# COMMUNITIES PROGRAM: 2006 NEIGHBORHOOD APPLICATION

## BACKGROUND

*Preserve America* Community designation can be granted to municipalities, counties, unincorporated communities within counties, federally recognized Indian tribes, and neighborhoods within cities with a population larger than 200,000 people. This application is for use by neighborhoods; another application for other communities, including tribes, is available at www.PreserveAmerica.gov/communities.html.

*Preserve America* is a White House initiative developed in cooperation with the Advisory Council on Historic Preservation (ACHP) and the U.S. Departments of the Interior, Commerce, Agriculture, and Housing and Urban Development. It highlights the efforts of the President and Mrs. Bush 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 neighborhoods that meet three general criteria:

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

## APPLICATION PROCESS

Copies of the application form, a list of deadlines, and links to information on some previously designated communities can be found at www.PreserveAmerica.gov/communities.html. Requests for information or forms also can be made by calling the ACHP at (202) 606-8503, or by e-mailing PAcommunities@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, at a public event, or by press release. Designated neighborhoods will be informed in advance of the pending public announcement so that they can arrange for appropriate publicity and local notification.

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.

## PRESERVE AMERICA
## COMMUNITIES PROGRAM: 2006 NEIGHBORHOOD APPLICATION

## *Guidelines*

### HELPFUL HINTS FOR PREPARING SUCCESSFUL APPLICATIONS

Neighborhoods should follow some simple guidelines when 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.

***Item 2:*** Only neighborhoods in cities or consolidated cities-counties with more than a population of 200,000 may apply with this form. Be sure that your neighborhood fits into one of the categories 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. Make sure the project description includes information on the public and private partners involved and their roles, and clearly documents how the specific project has promoted heritage tourism or economic vitality in the neighborhood. Any data you can share on the economic or other impacts of the project is desirable. Please note that a history of the neighborhood or a list of projects supported over the years does **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. 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(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. 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 4D:*** Neighborhoods are asked to submit three to five color images, 4" x 6" or larger, or provide digital color images on a CD with a resolution of 300 dpi or greater, that help illustrate their neighborhood's character and involvement with preservation. Please provide captions and credits for these 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 sign and date the application.

***Item 8:*** Be sure to obtain the signature of the mayor or equivalent 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 development of this application and send a copy of the completed application to the SHPO when it is submitted.

☐ **Check this box to signify that you have completed the above instructions.**

SHPO names and addresses can be found at www.ncshpo.org or by calling (202) 624-5465.

Applications must be submitted in hard copy and will not be returned. **Please provide two original copies of all materials and three to five related images as described on page 6.** A model application document is available at www.PreserveAmerica.gov/communities.html. 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
1100 Pennsylvania Avenue, NW, Suite 809
Washington, DC 20004

**Sources of additional information:**
Office of Preservation Initiatives
Advisory Council on Historic Preservation
(202) 606-8503
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 neighborhood map, and complete 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 as a neighborhood by the local planning office.

Neighborhood: _____ City: _____

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

Congressional District: _____ 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 elected governing official of the parent city is also required (see Section 8).

Applicant's Name: _____ Title: _____

Organization: _____

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 promotes heritage tourism or otherwise fosters 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 a 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) located in or featuring the neighborhood
- ☐ 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 neighborhood 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 that covers the neighborhood 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 historic cultural and natural resources in the neighborhood (submit on a CD digital images with a resolution of 300 dpi or greater; 4" x 6" color photographs; or slides) 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. ***(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, 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 applicant 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.

## 7. SIGNATURE OF APPLICANT

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

**Signature:**_____ **Date:** _____

**Name (please print):** _____

## 8. ENDORSEMENT BY MAYOR

**The mayor or equivalent 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: _____