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## 2022 Most Endangered Historic Resources Application Prep Document

### PRE-APPLICATION: Important Information and Frequently Asked Questions

The Most Endangered Historic Resource (MER) Program is back in 2022. This year's program features a brand-new online application, a refined review process, and a month-long celebration of Massachusetts' endangered resources. The theme for the 2022 MER Program is "Planning for Community," and we're spotlighting resources that are not only historically significant, but also emphasize continued importance and possibility to their communities. Before beginning the online nomination application, please read through the information listed below and use this document to plan your responses. If you have any questions, please reach out to Joe Ritter, Program & Advocacy Manager via email at [jritter@preservationmass.org](mailto:jritter@preservationmass.org).

#### **What is The Massachusetts Most Endangered Historic Resources Program?**

Since 1993, Preservation Massachusetts (PM) has endeavored to identify endangered historic resources from across Massachusetts and discover ways in which to work collaboratively with partners toward a positive preservation outcome. Local groups or individuals who are deeply concerned about the potential loss of significant resources submit nominations which are reviewed and discussed by a committee, and a list selected. The list is one of the first steps in focusing statewide attention on the resources, their challenges, and their community importance, and can serve as a catalyst for preservation opportunities.

Listing as a Most Endangered Historic Resource is only an honorary designation: it is not legally binding in any way, nor does it insinuate any regulatory authority on behalf of Preservation Massachusetts or the nominator. The program is not to be used as a negative, smear, or shame campaign and we encourage positive collaboration with all parties in working toward a solution. Listing does not entitle the resources, their nominators, groups, or owners to funding, or professional services such as legal counsel, architectural drawings, studies, etc.

#### **What is a "Historic Resource"?**

A "Historic Resource" can be any number of things: building, site, district, structure, or object of historical, architectural, archaeological, engineering, or cultural significance. Some examples are, a commercial building, main street, residential home, mill or mill complex, view-shed, open space, cemetery, bridge, barn, outbuilding, dam, statue, signage, etc. If you have questions about what constitutes a "resource" please contact our office.

#### **What is the process for nominating and then selecting the Massachusetts Most Endangered List?**

This year, Preservation Massachusetts is accepting nominations through our brand-new **Nomination Portal** available on our website. Nominations for 2022 are accepted from May 1 until August 31, during which time they will be internally reviewed by PM staff for completeness. **Please make sure to send us updates on anything that happens between the date you submit the nomination and August 31 so that we can provide the most up to date and complete information to the selection committee.** Preservation Massachusetts will send acknowledgment of the nomination to the nominator and the owner of the nominated resource. The owner will also have access to the nomination and the name of the nominator. In September and October, a volunteer selection committee, comprised of preservation professionals, will discuss and review the nominations in a two-part selection process, culminating in the selection of the final endangered list.

After the selection committee meeting, the nominators and resource owners will be notified if the resource will be listed. Although the list is not embargoed, the public introduction of the list occurs in November as part of Preservation Massachusetts' Most Endangered Historic Resources Month.

Though the Most Endangered Program occurs every other year, Preservation Massachusetts handles advocacy challenges and questions on a near daily basis. Please contact our office directly to discuss your situation.

#### What happens when a resource is named to the Most Endangered list?

As each resource is unique, so is our support and interaction with each listed resource and their nominator. Partnership is key and it is essential to have a local base of support for the resource and nomination for Preservation Massachusetts to work with.

This year, rather than hosting one event for all of the listed resources, there is the opportunity to bring preservation awareness right to your community. As part of our Most Endangered Historic Resources Month in November, you can coordinate with PM staff for an in-person site visit\* where you will receive a Most Endangered Certificate, acknowledgment from Preservation Massachusetts as to the importance of the resource, severity of threat, and our extension of partnership to the nominator. Preservation Massachusetts will produce a press release for the nominators' use in local, regional, and statewide media outlets. Your resource will also be featured on our website and social media outlets.

Finally, you can utilize some of Preservation Massachusetts' technical assistance resources, especially through our Circuit Rider program. Though we cannot be your preservation consultant, we will offer advice, guidance, mentoring, referrals, and access to resources that will enable you to work toward a positive outcome.

**\*Site visit contingent on availability of PM staff and any regulations or mandates that may affect gatherings. PM has the right to cancel or reschedule any or all in-person site visits.**

#### What are the selection criteria?

- Historical Significance
- Threat of Loss
- Community Commitment
- Geographic Distribution
- Variety of Type

*PLEASE NOTE: Previously listed Most Endangered Resources are eligible to be re-listed after 10 years.*

#### What does the application consist of?

The Most Endangered Resource Application consists of three parts: Part 1: Resource and Nomination Background, Part 2: Historical Background and Community Significance, and Part 3: Additional Required and Supporting Materials. Once the application is submitted and confirmed by our staff as complete, we will give this application to our selection committee in September and October for review so please make sure your answers are clear, concise, and provide all the required information.

**Applications are due August 31, 2022 at 5pm**

Continue to the next page to see the layout of the online nomination application. Please note that the online application does not allow you to save your progress once you begin. This prep sheet is designed as a guide to help you plan your responses. Please do not submit this document in lieu of the online application.

## PART 1: Resource and Nomination Background

A brief snapshot of the endangered resource and the nominator.

### Resource Information

**Name of Resource (historic or popular):**

Address:

City/State/Zip:

Resource Type:

Date built:

Ownership:      Private:              Public:

Legislative District of Resource (for more information, please visit <https://www.house.gov/representatives/find-your-representative>):

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

<input type="checkbox"/>	National Historic Landmark	<input type="checkbox"/>	National Register – Individually Listed
<input type="checkbox"/>	National Register – Part of a Historic District	<input type="checkbox"/>	Local Landmark – Individually Listed
<input type="checkbox"/>	Local Landmark – Part of a Historic District	<input type="checkbox"/>	Civil Engineer Landmark
<input type="checkbox"/>	Designated Archaeological Site	<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.

Threat: Please indicate the threat(s) to the property	
Abandonment/ Long term non-use	Insensitive policy
Demolition by neglect	Inappropriate rehabilitation/development
Arson	Must be relocated
Condemnation	Natural disaster damage
Demolition	Non-viable plan for use
Foreclosure	Not properly secured
Development pressures/Teardown	Structurally compromised
Funding challenges	Other: <i>please describe</i>

### 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 of 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:

## PART 2: Historical Background and Community Significance

*A narrative section detailing the historical background of the endangered resource as well as its significance to the community. 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 attach additional forms, such as a National Register, survey forms, newspapers, or website links to complement your responses. If any questions are left unanswered, your application will be considered incomplete.*

### 1) Overview Summary:

- 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:

- 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:

- What is the history of the resource? State the resource’s historical, architectural, cultural significance.
- What is the resource’s role in the community, past, present, and future?
- What about the resource and its significance is 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:

- Describe the nature of the threat and specify the immediacy of the threat within a timeline of three, six, and twelve months.

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

### 5) Community Commitment: *Attached document; 1 page 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, etc.)

**Newspaper articles, website posts, letters of support from community or professional organizations may be attached**

### 6) Future Plans:

- 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 3: Additional Required and Supporting Materials and Submission Instructions

### ADDITIONAL REQUIRED AND SUPPORTING MATERIALS FOR A COMPLETE APPLICATION

- Completed Nomination Form in electronic format by **August 31, 2022 at 5:00 PM**. For submission details, see below.
- 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>
- 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
- Newspaper articles, editorials and comments may be included
- Letters of support (encouraged, but not required)

### SUBMISSION INSTRUCTIONS

**To submit your resource nomination, please follow the directions below:**

- To submit a Most Endangered Resource Nomination, please submit a digital application in our **MER Nomination Application Portal**. The Portal can be found on our website (<https://www.preservationmass.org/mer>) and by visiting the **"Most Endangered Resource Program"** tab and clicking the **"MER Application"** button. **All applications due August 31.**  
*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 typed 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.

**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.

**Applications are due August 31, 2022 at 5pm**

**Should you have any problems with the information requested we will be happy to assist you. Please contact our office or email [jritter@preservationmass.org](mailto:jritter@preservationmass.org) if you have any questions or concerns.**