

CALIFORNIA OFFICE OF HISTORIC PRESERVATION  
2023 GOVERNOR'S HISTORIC PRESERVATION AWARDS

**NOMINATION APPLICATION for PROJECTS, PROGRAMS**

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

**The nomination deadline is May 8, 2023.** Nomination materials will be accepted electronically or by mail delivery only. Our office currently is not open for hand deliveries. Nomination packets may be sent to:

California Office of Historic Preservation  
Attention: Governor's Historic Preservation Awards Program  
P.O. Box 942896  
Sacramento CA 94296-0001  
or [diane.barclay@parks.ca.gov](mailto:diane.barclay@parks.ca.gov)

Mailed packets must be postmarked no later than May 8, 2023. Electronic (emails accepted; no faxes) submissions must arrive in the above listed email inbox by 5:00 pm, May 8, 2023. For files too large to transmit by email, a Dropbox link will be provided; please contact [diane.barclay@parks.ca.gov](mailto:diane.barclay@parks.ca.gov)

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 may 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 [diane.barclay@parks.ca.gov](mailto: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 or program, and names and email addresses of primary project or program 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 31<sup>st</sup> of the current award year (i.e., completed between January 1, 2019, and January 31, 2023). 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. **Programs** should be in operation at least two years prior to the current award year and should clearly demonstrate successful engagement with and/or participation by the public.

## **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 or program in either the header or footer of each page of the narrative.**

### 1. Context and Significance

**Projects:** 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.).

**Programs:** Provide a brief overview of the inception and overall intent of the program and the type of program (e.g., outreach, interpretation, cultural, archaeological, etc.). Discuss how the program supports local preservation, if applicable, and the greater mission of historic preservation, and what makes this program stand out from other, similar endeavors.

### 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 programs, discuss the overall structure of the program, how the community engages with and or participates in the program, and how the program aligns with goals outlined in the [Statewide Historic Preservation Plan](#). Has the program lived up to its intended purpose and outcomes?

For all projects and programs, 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 (e.g., redevelopment, Certified Local Government grants, historic tax credit)? Does the project or program demonstrate an innovative approach to preservation or interpretation of historical resources and California's heritage?

### 3. Community Connections

**Projects:** 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?

**Programs:** Is this program community-centered or instigated? Discuss and provide examples of the level of public engagement and/or participation. How does this program benefit its intended community and the greater public and heritage of California?

### 4. Open Comments (optional)

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

### **Part 3: Photographs (Required)**

Include 10 to 15 high quality photographs that visually support and illustrate the information presented in Part 2. For projects, consider including before, during and after images; for projects and programs, include images that reflect community involvement or benefit (e.g., volunteers working, public events, engagement with the program or activity, use of the resource, tours, 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 or program 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 nomination 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.**

### **Part 4: Additional Materials**

**Letter (Required)**, signed and dated, certifying that the nominated project or program 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 or program.

### **Supporting Documentation (Optional)**

Supporting materials may be submitted to supplement but *not* substitute for the information that is supposed to be provided in the Narrative portion of the nomination. It is up to the jury's discretion how much of this supporting material they choose to review. Types of materials that may be included:

- Letters of support for the nomination, 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/community projects or programs: Copies of related materials, such as a book, brochure, DVD/CD, website links, transcripts, 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 program.

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**NOMINATION FORM for PROJECTS and PROGRAMS**

**1. Project or Program Information**

Project or program 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 or Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

Project Completion Date (month, year): \_\_\_\_\_

Program Launch Date (month, year): \_\_\_\_\_

**2. Primary Project or Program Participants**

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

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**3. Nominator Information**

Name: \_\_\_\_\_

Company or 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