COMMUNITIES PROGRAM: 2016 NEIGHBORHOOD APPLICATION

BACKGROUND
Preserve America is a national program developed in cooperation with the Advisory Council on Historic Preservation (ACHP) and the U.S. Departments of the Interior, Agriculture, and other agencies. It highlights the efforts of the President and First Lady to preserve our national heritage. It has several components, one of which is the designation of Preserve America Communities.

Preserve America Community designation will be granted to eligible neighborhoods that meet three general criteria:

1) The neighborhood, in partnership with the city government, has recently supported a historic or cultural preservation project that has promoted and/or is currently promoting heritage tourism or otherwise fostering economic vitality, and also involved a public-private partnership between government entities and at least one civic association, non-profit, and/or business enterprise.
2) The neighborhood has recently adopted a resolution or policy statement indicating its commitment to the preservation of heritage assets within the neighborhood.
3) The neighborhood meets at least five criteria specified in three broad categories: discovering heritage through historic places, protecting historic resources, and promoting historic assets.

ELIGIBLE NEIGHBORHOODS
Neighborhoods eligible to apply with this form are those that are within cities or consolidated city-counties with a population of 200,000 or higher, and must be either:

- A locally designated historic district;
- A historic district listed in the National Register of Historic Places; or
- An area geographically defined by the local planning office as a neighborhood (or a group of neighborhoods considered a single planning unit).

Neighborhoods may be located in any U.S. state or territory, including the District of Columbia.

[Note: There are two other kinds of Preserve America Community application forms. One is for use by cities and other municipalities with a chief elected governing official, counties, and clearly defined, populated, unincorporated communities that lack an elected governing official and that are located within a county or territory, provided the application for designation is submitted by the appropriate county or territorial government. For details, see www.preserveamerica.gov/communities-form.pdf or www.preserveamerica.gov/communities-form.doc. The other is for use by federally recognized Indian tribes or Alaska Native Village corporations with a tribal chairman, and for subdivisions of such tribes

that are represented by elected officials within the greater tribal government – districts, villages, chapters and other equivalent communities. For details, see www.preserveamerica.gov/tribal-communities-form.pdf or www.preserveamerica.gov/tribal-communities-form.doc.]

THE APPLICATION PROCESS

Copies of the application form, sample resolution language, a list of deadlines, and links to information on previously designated communities can be found at www.PreserveAmerica.gov/communities.html. Requests for information or forms also can be made by calling Judy Rodenstein at the ACHP at (202) 517-1488, or by e-mailing her at jrodenstein@achp.gov.

Applications are received and reviewed by ACHP staff for completeness. Complete applications are shared with the National Park Service (NPS), and sometimes other agencies, for their independent review. Neighborhoods with incomplete or unclear applications may be contacted by ACHP staff for additional information or clarification.

When an application is judged complete by the ACHP and NPS, the name of the neighborhood is added to a list pending the next announcement of designated Preserve America Communities. Announcement of designated Preserve America Communities will take place several times a year and may be made by official letter or at a public event.

Attached to your application, please provide the name and title of the head of your local convention and visitors' bureau and of your state tourism office, as well as both mailing addresses. If your neighborhood is designated as a Preserve America Community, the ACHP will formally notify them of your designation.

HELPFUL HINTS FOR PREPARING SUCCESSFUL APPLICATIONS

Neighborhoods should follow some simple guidelines in preparing their applications for Preserve America Community designation to ensure that their applications are complete and can be processed in a timely manner (item numbers refer to sections of the application form):

Item 1: Be sure to consult with your State Historic Preservation Officer while developing your application and mail him or her a copy of the completed application.

Item 2: Only neighborhoods in cities or consolidated cities-counties with a population of more than 200,000 may apply with this form. Be sure that your neighborhood fits into one of the three types of eligible neighborhoods set forth, and remember to provide a map of the neighborhood.

Items 3, 7, & 8: The applicant that signs and submits the application may be from the parent city, or a non-profit organization or governmental body representing the neighborhood. The mayor or equivalent elected governing official of the parent city or consolidated city-county government must signify his or her endorsement of the application by signing in Section 8.

Item 4A: The project you select to feature needs to be one that has been supported by the neighborhood within the last three years and is complete and/or already having a positive economic impact. Make sure the project description includes information on the public and private partners involved and their roles, and clearly documents how the specific project is promoting heritage tourism or economic vitality in the neighborhood. Any data you can share on the economic or other impacts of the project is desirable. If the project is a program that has been ongoing for more than three years, please specify what has been added or changed within that timeframe. Please note that a history of the neighborhood, a list of projects supported over the years, or information about planned projects that are still prospective do **not** meet this criterion. However, such information is welcome as supplementary material.

Item 4B: The required resolution or policy statement should be recent and specific to the Preserve America initiative, or should be comprehensive and current enough (within the last five years) to show the neighborhood's present commitment to the preservation of its heritage assets and the goals of the program. Make sure the resolution is signed and dated, and that the body that has adopted it is clearly identified. A model resolution is available at www.PreserveAmerica.gov/communities.html. The resolution or policy statement must be accompanied by a written endorsement from the local elected official who directly represents the neighborhood, namely the pertinent member of the city council, city commission, board of supervisors, etc., as appropriate.

Item 4C: Neighborhoods should carefully read through the additional criteria for designation and ensure that they adequately document how they meet **at least** five of the criteria, including at least one from each of the three categories (discovering heritage through historic places, protecting historic resources, and promoting historic assets). If there is any question about how well the neighborhood meets one of the five selected criteria, then the neighborhood should provide information on more than five. Neighborhoods should feel free to contact ACHP staff if they have a question about how they fulfill and document specific criteria.

Item 4C(1): An "ongoing, publicly available inventory of historic properties" means the product of a survey that identifies, describes, and evaluates the condition of historic properties in the community. Be sure to include information on when this was done, any subsequent updates, as well as how and where the public can access the results of this research.

Item 4C(5): The "local governmental body, such as a board or commission, charged with leading historic preservation activities within the neighborhood" should be specifically authorized or established by the local government to carry out its duties. Its members must be appointed by the local government and its duties spelled out in a governmental document. Non-profit or quasi-governmental organizations with ex-officio membership of a governmental representative do not meet this requirement unless they have a recognized role under governmental charter or ordinance. The purview of this governmental body may be larger than the neighborhood, as in the case of a city preservation commission that provides government leadership for preservation in multiple neighborhoods.

Item 4C(10): "A historic preservation awards or recognition program" means a program through which the neighborhood seeking designation gives awards. It does not mean that the neighborhood has received awards for its preservation efforts.

Item 4D: Neighborhoods are asked to submit three to five color images that illustrate their community's character and show people using and enjoying local historic resources. Digital images on a CD with a minimum resolution of 300 dots per inch (dpi) are preferred; 4" x 6" or larger photographs are acceptable. Photocopies are not acceptable. Please provide captions and credits for these images and identify the neighborhood on the CD or on the back of the photos. Do not superimpose captions or credits on the images. The images may be used on the Preserve America Web site or for other publicity purposes, which will increase the visibility of the neighborhood.

Item 5: Additional materials are strongly encouraged, since applications will certainly be enhanced with a showing of neighborhood interest and involvement through letters of endorsement and illustrative materials. However, they are not required.

Items 6 &7: Make sure to read the release authorization and logo use agreement, and sign and date the application. Since applications are reviewed by at least two reviewers, remember to submit both an original application and one copy set.
Item 8: Be sure to obtain the signature of the mayor or equivalent chief elected official of the parent city indicating his or her endorsement of the application.

Application Form

1. GENERAL INSTRUCTIONS

Neighborhood organizations or parent cities must consult with their State Historic Preservation Officer (SHPO) during the development of this application and send a copy of the completed application to the SHPO when it is submitted. SHPO names and addresses can be found at www.ncshpo.org or by calling (202) 624-5465. ☐ Check this box to signify that you have completed the above instructions.

Applications must be submitted in hard copy and will not be returned. **Please provide an original and one copy of all materials and three to five related images as described on page 5.** Please do not use sheet protectors, binders, or tabbed dividers. Submission well in advance of one of the quarterly deadlines (March 1, June 1, September 1, December 1) will facilitate timely review.

Submit applications to:
Preserve America Communities
Advisory Council on Historic Preservation
401 F Street NW, Suite 308
Washington, DC 20001-2637

Sources of additional information:
Office of Preservation Initiatives
Advisory Council on Historic Preservation
(202) 517-1488
Web site: www.PreserveAmerica.gov

2. NEIGHBORHOOD INFORMATION

Neighborhoods within cities (including consolidated city-county governments) with a population larger than 200,000 are eligible to seek designation as Preserve America Communities. The neighborhood must be one of the following. ***(Please check which category below applies, provide a map showing neighborhood boundaries, and complete all the information requested below.)***

- ❑ A locally designated historic district;
- ❑ A historic district listed in the National Register of Historic Places; or
- ❑ An area geographically defined by the local planning office as a neighborhood (or a group of neighborhoods considered a single planning unit).

Neighborhood: _____City: _____

County:_____ Local Political District, Ward, etc.:_____ Population: _____

Congressional District:_____ Name of Representative:_____ State:_____

3. APPLICANT INFORMATION

This application may be prepared and submitted by the parent city, or by a non-profit organization or governmental body representing the neighborhood to be designated. Endorsement by the mayor or equivalent chief elected governing official of the parent city is also required (see Section 8).

Applicant's Name: _____Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

Street/Delivery Address *(No Post Office Boxes)*: _____

City: _____ State: _____Zip: _____

Attn: _____ Phone: _____ E-mail: _____

For more information, contact: _____Title: _____

Phone: _____ Fax: _____ E-mail: _____

4. DESIGNATION CRITERIA AND REQUIRED DOCUMENTATION

A neighborhood will qualify for designation as a Preserve America Community if:

A. The neighborhood, in partnership with the city government, has supported (within the last three years) a historic or cultural preservation project that has promoted and/or is currently promoting heritage tourism or otherwise fostering economic vitality. The project must have involved a public-private partnership between government entities and at least one civic association, non-profit organization, or business enterprise. ***(Please provide a written description of one specific project, documenting how it fulfills these requirements. Do not exceed 500 words.)***

B. The neighborhood has recently adopted a resolution or other statement of policy indicating its commitment to the preservation of heritage assets within the neighborhood. ***(Please include a signed and dated copy of the resolution or policy statement, accompanied by a written endorsement from the local elected official who directly represents the neighborhood, namely the pertinent member of the city council, city commission, board of supervisors, etc., as appropriate.)***

C. The neighborhood meets at least five of the criteria outlined below (with at least one from each specified category). ***(Please check the criteria below under which you are seeking Preserve America Community designation. For each criterion, please provide a written description of no more than 250 words explaining how your neighborhood meets the criterion.)***

Category 1: Discovering Heritage Through Historic Places

- ❑ An ongoing, publicly available inventory of historic properties
- ❑ A community-supported museum, interpretive facility, archive, or local history records collection (private or public)
- ❑ Active citizen volunteer involvement, such as a docent or guide program for interpretation of local history and culture, or volunteer participation in improving the condition of heritage assets within the neighborhood
- ❑ Opportunities for children to learn about local heritage in the schools, through either established curriculum or special outreach activities

Category 2: Protecting Historic Resources

- ❑ A local governmental body, such as a board or a commission, charged with leading historic preservation activities within the neighborhood
- ❑ An adopted neighborhood historic preservation plan that is being implemented
- ❑ A historic preservation review ordinance and volunteer or professional staff to implement it

Category 3: Promoting Historic Assets

- ❑ A local heritage tourism program or active participation in a city-wide program, with such promotional material as a walking/driving trail or tour itinerary, map of historic resources, etc., for the neighborhood
- ❑ A regularly scheduled heritage observance or event featuring the neighborhood
- ❑ A historic preservation awards or recognition program within or including the neighborhood

D. Submit three to five images that show people using and enjoying your historic cultural and natural resources in the neighborhood (CD with digital images scanned at a resolution of 300 dots per inch (dpi) or greater or 4" x 6" color photographs) and provide caption and credit information for each.

E. Provide approximately 100-200 words on the history of your neighborhood, including founding date, key events, evolution of the economy, and current population.

5. ADDITIONAL SUPPORTING MATERIAL

Written endorsements by preservation organizations, civic organizations, members of Congress, and other elected officials are encouraged. These should be addressed to Mr. Ronald D. Anzalone, Director, Office of Preservation Initiatives, Advisory Council on Historic Preservation, 401 F Street NW, Suite 308, Washington DC 20001-2637. ***(Please provide copies of any letters of endorsement.)***

Documenting participation in other nationwide preservation programs is encouraged. ***(Please let us know if your neighborhood is a key contributing element to the city's Certified Local Government, participates in a Main Street Program, is a recipient of funds under the Save America's Treasures program, or is a recipient of Transportation Enhancements funding for historic preservation, etc.)***

Brochures, additional photos, reports, publications, etc. may be appended if desired.

6. RELEASE AUTHORIZATION

The undersigned gives the ACHP and the Preserve America Communities program absolute right to use, in whole and in part, all material submitted in furtherance of this application. All submitted materials become the property of Preserve America. Materials may be used in program activities, including publications and Web sites. Preserve America is given permission to make any editorial changes and/or additions to the subject material. The undersigned guarantees to have on file all necessary individual agreements and signatures to ensure Preserve America unencumbered use of all associated material.

I further acknowledge that, if designated a Preserve America Community, our community will be authorized to use the Preserve America logo or to refer to Preserve America solely for non-commercial purposes related to the promotion and public understanding of the Preserve America Community designation and the Preserve America initiative. I agree that the logo, or any reference to Preserve America, will not be used in for-profit commercial applications or ventures and acknowledge that the Preserve America logo is a registered trademark entitled to the legal protections attendant to such status. I further agree that any use of the Preserve America logo, or any reference to Preserve America, will be consistent with the stated purposes of the Preserve America Community designation and the Preserve America initiative. I further acknowledge that the authorizations described in this paragraph can be revoked at any time and for any reason by the ACHP.

7. SIGNATURE OF APPLICANT

The applicant must sign and date this form. Signatures must be original and in ink.

Signature: _____ **Date:** _____

Name (please print): _____

Title: _____

Organization, if applicable:_____

(continued on next page)

8. ENDORSEMENT BY MAYOR

The mayor or equivalent chief elected official of the parent city or consolidated city-county government must signify his or her endorsement of this application by signing and completing the following:

Signature:_____ **Date:**_____

Name (please print):_____

Title:_____

Mailing address:_____

Phone:_____ **Fax:**_____ **E-mail:**_____