventories of historic, architectural, landscape or archaeological resources, or planning (survey plan) projects to prepare for such inventories. The current State Historic Preservation Plan includes the updating of community-wide inventories, development of community-wide survey plans, and the undertaking of thematic surveys among its objectives.
2. Preparation of National Register of Historic Places nominations. MHC will consider National Register district nominations ONLY if there is documented support for the district from owners and/or community officials. In addition, nominations may be prepared for individually eligible public properties and those owned by private nonprofit organizations. Prior to submission of a full application, the MHC must have completed an evaluation as to the National Register eligibility of the district or individual properties. A community-wide survey, which provides a context for the evaluation, must have been completed before an evaluation can be made. The nomination and listing of eligible properties and districts to the National Register is a primary objective of the current State Historic Preservation Plan. **[MHC FY 2025 PRIORITY]**
3. Other planning projects relating to the identification, evaluation, and protection of National Register-eligible resources. Examples include, but are not limited to: a communitywide historic preservation plan; development of local historic district design guidelines; preparation of historic preservation public information; studies of the feasibility of a proposed preservation planning policy or initiative at the neighborhood or community level; heritage tourism programs; and training and/or educational programs. The current State Historic Preservation Plan encourages the use of planning tools, protective mechanisms and public education to integrate historic preservation best-practices more fully into the local planning and development process. **[MHC FY 2025 PRIORITY]**

4. **\*\*CLG APPLICANTS ONLY\*\*** Studies necessary to enable future development or protection of a public or private nonprofit owned National Register-listed property, including conditions assessments, feasibility studies, and the development of plans and specifications for restoration or rehabilitation. Historic structures reports may include the preparation of outline plans and specifications for a Massachusetts Preservation Projects Fund (MPPF) application.

### C. **Funding**

The National Park Service through the Massachusetts Historical Commission provides funding for Survey and Planning grants. Grant funds must be administered in accordance with federal and state requirements. MHC complies with Equal Opportunity regulations. The standard state contract is required.

Survey & Planning Matching Grants: Grants are 50/50 % matching reimbursement grants. The local share (50%) must be from a non-federal source; the only exception is Community Development Block Grant funding, which can be used as a local match. Preference is given to projects with a full cash match. Existing paid staff and volunteers (unpaid) may, however, use the value of their time donated to the project as part of the match. Volunteer time may contribute up to 25% of the local share. The donated time must be necessary and reasonable to meet the project goals and must be adequately documented by MHC time sheets. Volunteer time will be valued at minimum wage unless a higher rate can be documented and is approved by the MHC.

Grant requests should be for no less than \$7,500 for a minimum total project cost of \$15,000. Community-wide or targeted survey grant requests should be for no less than \$12,500 for a minimum total project cost of \$25,000. There is no maximum amount; however, most awards will likely be between \$10,000 and \$20,000. Projects must be from 6-12 months in duration and should be able to start administratively around July 2025. Consultant projects should be scheduled to begin work September 2025 following an open procurement process. Project work must be completed by June 30, 2026. Survey and Planning grants are reimbursement grants. The grant recipient must first expend the total project cost. Upon approval and acceptance of final products and submission of a satisfactory project completion report (which includes financial documentation for the total project cost), the recipient will be reimbursed for 50% of eligible project costs up to the amount of the grant allocation. No partial reimbursements prior to completion of the project will be considered. A grant recipient therefore must have sufficient funds available to cover the entire cost of the project prior to reimbursement. Matching-share funds must be in place when a grant award is made.

Note that no project-paid consultants can be pre-selected by the applicant. Federal and state regulations require an open selection process. The applicant, if selected for funding, will receive further instructions on procurement procedures. Potential consultants should play no role in shaping applications.

### D. **Application Procedures**

**The original copy of the letter of intent to apply for funds (form attached) must be received by the MHC office by 5 p.m., Friday, November 15, 2024.** No faxed or emailed applications are accepted. Letters/Proposals should be addressed to:

Michael Steinitz  
Deputy State Historic Preservation Officer  
Massachusetts Historical Commission  
220 Morrissey Boulevard  
Boston, MA 02125

### E. **Selection Process**

MHC staff and a subcommittee of the full Commission will evaluate pre- and full applications and proposals. The Commission will invite full S&P applications at its December 11, 2024 Commission meeting. **The full application will be due by February 3, 2025.** Grant awards will be made at the March 12, 2025 Commission meeting. All MHC monthly meetings are open to the public.

F. **Evaluation and Selection Criteria**

Survey & Planning Matching Grants:

- All **pre-applications** will be reviewed and selected for an invitation to prepare a full application based on the following criteria:
  1. Demonstration that the proposed project will represent a public benefit by supporting local and state historic preservation priorities established by the MHC and the local historical commission.
  2. Identification of the funding match source; demonstration that the match is in place or will be in place by the time of the grant award; demonstrated understanding of the reimbursement nature of the MHC grant.
  3. Demonstration of financial need, i.e., that other funding has been sought and is not available and/or that the proposed activities could not be undertaken without Survey and Planning grant support.
  4. Demonstration that the proposed activity can realistically be completed within the budget and time frame of the project.
  5. MHC will consider statewide geographic distribution in its invitations for full application. MHC will also give special consideration to applicants who have not previously been awarded program funds.
- The following selection criteria will be used to evaluate **full applications**.
  1. Appropriateness of Proposed Project: Preference will be given to applications that demonstrate a clear understanding of the preservation needs of the community and that propose projects which address state, regional, or local preservation goals and objectives as outlined in the Massachusetts State Historic Preservation Plan 2018-2022 (available at [www.sec.state.ma.us/mhc](http://www.sec.state.ma.us/mhc)).
  2. Level of Information: Preference will be given to survey projects in communities where the existing level of information about cultural resources is low or nonexistent, as identified by the State Reconnaissance Survey in a Regional Report or as identified by the MHC.
  3. Level of Significance: Preference will be given to communities with significant historic, architectural, or landscape/archaeological resources, as identified in an existing community cultural resources survey, in an MHC Regional Reconnaissance Survey report, or as identified in the State Historic Preservation Plan.
  4. Potential for Loss or Destruction: Preference will be given to communities whose historic, architectural, landscape or archaeological resources are threatened with loss or destruction, as identified by the MHC Regional Report or as identified by the State Historic Preservation Plan. Major threats to a community's resources include pressure from new development, abandonment, deterioration, underutilization, or natural hazards, including those resulting from climate change, such as sea-level rise and increased risk of coastal and inland flooding.
  5. Level of Local Preservation Activity: Preference will be given to communities that have active local historical commissions. For applications submitted by an office or local organization other than the local historical commission, the supporting documents must include a letter of support from the local historical commission and evidence that the applicant is coordinating efforts with the local historical commission.
  6. Demonstrated Understanding of Work to Be Performed: Preference will be given to applications that demonstrate a clear understanding of the tasks to be undertaken and products to be submitted under the appropriate MHC scope of work and timetable.

7. Extent and Nature of Public Benefit: Preference will be given to applications demonstrating that the project's products will be available and of benefit to the general public, and to applications that complement ongoing national, state, regional or local planning and revitalization efforts. Preference will also be given to projects demonstrating a benefit to 2020 Environmental Justice neighborhoods as defined by the Massachusetts Executive Office of Energy and Environmental Affairs.\*
8. Administrative and Financial Management Capabilities: Preference will be given to applicants who demonstrate strong capabilities to administer funds and ensure completion of the project in a timely and effective manner. Completeness of the grant application will be considered. Past performance as a sub-grantee, if applicable, also will be considered. All project work must be completed by June 30, 2026.
9. MHC will consider statewide geographic distribution of applicants in its grant awards.

\*See <https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations>

If you have any questions on a potential project scope of work, please contact us at by email. Applicants are strongly advised to discuss their proposed project with MHC staff prior to submitting a pre-application. Email us to schedule a phone conversation.

National Register projects: Ben Haley, Director, National Register Program (Ben.Haley@sec.state.ma.us)

Preservation planning projects: Jenn Doherty, Local Government Programs Coordinator (Jennifer.Doherty@sec.state.ma.us)

Survey projects: Peter Stott, Preservation Planner ([Peter.Stott@sec.state.ma.us](mailto:Peter.Stott@sec.state.ma.us)); Robin Fordham, Preservation Planner (Robin.Fordham@sec.state.ma.us)

General questions: Michael Steinitz, Deputy State Historic Preservation Officer, ([Michael.Steinitz@sec.state.ma.us](mailto:Michael.Steinitz@sec.state.ma.us))

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, DC 20240.

Michael Steinitz  
Deputy State Historic Preservation Officer  
Massachusetts Historical Commission  
220 Morrissey Boulevard  
Boston, MA 02125-3314

Due: 5 p.m., November 15, 2024  
No faxed or emailed applications

**FY 2025 LETTER OF INTENT TO APPLY FOR SURVEY AND PLANNING FUNDS**

1. PROJECT TITLE: \_\_\_\_\_
2. COMMUNITY/COMMUNITIES: \_\_\_\_\_
3. APPLICANT ORGANIZATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
4. LOCAL PROJECT COORDINATOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_
5. AMOUNT OF FUNDING REQUESTED:           \$ \_\_\_\_\_ (50%)  
LOCAL SHARE:                               \$ \_\_\_\_\_ (50%)  
TOTAL PROJECT COST:                   \$ \_\_\_\_\_ (100%)
6. PRELIMINARY BUDGET AND MATCHING SHARE INFORMATION (ESTIMATED):  
  
LOCAL SHARE SOURCE: \_\_\_\_\_  
CASH AMOUNT:                               \$ \_\_\_\_\_  
IN-KIND SERVICES (paid employee on staff):   \$ \_\_\_\_\_  
DONATED VOLUNTEER TIME:                   \$ \_\_\_\_\_
7. AUTHORIZED APPLICANT SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
(NAME, PLEASE PRINT)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

8. NARRATIVE STATEMENT (**ATTACH A ONE-PAGE, TYPED NARRATIVE STATEMENT**):

Explain in a concise statement how the proposed project relates to past, current, and future preservation activity in the community, region or state. Describe how the results of the proposed project will be incorporated into the community, region, or state planning process, and the extent to which the results will be made available and used by the general public. Provide any other information on the special qualities of the project, which makes it deserving of funding. Be sure to address the five Selection Criteria for Pre-Applications. (See Guidelines Item F.)