

GRANTEE WORKSHOP

Preserve New Jersey Historic Preservation Fund
Historic Site Management; Heritage Tourism; and Municipal,
County, and Regional Planning (MCRP)

2024 Grant Recipients



The background image shows the interior of a grand, historic building. The ceiling is highly ornate with a complex geometric pattern of recessed squares and circles, each containing a small decorative medallion. A large, circular chandelier with a black wrought-iron frame and multiple light sources hangs from the center. The walls are a warm, light-colored plaster. In the foreground, there is a large, arched stone fireplace. To the left and right of the fireplace are tall, slender columns with Art Deco-inspired designs, featuring green and gold accents. A dark wooden bench is visible on the right side of the frame.

NJ HISTORIC TRUST MISSION

The mission of the New Jersey Historic Trust is to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs that save our heritage and strengthen our communities.

NJ HISTORIC TRUST BOARD



- › 12 Citizen Members
- › 3 *Ex-Officio* Members, representing
 - › Department of Community Affairs
 - › Department of Environmental Protection
 - › Treasury

STAFF OF THE HISTORIC TRUST



- › Glenn Ceponis, Executive Director
 - › Carrie Hogan, Fiscal Officer
 - › Paula Lassiter, Principal Clerk
 - › Kristin Downing, Technical Assistant
- › Historic Preservation Specialists:
 - › Alexis Alemy
 - › Jennifer Boggs
 - › Shannon Bremer
 - › Olivia Chaudhury
 - › Stephanie Kraut
 - › Judith Murphy, AICP, PP
 - › Ashley Parker
 - › Tara Ritz



A close-up, low-angle shot of a chandelier. The central feature is a blue globe with gold stars, resembling the European Union flag. Several glass tubes, some of which are lit, radiate from the center. The background is a warm, brownish-gold color.

OVERVIEW

TODAY'S AGENDA

- › Overview of the Grant Agreement process
- › Overview of Grantee Packet and Grant Manual Materials
- › Executing the Grant Agreement
- › Defining the Scope of Work
- › Archaeological Requirements
- › Administering an Active Grant
- › Closing out the Grant
- › Publicity for your Project
- › Q&A



GRANT AGREEMENT PROCESS



1. The Trust holds a Grantee Workshop to explain the administrative requirements of the Grant Agreement.
2. The Grantee submits the supporting documentation.
3. The Trust assembles the materials and sends two originals of the Grant Agreement to the Grantee for signature.
4. The Grantee signs and returns the two Grant Agreements to the Trust for signature by the Executive Director and Department of Community Affairs Fiscal Office; ***at this point the Agreement is executed.***
5. Once the Agreement is executed, all reporting requirements are in effect.

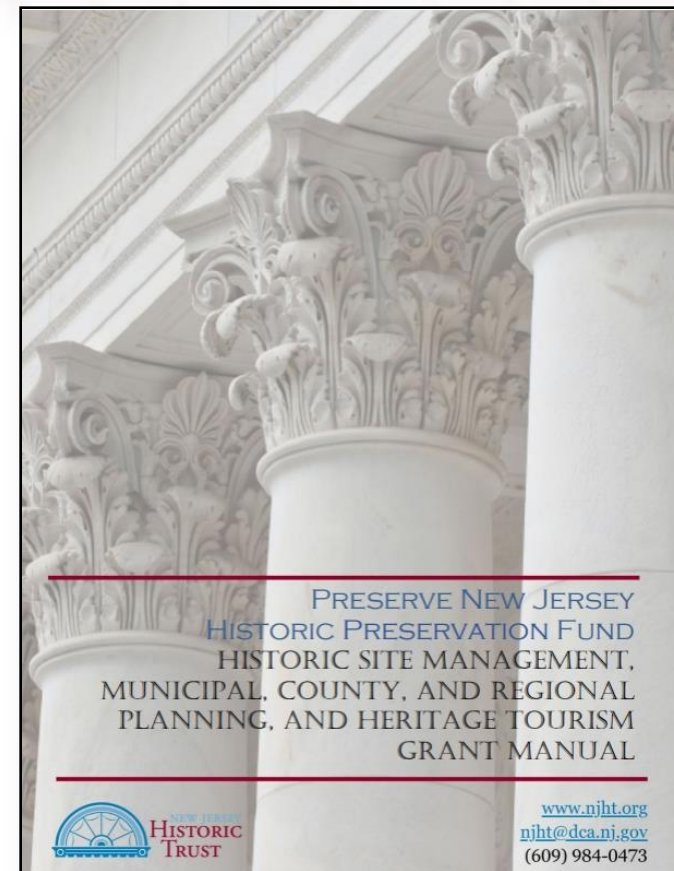
GRANT MATERIALS AND MANUAL

Grantee Info Packet:

- › Documents for executing your Grant Agreement
- › **Please print, fill out, compile certifications and resolutions, then mail to the Trust by March 28, 2025**

Grant Manual:

- › Everything you need to know to successfully manage your grant project



RESOURCES WEB PAGE

The entire grant manual is available on the NJHT website at: [njht.org](https://www.nj.gov/dca/njht/)



The screenshot shows the NJHT website's navigation bar with the following links: Home, About, Grants and Loans, Funded Sites, Easements, Heritage Tourism, Resources, and News and Events. The 'Resources' link is highlighted with a blue background. A dropdown menu is open under 'Resources', listing the following items: For Applicants, For Grantees, Tools for Preservation of Historic Resources (highlighted with a yellow box and a black arrow), Publications, Annual Reports, and Other Resources. The background of the website features a collage of images including crumpled paper, a lightbulb, a ship's wheel, and a building.

Home About Grants and Loans Funded Sites Easements Heritage Tourism Resources News and Events

Resources News and Events

- For Applicants
- For Grantees
- Tools for Preservation of Historic Resources
- Publications
- Annual Reports
- Other Resources

Or click here:

<https://www.nj.gov/dca/njht/resources/grantees/>



EXECUTING THE GRANT AGREEMENT

EXECUTING THE GRANT AGREEMENT

Checklist:

- › Outlines all the items required to prepare the Grant Agreement for execution

Letter of Acceptance:

- › To be signed and returned with an ORIGINAL signature

Grant Agreement Check-list

Project #:
Project Name:

Please refer to the project grant number and name (listed above) in all correspondence with the Historic Trust.

Be sure the following items are included with the package. Please note any missing items that will be submitted under separate cover (insurance certificates, board resolutions, etc.). If you have any questions about the required materials, please contact your Program Officer directly.

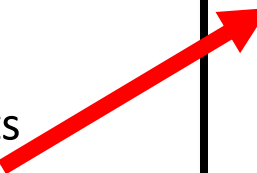
Must be received

- ☐ This Grant Agreement Checklist with completed items checked off
- ☐ Acceptance Letter with original signature
- ☐ Completed Grant Agreement Information Form and Contact Information sheet
- ☐ Insurance Certificate (with all categories completed by your insurance company and NJHT listed as Additional Insured)
- ☐ Attachment E - Governing Body Resolution (with original signature **and** raised seal)
- ☐ Attachment G - Statement of adequacy of accounting (with original signature)

EXECUTING THE GRANT AGREEMENT

Information Form:

- › To be completed and returned to the Trust so that we can prepare the Grant Agreement document
- › NJSTART:
 - › Registration in NJSTART creates a vendor profile for grant reimbursement payments
 - › First time grantees that are 501C3 non-profit organization should submit a W-9 questionnaire to treasury at aaiunit@treas.nj.gov
 - › The questionnaire can be found at: <https://www.nj.gov/treasury/omb/pdf/forms/W9.pdf>
 - › Help Desk 609-341-3500
 - › njstart@treas.nj.gov



GRANT AGREEMENT INFORMATION FORM
The following information is required for the Trust to generate your grant agreement. All fields are required.

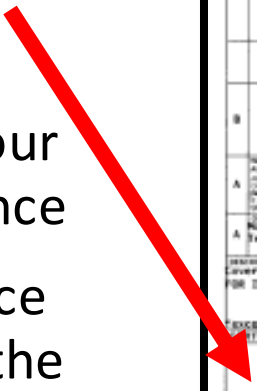
Project Number: 2020.0090
Project Name: Ayres/Knuth Farmstead

1. Chief Financial Officer: _____
2. Organization's Federal I.D. Number: _____
3. NJ START Vendor I.D. Number: _____
4. If using Federal funds as matching dollars (example: Tea 21 grants), give Catalog of Federal Domestic Assistance (CFDA) Account Number: _____
5. Your Fiscal Year ends: (month) _____ (day) _____
6. Your Accounting Records use the following system (check appropriate system):
 - ☐ Cash Basis
 - ☐ Accrual Basis
 - ☐ Modified Accrual
 - ☐ Other (explain): _____
7. Insurance:
 - a) Request that the NJ Historic Trust be named as additional insured (and reference your project number) on the policy for each Insurance Type listed below. Refer to "Insurance Requirements" in your Grant Manual for the Trust's expectations for insurance. If you checked any boxes labeled "Self-Insurance," submit a letter indicating the specific types and levels of self-insurance coverage. In the case of any exemptions, submit a certificate from the New Jersey Commissioner of Banking & Insurance identifying the specific exemption.
 - b) Ask your Insurance Company to submit a copy of your Certificate of Insurance to the Historic Trust. Please check appropriate insurance coverage below:
 - Comprehensive General Liability:
 - ☐ Insurance
 - ☐ Self-Insurance
 - Automobile Liability:
 - ☐ Insurance
 - ☐ Self-Insurance
 - ☐ Organization does NOT own or lease vehicles in its name
 - Workers' Compensation:
 - ☐ Insurance
 - ☐ Self-Insurance
 - ☐ Organization has no paid employees
 - Employers' Liability:
 - ☐ Insurance
 - ☐ Self-Insurance
 - ☐ Organization has no paid employees

EXECUTING THE GRANT AGREEMENT

Insurance:

- › Grantee must maintain insurance for the term of the Grant Agreement
- › NJ Historic Trust *must* be named as an additional insured
- › Request that the Insurance Company add your Project Number on the Certificate of Insurance
- › Grantee must submit Certificates of Insurance and/or documentation of Self-insurance to the Trust



ACORD CERTIFICATE OF LIABILITY INSURANCE

Form 601-124, 3562 FAX 601-124, 8812 DATE 06/28/2012

THESE CERTIFICATES ARE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFIRM NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT ALTER, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

INSURER	INSURER'S DIV. CO. OF MAIN. DC.	NAIC #
INSURER 1: FARMER'S DIV. CO. OF MAIN. DC.	00171	
INSURER 2: ACERIS INS. CO.	00171	
INSURER 3:		
INSURER 4:		

COVERAGES

TYPE OF INSURANCE	POLICY NUMBER	DATE OF POLICY	DATE OF EXPIRATION	LIMIT
A. GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CONTRACTORS' DEF. <input checked="" type="checkbox"/> PRODUCTS - COMPOUND	CP41180377-28	07/01/2012	07/01/2013	1,000,000 250,000 1,000,000 250,000 250,000
B. AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> HIRE AUTO <input checked="" type="checkbox"/> TRUCKS	CA1180378-29	07/01/2012	07/01/2013	1,000,000 1,000,000 1,000,000 1,000,000
C. GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> HIRE AUTO	CA1180379-30	07/01/2012	07/01/2013	1,000,000 1,000,000 1,000,000
D. SPECIAL FORMS LIABILITY <input checked="" type="checkbox"/> SPECIAL FORMS <input checked="" type="checkbox"/> CONTRACTORS' DEF.	CP41180377-28	07/01/2012	07/01/2013	1,000,000 250,000 1,000,000 250,000
E. TRUCKS <input checked="" type="checkbox"/> TRUCKS <input checked="" type="checkbox"/> TRAILERS <input checked="" type="checkbox"/> TRUCKS AND TRAILERS	CP41180377-28	07/01/2012	07/01/2013	1,000,000 1,000,000 1,000,000

DESCRIPTION OF WORK

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EXCEPT 10 days for nonpayment of premium

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL endeavor to MAIL, "10" DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPROVE NOTIFICATION OF LIABILITY OF ANY LOSS TO THE INSURER, ITS AGENTS OR REPRESENTATIVES.

REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

Sara Hartshorn/SBH

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EXECUTING THE GRANT AGREEMENT

Project Name: _____
Project Number: _____

ATTACHMENT E

**PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND
ADMINISTERED BY THE NEW JERSEY HISTORIC TRUST**

GOVERNING BODY / BOARD RESOLUTION

The governing body/board of _____ desires to further historic preservation through a grant from the New Jersey Historic Trust, State of New Jersey in the amount of \$ _____ for the following project _____.

Therefore, the governing body authorizes _____ (Insert Name and Title of Authorized Signatory) to execute a grant agreement with the State in an amount up to that awarded for the proposed project, and to seal the grant agreement.

Introduced and passed _____, 2020

Approved:
(Signature of Mayor, Freeholder Director, or Board Chairperson)

Title: _____

(County Clerk, Board Secretary, or Notary Public)

_____ government, corporate or notary seal

(E-1)

Governing Body / Board Resolution:

- › Your governing body needs to pass a resolution (Attachment E)
- › The individual authorized in Attachment E must be the same individual who will sign the Grant Agreement
- › The resolution **must be** imprinted with a raised government, corporate, or notary seal or official stamp
 - › **Resolutions that are not properly certified will not be accepted**

EXECUTING THE GRANT AGREEMENT

Statement of Adequacy of Accounting System:

- › Your CFO or organization's treasurer must review the requirements of the Grant Agreement (state-required audits and reporting) and sign this form
- › Your CFO/Treasurer **cannot be the same person** authorized by resolution (Attachment E) to execute the Grant Agreement
- › Your CFO certifies reimbursement requests and payment vouchers

Project Name: _____
Project Number: 2019.____

ATTACHMENT G

A GRANT AGREEMENT BETWEEN STATE OF NEW JERSEY
NEW JERSEY HISTORIC TRUST AND
Organization Name (Grantee)
2019.____ (Project Number)

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

I am the _____ (Insert Title of Chief Financial Officer or Treasurer) of
Organization (Grantee) and, in this capacity, I will be responsible for establishing and
maintaining the financial statements for Grant Number 2019.____.

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 for items to be reimbursed
by the New Jersey Historic Trust;
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 the New Jersey Historic Trust
may issue including Section VIII and Section XI of the Grant Agreement.

Signature of Chief Financial Officer / Treasurer

Name (Print or Type)

Date

(G-1)

EXECUTED GRANT AGREEMENT

Completed Info Packet

- › Surface mail completed info packet to PO
- › PO develops Scope of Work (D-1)
- › PO drafts Grant Agreement and mails two original copies to Grantee
- › Grantee signs and certifies both copies and returns both to PO
- › Historic Trust and DCA Fiscal Services sign Grant Agreement
- › One original Grant Agreement is mailed to Grantee

Project Name: Woodford County
Project Number: 2022-0042

PROJECT PROPERTY LOCATION
Common name of property: Downtown Woodford
Street Address: 123 Avenue A
City: Woodford State: New Jersey Zip: 07871

PURPOSE: Grant Program to be funded: Preserve New Jersey Historic Preservation Fund administered by the New Jersey Historic Trust
Sponsoring Authority of the Grant Program: NEW JERSEY HISTORIC TRUST

PROGRAM SPECIFICATIONS
Grantee hereby agrees to perform the work described in the specifications attached hereto as Attachments D-1 and D-2 Scope of Work/Scope Requirements, in the manner and under the terms herein specified. Attachments D-1 and D-2, and all other Attachments are hereby fully incorporated and made a part of this grant in all particulars.

SIGNATURES
APPROVED BY NEW JERSEY HISTORIC TRUST
By: [Signature] Title: Executive Director
Date: March 18, 2024
By: [Signature] Title: Grant Officer
Date: March 18, 2024

ACCEPTED AND AGREED (Grantee Representative)
By: [Signature] Title: Executive Director
Date: March 2, 2024
By: [Signature] Title: Grant Officer
Date: March 2, 2024

TABLE OF CONTENTS
1. DATA AND SIGNATURES
2. EXISTING LAWS AND POLICIES
3. SUBCONTRACTS
4. REPORTING
5. GRANT SYSTEM
6. GRANT PERFORMANCE
7. MODIFICATION
8. RESOURCES
9. TERMINATION AND EXPIRATION
10. PROVISIONS
11. COSTS AND UNEXPENSED FUNDS
12. REMEDIAL ACTION
13. TAX

A photograph of a two-story historic house with a gabled roof. The exterior paint is white but heavily peeling and weathered, revealing the underlying wood. The house has dark shutters on the windows. A front porch with white columns is visible at the bottom. The sky is blue with some clouds. The text "DEFINING THE SCOPE OF WORK" is overlaid in a large, black, serif font on the left side of the image.

DEFINING THE SCOPE OF WORK

DEFINING THE SCOPE OF WORK

Attachment D-1 (Scope of Work):

- › The Grantee will need to review and approve the Attachment D-1
- › Unless changes were made by the Trust during the application period, the Scope of Work in the Grant Agreement should correspond with the Scope of Work submitted in the Grantee's application to the Trust

2.4

- Sample Scope of Work/ Attachment D-1 -

ATTACHMENT D-1, SCOPE OF WORK

Name of Grantee: Historical Society
Project Name: Historic Battlefield
Project Number: 2017.0039
Grant Award: \$20,000

I. OVERVIEW OF PRESERVATION OBJECTIVES OF ENTIRE PROJECT

The Battlefield is significant for its association with the Revolutionary War battle fought at the site in 1776 and the location of a Native-American encampment. The park includes the Vanderveer House (a Dutch Colonial, brownstone house from 1713 with brick end gables) and the foundation of a rare grist mill.

The Trust grant will fund the creation of a site management plan that will serve as a blueprint for the development of the site, examining site constraints and even environmental context. The plan will assess properties on both sides of the battlefield, including land held by the State of New Jersey and the Historical Society.

II. PROJECT REVIEW AUTHORITY

The New Jersey Historic Trust will review and approve at least one draft (80%) and a final copy of the project deliverables. If appropriate, such documents will be reviewed for compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. Grantee shall copy the New Jersey Historic Trust on all project correspondence and inform Trust representative in advance of project meetings.

III. ACTIVITIES FUNDED BY THIS GRANT

III.A Description of Work to be Funded with this Grant

The scope of work of this grant includes non-construction tasks directly related to the funded work:

1. Professional architectural and historic preservation services for Site Design Guidelines and Phased Implementation Plan as described in proposal by ABC Associates, dated April 22, 2000, pages 1 to 8 (Exhibit 1).
2. Professional services for Archaeological Report as described in proposal by Smith Archaeologists, dated January 10, 2000, pages 1 to 3 (Exhibit 2).
3. Preparation of a Project Completion Report.

DEFINING THE PROJECT SCOPE

Attachment D-1 (Scope of Work):

- › Includes project budget with grant award amount
- › Brief history and statement of significance
- › Identifies the Project Review Authority
- › Defines the agreed upon work that will be funded by the grant

2.4

- Sample Scope of Work/ Attachment D-1 -

ATTACHMENT D-1, SCOPE OF WORK

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PROJECT SCHEDULE

Attachment D-1 (Scope of Work):

- › Includes a copy of the accepted proposal for activities funded by the grant
- › Includes a project budget for each work product
- › Shows initial payment and final payment
- › **Includes project schedule**

2.5

III.B. Schedule of Values for Work to be Funded with this Grant

<u>Amount</u>	<u>Item</u>
Professional fees and project expenses directly related to the funded work:	
1.	Fees and expenses for Guidelines and Plan by ABC Architects \$18,000
2.	Fees and expenses for report by Smith Archaeologists \$8,670
TOTAL	\$26,670
GRANT AWARD (No more than 75% of total)	\$20,000
Initial payment:	\$16,000
Final payment:	\$4,000

The above payments are based on project costs as specified in the Grant Application. If costs are less, these amounts will be reduced and/or the Grantee will remit the balance of grant to the Trust.

IV. PROJECT SCHEDULE (HSM):

Agreement Commencement Date:
Work Period Commencement Date:
Agreement Execution Deadline:
Project Commencement Deadline:
Work Period Expiration Date:
Agreement Expiration Date:

Created: by
Revised:

YOUR PROJECT SCHEDULE

TBD, 2025	The <u>Agreement Commencement</u> date is the day the Governor signs your appropriations bill
TBD, 2025	The <u>Work Period Commencement</u> date may be the same or the day you started work
TBD, 2026	The grant agreement must be executed by the <u>Agreement Execution Date</u>
TBD, 2026	Work must begin by the <u>Project Commencement Deadline</u>
TBD, 2027	Work must be completed by the <u>Work Period Expiration Date</u>
TBD, 2028	Grant must be closed out by the <u>Agreement Expiration Date</u>

PROJECT TEAM

Project consultants:

- › NJHT Staff must approve all consultants working on the grant funded project
- › All consultants must meet Professional Qualification Standards
 - › Consultants that were included in original grant applications are considered approved unless otherwise stated
 - › Grantees who did not include consultants in their original grant application must have proposed consultants approved by NJHT before beginning work



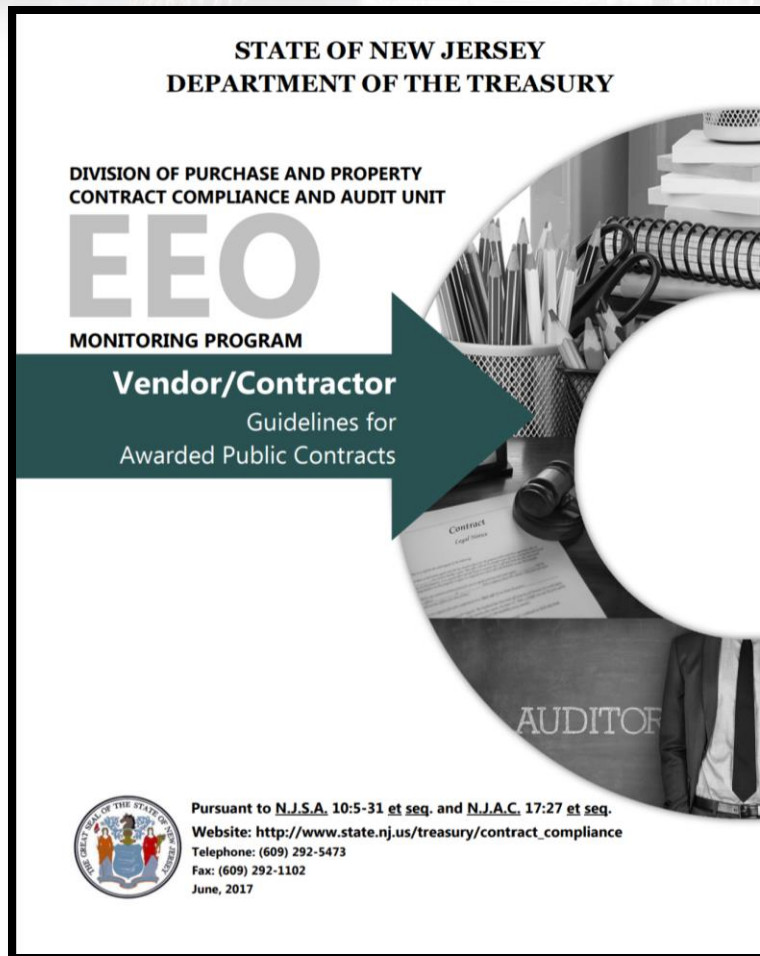
HSM, MCRP, and HT grantees must submit a signed agreement/consultant contract with their initial reimbursement request.

PROJECT REQUIREMENTS

- › All work must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties
- › Consideration of archaeology or the archaeological potential of your site is required for all preservation planning documents
- › Preservation Plans and HSRs
 - › Must meet the content requirements laid out in *A Preparation Guide – Second Edition*



NEW JERSEY STATE REQUIREMENTS




Financial Management:

- › Audits
 - › **Audits are ineligible for reimbursement**

Affirmative Action:

- › Nondiscrimination language and policy
- › Consultant to provide evidence of compliance

An aerial view of an archaeological excavation site. Several workers are visible, some using tools like shovels and measuring tapes. The ground is uneven, with exposed soil and some brickwork. A large, semi-transparent white oval is overlaid on the center of the image, containing the text 'ARCHAEOLOGICAL REQUIREMENTS'.

ARCHAEOLOGICAL REQUIREMENTS

WHEN IS ARCHAEOLOGY REQUIRED?

Acknowledgement of potential archaeological resources and their future treatment is required in planning documents.

Examples of work products that may require the incorporation of archaeological consideration:

- › Preservation plans
- › Site and resource management plans
- › Planning documents which outline future ground disturbing activity
- › Construction drawings and specifications



WHEN IS ARCHAEOLOGY REQUIRED?

If ground disturbance is planned, archaeological consideration is required.

Examples of ground disturbing activities:

- › Excavation of trenches for utility services and site drainage
- › Exterior foundation work
- › Installation of signage
- › Construction or expansion of walkways, driveways, and parking
- › Removal and installation of porch footings
- › Removal and installation of footings located below basement floor grade and repairs to basement floors
- › Excavation related to ADA site improvements



WHAT IS REQUIRED?

If archaeology is a component of your project, next steps should include:

- › Consultation with a qualified professional archaeologist
- › Submission of a proposal and work plan
- › Investigation in accordance with Secretary of the Interior Standards and the NJ Register of Historic Places Act
- › Submission of a report for NJHT review
- › Consideration of the results of the investigation in comparison with the current or proposed future project
- › Submission of one hard copy and one digital copy of the final approved report



Archaeological Requirements of the New Jersey Historic Trust (NJHT): FAQ

Why is the consideration of archaeology required?

Archaeological resources are protected by both Federal and State laws and regulations. Properties the NJHT may have potential for the presence of archaeological remains important in history or prehistory.

When is the consideration of archaeology required?

When a project involves ground disturbance including, but not limited to, the following:

- Excavation of trenches for utility services and site drainage,
- Work to existing foundations and footings, including those located below basement floor level,
- Installation of interpretive signage,
- Construction or expansion of walkways, driveways, and parking lots,
- Removal and installation of porch footings,
- Repairs to basement floors,
- Excavation related to ADA site improvements.

The NJHT strongly recommends that archaeology is considered regardless of whether it is required by law, as well as to inform a site's history and guide future stewardship of a historic resource.

My project will involve ground disturbance but I'm pretty sure the ground has been disturbed in the past. Is archaeological monitoring sufficient?

Archaeological monitoring as a first course of action is not considered to be best practice, unless sufficient evidence indicating that there is little to no potential for archaeological resources within the APE can be provided, such as in most gravel pits, road cuts, and pipeline trenches. Some forms of historic

Archaeological Monitoring Protocols for Projects Funded by the New Jersey Historic Trust (NJHT): FAQ

Please note that the following guidance is applicable only for projects where archaeological monitoring has been approved.

What is an archaeological monitoring protocol?

An archaeological monitoring protocol is a document stating critical project information as well as the conditions under which the presence of an archaeological monitor are required. It is the responsibility of the applicant, grantee, and/or their consultant team to ensure that the protocol is referenced in all project plans, documents, construction manuals, and specifications. The preparation and distribution of an archaeological monitoring protocol is required for NJHT-funded projects where archaeological monitoring will occur.

Who drafts the protocol?

A contracted, qualified professional archaeologist providing archaeological monitoring services for a project will draft the protocol. The protocol must be submitted to the New Jersey Historic Trust for review and approval prior to construction.

What should be included in the protocol?

It is recommended that archaeological monitoring protocols include the following information, at a minimum:

Archaeological Survey and Reporting Requirements of New Jersey Historic Trust Grant-Funded Work

Archaeological investigations be scheduled to occur prior to or during the design plans or construction documents so as not to impact construction schedules. Archaeological survey and reporting must be in keeping with the [Secretary of the Interior's Regulations for Archaeology and Historic Preservation](#) (Federal Register, Volume 48, No. 192, September 29, 1983). Survey efforts must comply with the New Jersey Historic Trust's [Requirements for Phase I Archaeological Survey](#) at N.J.A.C. 7:4-8.4. The individual(s) conducting the archaeological work must meet the [Secretary of the Interior's Professional Qualifications Requirements](#) (48 CFR 44738-9).

**ARCHAEOLOGICAL INVESTIGATION
MUST BE COMPLETE, THE
ELEMENTS MUST BE**

REVIEW

EXCAVATION

PROCESSING/ANALYSIS

PREPARATION

If evidence of a potentially significant archaeological site is found, the following solutions may be proposed: a) modify design plans and construction documents to avoid or minimize impacts or b) conduct a second phase of more intensive archaeological investigations. This latter phase should be structured to retrieve sufficient information to interpret a site or to provide measures for its protection. In some instances, it may be desirable to conduct a third phase consisting of complete data recovery. Allocating sufficient time toward the completion of archaeological investigation in advance of construction is important due to the potential requirement for altering project plans based

<https://www.nj.gov/dca/njht/programs/preservenj/overview/>

PUBLIC ARCHAEOLOGY



If archaeology is a required part of your project, consider going public!

- › Public engagement
- › Training opportunity
- › Build partnerships
- › New information
- › Artifacts



A photograph of a small, white, single-story wooden house with a gabled roof and a prominent brick chimney. The house has a small front porch with white columns and a red door. It is situated in a yard with fallen brown leaves and bare trees in the background. A large tree is on the left, and a wooden fence is on the right. The text "ADMINISTERING AN ACTIVE GRANT" is overlaid in a large, black, serif font.

ADMINISTERING AN ACTIVE GRANT

COMMUNICATION WITH THE TRUST

Send to the Trust:

- › Drafts of planning documents funded by grant
- › Contracts with consultants preparing grant-funded products
- › Quarterly reports and reimbursement requests

Close-out:

- › Final approved grant-funded documents
 - › One hard copy and one digital copy
- › Final report and reimbursement request



Know your program staff contact

Questions?

Problems?

Good news?

When in doubt, call or email... or both!

SUBMITTING QUARTERLY REPORTS

Attachment C-1:

- › Follow checklist of items and include:
 - › Narrative
 - › Team List
 - › Project Schedule
 - › Submissions
 - › Certification

Submit via:

- › Via email for a report with no reimbursement request
- › Via postal delivery for a reimbursement request
 - › Payment voucher must have **original signature**
- › Send a report - even if there's no activity!

Reports are due:

- ✓ April 15
- ✓ July 15
- ✓ October 15
- ✓ January 15

Project Name:
Project Number:

ATTACHMENT C-1

Preserve New Jersey Historic Preservation Fund HISTORIC SITE MANAGEMENT GRANT QUARTERLY REPORT

Project Number: _____ Project Name: _____
Organization: _____
Project Contact: _____
Phone: _____ E-mail: _____

Quarterly Report Check List

Quarterly Reports may be e-mailed to Trust or sent hard copy in the mail. The following items are required:

☐ Attachment C-1 (this form)
☐ Current Status
☐ Narrative Description
☐ Project Team List
☐ Current Project Schedule

Reporting Schedule: Quarterly Reports are due every three months:

Reporting Periods	Quarterly Due Date
Jan. 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – Sept. 30	Oct. 15
Oct. 1 – Dec. 31	Jan 15

CURRENT STATUS (check off all applicable):

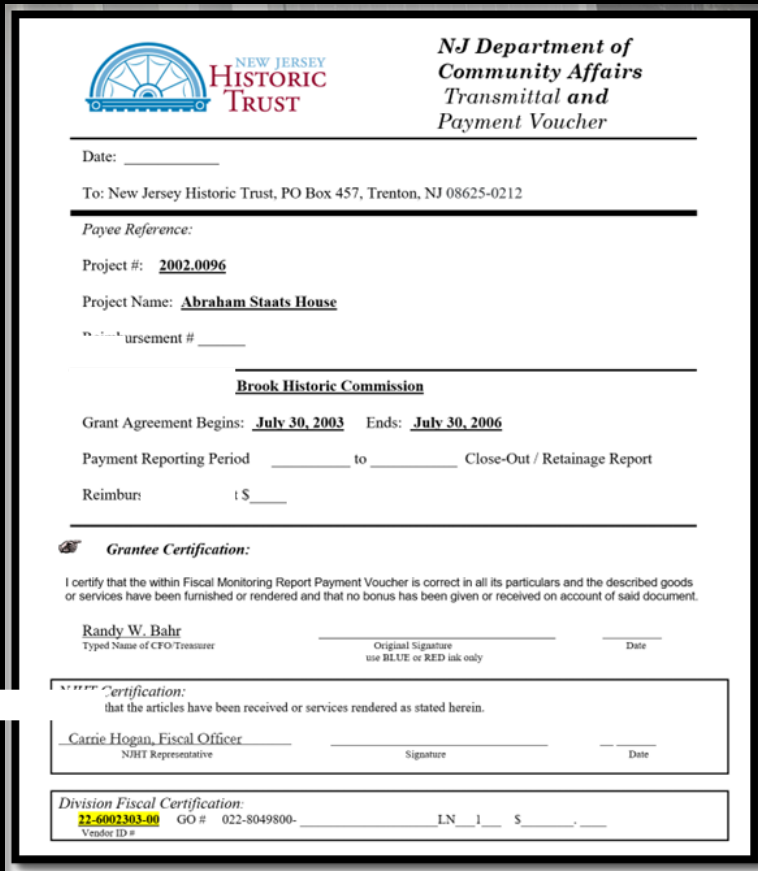
☐ Consultant is under contract with Grantee
☐ Project Status: _____
☐ Work products submitted to Grantee:

- ☐ Outline
- ☐ First Draft
- ☐ Final Product
- ☐ other: _____

(C-1.1)

REIMBURSEMENT REQUESTS

- › Two reimbursements
- › Initial reimbursement is 80% of grant award
- › Must include signed consultant contract if not previously submitted
- › Initial retainer or invoice is paid (attach invoice and proof of payment from financial institution)
- › State payment voucher – will not be paid without it!
 - › Requires original signatures of designated CFO
- › Payment will be disbursed after fiscal review
 - › Registering for direct deposit payments through the State's ACH system will expedite the payment process: www.nj.gov/treasury/omb/pdf/forms/achform.pdf



The image shows a 'NJ Department of Community Affairs Transmittal and Payment Voucher' form. It includes the New Jersey Historic Trust logo and the following fields: Date, To: New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625-0212, Payee Reference, Project #: 2002.0096, Project Name: Abraham Staats House, Reimbursement #, Grant Agreement Begins: July 30, 2003, Ends: July 30, 2006, Payment Reporting Period, Close-Out / Retainage Report, Reimbursement amount, Grantee Certification (signed by Randy W. Bahr), and Division Fiscal Certification (signed by Carrie Hogan, Fiscal Officer). The form also includes a Vendor ID # 22-6002303-00 and a GO # 022-8049800.

**NJ Department of Community Affairs
Transmittal and Payment Voucher**

Date: _____

To: New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625-0212

Payee Reference:

Project #: 2002.0096

Project Name: Abraham Staats House

Reimbursement # _____

Brook Historic Commission

Grant Agreement Begins: July 30, 2003 Ends: July 30, 2006

Payment Reporting Period _____ to _____ Close-Out / Retainage Report

Reimbursement: \$ _____

Grantee Certification:

I certify that the within Fiscal Monitoring Report Payment Voucher is correct in all its particulars and the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

Randy W. Bahr
Typed Name of CFO/Treasurer

Original Signature
use BLUE or RED ink only

Date

Staff Certification:

that the articles have been received or services rendered as stated herein.

Carrie Hogan, Fiscal Officer
NJHT Representative

Signature

Date

Division Fiscal Certification:

Vendor ID # 22-6002303-00 GO # 022-8049800 LN 1 \$ _____

WORK PRODUCT REVIEW



- › Submit work products to the Trust in draft form for review and comment
 - › Planning documents
 - › Construction drawings and specifications
- › Allow at least four weeks for review
- › Final work product may be produced after incorporating Trust's comments

AMENDING THE GRANT AGREEMENT

Reasons to amend the Grant Agreement:

- › Change to project schedule
- › Revised scope of work
- › Change in consultant or contractor

Request for Major Change (Attachment D-2):

- › Complete request ***before*** the end of the work period or Grant Agreement deadline
- › All requests are reviewed by the Grants and Loans Committee

General terms and conditions of the Grant Agreement are non-negotiable.





CLOSING OUT THE GRANT

CLOSING OUT THE GRANT

- › Final Report & Reimbursement Request
 - › Attachment C-2 – Follow Checklist
 - › Submit final and approved scope of work items
 - › Copies of invoices attached to corresponding canceled checks/proof of payment from financial institution
 - › Transmittal/Payment Voucher (with original signature of CFO or Treasurer)
- › You will receive the remaining 20% of the grant award





PUBLICITY FOR YOUR PROJECT



GOALS OF YOUR PUBLICITY PROGRAM



- › Maintain visibility of project and organization during preservation campaign
- › Increase attendance and/or membership for programs and activities
- › Attract new funding support and additional resources

OUR MUTUAL PUBLICITY GOALS



- › Promote and raise awareness of history and historic preservation in New Jersey
- › Ensure ongoing funding for historic preservation

JOURNEY THROUGH JERSEY

- › Visit www.journeythroughjersey.com to nominate your site for inclusion in this valuable and free heritage tourism marketing tool
- › Tag Journey Through Jersey on your Facebook and Instagram posts:
 - › @journeythroughjersey
 - › #journeythroughjersey
- › Add the Journey Through Jersey link and logo to your website!
- › To write a blog post or be otherwise featured on Journey Through Jersey, email: info@journeythroughjersey.com



STAY IN TOUCH WITH US

› Facebook, Instagram, BlueSky, and LinkedIn

› @njhistorictrust



› Tag us in posts, send us news coverage, progress photos, events, or any other content you'd like us to share (no guarantees but we post as much as we can)

› Please re-share our posts and link to our site.



QUESTIONS?

Program Officers:

- › Alexis Alemy – alexis.alemy@dca.nj.gov
- › Jennifer Boggs – jennifer.boggs@dca.nj.gov
- › Shannon Bremer – shannon.bremer@dca.nj.gov
- › Olivia Chaudhury – olivia.chaudhury@dca.nj.gov
- › Stephanie Kraut – stephanie.kraut@dca.nj.gov
- › Judith Murphy, AICP, PP – judith.murphy@dca.nj.gov
- › Ashley Parker – ashley.parker@dca.nj.gov
- › Tara Ritz – tara.ritz@dca.nj.gov

Fiscal Officer:

- › Carrie Hogan – carrie.hogan@dca.nj.gov

**Please direct questions
pertaining specifically to
your project to your
Program Officer after the
workshop.**



The background of the slide features a repeating, ornate pattern in a light beige or cream color. The pattern consists of stylized, symmetrical motifs that resemble acanthus leaves or classical architectural scrolls, arranged in a grid-like fashion. The central text is overlaid on a semi-transparent white rectangular area.

Thank you for joining us today!

We look forward to working with you!
