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Preservation
Massachusetts

Most
Endangered
Resource
Program
Application
Guide

Pre-Application: Important Information and FAQs

This is your first step of the application. This section gives background on the program, the benefits of being listed, criteria for selection, eligibility, and the application timeline.

It is imperative for you to read through this section fully before continuing onto the three-part application.

We know time is valuable and if you believe your resource meets our eligibility requirements, please continue to the nomination application.

If the threat to your resource is imminent, we recommend that you speak to our circuit riders regarding the situation as soon as possible. It may be better to work with our team on an imminent threat rather than nominating your resource to our Most Endangered Program.



2020 Most Endangered Program Timeline – **under review. Check back for updates!**

January 1 – June 19	Preservation Massachusetts accepts applications and is in communication with the nominator and the resource owner.
TBD	Nomination applications will be delivered to our selection committee and the Most Endangered Resources are chosen.
TBD	Chosen resource nominators and owners will be notified if their resource is listed.
TBD	Public Introduction of the Most Endangered Resources list.



PART 1: Resource & Nomination Background

So you have read through the Pre-Application materials and have decided that you want to nominate your threatened resource. Continue to the three-part application!

Part 1 of the nomination covers basic information regarding the resource, its owner, the nature of the threat, who is submitting the nomination, and any media contacts you'd like us to have.

Think of it like a snapshot of your threatened resource!

PART 1: Resource and Nomination Background
Please fill out the required information below regarding your threatened resource.

Resource Information

Name of Resource (historic or popular):
Address:
City/State/Zip:
Resource Type:
Date built:
Ownership: Private: Public:

Legislative District of Resource:

Indicate the designation, if any, by putting an X in the appropriate status:

<input type="checkbox"/> National Landmark	<input type="checkbox"/> Local Landmark
<input type="checkbox"/> National Register Listed	<input type="checkbox"/> Civil Engineer Landmark
<input type="checkbox"/> Designated landscape	<input type="checkbox"/> Designated Archeological Site
<input type="checkbox"/> Located within a Local or National Historic District	<input type="checkbox"/> Other:

Resource's Owner Information

Please note that the property owner will be notified of the nomination. We encourage the nominator to inform the owner prior to submission.
Name:
Address:
City/State/Zip:
Phone/Email:

Is the property owner aware of the nomination? If no, please explain.

Does the property owner support this nomination? If no, please explain.

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Threat: Please indicate the threat(s) to the property

<input type="checkbox"/> Abandonment/ Long term non-use	<input type="checkbox"/> Insensitive policy
<input type="checkbox"/> Demolition by neglect	<input type="checkbox"/> Inappropriate rehabilitation/development
<input type="checkbox"/> Arson	<input type="checkbox"/> Must be relocated
<input type="checkbox"/> Condemnation	<input type="checkbox"/> Natural disaster damage
<input type="checkbox"/> Demolition	<input type="checkbox"/> Non-viable plan for use
<input type="checkbox"/> Foreclosure	<input type="checkbox"/> Not properly secured
<input type="checkbox"/> Development pressures/Teardown	<input type="checkbox"/> Structurally compromised
<input type="checkbox"/> Funding challenges	<input type="checkbox"/> Other: please describe

Nominator Information

Please note that the Contact information of the listed Nominator will be released to the press if your resource is selected for the Most Endangered Listing

Name or Group Nominating the Resource:
Contact Person or Group:
Address:
City/State/Zip:
Phone/Email:
Website/Social Media:

Are you a member of Preservation Massachusetts?:

Media Information

Please list as many media contacts as you would like with the following information needed for each

Name:
Publication:
Address:
City/State/Zip:
Phone/Email:
Website/Social Media:

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PART 2: Written Nomination

Once you have filled out the resource and nominator background information, you can move onto Part 2 which is the written portion of your nomination.

Since this section is where you will be able to go in-depth about the resource, its threat, and the stakeholders involved, the next few slides will give you tips about what information to include for each question.

Please remember to only answer the points in each question.

PART 2: Written Nomination

Please address the points below, to the best of your ability. The information you provide will allow us to better understand the resource in terms of its current state, historical significance, setting, and challenges. You may use this form or submit the information on a separate sheet. Read through all questions before starting to get an idea of what to include in each response.

1) Overview Summary (250-300 Words)

Please provide an overview summary as your "elevator pitch" about your resource, its challenge and how the *Most Endangered Program* will help efforts to preserve it. This should be brief. More detailed information on the resource can be provided in the questions to follow.

2) Physical and Contextual Description of Endangered Resource: 2 page maximum preferred

- Describe the resource and its main features especially those that are original.
- Describe the setting, surrounding area or neighborhood of the resource.
- Does the site retain original character? How has the setting changed?
- Has the resource been altered or moved?
- Is there evidence of previous architectural or landscape designs or features?
- Describe the current condition of the resource, its use and if it is vacant, or occupied.
- Does the resource have any protective regulations? (preservation restriction, located in a local historic district, etc.)

3) Historical Significance of Endangered Resource: 4 paragraph maximum preferred

- What is the history of the resource? State the resource's historical, architectural, cultural significance. Please also describe the resource's role over time in the community.
- What about the resource and its significance makes it so important to save?
Please feel free to attach National Register or survey forms in addition to your answer.

4) Threat to the Endangered Resource: 4 paragraph maximum preferred

- Describe the nature of the threat and please be specific by quantifying the immediacy of the threat within a timeline of three, six and twelve months.

5) Community Commitment: 4 paragraph maximum preferred

- Detail who is involved in the effort to save the resource and explain to what extent the broader community is aware of the threats. (Local support, Friends group, Facebook pages, etc.) Are there any groups or sentiments opposed to the preservation of the resource and if so, why?
- What are the thoughts/positions of local historical (or other town/city) commissions, town/city managers, select boards, mayors or other community groups.
- Are there any firm or potential financial commitments to the resource? (Community Preservation Act, municipal allocations, grants, private citizen)

Newspaper articles, website posts, letters of support may be attached

6) Future Plans: 4 paragraph maximum preferred

- What are your ideas for saving the resource? How could the threat be resolved?
- Describe feasible future plans for the resource and how listing as a Massachusetts Most Endangered Historic Resource will assist in achieving a positive outcome. How will the nominator/community use the listing to positively encourage the resource's preservation or reuse?

PART 2: Question 1

Overview Summary (250-300 Words)

Please provide an overview summary as your “elevator pitch” about your resource, its challenge and how the *Most Endangered Program* will help efforts to preserve it.

This should be brief.

Do-s

- ✓ Keep it to 250-300 words
- ✓ Be compelling

Don't-s

- ✗ Don't worry about including all your information here, just the most vital points.



This is where you succinctly and persuasively make the case for your nominated resource. What information do you think is MOST important for the committee to know and consider. Stick to your most important points and remember that you will be able to include more information in the questions to follow.

PART 2: Question 2

Physical and Contextual Description of Endangered Resource: 2 page maximum preferred

- Describe the resource and its main features especially those that are original.
- Describe the setting, surrounding area or neighborhood of the resource.
- Does the site retain original character? How has the setting changed?
- Has the resource been altered or moved?
- Is there evidence of previous architectural or landscape designs or features?
- Describe the current condition of the resource, its use and if it is vacant, or occupied.
- Does the resource have any protective regulations? (preservation restriction, located in a local historic district, etc.)

If you are unsure how to answer some of the questions above, try looking up your resource on the Massachusetts Historical Commissions searchable database here:

<http://mhc-macris.net/index.htm>

This can give you some basic background information like the date of construction, who built it, and its designation (to name a few). Many listings include downloadable National Register or survey forms which may help!

TIP

Do-s

- ✓ Describe the physical and contextual information of your endangered resource

Don't-s

- ✗ Don't go-in depth about the history of the resource. The next question will cover historical significance.

PART 2: Question 3

Historical Significance of Endangered Resource: *4 paragraph maximum preferred*

- ❑ What is the history of the resource? State the resource's historical, architectural, cultural significance. Please also describe the resource's role over time in the community.
- ❑ What about the resource and its significance makes it so important to save?

Please feel free to attach National Register or survey forms in addition to your answer.

Do-s

- ✓ Describe the significance of the property in your own words.

Don't-s

- ✗ Don't only attach a National Register or survey form instead of answering the question. Those materials will complement your answer.

TIP

Other possible places to find information on your historic resource include nearby historical societies, libraries, archives, and in the deed.

PART 2: Question 4

Threat to the Endangered Resource: 4 paragraph maximum preferred

- Describe the nature of the threat and please be specific by quantifying the immediacy of the threat within a timeline of three, six and twelve months.
- How will the loss of this resource impact your community?

If you need some direction in the meantime, we recommend that you check out our 7 Step Guide to a Successful Project which can help guide your efforts:

https://0de787a50f6f469d-ac79-2f890a718b54.filesusr.com/ugd/ba2a96_006c61fd6af14588bbe7bf1808dfbde0.pdf

TIP

Do-s

- ✓ Think about what the immediate and longer-term threats are

Don't-s

- ✗ Don't be vague about the timeline of the threat. Try your best in quantifying the immediacy of the threat.

PART 2: Question 5

Community Commitment: 4 paragraph maximum preferred

- ❑ Detail who is involved in the effort to save the resource and explain to what extent the broader community is aware of the threats. (Local support, Friends group, Facebook pages, etc.) Are there any groups or sentiments opposed to the preservation of the resource and if so, why?
- ❑ What are the thoughts/positions of local historical (or other town/city) commissions, town/city managers, select boards, mayors or other community groups.
- ❑ Are there any firm or potential financial commitments to the resource? (Community Preservation Act, municipal allocations, grants, private citizen)

Newspaper articles, website posts, letters of support may be attached

Do-s

- ✓ Include all known stakeholder positions
- ✓ Attach any supporting materials from the community you see fit.

Don't-s

- ✗ Don't only attach supporting materials to answer this question.



If you don't know the position of all stakeholders, try and find out! The more we know about the stakeholders involved, the better we can assess the risk to your historic resource.

PART 2: Question 6

Future Plans: 4 paragraph maximum preferred

- What are your ideas for saving the resource? How could the threat be resolved?
- Describe feasible future plans for the resource and how listing as a Massachusetts Most Endangered Historic Resource will assist in achieving a positive outcome. How will the nominator/community use the listing to positively encourage the resource's preservation or reuse?

*For funding and adaptive reuse ideas,
please visit our resource guides on our
Action Page:
<https://www.preservationmass.org/resource-sheets>*

TIP



Do-s

- ✓ Let us know what you hope to achieve and how this listing will help.

Don't-s

- ✗ Don't think this listing is the end – in many ways, it's a beginning.

PART 3: Additional Required and Supporting Materials, Submission Instructions, and Signature

So you have finished your written nomination and background information sections, what's next?

For an application to be complete, you need to:

- Gather all required materials (see below)
- Review your application for accuracy before you sign off on your nomination
- Sign, assemble your materials, and send!

REQUIRED MATERIALS FOR A COMPLETE APPLICATION

- Completed and signed Nomination Form in printed and electronic format by **Friday, June 19, 2020 at 5:00pm.**
- At least 5-10 digital hi-res color images that clearly show the endangered resource, provides visual details, and shows surrounding context. Historical images are also encouraged. Please submit images in a digital format (JPEG, TIFF, etc.) and be sure to include photographer credits. *Any print images submitted will not be returned. All images become the property of Preservation Massachusetts use at our own discretion. Please do not send PDF images or PowerPoint presentations. Any submissions in these formats will be required to re-submit images.*
- A Map indicating the location of the endangered property
- Please include any available Massachusetts Historical Commission Inventory/Survey forms, Heritage Landscape or other historic documentation if available as attachments (if applicable). Please visit Massachusetts Historic Commission's searchable database, The Massachusetts Cultural Resource Information System (*MACRIS*), to see if there are any documents for your resource: <http://mhc-macris.net>
- Newspaper articles, editorials and comments may be included
- Letters of support (encouraged, but not required)

PART 3: Submission Instructions

- ❑ Please submit two (2) copies of a completed nomination packet, including all requested information and applicable supplemental material. Please submit:
 - ❑ **One hard (printed) copy** of all materials (images do not have to be printed)
 - ❑ **One electronic copy** (including required images and pictures) submitted on a CD, Flash Drive or submitted via online file sharing (DropBox, Google Drive, etc.). **Email submissions will not be accepted.**
 - ❑ *Should you find these submission requirements difficult, please contact our office and we will be happy to assist you.*
- ❑ All information and supplemental material must be provided to be considered a full application. Incomplete applications will not be accepted or considered.
- ❑ Nominations should be submitted in an organized, neat and professional manner. Narratives should be submitted in a word-processed format and if using additional pages, please be sure to corollate any additional pages to the section of the nomination they are addressing. **Presentation does matter.**
- ❑ Please share any other pertinent information you feel adds to the story of the nominated resource and helps Preservation Massachusetts and others better understand it.

The completed nomination packet should be submitted by **5:00pm, June 19, 2020** to:

Preservation Massachusetts
The Landmark Building
34 Main Street Ext. Suite 401
Plymouth, MA 02360

When sending a link to online file sharing, please email MER@preservationmass.org



If you have any questions or concerns about the program, email ekelly@preservationmass.org.
Please note: For the purpose of protecting the integrity and credibility of the Massachusetts Most Endangered Historic Resource Program, Preservation Massachusetts reserves the right to amend and remove listings.

PART 3: Sign & Send!

So you've gone through the application and prepared your submittal. All that's that left to do is sign and send!

Please note that all submitted nomination materials become the property of Preservation Massachusetts and may be used at our discretion. The nominator grants Preservation Massachusetts the unlimited use of all nomination material, including images, data, etc. The nominator acknowledges that Preservation Massachusetts reserves the right to contact and share the application at the organization's discretion.

Congratulations! You have submitted your nomination for our Most Endangered Resource Program. If we have questions regarding your application, we will reach out. In the meantime, let us know of any major changes!

Its important that we know any major developments so we can accurately assess the threat to your resource.

SIGNATURE

I _____, the nominator or other authorized individual, acknowledge the nomination's validity and accuracy of all information contained therein to the best of my knowledge. I agree that the nominator is responsible for the content of the nomination and will be held responsible should any erroneous information (purposeful or not) be discovered that jeopardizes the resource's eligibility to be considered an "endangered" resource.

The nominator acknowledges the scope, process and limitations of the Most Endangered Historic Resources program and understands that the program and any subsequent decisions, involvement or actions regarding the program occur at the discretion Preservation Massachusetts' Executive Director and ultimately, Board of Directors.

All submitted nomination materials become the property of Preservation Massachusetts and may be used at our discretion. The nominator grants Preservation Massachusetts the unlimited use of all nomination material, including images, data, etc. The nominator acknowledges that Preservation Massachusetts reserves the right to contact and share the application at the organization's discretion.

Signature

Date

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Historic Resource Program

THANK YOU!