

CALIFORNIA OFFICE OF HISTORIC PRESERVATION
2020 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION APPLICATION for PROJECTS

Carefully read all information and instructions contained within this nomination application. An incomplete application may result in disqualification.

The nomination deadline is May 20, 2020. Submit nomination materials to:

California Office of Historic Preservation
Attention: Governor's Awards Program
1725 23rd Street, Suite 100
Sacramento CA 95816-7100
or diane.barclay@parks.ca.gov

Mailed packets must be postmarked no later than May 20, 2020. Hand-delivered or electronic (emails accepted; no faxes) submissions must arrive in our office by 5:00 pm on May 20, 2020.

Parts 1, 2, and 4, should be submitted as Word or pdf documents or in hard-copy. Part 3 (Photos) must be submitted on disc, flash drive, or electronically. Detailed instructions regarding Photo submissions are outlined in Part 3 below.

You are welcome to submit the nomination materials in a bound format if you desire, however, **you must also provide unbound versions** of Parts 1, 2 (Word, pdf, or hard-copy), and 3 (disc, flash drive, or electronic).

Questions concerning the awards program may be directed to Diane Barclay, Outreach and Communications Coordinator at (916) 445-7026 or diane.barclay@parks.ca.gov.

Part 1: Nomination Submittal Form (Required)

The Nomination Form (located at the end of these instructions) is where nominator contact information should be provided, along with the name and location of the project, and names and email addresses of primary project participants. If completing the form by hand, please print clearly. Sign and date the form where required. Submitting a scanned copy of the signed form is acceptable.

Note: Projects shall have been completed within four years and not later than January 31st of the current award year (i.e., completed between January 1, 2016 and January 31, 2020). Tax-credit rehabilitation projects must have a certified Part 3 issued by the National Park Service. Private non-tax rehabilitation projects should have a certificate of occupancy from the local government.

Part 2: Brief Narratives (Required)

For each of the numbered items below, provide a maximum one-page answer for each (total of four pages). Margins may not be less than 0.8". Text must be in Arial or Tahoma font at no less than 11pt size. **Include the name of the project in either the header or footer of each page of the narrative.**

1. Context and Significance

Provide a brief overview of the history and significance of the historical resources involved in the project. For documentation, technology, interpretive, or public outreach projects, provide the historical/cultural context addressed by the project. Discuss the purpose of the project, and how it supports the historic significance/context (restore, rehabilitate, document, interpret, etc.).

2. Process and Approach

For restoration and rehabilitation projects, discuss the work performed, and provide details as to how the project met all the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#) (if this will not fit on one page, submit additional materials as allowed for in Part 4 below). For all projects, was this a collaborative or public-private partnership effort and if so, between whom, and how did the partners contribute to the project? Was any special funding used for the project (e.g., redevelopment, Certified Local Government grants, historic tax credit)? Does the project demonstrate an innovative approach to preservation or interpretation of historical resources?

3. Community Connections

Was this project community-centered or instigated? Discuss the level of community support for and/or participation in the project (funding, volunteers, in-kind services, oral histories, etc.). How does this project benefit the public and the greater heritage of California?

4. Open Comments (optional)

Include here any additional project related details or information that you wish to share with the jury.

Part 3: Photographs (Required)

Include 10 to 12 high quality photographs that visually support and illustrate the information presented in Part 2. These photographs likely will be the jury's only opportunity to see the project, so consider including before, during, and after images as well as images that reflect community involvement or benefit (e.g., volunteers working, public events/activities, use of the resource, tours, document signings, etc.)

Photos must be in TIFF or JPEG format and should be at least 1500 pixels on their longest edge. Submit photos on a disc, flash drive, or electronically. Prints of images, or images embedded in Word documents, pdfs, or PowerPoints **will not be accepted.**

Include a caption list for the photos, identifying what is in the image and who is credited for the image. List the project name in either the header or footer of the caption page.

Important: It is the responsibility of each nominator to ensure he/she has clear permission or copyright for the photos being submitted. If the project wins an award, some of these photos

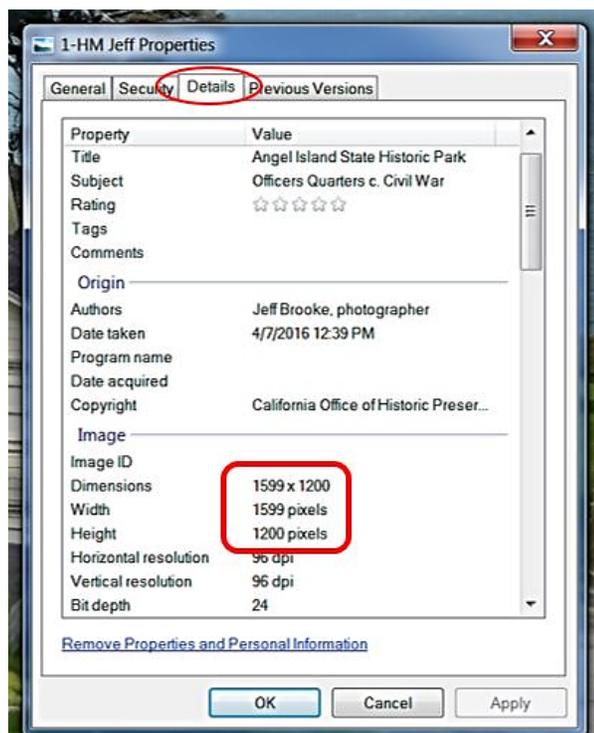
may be used promotionally and educationally on our website, social media, ePosts, and for press coverage. **Any restricted use items should be clearly identified and noted.**

To ascertain the pixel size of an image:

1. Open the image on your computer. Right click on the image and select **Properties**.



2. In the **Properties** screen, click on the **Details** tab. Pixel size will be displayed in the **Image** portion of the Details screen.



Part 4: Additional Materials

Letter (Required), signed and dated, certifying that the nominated project is not involved in any preservation-related violations, lawsuits, or complaints. This does not need to be long; a one or two sentence statement is acceptable. Address the letter to Julianne Polanco, State Historic Preservation Officer, at the Office of Historic Preservation.

List (Required) of other awards and recognition conferred upon the project.

Supporting Documentation (Optional) may be of any length and may include:

- Letters of support for the project, addressed to Julianne Polanco, State Historic Preservation Officer.
- For building projects: Plans, drawings, PowerPoint, or other documentation sufficient to illustrate the property before and after the nominated activity and to address how the project met the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- For interpretive/educational projects: A copy of the material, such as a book, brochure, DVD/CD, website links, or photographs of exhibits or activities.
- Copies of other materials, such as news clippings or other commendations that support the case for noteworthiness of the project or activity.

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NOMINATION FORM for PROJECTS

1. Project Information

Project names should be no more than 6-8 words max. If selected for an award, the name entered here will go on the award certificate, so please make sure it is stated and spelled correctly.

Project Name: _____

Project Address: _____

Project Completion Date (month, year): _____

2. Primary Project Participants

For each, include organization name (if applicable), contact person name, email address, and phone number (attach additional pages as needed)

1. _____

2. _____

3. _____

4. _____

3. Nominator Information

Name: _____

Company/Title (optional): _____

Address: _____

Phone: _____ Email: _____

4. Materials Release

I understand and agree that the Office of Historic Preservation (OHP), in the promotion of the awards program and historic preservation, may use all materials submitted in this nomination packet unless identified as restricted.

Signature

Date