

APPENDIX A: APPLICATION PACKET REQUIREMENTS AND CHECKLIST

1. Master Application Form. See Appendix B. The Master Application Form must be completed and signed by the applicant's authorized representative.
2. Project Proposal. See Appendix C. In conjunction with the Master Application Form (Appendix B), attach a written description of the project proposal. Provide a written response to each of the evaluation factors in the order in which they appear.
3. Grant Scope/Cost Estimate. See Appendix D. The Grant Scope should be detailed enough to identify each project work item and must be consistent with the cost estimate.
4. Property Owner Approval. See Appendix E. Attach authorizing resolution from the project property owner, using the required language in the resolution.
5. Funding Sources Form. See Appendix F. List the funding sources that will be used to finance 100% of the grant project.
6. CEQA. Grant projects require compliance with the California Environmental Quality Act (CEQA). Check with your local city or county planning agency for more information on how to complete CEQA. Attach one of the following:
 1. Notice of Exemption filed with, and stamped by, the county clerk, *or*
 2. Initial Study with a Negative Declaration and a copy of the Notice of Determination filed with, and stamped by the county clerk, *or*
 3. Initial Study and an Environmental Impact Report and a copy of the Notice of Determination filed with, and stamped by the county clerk.
7. 501(c)(3) Certification. Attach copy of 501(c)(3) certification.
8. Historic Designation. Attach resolution or ordinance designating the project property as a landmark or contributing structure in a local historic district, or DPR 523 series forms documenting the property and evaluating its eligibility for local designation.
9. Photos of Historic Resource. Attach a minimum of four color photographs in 4" x 6" format of the project historic resource and site context presented in 8.5" x 11" format. No more than two photographs per page. Include descriptions of each photograph. If project involves replacing historic elements, submit documentation with photos of original upon which the replacement will be based.
10. Required Regulatory Permits. Attach a list of existing and additional permits required to complete the grant project, if applicable, the status of each, and indicate when permit approval would occur.
11. Public Access Schedule. Attach a schedule of public accessibility, including hours of operation.
12. Project Use Diagram. Provide floor plan of the Project area and proposed uses of each area, specifically designated public access areas and proposed use of other areas.
13. Timeline. Attach a timeline indicating the key milestones (such as design, engineering, construction) for project completion.

APPENDIX B: MASTER APPLICATION FORM

County of Santa Clara
HISTORICAL HERITAGE COMMISSION

PROJECT NAME	Requested GRANT Amount \$	
	Other Funding Sources \$	
PROJECT PHYSICAL ADDRESS (including zip code)	Estimated TOTAL PROJECT COST \$	
	Nearest Cross Street	
GRANT APPLICANT (entity applying for the grant)	GRANT APPLICANT'S Mailing Address	
AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION OR CERTIFICATION LETTER		
_____	_____	_____
Name (<i>typed or printed</i>) and Title	Email address	Phone
DIRECTOR/PRESIDENT/CEO		
_____	_____	_____
Name (<i>typed or printed</i>) and Title	Email address	Phone
DAY-TO-DAY CONTACT for ADMINISTRATION of the GRANT (<i>if different from AUTHORIZED REPRESENTATIVE</i>)		
_____	_____	_____
Name (<i>typed or printed</i>) and Title	Email address	Phone
<p>GRANT SCOPE: I represent and warrant that this Application Package describes the intended use of the requested grant to complete the project items listed in the attached Cost Estimate Form. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this Application Package, including required attachments, is accurate.</p>		
_____	_____	
Signature AUTHORIZED REPRESENTATIVE as shown in Resolution	Date	
Print Name	_____	
Title	_____	

APPENDIX C: PROJECT PROPOSAL

In conjunction with the Master Application Form (Appendix B), the information contained in the project proposal will serve as the project application. Please provide a written response to each of the following evaluation factors in the order in which they appear and cite any studies, reports, or other data that support the responses.

The project proposal should be no more than ten pages (without attachments) printed double-sided on 8 ½" x 11" paper in 12-point Arial font.

1. Project Description

Describe the proposed project and the specific work items to be funded by the grant. Is the historic resource a designated landmark or an eligible landmark? Who will be responsible for performing what activities (work items)? Is the project part of a long-range project (multi-phased)? If so, where does the project fit into the anticipated larger program?

2. Historic Preservation Issues/Need

How does the project address the preservation of significant cultural, historical, and archaeological resources within Santa Clara County? What is the historic preservation need the project will address? How will the project meet that need (beneficiaries, impact and expected result)? Why is the project a priority? How will the project make a significant, long-term contribution to historic preservation in Santa Clara County?

3. Public Purpose

How will the project benefit the community? How will the project contribute to public education and awareness of the historic resource? Who is the targeted audience?

Does this project involve work in areas that will not be programmed for public access (administrative areas)?

4. Budget

- Explain how the project is the most efficient, cost effective way of addressing the identified preservation need.
- Explain how project budget was determined, and explain the competitive process that will be used to award contracts paid for by grant funds.
- Are the anticipated costs to accomplish the project realistic, reasonable and necessary (the cost basis for the budget must be documented and justified)?
- Are the project costs clearly defined?
- Are sufficient funds currently available to complete the project?
- Are matching funds from other sources being committed to the project? Demonstrate the availability of those funds.
- Has your organization already received HHGP funding? If so, provide the name of the funded project(s), the funding year(s), and the grant amount(s).

- If the project is part of a long-range project (multi-phased), how many phases are required to complete the project?
- Do you intend to request additional funding in the future for the same project?
- Does this project involve infrastructure improvements or other low funding priorities?
- Contingency Funding: Applicant is to discuss how funds will be identified for contingencies and if not, how contingencies will be addressed if discovered during the project.

5. Long-Term Maintenance and Operation

Describe the plan for long-term maintenance and operation of the historic resource. What funding sources or other resources will be used to maintain and operate the property in the future? Who will be responsible for the maintenance and operation of the property and ensuring its on-going availability for public use?

6. Project Administration/Professional Capability/Schedule

Describe the personnel and methods to be utilized to carry out the project. What individual or team will manage the project from the time the grant is awarded until project completion? What experience does this individual or management team have which qualifies them to manage the project? Is the proposed project schedule realistic and achievable? Have the needed agreements with other organizations or agencies been completed?

7. Land Tenure

Demonstrate the project is located in a public or private park as defined in the eligibility criteria. If the grant applicant is a tenant or operator, provide the lease or agreement that adequately safeguards the twenty-year use requirement. If the lease or operating agreement will expire before twenty years, the resolution and property owner's execution of the Project Agreement will serve as adequate evidence of continued public use.

APPENDIX D: GRANT SCOPE/COST ESTIMATE FORM

APPLICANT _____ PROJECT NAME _____

WORK TO BE PERFORMED*	GRANTEE CASH CONTRIBUTION	GRANT	TOTAL
TOTAL PROJECT AMOUNT			
Contingency (Optional)		XXXXXXXXXX	XXXXXXXXXX

*Distinguish preservation work from other work required by code or operational updates, for example, infrastructure, and technology and interior improvements.

Budget items incorporated for low priority items will be scored lower.

The APPLICANT understands that this form establishes the expected GRANT deliverables.

Signature _____
APPLICANT'S AUTHORIZED REPRESENTATIVE

Date _____

APPENDIX E: PROPERTY OWNER APPROVAL

**RESOLUTION OF _____
APPROVING [name of grantee]'s APPLICATION FOR A
COUNTY OF SANTA CLARA HISTORICAL HERITAGE GRANT FOR
_____ PROJECT IN _____ PARK**

WHEREAS, the County of Santa Clara ("County") has established the Historical Heritage Grant program to promote historic preservation and the awareness of significant cultural, historical, and archaeological resources within Santa Clara County ("Grant Program"); and

WHEREAS, the County funds the Grant Program with County Park Charter Development Funds, which must be used for the development of real property for county park purposes; and

WHEREAS, the County requires that the property on which the grant-funded project is located be continually used for park purposes for a minimum of 20 years and be open to all Santa Clara County residents on a non-discriminatory basis; and

WHEREAS, the applicant proposes that the County award Grant Program funds for the _____ project ("Project") in the _____ Park ("Park"); and

WHEREAS, the [name of jurisdiction] ("Owner") has reviewed the proposed Project and [provided or hereby provides] all required approvals for the Project in the Park, including but not limited to, any licenses, permits, environmental review or operational agreements required prior to authorizing construction; and

WHEREAS, to provide additional assurance as to compliance with the Grant Program requirements, the County requires that the Owner execute the grant agreement;

NOW, THEREFORE, BE IT RESOLVED that the _____ hereby makes the following determinations:

1. The Project is located on land that will be continually used for park purposes for a minimum of 20 years and, subject to Constitutional or Charter limits on appropriations for future years, will be open to all Santa Clara County residents on a non-discriminatory basis; and
2. The [name of jurisdiction] has reviewed the proposed Project and [provided or hereby provides] all required approvals for the Project in the Park, including but not limited to, any licenses, permits, environmental review or operational agreements required prior to authorizing construction; and
3. _____, or designee, is hereby delegated authority to execute the grant agreement on the Owner's behalf.

BE IT FURTHER RESOLVED that the _____ [name of governing body] hereby approves of _____'s application for County's Grant Program funds for the _____ Project in _____ Park.

PASSED AND ADOPTED by the _____ on _____, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ATTEST:

APPROVED AS TO FORM AND LEGALITY:

APPENDIX F: FUNDING SOURCES FORM

APPLICANT _____ PROJECT NAME _____

FUNDING SOURCE	DATE COMMITTED	AMOUNT
HHGP Funding	TBD	\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL FUNDING SOURCES Must Equal Estimated Total PROJECT Cost		\$
CONTINGENCY		\$

The Applicant understands that the project cannot be funded unless the requested grant equals the estimated total project cost, or, the requested grant plus additional committed funds equals the estimated total project cost.

Signature _____
 APPLICANT'S AUTHORIZED REPRESENTATIVE

Date _____