

**New Jersey  
Historic Preservation Fund  
Certified Local Government  
Grant-In-Aid  
Manual & Application  
2012**

*No Match Required!!!*

*Round II Application Submission Deadline is **July 1, 2012***

This grant manual has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, or disability in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office for Equal Opportunity  
National Park Service  
1849 C Street, N.W.  
Washington, D.C. 20240

## Table of Contents

|   |    |
|---|----|
| Acknowledgements.....                                     | 1  |
| Preface .....   | 1  |
| Introduction .....  | 1  |
| Purpose .....   | 2  |
| Eligible Applicants.....                                  | 2  |
| Time Frame.....   | 3  |
| Funding.....  | 3  |
| How much money is available? .....                        | 3  |
| Examples of Eligible Projects .....                       | 4  |
| Review Process / Criteria for Evaluation.....             | 6  |
| General Instructions .....                                | 7  |
| Pre-applications .....                                    | 8  |
| Developing A Work Schedule.....                           | 8  |
| Developing A Project Budget.....                          | 8  |
| Allowable and Unallowable Project Costs .....             | 9  |
| Project Income .....                                      | 10 |
| Governing Body Resolution.....                            | 11 |
| Grant Orientation Meeting .....                           | 11 |
| Procurement Requirements.....                             | 11 |
| Good Grant Management.....                                | 12 |
| Reimbursement .....                                       | 14 |
| Laws and Regulations.....                                 | 15 |
| Assembling the Application .....                          | 16 |
| Application Transmittal .....                             | 17 |
| Application Checklist.....                                | 18 |
| Glossary .....  | 19 |
| Attachment A – List of New Jersey’s CLGs .....            | 21 |
| Attachment B – CLG Grant Application Form .....           | 23 |
| Attachment C – Governing Body Resolution.....             | 34 |
| Attachment D – Sample Scopes of Work.....                 | 36 |
| D-1 CAMP .....  | 37 |
| D-2 Cultural Resource Survey .....                        | 39 |
| D-3 Individual National Register Nomination .....         | 41 |
| Attachment E – Professional Qualification Standards ..... | 45 |
| Attachment F – HPO Reimbursement Form .....               | 47 |

## Acknowledgements

The creation of this manual would not have been possible without the hard work done by others on similar documents for other states. Our efforts benefitted greatly from the invaluable work that they had already accomplished and promulgated. In particular the New Jersey Historic Preservation Office gratefully acknowledges the following states:

|            |              |              |
|------------|--------------|--------------|
| California | Montana      | Rhode Island |
| Colorado   | New York     | Texas        |
| Idaho      | Ohio         | Vermont      |
| Iowa       | Oklahoma     | Washington   |
| Louisiana  | Oregon       |              |
| Michigan   | Pennsylvania |              |

## Preface

Please read this entire manual carefully before completing the grant application. Submission of an application for a grant constitutes a declaration that the applicant is familiar with the terms of the grant program and the procedures set forth in this handbook

If your project is selected for funding, you will use this manual during the course of the project.

This manual contains the most recent requirements and policies as set forth by the National Park Service, Department of the Interior, the federal grantor agency. It is complete as of the date of printing, but because requirements and policies change, the Historic Preservation Office (HPO) does not accept responsibility for any such changes which are not incorporated into this handbook. The HPO will notify grant applicants and sub-grantees of any changes which may affect their project.

## Introduction

In 1966, Congress passed the National Historic Preservation Act, giving preservation a national priority and establishing programs to encourage the preservation of historic properties. One of these programs was the establishment of State Historic Preservation Offices, administered by gubernatorially appointed State Historic Preservation Officers and funded by the Department of the Interior through the National Park Service. To provide a regular source of revenue, the law established the Historic Preservation Fund in the U.S. Treasury with proceeds derived from the federal leasing of offshore oil drilling sites, not tax dollars. These funds are distributed to State Historic Preservation Offices on an annual basis as matching grants. In New Jersey the State Historic Preservation Office is the Historic Preservation Office, Natural and Historic Resources Group, Department of Environmental Protection.

The success of the federal-state relationship prompted Congress to expand the partnership to include local governments in 1980. If local governments meet certain requirements then they can be certified to participate in this partnership. One of the chief benefits of this partnership to local governments is access to grant funding. Each federal fiscal year, New

Jersey sets aside ten percent of the state's allocation of federal historic preservation funds for pass-through to Certified Local Governments (CLG). The total amount of available funding varies each year with the federal allocation. Should the total annual National Park Service appropriations to the states exceed \$65 million in any one year, then one-half of each state's share of the excess revenues shall also be transferred to Certified Local Governments according to procedures approved by the Secretary of the Interior. These funds are awarded on the basis of competition among eligible applications, evaluated and ranked according to the established selection criteria. The intent is to use federal assistance to augment rather than replace existing local commitment to historic preservation activities.

CLGs that receive an Historic Preservation Fund grant are subgrantees of the state.

## **Purpose**

The purpose of this manual is to assist Certified Local Governments (CLGs) in preparing applications to receive federal Historic Preservation Funds. To receive those funds, it is necessary to comply with required federal, state, and local regulations. This manual has been written with the intent to clarify those regulations and to make both the application process and the expenditure of those funds efficient and easy. It is important to the New Jersey Historic Preservation Office that this program meets the needs of the local governments.

Each year a portion of state and federal appropriations for historic preservation is passed to Certified Local Governments in the form of grants. These grants fund local preservation activities in communities on a competitive basis. CLG grants are considered sub grants by the state from its grant from the federal government.

## **Eligible Applicants**

To qualify for a CLG grant, a municipality must meet three criteria:

1. The municipality must have applied for and received Certified Local Government status from the National Park Service, Department of the Interior. Only municipal governments that have been certified by the grant application deadline are eligible to compete for funds. The requirements and process for certification are outlined in *New Jersey's Certified Local Government Guidelines* which is available on-line at [http://www.state.nj.us/dep/hpo/3preserve/clguides8\\_07.pdf](http://www.state.nj.us/dep/hpo/3preserve/clguides8_07.pdf).
2. The participating municipality must be current in their submission of Annual Reports. This means that the annual report for the preceding calendar year has been submitted in accordance with Appendix C of *New Jersey's Certified Local Government Guidelines*. Annual reports must be submitted by March 31<sup>st</sup> for the preceding calendar year. However, if a community has an unfulfilled reporting requirement, the report may be filed as an attachment to the application. This requirement does not apply to communities that attained certification within the past calendar year.
3. The municipality must agree to comply with all applicable state and federal regulations.

Two or more CLGs may collaboratively propose a project that benefits more than one CLG community. This enables the participating CLGs to leverage limited financial and staff resources. However, one CLG must be designated as the lead agency for the purposes of the grant.

CLGs can apply on behalf of non-profit organizations. The Chief Elected Official and Chief Financial Officer (CFO) of the CLG must both sign the grant application. The CLG must accept the grant and accept administrative responsibility for the grant.

### **Timeframe**

The grant period for Historic Preservation Fund grants runs on the federal fiscal year from October 1 to September 30. For example, Federal Fiscal Year 2012 began on October 1, 2011.

Applications will be available February 10, 2012.  
The Application Submission Deadline is May 1, 2012.  
Awards will be made by July 15, 2012.  
The final grant product is due on August 31, 2013.

All projects are expected to be started and underway within 30 days of the execution of the grant agreement.

Plan on a project being achievable within a six month period of time.

### **Funding**

Certified Local Government Grants are reimbursable grants. Project work may only begin after the grant is awarded and a grant agreement between the grant recipient and the State of New Jersey has been signed and executed. The recipient pays for all costs up-front, and grant funds are reimbursed for 100 percent of the total costs, up to the grant amount. This means that the municipality may have to carry the cost of the grant for a brief period between the time it pays the grant project bills and the time that it is reimbursed by the State. Applicants requesting funding for segments of a long-term project are not guaranteed funding for future phases. Each year's grant application will be judged on its merits in competition with other qualified, competing applications.

Applications which are recommended for funding may be fully or partially funded. For example, a grant application requesting funds for the survey of 300 properties may be awarded for 200 properties.

### **How much money is available?**

The Historic Preservation Office (HPO) is required by federal law to pass through at least 10% of its annual Federal Historic Preservation Fund (HPF) allocation to Certified Local Governments for Historic Preservation Fund-eligible activities. Therefore, the exact amount of money available is contingent on the amount HPO receives from the Federal

Government. It is anticipated that the amount of HPF funding available for subgrants in 2012 will be between \$30,000 and \$90,000.

Minimum grant awards will be \$9,000.00 for 2012. Maximum grant awards will be \$24,999.00 for 2012.

It is strongly recommended that you contact several consultants about your project to help you determine costs accurately.

### **Examples of Eligible Projects**

Activities that involve looking for and establishing the significance of buildings, structures, sites, objects or districts are eligible. These activities include identification, evaluation and registration. Planning activities are eligible when the focus is on historic preservation. Educational projects that involve historic preservation are eligible. In addition, CLG grants can be used for pre-development projects. Pre-development projects include doing a structural assessment of a property and developing rehabilitation recommendations; developing maintenance plans for properties; studying adaptive reuse or alternative uses for a property and making recommendations as to the most appropriate. Typically, these projects focus on a single property that is: included or formally determined eligible for inclusion in the New Jersey and National Registers of Historic Places; and owned by the municipality or is open to the public.

Federal regulations require that all CLG grant projects result in a tangible product. The following are suggestions for allowable projects using Historic Preservation Funds. They cover the areas of survey, registration, planning and education. This is not a complete list of possible projects. It is presented to give some idea of the range of activities that can be covered and shows typical products that would result. If your community has an idea that is not mentioned here, please call the Certified Local Government Program Coordinator (see glossary) to discuss whether the project can be funded with HPF funds.

- Surveys provide information needed to make informed planning decisions, prioritize preservation goals and objectives, develop and implement land use policies, develop heritage tourism initiatives, educate the public and increase the understanding of and appreciation for the built environment as a tangible reminder of the community's history. Surveys also aid in the identification of resources worthy of designation at the local, state, and/or federal levels.
  - Surveys of resources not yet evaluated or whose documentation does not meet current standards.
  - Surveys may be of a geographic area such as the commercial core of a specific neighborhood.
  - Surveys may also be based on a theme such as Art Deco houses, buildings designed by a particular architect, resource of the Recent Past, or building associated with a particular historical context (ex. Civil Rights).
  - Identification efforts must yield sufficient information to make decisions. Therefore, reconnaissance-level surveys will not be funded. All surveys must be prepared in accordance the standards for intensive-level surveys as enumerated in the *Guidelines for Architectural Survey* which can be found online at <http://www.nj.gov/dep/hpo/1identify/survarcht.htm>

- Preparation of National Register nominations. The National Register plays a vital role in historic preservation as a planning tool; as a basis for tax act certification and economic revitalization; and for the recognition it bestows on designated properties. Special consideration will be given to Multiple Property Submissions of statewide scope along with at least one property nomination for approval and listing in the New Jersey and National Registers.
- Preparation of a historic preservation element of a municipal master plan. An important part of any preservation element is community involvement in its preparation and development. This is an opportunity for the community to develop consensus about its historic preservation program. All master plan elements must conform to the requirements of the NJ Municipal Land Use Law, Section C. 40:55 D-28 b. (10). Additionally, the historic preservation element must evaluate the public benefits of municipal historic preservation and examine the contribution and protection of historic properties within the framework of community development and redevelopment. The plan must include an examination of and recommendations for strategies and actions for protecting historic properties within the municipality. Further, public participation (including but not limited to: public meetings, public review of draft documents, community forums or charettes) must be actively sought.
- Educational materials
  - Development of brochures of a public workshop that focuses on energy conservation techniques for historic buildings
  - Preparation and publication of a walking tour
  - Podcast driving tour of the CLG community or county
  - Interpretive signage, such as entry and exit signs for historic districts, plaques, etc.
  - Website development
  - Developing historic preservation curriculum for elementary or high school classes
- Historic Structure Reports
- Local preservation planning activities
  - Improvement of local historic preservation ordinances
  - Preparation and publication of Design Guidelines
  - Support for technical or professional administrative assistance to commissions
- Training for historic preservation commission members, including workshops or other educational forums
  - Instruction from a consultant on comprehensive land use planning basics and the commission's role in the planning process
- Providing training for lay members of the community
  - Conduct a 'how-to' workshop on window repair, selecting appropriate historic paint colors, or researching the history of your house
  - Create training materials for realtors
  - Host a workshop for architects, contractors and homeowners on the application of your design guidelines
- Conducting archaeological surveys and writing reports
- Pre-development projects focused on a single National Register listed property that is owned by the municipality or is accessible to the public
  - Developing plans and specifications, feasibility studies, historic structure reports, or other technical documents necessary for the restoration/rehabilitation of a New Jersey and National Register listed property

- Develop a maintenance plan for the property
- Study adaptive reuse or alternative uses for a property and make recommendations as to the most appropriate
- Preparing planning and construction documents to meet Americans With Disabilities Act standards for New Jersey and National Register listed properties
- Technical Assistance: The goal of this activity is to ensure efficient and effective administration of the municipal historic preservation ordinance. Grant funds will be used to retain a qualified preservation consultant, on a part-time basis, who will provide technical and administrative assistance to the municipal historic preservation commission. The preservation consultant will be available to: give the public advice and instruction on preparing technically complete and accurate applications for a Certificate of Appropriateness; provide written recommendations on each application; advise the commission in evaluating the appropriate treatment of designated properties; and assist the commission in reviewing applications.

Grants may not be used to cover operating costs, the cost of preparing the grant applications, property acquisition, care for museum collections, the preparation of exhibits, or for bricks and mortar projects (such as: construction or rehabilitation projects, landscaping, building maintenance or the cost of moving properties).

### **Review Process/Criteria for Evaluation**

Certified Local Government Grants are awarded on a competitive basis. Only completed applications, accompanied by all necessary documentation will be considered for funding. HPO staff will review each application in accordance with the Threshold Criteria enumerated below to ensure that it is technically complete.

#### Threshold Criteria:

- Annual reporting as required in the CLG certification agreement is either up to date, or appended to the application.
- Application is complete, all blanks are filled in.
- Contains all necessary signatures.
- Includes all required attachments: Governing Body Resolution in the format provided in Appendix C.
- Required number of copies submitted (one with original signatures in blue ink, plus a digital copy of the entire application package in PDF format on a CD-ROM).
- Received on time.

Incomplete applications will be returned to the applicant without further review. Complete applications will be reviewed by a grant review committee. Committee members will include HPO staff, other than the Certified Local Government Program Coordinator, and professionals practicing in preservation and planning or closely related fields. The committee will rank applications in order of their scores and will recommend awarding grants for the highest ranked applications to the HPO.

#### Ranking Criteria:

- The extent to which the public will benefit from the project. Projects with broader or statewide impact will rank higher than those with only local

- Degree to which the project involves ideas or methods which could serve as a model for future projects in the community or state
- Extent to which the project increases the capability and effectiveness of the Certified Local Government to address historic preservation needs
- Relative architectural and historic significance of the properties affected by the project activity. Projects involving properties which are eligible or listed in the New Jersey and National Registers of Historic Places receive priority. Rare, unique, or key landmarks merit special consideration.
- Demonstrated ability of the applicant to successfully complete grant projects within a given period. In other words, applicants must possess the administrative capacity to successfully carry out a grant project
- Demonstrated ability of the applicant to meet all program requirements, particularly with respect to project timing
- Clear project description and clear project summary
- Clear, measurable, and attainable project goals within the grant period
- Realistic budget
- Clear, tangible work products and detailed project schedule
- Qualifications of project personnel and clear understanding of the type(s) of consultant(s) required to undertake the project
- Quality of the application in terms of adherence to format, completeness and accuracy
- Other factors considered will include geographic distribution of grants awarded around the state

### **General Instructions**

Before completing the Certified Local Government Grant application, please read the instructions with care. Incomplete applications will be determined ineligible and returned to the applicant.

You may hire a consultant to prepare the CLG grant application for you. However, be advised that grant money cannot be used to reimburse the consultant for preparation of the application, nor can the CLG promise to hire the consultant to work on the project if the grant is awarded.

Mere reiteration of the ranking criteria is strongly discouraged because it fails to demonstrate the applicant's ability to successfully perform under a grant agreement, if awarded. Instead a narrative designed to demonstrate the applicant's detailed plans and proposed approach is strongly encouraged.

A well written scope of work is critical for a successful grant application. Sample scopes of work for commonly funded application types are included as Attachment D of this manual. Scopes should be designed to demonstrate the applicant's detailed plans and proposed approach to performing tasks are realistic, attainable, and appropriate and will lead to a successful project.

Your application should clearly state the major steps you will take to complete the project including key timetables. Reviewers are looking to see you have a reasonable blueprint prepared.

Provide lots of detail in your budget explanation: Who is doing what? How much time devoted to each task? How does this translate into costs (salaries, fringe, etc.)? What are hourly rates? What equipment or supplies are needed?

Please note that some project types have specific application requirements as follows:

- **NATIONAL REGISTER NOMINATIONS**: Applications for this project type must include: letters from the governing body and the property owner consenting to the preparation of the nomination; and a Certification of Eligibility or SHPO Opinion of Eligibility letter for the property to be nominated which is no more than 10 years old. In anticipation of this requirement, applicants may wish to seek a COE, or seek an updated opinion of eligibility in advance of completing this application for funding.
- **CULTURAL RESOURCE SURVEYS**: Applications of this project type must include a recommendation report that identifies, by block and lot, the historic resources to be surveyed at the intensive-level and indicating whether they are to be surveyed individually or as part of a potential historic district(s). The recommendation report shall discuss the method and justification for the selected resources. At minimum factors for consideration shall include protection from development and established historical or architectural significance. Resources may include buildings, structures, bridges, and objects. The recommendation report shall also include a detailed work schedule and summary that specifies dates for completion.

### **Pre-applications**

Municipalities wishing guidance in developing subgrant applications may prepare a preliminary application and contact the HPO to schedule a grant workshop. The pre-application should be as detailed as possible and should conform to the standard application format. At the workshop, the HPO staff will provide applicants with technical assistance tailored to their particular project(s).

### **Developing a Work Schedule**

Develop a work schedule. *Assume that grant contracts will be executed no sooner than September 30, 2012.* Work schedules become an attachment to the grant contract.

### **Developing a Project Budget**

All costs for your project must conform to federal guidelines. Detailed information is provided in the Office of Management and Budget Circulars A-87 and A-122 and in the National Park Service, Historic Preservation Fund Grants Manual, 2007.

There will be a period of time when the CLG will have to cover the cost of the grant. That time is the period between submission of final products and Request for Reimbursement and

the CLG's receipt of a reimbursement check from the State. Be sure that your chief elected official and municipal fiscal officer understand this.

All costs must represent expenditures that are necessary to the accomplishment of the grant objectives and are outlined in the budget. Make sure that each cost in your budget represents an expense that is needed to support the proposed grant activity.

If you will be using a consultant for the proposed project, you may find it helpful to informally contact several to get an idea of whether the proposed budget will be adequate to complete the project or what you can realistically expect to accomplish within your budget. Keep in mind that larger firms typically have higher overhead costs than small firms or individual consultants. On the other hand, large firms may have a wider range of skills and expertise to draw upon.

Budget items and requests for reimbursement are to be for whole dollar amounts: \$10.00, not \$10.16. Always round down.

The subgrantee must notify the HPO of any changes between budget categories prior to implementing the change.

### **Allowable and Unallowable Project Costs**

All costs for your project must conform to federal guidelines. Detailed information is provided in the Office of Management and Budget Circulars A-87 and A-122 and in the National Park Service, Historic Preservation Fund Grants Manual, 2007. All of which are available on-line:

- OMB Circular A-87  
[http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.pdf](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf)
- OMB Circular A-122  
[http://www.whitehouse.gov/omb/assets/omb/circulars/a122/a122\\_2004.pdf](http://www.whitehouse.gov/omb/assets/omb/circulars/a122/a122_2004.pdf)
- Historic Preservation Fund Grants Manual, 2007  
<http://www.nps.gov/hps/HPG/downloads/June2007HPFManual.pdf>
- The Grantee shall comply with Executive Order 12549 as implemented in the United States Department of the Interior regulation, 43 CFR 12.100 through 12.510. A telephone inquiry answering service is available in the General Service Administration's Office of Acquisition Policy for general questions about lists of organizations and individuals suspended or barred for doing business. The number to call is 202-786-0688.

All costs must represent expenditures which are necessary to accomplish approved grant objectives, and must be stipulated as such in the grant agreement.

All costs must be in payment of an obligation incurred during the grant period. You cannot charge for costs incurred prior to the award of the grant, nor can you charge for costs that will be incurred after the grant project is completed.

The following is a partial list of allowable costs:

- Rental and use of private or publicly owned meeting space is acceptable. The value shall be based on the rental agreement. Specify type of rental, rental rate, and total cost.

- The cost of material and supplies necessary to carryout the grant project are allowable. This may include film, maps, material for grant related correspondence, reports, flyers, pamphlets, etc. Purchases made specifically for the grant project should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received.
- The cost of professional and consultant services rendered by persons that are members of a particular profession or possess a special skill are allowable. A subcontract with the consultant outlining responsibilities, standards, products and fees will be required.
- Publication and printing costs are allowable. Please specify the type of item, number produced of each item.

The following is a partial list of unallowable costs:

- Any work undertaken either before or after the grant period will be disallowed.
- The cost of mitigation activities performed as a condition or pre-condition for obtaining a Federal permit or license or funding by other Federal programs are unallowable.
- The purchase of equipment such as computers, desks, file cabinets, cameras, software acquisition or other capital expenditures are unallowable.
- Lobbying activities.
- Re-granting.
- Travel.
- Genealogy.
- Fundraising efforts are unallowable. Hospitality expenses. Refreshments or meals served at workshops or meetings related to the grant.
- The costs associated with the administration of the grant are unallowable.
- Any publication or video which does not contain the required NPS funding acknowledgements and HPO logo in accordance with the DEP-069G, Grant Agreement, Attachment D-1, will not be eligible for reimbursement .

If you require further clarification, or have specific questions, please call the Certified Local Government Program Coordinator.

### **Project Income**

Project income means gross income earned by the Grantee generated by charges which are directly related to principal project objectives. It includes: income from services, fees, usage or rental fees, and royalties on patents and copyrights.

If the project is anticipated to generate income during the grant period (registration fees, publication sale, etc), then it must be explicitly stated in the application. The application should specify total dollars expected to be generated, source of funds, and how the applicant anticipates using funds to further the project goals.

## **Governing Body Resolution**

A governing body resolution is required as part of the application; a sample is included as Attachment C of this document. If a grant is awarded, a certification by the municipal clerk that the resolution is still in effect, may be required to finalize the grant agreement.

## **Grant Orientation Meeting**

All grant recipients (consisting of the local project manager, the grant recipient's fiscal officer, and a member of the historic preservation commission if desired) shall schedule and participate in a CLG grant orientation with the Certified Local Government Program Coordinator upon receipt of a Formal Notification letter. The purpose of the orientation is to establish project priorities, confirm the budget and the timetable for completion, and discuss reimbursement procedures.

## **Procurement Requirements**

It is a federal regulation as stated in 43CFR12 that when public funds (including CLG grants) are involved in a project, all procurement or purchasing transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, should be conducted in a manner that provides open and free competition. All project costs must meet procurement requirements. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting or purchasing shall not be used under any circumstances including costs connected with any contract modifications. The types of contracts which are allowable include cost reimbursement contracts, firm-fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts.

Solicitation of offers, whether by competitive sealed bids or competitive negotiation, shall:

1. Incorporate a clear and accurate description of the technical requirements for the materials, product or service to be procured. Such description should not, in competitive procurement, contain features, which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.

2. Clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work. Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, and financial and technical resources. Unreasonable requirements in order for a firm to qualify to do business and unnecessary experience and bonding requirements shall not be allowed. In accordance with Chapter 13B-34e of the Historic Preservation Fund Grant Manual (available online at <http://grants.cr.nps.gov/hpf/docs/June2007HPFManual.pdf>), compensation for consultants (whether grant funded or match) may not exceed \$82.49 per hour.

The entire content of every proposal shall become a public record, notwithstanding any statement to the contrary made by a bidder in its proposal. A proposal shall not become a public record until the winning bid has been announced and awarded. As public records, all proposals are available for public inspection. Interested parties may schedule an appointment with the municipality to inspect proposals received.

After any project contract is awarded, the following information must be sent to the HPO to satisfy Federal audit procedures:

1. A copy of the Request for Proposal (RFP) or solicitation for bids, whichever is appropriate (the HPO must review and approve all RFP's in advance of their publication).
2. A description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
3. Copies of the responses received, or a summary of the responses.
4. Method and justification of contractor selection.
5. Justification of the use of negotiation (if used).
6. Copy of the signed and dated contract(s).

### **Good Grant Management**

Good grant management begins with planning for and developing the grant proposal for a specific project. Grant applications need to show a strong link between the preservation planning needs and priorities of the local government and the proposed project, as well as demonstrate an understanding on the part of the project manager and other key personnel of the most effective and efficient ways for carrying out the proposed project. It is important to design a project that can be completed within the project period and for the budget available. If the proposed project is a component or phase of a larger project, the grant application needs to indicate how the project will further the goals of the larger project.

Federal grant recipients have certain responsibilities for project execution including managing consultants, making regular progress reports, financial administration, and meeting performance deadlines which are spelled out in the grant agreement. Good grant management also involves regular communication with the HPO. HPO's concerns are two-fold: meeting federal grant requirements and helping the local government get a good product that will serve the needs of the community and warrant the costs associated with it.

HPO staff members are available by phone or email when questions arise or potential problems emerge.

Here are the key elements in a grant project:

- Working with state project manager on all aspects of the project through phone, email consultation and submission of regular progress reports.
- Develop a satisfactory Request For Proposals (RFP) to send to consultants, establish criteria for selecting a consultant and to developing a subcontract for hiring the consultant.
- Hiring a consultant.
- Meeting with consultant to go over project goals, set project schedule, research design if needed, allocation of project responsibilities, and get consultant's input on best way to do the project.
- Recruiting, training and organizing volunteers to do project activities.
- Do the project activities (e.g., meetings, training, research and/or recordation, organize and present event, assist in report preparation) over a 6 to 8 month period.
- Preparation of draft grant products and submission to State for approval.
- Preparation of final grant products and submission to State for approval.
- Preparation and submission of Request for Reimbursement(s) with accompanying documentation of expenses and match.

If a CLG is hiring a consultant to perform the work required pursuant to the grant agreement, please be aware that the HPO's contract is with the local government – not the consultant. If a consultant fails to perform as expected, submits work that does not meet the specified standards and/or requirements, or fails to deliver products by or before specified deadlines, it remains the CLG's responsibility to correct the situation. Depending on the terms of the contract between the consultant and the municipality, a consultant's failure to perform could leave the municipality with costs that would not be reimbursed through the grant. HPO typically holds a significant portion, if not all, of the grant amount in reserve and will authorize disbursement only after it has reviewed and accepted the grant products. HPO recommends that the municipality set up their contracts with consultants with a payment schedule that provides the local government with similar control. The HPO recommends that contracts between the consultant and the municipality be for a fixed amount rather than an hourly salary.

The types of contracts which are allowable when federal funds are involved include cost reimbursement contracts, firm fixed-price contracts, fixed-price incentive contracts, or a cost-plus-a-fixed-fee contract. Other types of special contracts may be acceptable, depending on the individual circumstances. However, the HPO prefers the use of the firm fixed price contracts for all grant related activities. Please note that a cost-plus-a-percent-of-cost and percentage-of-construction-cost contracts cannot be used under any circumstances, and costs incurred under these types of contracts will not be eligible for reimbursement.

All project consultants and professional must be selected in accordance with local, state and federal laws and regulations. All procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value, shall be conducted in a manner that provides maximum open and free competition.

Consultants working on Historic Preservation Fund grant assisted projects should meet the minimum professional qualification standards established by the National Park Service

previously published in the Code of Federal Regulations, 36 CFR Part 61, and available online at [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm)

The Grantee must refer to the DEP-069G, Grant Agreement, Attachments B-1, C, D, and D-1 for all information regarding the Budget, Reporting, Purpose, Product, Schedule and General Conditions.

Please note, because the HPO is required to pass through a specific amount of money as a condition of receipt of their federal funding, if one or more grant recipient defaults or withdraws during the grant period, HPO is at risk for failing to comply with the provisions of its contract with the National Park Service (NPS). Undistributed funds must be returned to the NPS at the end of the grant period. This denies the citizens of New Jersey of the full benefit of federal funds allocated for their use, penalizes the HPO, and threatens future funding levels for New Jersey. Therefore, it is absolutely critical that successful grant recipients immediately inform the Certified Local Government Program Coordinator should situations arise that have the potential to interfere with completion of the project and expenditure of funds as contracted. The HPO can then attempt to redistribute the funds to other CLGs prior to the end of the grant period.

All Grantees must maintain a financial management system that meets the criteria set forth in the Statement of Adequacy of Accounting System and provides for:

- Accurate, current, and complete disclosure of the financial results of each project grant.
- Records which identify adequately the source, and intended use, of funds for grant supported activities. These records shall contain the grant award letters and project notifications, authorizations, account obligations, unobliged account balances, financial and tangible assets, liabilities, outlays, and project income.
- Effective control and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
- Comparison of actual outlays with budgeted amounts for each grant and any other agreements specifically related to the project. Financial information should be related to performance cost principles, regulations, and terms of the grant agreement.
- Accounting records which are supported by source documentation. Specific information about audit requirements and procedures can be found in Section XV of your grant agreement.
- When possible, the Grantee should plan to establish a special checking account for the project so that an exact itemization of project expenditures can be submitted by check number along with copies of the cancelled checks (front and back) and itemized invoices.
- The Grantee must provide the HPO with all the information outlined in the DEP-069G, Grant Agreement, Attachment D-1, Procurement checklist.

Project planning, including drafting a request for proposals (RFP), may begin before your grant is awarded and a grant agreement is signed. However, you cannot be reimbursed for costs incurred prior to the start of the grant period.

## **Reimbursement**

Historic Preservation Fund grants are reimbursable grants. The grantee must be prepared to expend and document the total project cost prior to receiving reimbursement. Interim

reimbursements may be incorporated into the grant agreement, but must be tied to tangible grant products.

All costs must be properly verified and documented prior to reimbursement. Appropriate documentation includes, but is not limited to, copies of cancelled checks (front and back), billing statements, invoices and receipts, and copies of computer printouts or monthly billing statements with the appropriate dates and figures noticeably highlighted.

All costs must be in payment for obligations incurred during the grant period. Obligations made prior to the start date or after the ending date of the contract will not be approved or reimbursed.

All reimbursements will be made in whole dollar amounts. Always round down. If a \$10.16 cost is incurred, it will be reimbursed as \$10.00.

Final reimbursement will be held by the HPO until project work products have been determined to be satisfactory.

## **Laws and Regulations**

Grants will be administered in conformance with all applicable federal and state laws and regulations. These include, but may not be limited to:

- the policies of the Historic Preservation Grant Program
- the U.S. Dept of Interior prohibits discrimination based on race, color, national origin, sex, religion, disability, age, or sexual orientation. If you believe that you have been discriminated against in any program, activity or facility, or if you desire additional information, please write to:  
Office of Equal Opportunity  
National Park Service  
1849 C. Street N.W. (NC 200)  
Washington DC 20240
- Key personnel proposed to serve on the project must meet the appropriate federal minimum professional qualification standards. Set forth at 36 CFR Part 61. They are available at [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm). Additional disciplinary standards are also available at <http://www.nps.gov/history/local-law/gis/html/quals.html>.
- The New Jersey Local Unit Pay-To-Play Law, P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.4 et seq. Please note that all contracts between grantees and their contractors which exceed \$17,500 require the completion, submittal, and acceptance of a disclosure form. Prior to the start of work. Additional guidance is available at <http://www.state.nj.us/dca/lgs/p2p/refs/p2pguide.pdf>
- National Park Service Audit Standards
- 43 CFR 12 (formerly Office of Management and Budget Circular A-102) and Office of Management and Budget Circular A-87
- Single Audit Act of 1984 and the requirements of Office of Management and Budget Circular A-128 for State or Local Governments
- Hatch Act: No officer or employee whose principal employment is connected with any activity which is financed in whole or in part with grant assistance shall take part

in any of the political activity proscribed in the Hatch Political Activity Act, 5 USC 1501 et seq., as amended, with its stated exceptions.

- The New Jersey Register of Historic Places Act implementing regulations, particularly as applicable to survey activities (field work and reporting standards) available at [http://www.nj.gov/dep/hpo/2protection/register\\_historic\\_places09\\_29\\_08.pdf](http://www.nj.gov/dep/hpo/2protection/register_historic_places09_29_08.pdf)
- Grants in excess of \$24,999.00 must comply with FFATA reporting requirements.
- The following text must be included in all grant funded publications:  
“This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the New Jersey Historic Preservation Office. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior strictly prohibits unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, age, or sexual orientation in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

Office of Equal Opportunity  
National Park Service  
1849 C Street NW  
Washington, D.C. 20240”

## Assembling the Application

The grant application is the basis for the decision-making process in allocating grant funds. Therefore, it is important that each question be answered completely and that the proposal is presented clearly.

Applications cannot be handwritten, they must be typed or computer generated.

Please do not submit your application in a three-ring binder or plastic folder cover, spiral bound with a wire or plastic comb, with section dividers between parts, or with pages inserted in plastic sleeves. These materials are expensive for you and actually make it more difficult for us to review and evaluate your application. Applications are evaluated only on their content, not on their appearance.

Do not color code maps or any other information.

A complete application package consists of **1 unbound hard copy and 1 digital copy on CD** of the required documents and forms. The hard copy must have original signatures in **blue ink**.

Arrange the application and attachments in the following manner:

- Cover Letter
- Completed Application Form signed by the Mayor or official designated in the Governing Body Resolution and the Chief Financial Officer. These signatures must be certified, dated, and raised seal by the municipal clerk
- Governing Body Resolution (Appendix E)
- Scope of Work
- Line Item Budget
- Resumes and/or Job Descriptions

- List of member of the Historic Preservation Commission (HPC) with their contact information (mailing address, daytime phone, and email address).
- Any Applicable maps, photographs, significance statements required for survey and registration applications.

### **Application Transmittal**

All applications must be received (stamped and dated) by the Historic Preservation Office on or before 12:00 pm (noon) on the day of the grant deadline. Applications may be mailed or hand-delivered to:

Mail Code 501-04B  
State of New Jersey  
Department of Environmental Protection  
Historic Preservation Office  
4<sup>th</sup> Floor, Room 4E31  
P.O. Box 420  
Trenton, NJ 08625-0420

The HPO will acknowledge receipt of all applications upon request.

Late applications will be returned without being reviewed.

## Application Checklist

- Have you included all required attachments?
  - Budget Worksheet?
  - Certifications Regarding Debarement, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying (DI-2010)?
  - DI Form 1350 with addendum?
  - Statement of Adequacy of Accounting System?
  - Governing Body Resolution?
  - COE or SHPO Opinion letter (for National Register nomination projects)?
  - Recommendation Report (for survey projects)?
- Have you double checked your math?
- Will someone who is unfamiliar with your project understand the scope of work, expected products, time schedule, personnel, and budget from the information you have given in this application?
- Have you demonstrated that you have sufficient personnel to successfully manage and complete the project as described?
- Does your application include all of the appropriate signatures in **blue ink**?

## **Glossary**

Certified Local Government (CLG) – a local government whose local historic preservation ordinance has been certified by the HPO and the NPS pursuant to Section 101(c) of the National Historic Preservation Act.

Closeout Documentation – The paperwork required to closeout the grant. This includes:

- Copies of all product deliverables.
- A completed HPO reimbursement form (Attachment F of this manual).
- Final Expenditure Report (Attachment C in Grant Agreement). This must be signed by the CFO.
- Vendor invoice(s). All invoices must show the following: vendor name; vendor address; information on period worked; information on products produced or work performed. (note bene: vendors must retain records to support their billings in the form of time reports/logs/etc. All vendor records are subject to audit by the State and municipality).
- Municipal Purchase Order (showing payment to vendor).
- Copy of canceled check(s) (both front and back sides of each check)
- A State Payment Voucher (to process payment to subgrantee) (available at <http://www.state.nj.us/oag/hts/downloads/njpaymentvoucher.pdf>)
- Please keep in mind that all reimbursements will be made in whole dollar amounts. If a \$10.16 cost is incurred, it will be reimbursed at \$10.00.

CLG Program – The Certified Local Government (CLG) program is designed to provide an opportunity for local governments to become more directly involved in identifying, evaluating, protecting, promoting and enhancing the educational and economic value of local properties of historic, architectural and archeological significance.

CLG Program Coordinator – In New Jersey the Historic Preservation Office represents the State in the general administration of the awarded grant projects, and answers questions relating to general grant administration. To contact, call Andrea Tingey at 609-984-0539 or [Andrea.Tingey@dep.state.nj.us](mailto:Andrea.Tingey@dep.state.nj.us).

FFY – the Federal Fiscal Year runs from October 1 to September 30.

Grant Period – The total time for which a project has been approved by the grant agreement, and any subsequent amendments as applicable, for support with federal funds and during which all work is to be accomplished. For the 2012 round, the grant period begins with the grant agreement execution; the product due date will be Wednesday, August 31, 2013; the grant period ends on September 30, 2013 by which all reimbursement requests must be made.

Historic Preservation Fund (HPF) – the source from which monies are appropriated to fund the program of matching grants-in-aid to the State and Tribal Historic Preservation Offices for carrying out the purposes of the National Historic Preservation Act, as amended (16 USC 470 et seq.). By law, a minimum ten percent (10%) of each state's allocation must be subgranted to the certified local government program.

Historic Preservation Fund Grants Manual – The manual that sets forth National Park Service administrative procedures and guidelines for activities concerning the federally related historic preservation programs for states and local governments. This manual includes guidelines and procedures for the administration of the historic preservation grants-in-aid program.

National Park Service (NPS) – The bureau of the Department of the Interior through which the Secretary of the Interior administers the National Historic Preservation programs.

National Register of Historic Places (NRHP) – The official national list of properties (districts, buildings, structures, sites, and objects) that possess special significance in terms of history, architecture, culture, or archaeology. The NRHP is maintained by the National Park Service. Properties are nominated to the NRHP by the SHPO in each state.

National Register Nomination – The document containing the information necessary to nominate a property to the NRHP, including a physical description, statement of significance, maps, photographs, legal description, and geographic data.

Project Coordinator – All Historic Preservation Fund grant projects require a Project Coordinator who is a paid professional or salaried municipal employee. The Project Coordinator will be the single point liaison with the HPO and with project professionals and will obtain, coordinate and submit reports, authorize signatures, and prepare financial documentation and other project information. Grantees may not delegate grant administration responsibilities to volunteers or historic preservation commission members.

Recommendation Report – The recommendation report is required as part of a complete application for a survey project. It identifies, by block and lot, the historic resources to be surveyed at the intensive-level and indicating whether they are to be surveyed individually or as part of a potential historic district(s). The report shall discuss the method and justification for the selected resources. At minimum factors for consideration shall include protection from development and established historical or architectural significance. Resources may include buildings, structures, bridges, and objects. The report shall also include a detailed work schedule and summary that specifies dates for completion.

Sole versus Single Source Providers – A sole source purchase is one where there is only one supplier capable of providing an item or service, and therefore it is not possible to obtain competitive bids. A single source purchase is one where there are multiple sources of supply, but for specific reasons the item or service must be purchased from a specified supplier.

Subgrant – A pass-through award of financial assistance from the federal government, under the National Historic Preservation Act, as amended (16 USC 470 et seq.) through HPO to a certified local government to carry out specific objectives for a specified period of time consistent with the terms of a subgrant agreement.

Subgrantee – The agency, institution, organization, other legal entity, or individual to which a subgrant is made by the state and is accountable to the State for use of the funds provided.

Survey – The inventory and preliminary evaluation of the historic properties in a county, municipality, neighborhood, or some other defined area. Surveys may be conducted of historic properties which have historic and architectural significance or of properties with historic or pre-historic archaeological significance.

# **ATTACHMENT A**

## List of New Jersey's Certified Local Governments

As of January 30, 2012, New Jersey's 45 CLGs are:

1. Atlantic County, Hamilton Township
2. Atlantic County, Somers Point City
3. Bergen County, Closter Borough
4. Bergen County, Mahwah Township
5. Bergen County, River Edge Borough
6. Bergen County, Teaneck Township
7. Burlington County, Burlington City
8. Burlington County, Evesham Township
9. Burlington County, Mount Holly Township
10. Camden County, Berlin Borough
11. Camden County, Camden City
12. Camden County, Collingswood Borough
13. Camden County, Gloucester City
14. Camden County, Haddon Heights Borough
15. Camden County, Haddonfield Borough
16. Cape May County, Cape May City
17. Cape May County, Ocean City
18. Essex County, Glen Ridge Borough
19. Essex County, Maplewood Township
20. Essex County, Montclair Township
21. Essex County, Verona Township
22. Essex County, West Orange Township
23. Gloucester County, Harrison Township
24. Gloucester County, Swedesboro Borough
25. Hunterdon County, Tewksbury Township
26. Mercer County, Ewing Township
27. Mercer County, Hopewell Township
28. Mercer County, Lawrence Township
29. Mercer County, Princeton Borough
30. Mercer County, Princeton Township
31. Middlesex County, Cranbury Township
32. Middlesex County, South Brunswick Township
33. Monmouth County, Freehold Township
34. Monmouth County, Middletown Township
35. Morris County, Montville Township
36. Morris County, Washington Township
37. Ocean County, Beach Haven Borough
38. Passaic County, Paterson City
39. Passaic County, Pompton Lakes Borough
40. Passaic County, West Milford Township
41. Somerset County, North Plainfield Borough
42. Sussex County, Hamburg Borough
43. Sussex County, Newton Town
44. Union County, Fanwood Borough
45. Union County, Plainfield City

An interactive map of New Jersey's CLGs is available online at [http://www.nj.gov/dep/hpo/3preserve/clg\\_links.htm](http://www.nj.gov/dep/hpo/3preserve/clg_links.htm)

# **ATTACHMENT B**

## CLG Grant Application Form

**Historic Preservation Fund  
2012 CLG Grant-In-Aid Application**

**(1) APPLICANT**

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Vendor ID Number: \_\_\_\_\_

**CLG Chief Administrative Official:**

**Chief Financial Officer:**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

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

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

**Signature:** \_\_\_\_\_

**Signature** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Commission Chair:**

**Project Coordinator:**

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

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

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

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

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

**Signature:** \_\_\_\_\_

**Signature** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Names of State Legislators:**

Senate: \_\_\_\_\_

Assembly: \_\_\_\_\_

**(2) CERTIFICATION**

*I certify that the information presented in this application is true and accurate.*

Authorized Signature: \_\_\_\_\_

*Print or Type:*

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

Street: \_\_\_\_\_

Municipality: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**(3) PROJECT NAME**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) PROJECT IMPACT**

Local       County       State       National

Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(5) PROJECT TYPE**

Survey       Planning       National Register       Public Education

Other (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(6) SCOPE OF WORK:**

Please attach a scope of work for the project you are proposing. Be sure to address the following four points:

- Goal: What will the project achieve? What activities are needed to achieve that goal?
- Coordination: Describe the division of labor and project responsibilities of the consultant, project coordinator, staff, and historic preservation commission members.
- Work Products: Include a list of tangible products for your type of project. Identify additional intangible products or benefits.
- Schedule: List appropriate deadlines for completing different parts of the project, such as: hiring a consultant, conducting meetings, submission of draft and final products.

**(7) BUDGET**

Total Project Budget: \$\_\_\_\_\_

Show that the budget is reasonable and that budget items are necessary to accomplish major project tasks/activities. Provide a sufficiently detailed budget to show basis for cost items, including a breakdown of consultant and staff hours by task. Indicate how these numbers were calculated. You may use one or more pages of the Budget Worksheet, on following page, for recording specifics.



U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and  
Other Responsibility Matters, Drug-Free Workplace  
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

---

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-  
Primary Covered Transactions**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -  
Lower Tier Covered Transactions**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.*

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

**PART C: Certification Regarding Drug-Free Workplace Requirements**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.*

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

---

---

---

Check \_\_\_ if there are workplaces on files that are not identified here.

---

**PART D: Certification Regarding Drug-Free Workplace Requirements**

---

*CHECK \_\_\_ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.*

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

---

**PART E: Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

---

*CHECK \_\_\_ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.*

*CHECK \_\_\_ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

---

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

---

TYPED NAME AND TITLE

---

DATE

DI FORM 1350:

**U. S. Department of the Interior  
Assurance of Compliance  
(Title VI, Civil Rights Act of 1964)**

\_\_\_\_\_ (hereinafter called "Applicant")

Hereby Agrees That It will comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and all requirements imposed by or pursuant to the Department of the Interior Regulation (43 CFR 17) issued pursuant to that title, to the end that, in accordance with Title VI of the Act and the Regulation, no person in the United States shall, on the ground of race, color or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives financial assistance from the Department of the Interior (NPS) and Hereby Gives Assurance that will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department of the Interior (NPS). This assurance obligates the Applicant, or in the case of any transfer of such property, any transferee for the period during which the real property or structure is used for a purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance obligates the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance obligates the Applicant for the period during which the Federal financial assistance is extended to it by the Department of the Interior (NPS).

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property discounts or other Federal financial assistance extended after the date hereof to the Applicant by the bureau or office, including installment payments after such date on account of arrangements for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the United States shall reserve the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below (is) are authorized to sign this Assurance on behalf of the Applicant.

\_\_\_\_\_  
*Name of Applicant*

By:

\_\_\_\_\_  
*Authorized Signature / Title*

\_\_\_\_\_  
*Date*

**ADDENDUM DI FORM 1350**

**U. S. Department of the Interior  
National Park Service  
Civil Rights Assurance of Compliance**

---

*Name of Applicant*

Also Agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

---

*Name of Applicant*

By:

---

*Authorized Signature / Title*

---

*Date*

Applicants Mailing Address:

---

---

---

---

---

**STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM:**

Section A: Governmental Agency

I am the \_\_\_\_\_ of \_\_\_\_\_ and,  
*Print or Type title of Chief Financial Officer* *Name of Applicant*

in this capacity, I will be responsible for establishing and maintaining the financial statements for the project

---

*Title of Proposed Project*

The accounting system that will be established and maintained for the purpose of this proposed contract/grant will be adequate to:

1. Provide for accurate identification of the receipts and expenditures of New Jersey State Department of Environmental Protection funds by approved budget cost categories;
2. Provide for documentation supporting each book entry, filed in such a way that it can be easily located;
3. Provide accurate and current financial reporting information;
4. Be integrated with a strong system of internal controls and;
5. Will conform to any and all requirements or guidelines that New Jersey Department of Environmental Protection may issue.

---

*Signature of Chief Financial Officer*

---

*Name of Chief Financial Officer (Print or Type)*

---

*Date*

**ATTACHMENT C**

**GOVERNING BODY RESOLUTION**

**Governing Body Resolution**

**Resolution #** \_\_\_\_\_

The governing body of \_\_\_\_\_ desires to  
*(Print or Type Grantee's name)*

further the public interest by obtaining a grant from the State of New Jersey in the amount of approximately \$ \_\_\_\_\_ to fund the following project:  
*(Total project cost)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Therefore, the governing body resolves that

\_\_\_\_\_  
*(Print or type person's name)*

or the successor to the title of \_\_\_\_\_ is authorized  
*(Print or type title of authorized official)*

- (a) to make application for such a grant,
- (b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than \$ \_\_\_\_\_ and not more than \$ \_\_\_\_\_ and
- (c) to execute  any amendments thereto  any amendments thereto which do not increase the Grantee's obligations.

The Grantee agrees to comply with all applicable federal, State, and municipal laws, rules, and regulations in its performance pursuant to the agreement.

Introduced and passed \_\_\_\_\_, \_\_\_\_\_.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

(Seal)

# **ATTACHMENT D**

## **SAMPLE SCOPES OF WORK**

D-1 CAMP

D-2 Cultural Resources Survey

D-3 National Register Nomination for individual property

## Scope of Work for Proposed CAMP

### General Overview

The proposed project is a one-day training session for historic preservation commissions and other individuals involved in local historic preservation efforts throughout New Jersey. The session is to be hosted by the *(Insert Name of Municipality)* Historic Preservation Commission and located in *(Insert Name of Municipality)*, NJ. The proposed attendance for the session is 100. The session will be open to attendees statewide.

For the proposed Commission Assistance Mentoring Program (CAMP), *(Insert Name of Municipality)* will contract with the National Alliance of Preservation Commissions (NAPC) to craft a customized one-day (eight (8) hour) CAMP session to be hosted in *(Insert Name of Municipality)*.

The proposed CAMP session will combine the services of two (2) NAPC trainers with the services of an expert in New Jersey preservation and land use law.

### Goal

The goal of the proposed project is the successful creation and provision of a customized training session that explores the essential concepts of local historic preservation theory and practice to provide commissioners, staff, public officials, and others with the best tools and knowledge available. This type of regular education is an imperative component of effective local historic preservation programs, and a required component of Certified Local Government (CLG) programs. This project will meet and exceed training expectations and requirements via its customization to New Jersey commissioner needs. Additionally, the training session will benefit both attendees and those who cannot attend via the take-home manuals.

### Coordination

*(Insert Name of Municipality)*, as the host municipality, is responsible for providing the matching funds for the project. As the CLG grant applicant, they will contract with NAPC for provision of the proposed CAMP training session.

Project Coordinator *(Insert Name of Paid Municipal Staff Person)*, will be responsible for administration of the grant. All invoices for services provided will be addressed to *(Insert Name of Municipality)*, and delivered to *(Insert Name of Paid Municipal Staff Person)*. These will include invoices from NAPC, the chosen event facility, the chosen trainer lodging facility, and the legal trainer.

NAPC will contract with *(Insert Name of Municipality)* for the provision of a CAMP training session in *(Insert Month and Year of anticipated workshop)*. NAPC will work with the project coordinator to negotiate and finalize a contract and craft an agenda. NAPC will select and provide two (2) trainers for the proposed session, and will manage their travel arrangements. NAPC will invoice *(Insert Name of Municipality)* for all associated costs.

## Work Products

Registration list: A list of the registrants for the proposed CAMP training session will be supplied to demonstrate the diversity of commissioners who attend. CAMP training sessions are designed to offer something for commissioners and members of the interested public at all levels of experience, and commissions at all stages of development.

Training session manual: A copy of the several hundred-page manual of distinguished reference materials and case studies will be supplied. This carefully organized collection of articles, fact sheets, and model resources helps break the training session down into manageable portions, and is designed to serve as a handbook for commissioners to continue to use long after the CAMP session. Participants can reference these sources in the future and can extract resources for inclusion in their own educational materials, expanding the positive impact of one CAMP session to countless individuals over years to come.

PowerPoint presentations: Each element of the training session is presented using a PowerPoint presentation. After the proposed CAMP, these presentations will be posted on the *(Insert Name of Municipality)* website, accessible to the general public.

All products to be provided to HPO on CD-ROM in the format prepared for the CAMP session, one hard copy of the training manual shall be provided to the HPO for the HPO reference library.

## Schedule

*(Insert Schedule)*

## Scope of Work for Cultural Resources Survey

The Grantee shall employ at a minimum the services of an Architectural Historian qualified in accordance with the National Park Service *Professional Qualification Standards*, to produce an intensive-level architectural survey of a minimum of *(Insert Number)* historic resources. Surveyed resources may be documented individually or as part of an historic district.

Information generated from this Intensive-level Architectural Survey will enable the Grantee's Planning Board, Zoning Board of Adjustment and Historic Preservation Commission to make informed land use decisions in accordance with the municipal Master Plan, local ordinances, and the Municipal Land Use Law. It will also assist the *(Insert Name of Municipality)* Historic Preservation Commission in making reasonable, consistent and justifiable decisions.

The survey must be conducted in accordance with the HPO *Guidelines for Architectural Survey* (Guidelines). The survey data will be gathered using a database application provided by the HPO and mapping will be based on GIS data. The results of the survey shall be compiled in a report that presents intensive-level research, eligibility findings, and summarizes the overall survey effort.

The following products shall be produced as part of the survey effort:

### I. Intensive-level Survey Documentation

The Grantee shall conduct an Intensive-level Survey consisting of:

#### Survey Forms

- preparation of HPO approved forms for a minimum of *(Insert Number)* historic resources. **All forms must be submitted in electronic and hard copy. The electronic copy must be submitted as a Microsoft Access 2003 database as provided by the HPO. The hard copy inventory forms will be generated from the database**
- preparation of attachments and eligibility worksheets for those properties identified as potentially individually eligible
- assessment of "key-contributing" (i.e. individually eligible), "contributing" and "non-contributing" status for all properties surveyed as part of historic district(s)

#### Photography

- Survey photography shall include at least one digital color photograph of the entire principal elevation or view for every historic property in the intensive-level survey (this photograph shall appear on the Base Survey Form for the subject property).
- Additional photographs, which clearly contribute to an understanding of the property's significance, are strongly recommended. These photographs shall appear on continuation sheets following the survey form for the subject property.
- Survey photographs shall be submitted as color digital images in JPEG format with a minimum pixel array of 1200 by 1800 (approximately 4" by 6" at 300dpi).

#### GIS Mapping

- GIS Mapping must be based existing digital parcel maps, or an HPO approved alternate, such as Global Positioning System (GPS) data.

- Digital submissions must include separate ArcView shapefiles in the data structure provided by the HPO:
  - a. Historic District boundaries (polygons). Where the Historic District boundary coincides with a municipal boundary, the Historic District Boundary must overlay the municipal boundary exactly.
  - b. Property locations (points).
- Geospatial metadata sufficient to satisfy the metadata reporting requirements of the NJDEP Mapping and Digital Data Standards (2006) available online at <http://www.nj.gov/dep/gis/standard.htm>.
- **All digital data shall be submitted on CD-ROM in the formats referenced above.**
- The GIS data shall serve as the basis for creating the 2" x 3" location map for each surveyed property. The location map shall be saved as a digital image in JPEG format that will be included on the hard copy survey forms

## **II. Intensive-level Survey Report**

The Grantee shall prepare an intensive-level survey report in accordance with Section 3.5 of the *Guidelines for Architectural Survey*. The report will be comprised of at least 30 pages of typewritten text (12 point font in a single spaced format), not including survey forms, maps, photos and illustrations. **The final report must be submitted to *(Insert Name of Municipality)* in electronic and hard copy. The electronic copy must be submitted on CD-ROM as a Microsoft Word document**

### **DELIVERABLES:**

For purposes of this Grant Agreement the Grantee shall produce two (2) hard copies of all survey products defined above. The HPO will receive one (1) complete hard copy set of the completed survey products in accordance with the grant Schedule below. The Grantee will retain one (1) complete hard copy of the survey products for local use

### **SCHEDULE:**

*(Insert Schedule)*

## **Scope of Work for National Register Nomination for an individual property**

The grant will provide the funding to fully research (*Insert Name of Individually Eligible Property to be Nominated*) in (*Insert Name of Municipality*) and to prepare a New Jersey and National Registers of Historic Places nomination. The Grantee shall obtain the services of a National Park Service qualified architectural historian to prepare the nomination on HPO and National Park Service (NPS) approved National Register forms. The nomination shall be prepared in accordance with *How To Complete the National Register Registration Form Bulletin* (available online at <http://www.nps.gov/nr/publications/bulletins/nrb16a/>) . In addition, the final product shall comply with the requirements set forth in the HPO's Preparer's Checklist (attached). The final nomination must be submitted to the HPO in electronic and hard copy. The electronic copy must be submitted on CD-Rom as one or more Microsoft Word 2003 files.

Before engaging a professional consultant, the Grantee must schedule a site meeting with the HPO National Register Coordinator to review and approve the site boundaries. The HPO will confirm and approve the boundaries in writing.

The Grantee's consultant shall photograph in coordination with the National Register Coordinator the determined number of photos required to properly document the proposed site. Three (3) sets of all photographs shall be produced and a PowerPoint (or equivalent) presentation.

### **Substantive Requirements:**

- Section 7 must begin with an initial paragraph that identifies what is being nominated, summarizes its appearance, and describes the property's integrity.
- Section 8 must begin with an initial summary paragraph that indicates the pertinent National Register Criteria (and criteria considerations if applicable), the period of significance, and the areas and level of significance of the property. This statement of significance must be written in a clear and complete manner.
- Bibliographic references must be included in Section 9.

### **Photography Requirements:**

- All photographs must be well composed, clear, sharply focused, and properly exposed.
- All photographs must meet the current requirements of the National Register Photo Policy (available online at [http://www.nps.gov/nr/publications/guidance/Photo\\_Policy\\_final.doc](http://www.nps.gov/nr/publications/guidance/Photo_Policy_final.doc)).
- All photographic prints must be labeled in accordance with current National Register requirements.
- Photographs must depict the property free from obstruction by foliage or snow, to the greatest extent practicable.
- All photographs shall be keyed to a site map or to floor plans (or plan sketches), as appropriate (see Mapping Requirements below).
- Three (3) identical sets of photographs must be furnished (one for the National Park Service, one for the HPO, and one for the CLG). Each set of photographs must include one set of hard-copy, black & white or color prints of a minimum size of 4 inches by 6 inches as well as an archival-quality CD containing the photographic

images in the form of .tif files of six megapixels or greater (minimum 2000 x 3000 pixel image) at 300 dpi.

#### Mapping Requirements

- The nominated resource must also be delineated on an original USGS 7.5-minute topographic quadrangle map (1:24,000 scale) with the boundaries of the nominated resource precisely delineated by sharp pencil lines in accordance with National Park service requirements.
- The Grantee's consultant shall produce a site map utilizing a civil engineer's survey (if available) or the local tax map as a base, at a scale not less than 1 inch = 200 feet and meeting the requirements in the Preparer's Checklist.
- The map shall clearly indicate the location and orientation for all exterior photographs.
- The Final submission shall include three (3) copies all maps. The USGS map shall be folded to 8 ½ inch (portrait) size, with the nominated property situated in the top face of the map as folded. The other maps shall be either on 8 ½ by 11 inch paper (portrait orientation) or 11 by 17 inch paper (landscape orientation), depending on size and scale factors.

#### Other Documentation

- The Grantee's consultant shall furnish a PowerPoint presentation, or acceptable equivalent, summarizing the description and significance of the property.
- The Grantee shall provide the HPO with a copy of the property owner's approval to nominate (*Insert Name of Individually Eligible Property to be Nominated*).
- The Grantee shall provide the HPO with letters (signed and dated originals) from the Mayor and Historic Preservation Commission (HPC) endorsing the nomination and authorizing it to be processed for consideration on the New Jersey and National Registers of Historic Places. The letters must clearly explain how the HPC has afforded the public a reasonable opportunity for comment. Failure on the part of the Grantee to submit the letters to the HPO with the final products will result in termination of the grant.

#### NOMINATION PUBLIC MEETING REQUIREMENTS

- Grantee shall hold a minimum of one (1) public meeting to inform and educate the community about local designation and the New Jersey and National Register Programs. The open public meeting must be noticed and conducted in accordance with the requirements of New Jersey Open Public Meetings Act. The meeting may include but are not limited to the Historic Preservation Commission, Governing Body, Planning Board, and interested members of the public.
- The Grantee's consultant shall attend the meeting and present a brief history of the (*Insert Name of Individually Eligible Property to be Nominated*) and answer questions related to the designation or nomination. The presentation shall include a PowerPoint (or equivalent) presentation.
- The HPO shall be notified in writing of the time, date, and location of the meeting three (3) weeks prior to the meeting date.
- All public meetings must be located in an ADA accessible facility.

#### **Schedule**

(*Insert Schedule*)

# PREPARER'S CHECKLIST for National Register Nominations

New Jersey Historic Preservation Office

(revised November 2010)

[Note: This form was prepared to aid preparers using the Registration Form that has been in use since 1990 (and remains in use). Preparers who are using the 2010 version of the Registration Form, which is optional, may need to contact HPO staff with questions about how to meet Federal and New Jersey requirements.] Use this checklist along with National Register Bulletin 16 Part A to help you properly complete the National Register Registration Form, the narratives, and the accompanying documentation that together comprise a Register nomination. This checklist contains reminders about the most frequently overlooked or incorrectly completed elements of Registration forms. **The items in boldface below describe New Jersey requirements that are not described in Bulletin 16 Part A.** Please be sure to have completed the following items or supplied the accompanying material in the manner indicated below. (Note that some items required for district nominations are not required for individual properties, and vice versa.)

Check the appropriate line if you, the preparer, have:

## **Registration Form reminders:**

### **SECTIONS 1 & 2. NAME and LOCATION**

- Listed only the most important historic name (not the current name) on the "historic name" line.
- Listed **only** the name of the **municipality** on the "City/town" line (including "Borough", "Township", etc.), and
- Listed the proper codes for state and county (NJ code is "034").

### **SECTIONS 5 & 6. CLASSIFICATION and FUNCTION or USE**

- Accurately counted and reported contributing and non-contributing resources, and
- Listed the correct historic and current functions, according to Bulletin #16A (read the rules carefully).

### **SECTION 7. DESCRIPTION**

- Listed proper Architectural Classification(s) according to Bulletin #16A (read the rules carefully), and
- Listed all appropriate Materials according to the instructions in Bulletin #16A.

### **SECTION 8. SIGNIFICANCE**

#### **Summary NRIS data:**

- Checked proper Criteria and Criteria Considerations
- Listed appropriate Areas of Significance
  - Properly defined the Period of Significance and listed only one period
  - Listed Significant Dates cited in text
- Listed appropriate Cultural Affiliation (archeological properties only) or typed "N/A"
- Listed the Significant Person(s) only if Criterion B is checked  
(Last-name-first, with birth & death years, if known)
- Listed all Architects/Builders cited in text (last name first, then first name, or name of firm)

### **SECTION 10. GEOGRAPHICAL DATA**

- Accurately stated the Acreage to the nearest acre (or if less than one acre, to the nearest tenth of an acre)

## **Continuation Sheet reminders**

**ALL:**  Placed the proper running head (including NJ, county name, and name of resource) on **all** continuation sheets

### **SECTION 7: DESCRIPTION NARRATIVE:**

- Begun with a single summary paragraph containing the following items:
  - Begins with a sentence that defines the resource ("The...is [a/the]...");
  - General description of property's most important features;
  - Total number of resources, with a breakdown by type (i.e. buildings, structures, etc.) and how many contributing and non-contributing (Districts only)**
- Supported summary paragraph with additional narrative that addresses:
  - The original appearance of resource(s) inside and outside;
  - The subsequent alterations and present appearance, inside and outside;
  - Questions of physical integrity; and
  - Cross-references the photographs.**

Individual Resource Descriptions (*for District, or nominations with multiple resources*):

- Described all other resources, both contributing and not-contributing, including:
  - a resource number that is keyed to the site map or district map**
  - Block and Lot numbers**, and street addresses

- Historic name (if any), and use (eg. "single-family dwelling"), number of stories and bays, principal material (eg. frame, brick, or stone), type, architectural styles, construction date, alterations, etc.
- the immediate setting of the resource.
- Evaluation of whether the resource is "contributing" or "non-contributing"
- Cross-references to the photographs**
- Historical information about the building if not provided in Section #8 (Districts only)**

### **SECTION 8. NARRATIVE STATEMENT OF SIGNIFICANCE:**

- Begun with a Summary Paragraph which addresses the following items:
  - brief summation of the property's claims to significance or significant association
  - the Criteria under which the resource qualifies
  - the Categories of its Significance
  - the Period of Significance and its justification
  - Significant Persons (if Criterion B is checked)
- Supported the summary paragraph with additional narrative that adequately:
  - Demonstrates the identity of the resource
  - Explains the historic contexts in which the resource is significant
  - Explains how the resource qualifies under all Criteria and Considerations checked
  - Documents the history of the resource within its context(s), including Significant Persons, Significant Dates, and any Architect or Builders listed in the Registration Form
  - Evaluates the significance and integrity of the resource
- Adequately footnoted or referenced the Statement of Significance

### **SECTION 9. MAJOR BIBLIOGRAPHIC REFERENCES**

- Included all important bibliographic references on which the Significance Statement depends
- Avoids citations of general architectural works
- Employs complete citations that consistently adhere to a recognized bibliographic style or format
- Indicates locations where copies of rare or unusual source materials may be found

### **SECTION 10. GEOGRAPHICAL DATA**

- Included a complete, narrative Verbal Boundary Statement and/or a qualifying map of the nominated property
- Included a Boundary Justification Statement that defends the selected boundaries against potential arguments that they are too inclusive or exclusive

### **Accompanying Documentation reminders**

- Included a USGS 7.5-minute quadrangle map (not a photocopy) with the resource precisely located by sharp pencil lines
- Provided a large-scale Site Plan for individual properties, or, for districts, a map of 1: = 200' scale or larger, which adequately and properly indicates: **(Note: individual sheets should not be larger than 11x17 inches)**
  - Name of resource, month/year prepared, preparer's name
  - Scale (**bar scale required**)
  - North arrow (true north)
  - Block & Lot nos.** and street addresses
  - Bldgs. & Bldg. nos. (keyed to Indiv. Descriptions)
  - Boundary of the nominated property, **clearly emphasized**
- Provided copy(ies) of above map indicating Photo coverage + distribution of non-contrib. properties (w/hatching)**
- Provided Historic Maps, if needed
- Provided a floor plan sketch annotated to show where the photos were taken**
- Furnished **two (2)** identical sets of photographs at a **minimum size of 4" x 6"**
  - Two options: 1.)  Digital option or 2.)  Traditional B/W option.
  - If (1), then submit **two (2)** sets of proper, hard-copy, digital B/W or color prints & **(2) two** CDs with digital .tif files.
  - If (2), then print as "true" black-and-white prints on archival, non-chromogenic paper
    - Whether (1) or (2), hard-copy prints must be properly labeled on reverse using soft pencil or along (a) the bottom border of the face or (b) the bottom edge of the reverse side, using a permanent film marking pen (no adhesive labels are permitted)
  - Photos are accompanied by a continuation sheet(s) listing the required information for each photo

### **Miscellaneous Additional Requirements**

- Furnished a PowerPoint presentation or acceptable equivalent, or a sufficient number of color slides, well labeled**
- For districts, furnished **in proper format** an accurate list, **certified by an appropriate municipal official**, of all owners of the nominated property, their addresses and **Block/Lot numbers**
- For individual properties, the name and address of the property owner(s) on the Registration Form or in a cover letter
- If the owner of the subject property did not prepare or sponsor the nomination, a letter or other evidence has been furnished showing that the owner knows that the nomination is being prepared

**ATTACHMENT E**

**PROFESSIONAL QUALIFICATION  
STANDARDS**

## *Historic Preservation Professional Qualifications*

In the following definitions, a year of full-time, professional experience need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

1. **History.** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:
  - a. at least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution; or
  - b. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.
2. **Archaeology.** The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:
  - a. at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
  - b. at least four months of supervised field and analytic experience in general North American archaeology; and
  - c. demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.
3. **Architectural history.** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:
  - a. at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
  - b. substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.
4. **Architecture.** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a license to practice architecture.
5. **Historic architecture.** The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:
  - a. at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
  - b. at least one year of full-time professional experience on historic preservation projects. (Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.)

**ATTACHMENT F**

**HPO REIMBURSEMENT FORM**

