
PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND

HISTORIC SITE MANAGEMENT, MUNICIPAL,
COUNTY, AND REGIONAL PLANNING, AND
HERITAGE TOURISM GRANT MANUAL



www.njht.org
njht@dca.nj.gov
(609) 984-0473

Grant Project Checklist

PROJECT NAME:

PROJECT #:

TRUST STAFF:

<i>Grant Agreement Preparation and Execution (3-6 months)</i>
☐ Grantee (w/consultant input) and Trust staff discuss Scope of Work/ Attachment D-1 ☐ Grantee and Trust staff approve Attachment D-1
Grantee attends Grantee Workshop and receives Grantee Info Packet. After workshop Grantee returns completed info packet to the Trust: ☐ Signed Letter of Acceptance ☐ Attachment E-Resolution ☐ Attachment G-Accounting ☐ Certificate of Insurance ☐ NJSTART Vendor Enrollment
☐ Trust staff prepares grant agreement and sends two copies to grantee for signature
☐ Grantee signs and returns two copies of grant agreement to Trust
☐ Trust's Executive Director signs agreement copies ☐ DCA fiscal office opens account for the grant
☐ Trust staff sends executed grant agreement to Grantee, who may now request 80% of grant amount after having entered into contract with consultant and made an initial payment
☐ Grantee ensures consultant submits appropriate Affirmative Action paperwork to the State Division of Contract Compliance & EEO
<i>Quarterly Reports</i>
☐ Grantee is required to provide quarterly reports (see Attachment C-1) to the Trust staff, regardless of level of activity – report may be e-mailed to program staff.
☐ Trust staff reviews performance report and contacts Grantee with questions
<i>Initial Reimbursement Report (1-2 months)</i>
Grantee provides the following assurances with first reimbursement request: ☐ A signed and dated agreement with the consultant is submitted ☐ Invoice and evidence of initial payment to consultant
☐ Grantee provides Initial Reimbursement Report to Trust staff (Attachment C-1) ☐ Reimbursement request can be submitted via hard copy or email ☐ Include copy of contract(s) with consultant(s)
☐ Include copy of cancelled check for initial payment to consultants ☐ Include signed payment voucher
☐ Trust staff reviews report and contacts Grantee with questions ☐ Trust staff processes reimbursement requests and contacts Grantee if there are any missing requirements

Grant Project Checklist

<i>Preparation of Work Products (Plans, Drawings, Studies, etc.) (8 - 18 months)</i>
☐ Trust staff is invited to attend project kick-off meeting and all on-site or conference call project meetings ☐ Trust staff is copied on all correspondence between consultant and Grantee regarding the grant's scope of work. ☐ Grantee (or consultant) provides Trust staff with draft copy of work product
☐ Trust staff reviews and comments on draft work product
☐ Grantee (or consultant) provides Trust staff with final copy of work product incorporating Trust's comments.
☐ Trust staff accepts final work product
☐ Grantee (or consultant) submits two copies (1 hard copy, 1 digital) of the final work product to the Trust ☐ Grantee may now submit Final Report and Reimbursement Request for the remaining 20% of the grant amount.
<i>Final Reimbursement Report (12-18 months)</i>
Final report should be received after the Trust's acceptance of the final work product ☐ Final Report (Attachment C-2) ☐ Concluding Narrative ☐ Documentation of all invoices and payments ☐ Evidence of listing on the New Jersey Register of Historic Places, if part of funded scope of work

NJHT CONTACT INFORMATION

Mailing Address (includes US Postal Service): NJ Historic Trust
PO Box 457
Trenton, NJ 08625

Hand Deliveries (includes FedEx and UPS): NJ Historic Trust
101 S. Broad St, 6th Fl.
Trenton, NJ 08608

Phone: 609-984-0473
Fax: 609-984-7590

Web site: www.njht.org
Email: njht@dca.nj.gov

Historic Trust Staff

Glenn Ceponis, Executive Director
609-948-0207 | glenn.ceponis@dca.nj.gov

Alexis Alemy, Historic Preservation Specialist 1 & Archaeologist
609-948-0218 | alexis.alemy@dca.nj.gov

Jennifer Boggs, Historic Preservation Specialist 1
609-948-0219 | jennifer.boggs@dca.nj.gov

Shannon Bremer, Historic Preservation Specialist 1
609-948-0203 | shannon.bremer@dca.nj.gov

Olivia Chaudhury, Historic Preservation Specialist 1
609-766-9903 | olivia.chaudhury@dca.nj.gov

Kristin Downing, Historic Preservation Specialist 1
609-948-0210 | kristin.downing@dca.nj.gov

Carrie Hogan, Fiscal Officer
609-948-0212 | carrie.hogan@dca.nj.gov

Stephanie Kraut, Historic Preservation Specialist 2
609-948-0221 | stephanie.kraut@dca.nj.gov

Judith Murphy, AICP, PP, Historic Preservation Specialist 3
609-948-0214 | judith.murphy@dca.nj.gov

Ashley Parker, Historic Preservation Specialist 2 & Heritage Tourism Coordinator
609-948-0216 | ashley.parker@dca.nj.gov

Tara Ritz, Historic Preservation Specialist 1
609-930-1002 | tara.ritz@dca.nj.gov

Nan Wakefield, Historic Preservation Specialist 1
609-246-3745 | nan.wakefield@dca.nj.gov

Paula Lassiter, Principal Clerk/Typist
609-948-0213 | paula.lassiter@dca.nj.gov

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Chapter 1 EXECUTING THE GRANT AGREEMENT

OVERVIEW

This Chapter provides the necessary information to execute a Grant Agreement. We begin with an overview of the Grant Agreement Process.

The following pages explain what the Grantee must submit to the Trust before preparing the Agreement:

- Grant Agreement Information Form
- Insurance Requirements
- Complete the State of New Jersey W-9/Questionnaire for Non-Procurement Vendors (new grantees only)
- Governing Body / Board Resolution (Attachment E)
- Statement of Adequacy of Accounting Systems (Attachment G)

A blank sample of a Grant Agreement is included through the [Grantee Resources](#) page on the NJHT website. A copy of your Grant Agreement, once completed, should be kept with your Grant Manual for reference.

THE GRANT AGREEMENT PROCESS

From the Trust's perspective, Historic Site Management, Municipal, County, and Regional Planning, and Heritage Tourism Grants are divided into two consecutive periods:

- the **Award Period**, beginning with the announcement of the award and ending with the signing of the bill appropriating the funds.
- the **Agreement Period**, beginning with the appropriation of funds and ending with the close-out or expiration of the grant. At the execution of the Grant Agreement the award recipient becomes a "Grantee."

It is in the interest of the Trust and Grantee to execute the agreement as soon as possible once the Governor signs the appropriations bill, which is the "Agreement Commencement Date" referred to in the Grant Agreement. The Preserve New Jersey Historic Preservation Fund requires that an agreement between the Grantee and the Historic Trust must be executed and in effect within ***eighteen months*** of the date of the appropriation. The terms of the Agreement fully take effect when both parties sign the Agreement.

Award Period

Prior to executing the Agreement, the Trust's administrative role is advisory but both the Trust and Grantee, in expectation of the grant, operate in compliance with the Grant Agreement. During this time, the Trust expects to be informed of general progress, and the Trust staff is available to answer questions on certain administrative aspects of the project.

Meanwhile, the Trust prepares a draft Scope of Work (Attachment D-1) based on the information in the application. The Trust sends the draft Scope of Work to the Grantee for review. Minor changes to the Scope of Work in clarifications or fine-tuning may be made at this point.

At this stage, it is the Grantee's responsibility to ensure that any work performed within the funded Scope must comply with The *Secretary of the Interior's Standards for the Treatment of Historic Properties* to be eligible for reimbursement (See Reference Attachment B on the Grantee Resources page of the NJHT website). If federal funds are involved, the Grantee is required to comply with Section 106 regulations. If you are already working with the State Historic Preservation Office, you must continue to do so.

Agreement Period

By this time the grantee should have retained and entered into a contract with a Historic Architect or Preservation Consultant prior to execution of the Grant Agreement.

- the Trust hosts a mandatory Grantee Workshop with all Grantees to explain the administrative requirements of the Grant Agreement.
- the Grantee submits the Grantee Info Packet to the Trust:

- ☐ Grant Agreement Information Form
- ☐ Certificate of Insurance (ACORD)
- ☐ Complete the State of New Jersey W-9/Questionnaire for Non-Procurement Vendors (new grantees only)
- ☐ Signed Acceptance Letter
- ☐ Attachments E and G

When these steps are completed,

- the Trust assembles the materials and sends two originals of the Grant Agreement to the Grantee for signature.
- the Grantee signs and returns the two Grant Agreements to the Trust for signature by the Executive Director; at this point the Agreement is executed.
- the Trust forwards the signed Grant Agreement to the Department of Community Affairs Grant Administration Division to establish an account; returns one Agreement to the Grantee; and keeps one Agreement at the Trust's office.

Once the Agreement is executed, all reporting and other requirements are in effect. The Grantee may now request an 80% grant payment (see page 4.47 of this Manual for Initial Reimbursement Report Procedures).

GRANT AGREEMENT INFORMATION FORM

The following information is required for the Trust to generate your grant agreement.

All fields are required.

Project Number:

Project Name:

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 22 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:

1. **Insurance**

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

CONTACT INFORMATION SHEET

Grant Recipient Organization *(the information below must be consistent with information stated on IRS records)*

Name: _____

Mailing Address: _____

Day Telephone: _____

Fax: _____

Email: _____

Project Contact *(this is the person who will manage the grant and be the primary contact with the Trust)*

Name: _____

Mailing Address: _____

Day Telephone: _____

Fax: _____

Email: _____

INSURANCE REQUIREMENTS

The grantee must maintain in force for the term of the Grant Agreement the types and levels of insurance coverage detailed below.

This coverage is to be maintained through insurance companies licensed in the State of New Jersey or through formal, fully funded Self-Insurance programs authorized by law and acceptable to the Trust. Grantee must submit Certificates of Insurance and/or documentation of Self-Insurance to the Trust.

Minimum Required Insurance Levels/Types:

- **Comprehensive General Liability** policy as broad as the standard coverage form currently in use in the State of New Jersey which must not be circumscribed by any endorsements limiting the breadth of the coverage. The policy must include an endorsement for contractual liability and must include the State of New Jersey as an additional insured. The policy must also include an endorsement for products liability. Limits of liability must not be less than \$500,000 per person and \$1 million per occurrence for personal injury liability and \$250,000 per occurrence for property damage liability.
- **Comprehensive Automobile Liability** covering owned, non-owned, and hired vehicles with minimum limits of \$500,000 per person and \$1,000,000 per occurrence for property damaged liability.
- **Worker's Compensation Insurance** applicable to the laws of the State of New Jersey and **Employer's Liability Insurance** with a limit of not less than \$100,000.

Please read section III of the Grant Agreement for additional information regarding insurance requirements.

NJSTART VENDOR ENROLLMENT

For New Non-profit Grantees Only

The State of New Jersey W-9/Questionnaire for Non-Procurement Vendors form is required by the State of New Jersey's Comprehensive Financial System and must be completed by non-procurement vendors/payees who intend to do business with the State of New Jersey.

All non-procurement vendors/payees, that are receiving grant funds from the New Jersey Historic Trust for the first time, that do not otherwise sell goods or provide a service to the State of New Jersey will need to download, fill-out, print, sign, scan and email a completed W-9 Questionnaire to aaiunit@treas.nj.gov. The questionnaire can be found at: <https://www.nj.gov/treasury/omb/pdf/forms/W9.pdf>.

If you have questions or need assistance completing the form, please contact vendor control at (609) 633-0783 or via email: aaiunit@treas.nj.gov.

If you are a returning applicant/grantee, you are NOT required to submit the questionnaire, instead you may continue to use NJSTART to access/update your vendor record.

ELECTRONIC PAYMENT AUTHORIZATION VIA AUTOMATED CLEARING HOUSE (ACH) PROGRAM

For Non-Procurement Vendors

The electronic payment authorization form is required for non-procurement vendors/payees that elect to have their payments disbursed electronically via the automated clearing house (ACH) program.

To receive electronic payments, all non-procurement vendors/payees will need to complete the electronic payment authorization form and submit either a voided check OR bank issued account verification letter. The completed form, along with the required voided check or bank issued account verification letter, should be mailed or emailed to:

OMB-Vendor Control
PO Box 221
Trenton, NJ 08625
Email: aaiunit@treas.nj.gov

The electronic payment authorization form can be found at:
<https://www.nj.gov/treasury/omb/pdf/forms/achform.pdf>.

All forms related to the Office of Management and Budget (OMB) can be found at:
<https://www.nj.gov/treasury/omb/forms.shtml>.

GOVERNING BODY / BOARD RESOLUTION

ATTACHMENT E

The Trust needs acknowledgement and acceptance of the Grant from your organization. Attachment E is that part of your Grant Agreement. **Your governing body/board needs to pass a resolution** at its next meeting identifying and authorizing the person who will sign the Grant Agreement on behalf of your organization. The individual authorized in Attachment E must be the **same individual** who will sign page 2 of the Grant Agreement.

The resolution must be submitted on the required Attachment E Form (see the following page for an example). Please DO NOT submit or substitute any other document.

If you are a **MUNICIPALITY**:

The resolution must be approved by the **Mayor** and attested by the **Municipal Clerk**. The resolution must be imprinted with a raised government seal.

If you are a **COUNTY GOVERNMENT**:

The resolution must be approved by the **County Board of Commissioners** and attested by the **County Clerk**. The resolution must be imprinted with a raised government seal.

If you are a **STATE AGENCY**:

A resolution is not necessary; however, the State agency shall submit a letter that identifies the duly authorized person who will sign the Grant Agreement. The duly authorized agent for the State agency shall sign page 2 of the Grant Agreement.

If you are a **NON-PROFIT**:

The resolution must be approved by the **Board Chairperson** and attested by the **Board Secretary or a notary public**. The resolution must be imprinted with a raised corporate or notary seal.

If you have any questions concerning the Grantee Info Packet, please contact your Program Officer at (609) 984-0473.

SAMPLE

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 _____, 2024

Ayes: _____

Noes: _____

Absent: _____

Approved:

(Signature of Mayor, County Board of Commissioners Director,
or Board Chairperson)

Title: _____

Attested: _____
(Signature of Municipal or County Clerk, Board Secretary, or Notary Public)



Insert raised government, corporate or notary seal

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

ATTACHMENT G

An important part of the Grant Agreement is Attachment G which establishes who will oversee the grant funds provided to you by the Historic Trust and the State of New Jersey. The Historic Trust needs financial assurances from your organization for the grant and project. Attachment G designates who will be your **financial officer** and what are the Trust's expectations for your accounting system.

Your Chief Financial Officer or Organization's Treasurer **must** sign this form. Your Chief Financial Officer/Treasurer **cannot** be the same person executing the Grant Agreement. In other words, different people **must** sign your Attachment G and the Grant Agreement. Likewise, the primary contact person for the grant cannot be the CFO/Treasurer.

The Chief Financial Officer / Treasurer identified in Attachment G must be the **same individual** who will sign the last page of your reimbursement requests and the State Payment Voucher (see Attachment C-1 of the sample Grant Agreement provided on the [Grantee Resources](#) page of the NJHT website).

SAMPLE

Project Name:
Project Number:

ATTACHMENT G

**A GRANT AGREEMENT BETWEEN STATE OF NEW JERSEY
NEW JERSEY HISTORIC TRUST AND**

(Grantee)

(Project Number)

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

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

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

Chapter 2 DEFINING THE PROJECT SCOPE

OVERVIEW

This chapter provides information and discussion of the scope of work that will define your Historic Site Management, Municipal, County, and Regional Planning, and/or Heritage Tourism Project. This chapter will review:

- Scope of Work, as laid out in the Grant Agreement's Attachment D-1;
- The selection, procurement, and approval of consultants;
- Preservation plans and historic structure reports requirements;
- Archaeological requirements; and
- Site Interpretation guidelines.

The Attachment D-1, or Scope of Work, of your Grant Agreement is one of the most important portions of the Agreement. It defines the activities to be funded by the grant as well as the timetable for completing the grant-funded work. This section explains the various parts of the Attachment D-1.

The second section of this chapter discusses the selection, procurement, and approval of professional consultants. These may include archaeologists, architects, engineers, and preservation planners among others. Attachment F of your Grant Agreement must be completed and submitted to the Trust for all consultants and subconsultants if different than at the time of application.

The third section of this chapter discusses the Trust's expectations for planning documents, specifically for Preservation Plans and Historic Structures Reports. The Historic Trust requires that minimum standards be met for funded assessments. You should share this information with your consultant to help ensure that work products meet the Trust's expectations.

The fourth section of this chapter discusses archaeological requirements as they pertain to your grant. Additionally, this section discusses the benefits of conducting archaeological investigations, use of Archaeological Management Plans, and how to incorporate archaeology into your project.

The final section of this chapter discusses site interpretation. It includes types of interpretation, what are fundable exercises, and funding requirements.

Visit <https://www.nj.gov/dca/njht/resources/grantees/> to view additional resources.

SCOPE OF WORK

Attachment D-1

Attachment D-1, Scope of Work is one of the most important parts of the Grant Agreement. The D-1 outlines the work being funded by the grant and the timetable for completing that work. The Trust expects that the grantee will complete the Scope of Work, as outlined in Attachment D-1. As part of executing the Grant Agreement, the grantee will need to review and approve the Scope of Work. 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.

Though the Trust strongly discourages changes to Scope of Work after a grant has been awarded, minor changes may occasionally be necessary. It is the grantees responsibility to get the Trust's **prior approval** for any such changes (see page 4.60 of this Manual for Amending the Agreement).

The D-1 consists of four sections: Overview and Objectives of the Entire Project, Project Review Authority, Activities Funded by this Grant, and the Project Schedule (see the sample D-1 immediately following these instructions).

I. Overview and Objectives of the Entire Project

This section describes the resource and explains in general terms what the grant funds.

II. Project Review Authority

This section lists the organization that will be responsible for reviewing the project deliverables. The New Jersey Historic Trust will review all Historic Site Management, Municipal, County, and Regional Planning, and Heritage Tourism grant projects.

III. Activities Funded by this Grant

This section lists in detail each of the specific work products that are being funded by the grant as well as the consultant(s) that have been hired to deliver those products. In addition, this section lists the exact cost of each work product, the grantee's share of the project, the grant amount, and the amount of the first and final payments.

IV. Project Schedule

The final section of your D-1, Scope of Work is Section IV, Project Schedule. This section lists the important contractual deadlines for the grant. There are six important dates listed in this section: Work Period Commencement Date, Agreement Commencement Date, Agreement Execution Deadline, Project Commencement Deadline, Work Period Expiration Date and Agreement Expiration Date.

1. **Work Period Commencement Date.** This is the date work began on your project. If work began after the application date but prior to the Governor's signature, the Work Period Commencement Date is the date this work began. If, however, there was no

work begun at the time of application; the Work Period Commencement Date is the same as the Agreement Commencement Date (see below).

2. **The Agreement Commencement Date is the date the appropriation bill was signed into law by the Governor.**
3. The Agreement Execution Deadline is the date when the Grant Agreement must be executed. The grant regulations allow 18 months to execute the Grant Agreement.
4. Project Commencement Deadline is the date when the project must have begun as evidenced by your expenditures for work items identified in the Scope of Work. The grant regulations stipulate that your project must have begun within 18 months of the Agreement Commencement Date, the day the appropriation bill was signed into law.
5. Work Period Expiration Date is the date when all work for which reimbursement will be sought must be completed. The grant regulations allow two years to complete your project.
6. Agreement Expiration Date is the date when all paperwork must be submitted to the Trust and the project must be closed out. The grant regulations allow three years to complete and close out your grant.

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, 2018, pages 1 to 8 (Exhibit 1).
2. Professional services for Archaeological Report as described in proposal by Smith Archaeologists, dated January 10, 2018, pages 1 to 3 (Exhibit 2).
3. Preparation of a Project Completion Report.

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

	<u>Item Amount</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. In accordance with the General Terms and Conditions of this grant, if a copy of the draft project deliverables are not provided to the Trust by the Work Period Expiration Date, any initial grant payments made by the Trust are to be returned in full to the Trust.

IV. PROJECT SCHEDULE:

Agreement Commencement Date: January 16, 2019

Work Period Commencement Date: January 16, 2019 (or Actual start of project)

Agreement Execution Deadline: July 16, 2020

Project Commencement Deadline: July 16, 2020

Work Period Expiration Date: January 16, 2021

Agreement Expiration Date: January 16, 2022

Created: March 2, 2019 by Trust Staff

Revised:

SELECTION, PROCUREMENT, AND APPROVAL OF CONSULTANTS

All consultants working on grant funded projects must be approved in advance by the Trust. The Trust uses the *Secretary of the Interior's Professional Qualifications Standards* to evaluate the expertise of a professional firm and its suitability to participate in a particular project. These standards establish minimum qualifications for professionals in history, archaeology, historic architecture, architecture, and architectural history. Consultants meeting the Professional Qualifications Standards ensure that preservation projects are planned and executed in compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (Reference Attachment B on the [Grantee Resources](#) page of the NJHT website).

Selection and Procurement

In most cases, the Grantee has selected a team of consultants prior to submitting the application, and the Trust has approved the consultants in the process of awarding the grant. In some cases, the project is bid after the grant is awarded, and a qualified consultant team and proposal will be selected before the Grant Agreement is executed. Please note, if the resource is owned by a municipality or county and leased to a non-profit, the municipality or county may require the non-profit to adhere to municipal bidding procedures including use of prevailing wage and any other local contracting laws.

During a project, it may be necessary to hire a new consultant to undertake a task that was previously unassigned or added to the project scope. A Grantee may also replace a previously approved consultant, with the Trust's assurance that the replacement firm possesses equal or greater qualifications.

The Trust cannot recommend a firm for a specific project or type of work. The Trust does maintain a list of firms who have met the standards for specific work previously funded by the Trust, and the Trust staff will share this information with you at your request.

The Trust may monitor procurement practices to ensure that fee proposals are obtained on a competitive and informed basis.

Approval

The Trust approves a consultant's qualifications for specific tasks, prior to executing the Grant Agreement. The Trust will need to review qualifications and approve consultants who are brought into the project after the Grant Agreement is signed. It is the Grantee's responsibility to inform the prospective or proposed consultants that the *Secretary of the Interior's Professional Qualification Standards* will be used to evaluate its participation in the project. In cases where an RFP (Request for Proposals) is issued, the Trust staff should review the draft document prior to distribution, and the RFP should restate the Professional Qualifications Standards that apply to the professional work requested.

Obtaining the services of a qualified consultant is a key to a successful Historic Site Management, Municipal, County, and Regional Planning, and Heritage Tourism work product.

The Trust will not reimburse the cost of unsatisfactory work products that do not comply with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*. The Trust may require that unsatisfactory work be redone or omit the task from the grant-funded project (and likely reducing the grant award).

PRESERVATION PLANS AND HISTORIC STRUCTURE REPORTS

A Preservation Plan and Historic Structure Report are typically prepared by an interdisciplinary team of professionals. The plans are used to evaluate current conditions, prioritize needs, guide immediate and long-term phases of work for a historic structure, and plan for its use and interpretation. The plan or report is an important tool for the site's trustees and managers, as well as architects, regulatory agencies, and funding sources.

While a Historic Structure Report is often more comprehensive and detailed than a Preservation Plan, each document must include a developmental history of the resource, an analysis of current conditions, and recommendations for stabilization, repair, restoration and preservation.

The New Jersey Historic Trust uses the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (2017) and the guidance of the National Park Service for assessing preservation plans and professional assessments of historic resources. Consulting archaeologists and the staff of the New Jersey Historic Preservation Office also provide the Trust with guidance and assistance.

Included in this grant manual are two documents to guide preparation and use of Historic Structure Reports and Preservation Plans; the National Park Service's *Preservation Brief No. 43: The Preparation and Use of Historic Structure Reports* (Reference Attachment C on the Grantee Resource page of the NJHT website), and the State Historic Preservation Office's *Historic Structure Reports and Preservation Plans: A Preparation Guide – Second Edition* (Reference Attachment D on the [Grantee Resources](#) page of the NJHT website).

Each Historic Structure Report and Preservation Plan should be as unique as the historic resource it assesses. The report must meet minimum standards but should also address the specific needs of the historic resource. The specific content of your plan should be developed through discussions with your consultant and your program officer.

The Trust requires that you or your consultant send a draft of the Preservation Plan or Historic Structure Report to us **while it is being developed**. Trust staff will review the draft document and provide comments to you and your consultant. Once the document has been finalized, a copy of the document should be sent to the Trust. The Trust will review the final report to ensure that the document has addressed the Trust's comments and that it meets standards specified in the New Jersey Historic Preservation Office's *Historic Structure Reports and Preservation Plans: A Preparation Guide – Second Edition*, and that it meets the standards specifically discussed within this manual. **The Trust will withhold final payment until a final document meets these standards.**

The following discusses the Trust's expectations for a Preservation Plan. The following also applies to a Historic Structures Report. Please refer to the National Park Service's *Preservation Brief No. 43: The Preparation and Use of Historic Structure Reports*, and the New Jersey Historic Preservation Office's *Historic Structure Reports and Preservation Plans: A Preparation Guide – Second Edition* for additional content of a Historic Structure Report.

Preservation Plan Requirements

The following sections are to be clearly and thoroughly addressed in the Plan:

- Cover Page
- Table of Contents
- Executive Summary
- Introduction
- Developmental History, containing Historical Context
- Archaeological Evaluation
- Description of Existing Conditions
- Work Recommendations, containing Philosophy, Objectives, Treatments, Use, Codes, Accessibility, and Cost Estimates
- Photographic Documentation (color)
- Cyclical Maintenance Plan
- Vulnerability and Hazard Assessment
- Additional Information and Appendices such as: National Register Nomination, structural and/or engineer reports, HABS drawings, code evaluation, use and interpretation analysis, accessibility review, materials conservation analysis, landscape evaluations, archaeological assessments, etc.

Each section is to be written **specifically for**, and contain material **unique and relevant to, the resource assessed**. The information contained within each document must be sufficient to support all recommended activities.

Section Specifics:

Each section is to meet the required contents as described by *Historic Structure Reports and Preservation Plans: A Preparation Guide - Second Edition*.

Credit:

“The preparation of this project was supported in part by a grant from the Preserve New Jersey Grant Fund, which is administered by the New Jersey Historic Trust.” This credit should be noted in an appropriate chapter of the text.

Submittal:

The Trust requires one copy of the draft version for review and comment. Upon acceptance of final version, the Trust requires **one hard copy and one digital copy**. All hard copies are to be bound in a three-ring binder and the digital copy must be submitted as a PDF.

Table of Contents and Project Directory:

A reader of the Plan should be able to easily locate each section from the Table of Contents, including all chapter and appendices. The project directory should include names, organizations and contact information for all entities involved with the project including clients, consultants, sub consultants and funding sources.

Executive Summary:

The summary is to be located at the front of the report and should provide a brief overview of the report including basic property information, findings and recommendations. The summary should state the preservation philosophy, the goals and limitations of the plan, and the recommended treatment.

Developmental History and Archaeology:

The Preservation Plan, in addition to the requirements stipulated in *Historic Structure Reports and Preservation Plans: A Preparation Guide – Second Edition*, is to include discussions of archaeological need for the site and recommendations for archaeological evaluation. Any past archaeological research and testing is to be discussed and included in the document.

There should be a chronology of construction followed by an outline chronology of known dates. The outline should be divided into periods, usually associated with owners or major construction events. Clear reproductions of historic photographs, images, and diagrammatic drawings, which illustrate the evolution of the property, should be presented here with captions and referenced in the narrative.

Historical Context:

Like a National Register statement of significance, the historic context should be footnoted and include a bibliography. Historical material, such as maps and photographs, are to be referenced as to their source. Voids and deficiencies in the known historical record are to be noted as well as possible sources and recommendations for future research. Significant architectural features that should be preserved or restored in future work are noted here.

Description of Existing Conditions:

The Plan should include an analysis of the existing site and buildings on the site. It should address the significance of the site, chronology of alterations and use, prior treatments and use, copies of maps, illustrations and photographs of the site, and recommendations for future research.

The description of the resource **must identify and comment on character defining features** and is to be accompanied by exterior and interior photographs. In addition to overall photographs, include details of significant moldings, decorative features, stairs, windows, fireplaces, hardware, and mechanical elements, among others. For structures with a chronology

of construction and alterations, annotated plans or diagrams should be provided defining the major changes. At a minimum, the Plan must list and date all major alterations.

All Plans should address the physical accessibility of the resource. An accessibility evaluation should review the limitations of the existing condition, impact of possible improvements, and proposed solutions for providing ADA access. For buildings containing public meeting space, the plan should evaluate access both to and within the building, including the availability of accessible restroom facilities.

The Plan is to include photographs of existing conditions, general descriptions, comments and significance of systems, and recommendations, including recommended future research.

Philosophy:

Before setting out recommendations, the Plan should include a discussion of the preservation, restoration, or rehabilitation objectives that guide the recommendations. The philosophy is to provide a clear rationale for the recommended treatments that follow. There are four distinct approaches to the treatment of historic properties: preservation, rehabilitation, restoration, and reconstruction. Please refer to the *Secretary of the Interior's Standards* for an explanation of each treatment approach. One over-arching philosophy must be chosen, but there may be multiple approaches within that approach. The philosophy must be clearly explained and delineated using floor plans when necessary.

The philosophy should be based on historical documentation, existing conditions, and the planned future use of the resource.

Objectives:

The specific needs and long-term objectives of the building users are to be set out within this section. This includes how the resource is to be maintained, current uses, and proposed uses. The Plan should also consider the interpretative opportunities such as signage and public programs, even if this is not the primary use of the resource. It should also include comments on the use of the Plan itself as a tool for fund-raising, involving the larger community in the objectives, and other opportunities for public education of the resource.

Work Recommendations:

This section is the central feature of a Plan and is based on thorough historical research and a careful physical evaluation. It should include room-by-room recommendations, as well as exterior and site recommendations. It is to consider codes, use requirements, life safety, and accessibility. Supportive drawings and photographs are to be included.

For your document to have long-term relevance, it must explain the approach and methodology guiding and informing the document. It must clearly state the rationale used when presenting recommendations so that future users of the document understand why certain recommendations were made and are then able to build upon the document.

Cost Estimates:

Costs are to be structured either by immediate, short-term, and long-term needs, or by distinct phases of work. Estimates should be provided by professional cost estimators and ideally included in the architect/consultant/contractor proposals.

Cyclical Maintenance Plan:

The Trust requires all funded Plans to include a maintenance plan to guide the present and future care of the resource. This includes a list of routine and cyclical maintenance items, inspections, and methods of care and cleaning.

Vulnerability and Hazard Assessment:

The Trust requires all funded plans to include a vulnerability and hazard assessment to help stewards identify and be better prepared for potential natural and man-made disasters. In addition to identifying potential vulnerabilities and hazards, the trained professional preparing the assessment can provide recommendations to mitigate potential vulnerabilities and hazards increasing the safety of visitors, the property, and collections.

Appendices:

The report may include other resources and research material related to the resource, including copies of site reports and survey, additional maps and illustrations and the nomination to the National Register of Historic Places.

ARCHAEOLOGICAL REQUIREMENTS

The protection of New Jersey's archaeological heritage is an important part of New Jersey Historic Trust programs. All grants must address potential impacts to archaeological resources whenever grant-funded work includes the potential for ground-disturbing activities. These requirements are in place to comply with the New Jersey Register of Historic Places Act Rules at N.J.A.C. 7:4. Additionally, the Trust encourages the grantee's consideration of their historic property's archaeological potential even if ground-disturbing activities are not part of grant-funded activities.

Representative activities previously funded by the Trust requiring archaeological consideration include: the excavation of trenches for utility services and site drainage; exterior foundation work; grading; construction or expansion of walkways, driveways, and parking areas; removal and installation of porch footings; removal and installation of footings located below basement floor grade; repairs to basement floors; installation of sump pumps; removal and modification of recent extensions to historic structures; excavation of footings for ADA ramps; lawns and plantings; installation of fences and walls; and tree removal.

Any work that will result in ground-disturbing activities requires the examination of the project's archaeological component. New or additional archaeological investigations may then become a condition of the Trust grant. These archaeological activities may include, but are not limited to, a reconnaissance-level survey (Phase IA), identification-level field testing (Phase IB), an evaluation-level survey (Phase II), full data recovery (Phase III), or archaeological monitoring during construction. The choice of action will depend in part on the severity of activity and its potential to disturb significant sites and/or artifacts.

The Historic Trust's archaeologist and HPO archaeologists may make recommendations regarding the need for archaeological investigation as they relate to Trust-funded activities. Recommendations are based on a number of factors including the history of the property, the proposed scope of work for the project, and the potential for archaeological disturbance related to that work. New or additional archaeological investigations may become a condition of the Trust grant. Grantees and applicants should note that archaeological investigations and reports are among the activities eligible to receive funding under both the Trust's Historic Site Management Grant and Capital Grant category. The budget for archaeological work, therefore, can be included in Trust-funded Capital projects as a construction cost. In preparing budgets and schedules, adequate funding and time must be included to allow archaeological investigations to be conducted to professional standards, as described below.

It has been the Trust's experience that archaeological investigations bring new and valuable insight to the interpretation of historic properties. Thus, property owners and managers may discover that the information generated from what originated as a compliance effort ultimately helps them reconstruct the past appearance of the landscape, understand building campaigns, or may provide clues as to the economic status, ancestry, and cultural preferences of the property's former inhabitants. Additionally, archaeological investigations create an opportunity to increase public engagement with and visitation to historic sites when public archaeology is included in the project's scope of work. Further, the artifact collection resulting from an investigation may one

day form the core of an interpretive exhibit or be used as a teaching and research tool, if properly curated. Whatever approach applicants and grantees ultimately adopt toward protecting and utilizing archaeological resources, the Trust is confident that the result will be a better understanding of the property's history and development.

Archaeology and Historic Preservation

Archaeology is the study of past ways of life through analysis of surviving physical remains, which are chiefly comprised of artifacts and features. Artifacts are objects manufactured and/or used by human beings. Common examples of artifacts include ceramics, bottles, and food remains such as bone or shell fragments. Features are physical remains resulting from human activity that cannot be removed from a site intact. Examples of prehistoric features include storage pits, middens (refuse pits), hearths, and remains of dwellings. Examples of historic features include house foundations, cellar holes, wells, stone walls, middens, cisterns, privies, and engineering remains such as roadways, bridge abutments, dams, and millraces.

Legislation mandating the protection of archaeological sites exists at the municipal, county, state, and federal levels. Compliance with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, which includes *Guidelines for Archaeology and Historic Preservation*, (CFR 48:190, September 29, 1983) is a requirement for all Trust-funded projects. The Standards stipulate that archaeological resources must be protected or preserved in place and/or subject to mitigation measures if such resources must be disturbed. In New Jersey, this is regulated by the Historic Preservation Office (HPO), which is part of the New Jersey Department of Environmental Protection.

Since 1970, the State of New Jersey has recognized and protected historic properties using the New Jersey Register of Historic Places Act (N.J.S.A. 13:1B-15.128 et seq.). This law allows historic properties to be nominated and entered in the New Jersey Register of Historic Places, which is maintained by the Historic Preservation Office. Once a property is listed in the New Jersey Register, any public undertaking that would "encroach upon, damage or destroy" the registered historic property must be reviewed pursuant to this law. New Jersey Historic Trust funded projects affecting New Jersey Register listed sites are therefore required to comply with the New Jersey Register of Historic Places Act Rules ([nj_register_hist_plac_rules_07_02_2015.pdf](#)).

All projects funded by the Trust are reviewed by the HPO to ensure that proposed undertakings follow the "Standards" and comply with the New Jersey Register of Historic Places Act, and therefore will not adversely affect archaeological resources. By incorporating archaeology into the planning process at the outset, property owners and managers should be able to avoid adverse effects and possible costly adjustments during later phases of their projects. More importantly, conducting archaeological investigations could provide invaluable information about a historic property and its interpretation. Additionally, archaeological sites can be listed on State and National Registers of Historic Places. The contribution that the archaeological component of a historic property may make to the property's eligibility for listing is often recognized under the National Register of Historic Places Evaluation Criterion D ("...yielded or likely to yield, information important in history and prehistory").

Incorporating Archaeology into your Proposed Activities

The potential impact of site activities to archaeological resources is most successfully addressed through early consideration. The Trust recommends that the preparation of an archaeological sensitivity assessment (often, through Phase IA survey) or an Archaeological Management Plan (AMP) is considered in order to better manage archaeological resources and help guide future activities on historic properties. Similar to a Preservation Plan or Historic Structure Report completed for a building, site, or structure, an Archaeological Management Plan is important for guiding overall preservation efforts, addressing specific archaeological needs, and ensuring that future activities consider and/or avoid potential effects to potential archaeological resources at a historic property.

Consultation with a qualified professional archaeologist (meeting or exceeding the minimum Professional Qualifications of the National Park Service as defined in the Secretary of Interior's Standards for the Treatment of Historic Properties, 36 CFR, Part 61, Appendix A and/or Standards and Guidelines for Archaeology and Historic Preservation, CFR 48:190. September 29, 1983) or use of an AMP should begin during the development of design plans and specifications for any proposed construction so that archaeological considerations can be fully integrated into the project. In cases where an Archaeological Management Plan (AMP) or site sensitivity assessment has already been prepared for a property, this consultation may be minimal or, in some instances, unnecessary.

Working with the applicant or grantee, an archaeologist will determine whether an archaeological investigation is necessary and/or whether potential impacts to archaeological resources can be avoided by relocating proposed activities or modifying plans. If an investigation is not warranted due to previous disturbance or successful avoidance of archaeological resources, correspondence including a statement by a qualified professional archaeologist to this effect should be supplied to the Trust. If an investigation is determined necessary, grantees must solicit a proposal detailing the Scope of Work for completing an archaeological investigation from a qualified professional archaeologist before moving forward with the investigation or any other ground disturbing activities. This proposal must be submitted to the Trust for review prior to initiating archaeological survey.

The following steps may be undertaken in order to prepare for the potential need for an archaeological investigation:

- Identify whether the historic site requires current and/or future site improvement that might involve ground disturbance. If broad-scale site improvements are part of current or long-term plans for the site, consider the preparation of an Archaeological Management Plan or Phase I archaeological survey well in advance of the preparation of design plans or construction documents.
- If ground disturbance is a component of the proposed project, solicit an evaluation and/or work proposal from a qualified professional archaeologist which outlines the scope of

work, timeline, and budget required to complete an appropriate level of archaeological survey based on their evaluation and/or recommendations from the NJHT or NJHPO.

- Incorporate this proposal into project plans accordingly with the understanding that, depending upon the results of an archaeological investigation, next steps may include additional archaeological survey and/or a change in project plans in the interests of avoiding identified archaeological resources

The Trust recommends that property owners and managers consider a phased, proactive approach to archaeological investigations. The most efficient and cost-effective means of incorporating archaeology into the preservation strategy of a site is through the initial implementation of a broad site survey, narrowing in focus as needed. This may be achieved through the completion of an initial Phase I survey consisting of research and preliminary field testing. This survey will result in a report describing investigative findings, a site sensitivity model, and site management recommendations. From here, more targeted evaluations may be completed as needed, or project plans may be able to avoid areas of high sensitivity and the need for additional archaeological investigation. The Phase I report may also include recommendations stipulating the conditions under which archaeological monitoring may be appropriate.

If project plans cannot avoid potential archaeological resources, additional survey may be required and may consist of the excavation of additional shovel tests, excavation units, and/or trenching. This may be undertaken within areas where ground disturbance is planned. Specifically, this means that the terrain to be investigated is the actual location of proposed construction activity (also known as the area of potential effect or “APE”).

Archaeological Survey and Reporting Requirements

Archaeological investigations should be scheduled to occur prior to or during the preparation of project design plans or construction documents. All phases of the archaeological survey and reporting must be in keeping with the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation (1983). All survey efforts must comply with the New Jersey Register of Historic Places Act Rules (nj_register_hist_plac_rules_07_02_2015.pdf) 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 Standards for Archaeology (48 CFR 44738-9). Archaeological monitoring must be substantiated by the results of prior archaeological investigation and/or documented disturbance. If archaeological monitoring has been approved, an Archaeological Monitoring Protocol ([https://www.nj.gov/dca/njht/documents/resources/NJHT%20Archaeological%20Monitoring%20Protocol%20FAQ%20\(1\).pdf](https://www.nj.gov/dca/njht/documents/resources/NJHT%20Archaeological%20Monitoring%20Protocol%20FAQ%20(1).pdf)) must be developed and included in construction documents and specifications as appropriate.

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. Due to the potential requirement for altering project plans, it is critical that sufficient time be allocated toward the completion of archaeological investigation in advance of construction.

For an archaeological investigation to be considered complete, the following components must be included: literature review, field survey/excavation, artifact processing/analysis, and report preparation. Reports of archaeological survey results must conform to the Requirements for Archaeological Survey Reports – Standards for Report Sufficiency at N.J.A.C. 7:4-8.5. Evaluations to determine the National Register eligibility of archaeological sites must be in keeping with the National Park Service's 2000 National Register Bulletin, Guidelines for Evaluating and Registering Archeological Properties (<https://www.nps.gov/subjects/nationalregister/upload/NRB36-Complete.pdf>). Reports will be reviewed by the Historic Trust's archaeologist and the Historic Preservation Office (HPO). Provisions should be made for the time and budget required to accommodate potential revision requests to the report.

More detailed information on conducting surveys and guidance for report preparation can be found on the HPO's website (<https://www.nj.gov/dep/hpo/1identify/survarkeo.htm>) under the section headings Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources (<https://www.nj.gov/dep/hpo/1identify/arkeoguide1.htm>) and Guidelines for Preparing Cultural Resources Management Archaeological Reports Submitted to the Historic Preservation Office (<https://www.nj.gov/dep/hpo/1identify/culreso.pdf>). Please also see the archaeological fact sheets available on the NJHT website under Guidelines and Fact Sheets (<https://www.nj.gov/dca/njht/programs/preservenj/overview/>).

Artifact Processing and Curation

Funding requests should make provisions for the processing, conservation, and care of artifacts and records produced by an archeological investigation. This should be determined through consultation with a qualified professional archaeologist. All archaeological reports must identify the ultimate repository for collections of artifacts. Curation of significant collections is generally undertaken at the New Jersey State Museum, Bureau of Archaeology & Ethnology. Collections such as these should be processed to the standards of the New Jersey State Museum unless exceptions to these standards are approved by the State Museum. Additional guidance on curatorial standards and materials can be obtained from Susan Orr, Registrar, Bureau of Archaeology & Ethnology, New Jersey State Museum, P.O. Box 530, Trenton, New Jersey 08625-0530, (609) 292-6330 or susan.orr@sos.nj.gov.

Various repositories have different standards for processing and storing artifacts. As such, it is advisable to identify these requirements, if any, during the budgeting process. In general, approved facilities must satisfy the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* (Federal Register, Volume 48, No. 190, effective Thursday, September 29, 1983). The selected facility must demonstrate adequate climate control; security from theft, vandalism, fire, flood, etc.; access for research; and a mission compatible

with retention, care, and interpretation of collections. In addition, all archaeological materials and associated records should be stabilized, as necessary, and maintained with the collection so that their informational values are not lost as the result of deterioration or separation from the collection.

SITE INTERPRETATION AND EDUCATION

It is important that visitors to a historic resource understand the history of the resource, whether interpreted as a museum, in its original use, or rehabilitated for a new use. Interpretation improves the public appreciation and support of the resource. The visitor gains an understanding of how the resource came to be, its importance and unusual features, and why its preservation and maintenance are important. Interpretation can be a highly effective advocacy tool for a site and the organization that manages that site.

Site interpretation and public education opportunities should be considered and designed for the unique characteristics of each historic resource. They also should be coordinated with existing and planned heritage tourism goals of the site and community. In addition to preserving New Jersey's historic resources, it is equally important to present these resources to the citizens and visitors to our state.

There are a variety of ways to present a historic resource or multiple sites so people can understand and learn from it. Examples of interactive activities include tours, reenactments, demonstrations, interactive kiosks, archaeological excavations, celebrations, and lectures.

The next step is improving the visitor experience at the historic resource. These experiences can be emotional, physical, intellectual, or inspirational. A person's response and connection to the heritage resource is often the most important element in the long-term protection of the resource. Creating a positive, memorable response in visitors will translate to a positive response to preservation and history.

Types of Interpretation:

Interpretation includes both written and interactive activities. Explaining a site and its history can be provided through various means, beyond signs and leaflets. Good interpretation engages visitors, stimulating and possibly even challenging them.

Site interpretation needs to be:

- Accessible and understandable
- Grounded in historical fact (authentic)
- Connect people to place
- Focused on protection and preservation
- Provide visitors with information and education
- Coordinated with other heritage tourism programs

The methods and materials for presenting the interpretation are diverse. The site might be interpreted through:

- An activity in which people enjoy the discovery of a place's unique identity derived from its history.
- Walks that include visits to a site or area's unique, indigenous culture, heritage, or natural beauty and features.

- Signage that places the resource in a broader historical context by linking it to other historic sites and districts in the community.

There are many projects which occur on site as part of the preservation of the historic resource that can include interpretive components such as archaeological excavation, site mapping, photography, laboratory analysis, collecting oral histories, historic building restoration, library archival research, exhibit design, scavenger hunts for architectural details, and archaeological site monitoring.

The advent of modern technology enables new opportunities and possibilities for interpretation through internet, audio, and video accessibility. Audio tours can be provided on, and downloaded from websites. COM casts, small-range radio broadcasts, and ADA accessible video interpretive displays are all methods of interpretation.

Chapter 3 NEW JERSEY STATE REQUIREMENTS OVERVIEW

This chapter provides information and a discussion of two elements of your grant:

- Financial Management Requirements; and
- Affirmative Action regulations.

The Financial Management Requirements section provides an overview of responsibilities and requirements associated with managing your grant. This section is divided into three parts: your financial management system; financial reporting; and auditing, accessing, and retaining your financial records.

The Affirmative Action section provides rules and procedures for meeting state requirements as they pertain to affirmative action laws. A summary is provided in the Manual and the full guidelines and sample compliance documents are provided on the [Grantee Resources](#) page of the NJHT website.

FINANCIAL MANAGEMENT REQUIREMENTS

The main administrative requirements regarding the Grantee's financial management of the grant are found in five articles in the General Terms and Conditions of the Grant Agreement:

- Grantee's financial management system's requirements (article VIII)
- Grantee's financial reporting requirements (article IX)
- Grantee's audit requirements (article XI)
- Trust's access to Grantee's financial records (article XV)
- Grantee's retention of financial records (article XVI)

It is important that the Grantee's Chief Financial Officer review these sections and become familiar with the terms and conditions of the grant, for it is the responsibility of that person to administer the financial management system, certify reimbursement requests, and notify the Trust when the Grantee is unable to comply with any requirements.

Financial Management System

The Grant Agreement stipulates the threshold performance requirements needed to manage the grant funds and records of all expenditures within the grant assisted project. To meet the Grant's administrative requirements, the Grantee needs to establish or put into effect a financial control system capable of:

- Documenting and disclosing the current financial status of the grant funded project at any point in time
- Documenting and reporting the current and projected financial status of the grant funded project at regular, pre-determined intervals (see the Financial Reporting section on the next page and Initial and Final Reimbursement Report Procedures in Chapter 4 for more information)
- Being available for access or audit as requested by the Trust (see the Audit, Access, and Retention of Financial Records section on the next page)

Grant funds are distributed to the Grantee in two payments. To receive the first reimbursement of 80% of the grant award, grantees must submit at least one invoice and one canceled check (i.e. proof of payment) along with the C-1 Initial Reimbursement Request form from your Grant Agreement. The remaining 20% of the grant award will be issued at the close of the project after the grantee submits the C-2 Final Reimbursement Report form along with all invoices and canceled checks for the project. The Trust must also approve the final work product before the remaining 20% is released. To expedite payment from the Trust, the Grantee should also establish financial management practices that:

- Respond to the requirements of the Trust's reimbursement process

- Anticipate and solve cash flow problems inherent in the reimbursement process
- Report expenditures in a manner corresponding to entries in the “Schedule of Values for Work to be Funded with this Grant” (Attachment D-1, section III.B)

Financial Reporting

The Grantee’s Chief Financial Officer or Treasurer is required to sign Reimbursement Reports as specified in Attachment G of the Grant Agreement. Reimbursement Requests are explained in detail in Chapter 4

Audit, Access, and Retention of Financial Records

Each Grantee is responsible for complying with its own organizational audit requirements.

Current New Jersey State Office of Management and Budget fiscal year audit requirements as described in OMB Circular 25-12-OMB, for individual organizations receiving State and/or Federal financial assistance, within a single fiscal year are as follows:

- If LESS THAN \$350,000 - no audit is necessary.
- If \$350,000 or GREATER but LESS THAN \$1,000,000, a Financial Statement Audit (GAO - Yellow book) or a Program-Specific Audit is required.
- If \$1,000,000 OR MORE, a Single Audit or Program-Specific Audit is required.

For further information see section XI of your Grant Agreement or see State Circular 25-12-OMB <https://www.nj.gov/infobank/circular/cir25-12-OMB.pdf>

Grantees must submit to the Trust office one copy of their fiscal year audit as required above at the conclusion of their respective fiscal years that apply.

The Grantee must be prepared to have its financial records audited at any point in time while the Grant Agreement is active, for the Trust has the right to request program-specific or single audits if it has reason to believe the project is in trouble.

The Grantee must be prepared to make its financial records available to the Trust at any point in time while the Grant Agreement is active.

The Grantee must be prepared to retain the financial records of the grant-assisted work for a minimum of 3 years from the expiration of the agreement, and to transfer the records to custody of the Trust if required.

AFFIRMATIVE ACTION

P.L. 1975, c. 127 as amended and supplemented mandates that agencies who receive public funds will not discriminate against any employee or applicant for employment because of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. In a grant-assisted project, the law applies to the workforces of a Grantee and its contractors and subcontractors.

A Grantee is required to comply with the law with regard to its own workforce during the Grant Agreement period. Specifically, the Grantee must include mandatory affirmative action language in advertising for bids, include appropriate mandatory language in either the contract or the bid specifications, and require consultants and contractors to supply evidence of affirmative action compliance. Grantees are not required to submit project workforce reports; however, contractors and subcontractors are required to submit the project workforce reports. Professional consultants are not required to submit project workforce reports; however, they are required to submit evidence that they are in compliance with affirmative action law. Specifically, professional consultants must supply one of the following forms of evidence:

1. Letter of Federal Approval, or
2. Certification of Employee Information Report, or
3. A Complete Form AA302.

Affirmative Action Guidelines are provided under Chapter 3 of the Grant Manual on the [Grantee Resources](#) page of the NJHT website, or through the NJ Dept of Treasury website http://www.nj.gov/treasury/contract_compliance.

A Grantee is also required to be explicit about the application of the law to the work funded directly by the grant in soliciting, negotiating and contracting with contractors and subcontractors. All contractors and subcontractors employed by the Grantee and paid with grant funds are subject to the law as it applies to the contractor's and subcontractor's workforce(s). The Grantee is required to include the following language when soliciting contractors for grant-assisted work:

- If awarded a contract or upon award of this contract your company/firm will be required to comply with the requirements of P.L. 1975 c. 127 (N.J.A.C.).

The law imposes certain administrative requirements on the contractor and subcontractor to ensure that labor practices are in compliance. Once a contract with a contractor or subcontractor is signed, it is the Grantee's responsibility to monitor that its contractors and subcontractors are in compliance with the law. This is usually done by requiring the contractor to submit to the Grantee duplicates of initial and monthly reports that it submits to the New Jersey State Division of Contract Compliance and Equal Opportunity. These records should be kept in an orderly manner throughout the Grant Agreement period, and for three years thereafter.

See section XX of the Grant Agreement for information on Nondiscrimination and Affirmative Action requirements as well as reference attachment section of the grant manual on the Trust's website. Please see the NJ Dept. of Treasury website (http://www.nj.gov/treasury/contract_compliance) for more information.

Chapter 4 ADMINISTERING AN ACTIVE GRANT

OVERVIEW

This chapter provides information and discussion of seven elements of your grant:

1. Communications with NJHT during the Grant
2. NJHT Review and Approval of Work Product
3. Quarterly Report Procedures
4. Initial Reimbursement Report Procedures
5. Final Reimbursement Report Procedures
6. Amending the Grant Agreement
7. Publicity for your Project

The first part of this chapter discusses key times to contact the Trust, such as prior to project meetings, at the draft of the work product, and if any changes are proposed, among others.

The second part of the chapter discusses the procedures for review and approval of work products funded by the Trust grant. It provides information regarding draft and final reviews as well as how this is tied to grant closeout.

The next three parts of this chapter provide detailed information and instruction for reporting and reimbursement procedures. It includes guidance for completing the Quarterly Reports, Initial Reimbursement Report, and the Final Reimbursement Report.

The sixth section of this chapter discusses the procedures for amending your Grant Agreement due to a change in scope of work or change in professional design team, among others.

The seventh section provides information regarding publicizing your project. It includes information on why publicity is important, how it can help your project, and tips for press relations.

COMMUNICATIONS WITH NJHT DURING THE GRANT

The Grantee is responsible for maintaining open lines of communication with the Trust during the Grant Agreement period. The Grantee is responsible for Quarterly Reports, as well as an Initial and Final Reimbursement Report. The Grantee should also contact the Trust at the following times during the project:

- Prior to signing a contract with a consultant, if not already done.
- Prior to any project meetings. Your program officer should be informed at least one week in advance of all project meetings. Either the Grantee or preservation consultant should send to the Trust minutes of all project meetings, detailing issues discussed, solutions proposed, and items requiring action.
- Prior to any changes in the approved architect/consultant
- The Grantee will provide a copy of the draft document(s) to the Trust when the document(s) is sufficiently complete to allow for meaningful review. The Grantee will send a copy of this document to the Trust for review and approval. The Grantee and Consultant will be notified of any deficiencies and/or required corrections to the document(s).
- When a final draft of the project deliverable(s) are completed. The Grantee will send a copy(ies) to the Trust for review and final approval.
- Prior to the completion of the project.

REVIEW AND APPROVAL OF WORK PRODUCT

The Trust must see the DRAFT and FINAL Work Product funded by the grant and may also request to see the product in development at any point during the Grant Agreement period. The most likely times it will exercise this right will be:

- when the initial payment is requested if expenditures have been made toward the work product;
- when a draft document is received by the Grantee, to review and approve the work product to date;
- when the final report is submitted, to review and accept the final work product.

Draft Work Product

The Grantee's first required submission of a project Work Product is as a draft. The draft document should be sufficiently complete to allow for meaningful review by the Trust. The Trust will review the document and provide the Grantee with written comments. At this time, the Trust will issue comment to notify the Grantee of any requirements that have not been satisfied.

Final Work Product

The Grantee having addressed Trust comments, will submit two hard copies of the Final Work Product (before the Work Period Ends). A digital copy of the Final Work Product must also be submitted. The Trust will review the document and provide the Grantee with written comments of the final work product. The Final Work Product(s) are specified in Attachment D-1.

The Trust is not obliged to accept the Final Work Product if it does not meet the requirements of the agreement. The Trust will issue written comments to the Grantee. The Grantee will then have sixty days to satisfactorily address the Trust's comments and satisfy the requirements of the grant. Failure to satisfy Trust comments, requirements, and standards may result in the Trust withholding final payment.

When it is satisfied with the Final Work Product, the Trust will notify the Grantee of its approval/acceptance.

Acceptance of Final Work Product

Once the Trust notifies the Grantee that the final work product is approved/accepted, within the Grant Agreement period, the Grantee can submit Attachment C-2, Final Report and Reimbursement Form for the remaining eligible balance of the grant. For further information, see page 4.48 of this grant manual as well as XIII Grant Closeout Procedures of the Grant Agreement.

If the funded project includes preparation of a State Register Nomination, the State Review Board **must** have accepted the nomination for listing before the Final Reimbursement is made.

QUARTERLY REPORT PROCEDURES

ATTACHMENT C-1

Quarterly reports are due every three months to the Trust, from the award of the grant. These reports are to keep the Trust abreast of the project's progress, and any changes. As indicated on the Attachment C-1, only pages C-1.1 (checklist) and C-1.2 (the questions to answer) are submitted and only four items are required: the form itself, Narrative Description, Project Team List, and Current Project Schedule. A quarterly report can be e-mailed, rather than mailed, to the Trust.

Quarterly Report Checklist

Please check the appropriate items to insure they are included in your submission.

Current Status

Check off what has been accomplished with the project to date: the consultant was chosen, the consultant has visited the resource, the first draft was reviewed by Grantee, etc.

1. Narrative Description

Include a brief narrative description of the work completed and all work currently in progress. This narrative should reference Attachment D-1 Scope of Work Grant Agreement. Describe any accomplishments, problems or delays affecting the project. Any substantial deviations from the Scope must receive prior approval from the Trust. See Section XII Project Revision and Modification of the Grant Agreement, and page 4.60 of this grant manual.

2. Project Team List

This list should include all the names, mailing addresses and phone numbers of each person involved in the project. All changes to the project team must be approved by the Trust. Therefore, unless there has been a change in project team approved by the Trust, this list should be identical to the list included in the application.

3. Current Project Schedule

Provide an up-to-date schedule for the project, including start and estimated completion dates, site meetings, etc. This schedule should reference the schedule found in Attachment D-1 Scope of Work of the Grant Agreement.

4. Reporting Schedule

Quarterly Reports are due to the Trust four times a year. The reports are to be received by the Trust by e-mail or mail on or before the date noted in the right column.

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

SAMPLE QUARTERLY REPORT

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:

<i>Reporting Periods</i>	<i>Quarterly Due Date</i>
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)

**Preserve New Jersey Historic Preservation Fund
Historic Site Management Grant
Quarterly Report**

___ 1. PROJECT SUMMARY / NARRATIVE

Title / Name of Work Product

State in clear, non-technical language how the grant funds were spent. Note any deviations from the original scope of work for which funds were approved.

Describe the project's accomplishments, how it serves its intended audience, and how you plan to use the final work product. Also note any innovative or unusual methodologies used in the project.

___ 2. PROJECT TEAM LIST

List the business name, mailing address, phone number, and email address, and personnel, along with their title or role, involved in the project of each Consultant and/or sub-consultant, who contributed to the Work Product.

___ 3. CURRENT PROJECT SCHEDULE

Provide an initial project timetable. Include dates when substantially complete draft and other funded deliverables were submitted by the consultant, as well as time and location of job meetings and presentations, and project completion date. Please keep the timetable within with the parameters of the "Timetable" specified in Attachment D-1.

___ 4. OTHER MATERIALS

List below any other attachments included in this report such as work products, publicity on the project, or any documentation that is relevant to the funded work, etc.

___ 5. CERTIFICATION

I certify this report to be true and correct. Submitted this _____ day of _____, 201__.

Name (signature or printed) of person completing report

(C-1.2)

INITIAL REIMBURSEMENT REPORT PROCEDURES

ATTACHMENT C-1

Before submitting the Initial Reimbursement Report (Attachment C-1), the Grant Agreement needs to have been executed, and a contract between you and your consultant(s) needs to have been executed. Once an initial payment has been made to your consultant, you can request 80% of the grant funds.

There is a checklist to guide the initial reimbursement on page C-1.1. The first two pages of the Initial Reimbursement Report are very similar to the Quarterly Report and request information on the status of the project. On page C-1.3 document the project's fiscal activities. Each of the two tables—Project Budget and Project Ledger—asks for the financial activities of the project to be presented in a different way. Please note that an initial payment needs to have been made to the consultant before the reimbursement can be submitted.

1. Current Project Budget

The Project Budget compares the actual costs spent with the approved costs. The variance is the difference between the approved and the actual. Please explain any variances that exceed 10%.

2. Project Ledger

The Project Ledger charts all monies spent on the project to date.

Below the table,

- List the Total Grant Amount on line A.
- List the Amount Now Requested on line B. This amount should equal 80% of the Total Grant Amount.
- List the Balance of Grant on line C (line A minus line B). This amount should equal the 20% of the grant remaining.

A signed the Payment Voucher must also be submitted with your request.

FINAL REIMBURSEMENT REPORT PROCEDURES

ATTACHMENT C-2

Once the Grantee has received an approved/accepted notification from the Trust for each deliverable specified in the Scope of Work, the Grantee can submit Attachment C-2, Final Reimbursement Report to receive the remaining 20% of the grant.

The Attachment C-2 consists of two sections: a Final Report and a Reimbursement Form.

A. FINAL REPORT (page C-2.1)

Checklist

Please check the appropriate items to insure they are included in your submission.

Current Status

Check off what has been accomplished with the project to date: the consultant was chosen; the first draft was submitted, etc.

1. Project Summary Narrative

Include a brief summary of the project. This narrative should reference the D-1, Scope of Work. Describe any accomplishments, problems or delays affecting the project. Detail any deviations from the original Scope of Work. Highlight project accomplishments and innovations.

2. Project Team List

If there has been a change in the Project Team since you submitted the Initial Report, please provide a list of those contributing to the Work Product. This list should include all the names, mailing addresses and phone numbers of each person involved in the project.

3. Project Schedule

Include the following dates:

- The date the Grantee received the proposal from the consultant.
- The date the Grantee and consultant executed the agreement.
- The schedule of payments made to the consultant by the Grantee.
- The date the Grantee submitted the draft of each deliverable to the Trust.
- The date the Grantee submitted the final draft of each deliverable to the Trust.
- The date the Grantee issued the final payment to the consultant.
- The date the Grantee submitted the Final Report to the Trust.
- Any other pertinent dates needed to complete the picture of the project.

4. Other Materials

Include any other information relevant to the grant project: newspaper articles, programming events, research, innovations, etc.

6. Certification

Sign the report here. The report cannot be processed without a signature.

B. REIMBURSEMENT FORM (page C-2.3)

In the Financial Report, document the project's fiscal activities. Each of the two tables—Project Budget and Project Ledger—asks for the financial activities of the project to be presented in a different way.

1. Final Project Budget

The Project Budget compares the actual costs spent with the approved costs. The variance is the difference between the approved and the actual. Please explain any variances that exceed 10%.

2. Final Project Ledger

The Project Ledger charts all monies spent on the entire project. All the costs that were included in Attachment C-1 Initial Reimbursement Report will be listed here as well as all expenses incurred during the remainder of the project. This Total Project Cost must equal the Actual Total Project Cost stated above in the Final Project Budget table.

If there is a surplus in funds, please explain why. Below the table,

- List the Grant Award Amount on line A.
- List the amount of the Initial Reimbursement on line B. This amount should equal 80% of the Grant Award Amount.
- List the amount now requested on line C. This amount cannot exceed 20% of the grant amount but may be less if the total project costs are less than anticipated at the time of application. Please remember that the Trust will only reimburse for payments made by the Grantee and documented with consultant's invoices and Grantee's canceled checks. The total amount reimbursed by the Trust cannot be greater than the Grant Award and not more than 75% of the total project costs.
- List the balance of the grant on line D.

Finally, sign the document. The Trust cannot disburse any money without the signature of your Financial Officer.

A signed the Payment Voucher must also be submitted with your request.

SAMPLE FINAL REIMBURESEMENT REPORT

Project Name: Old School House of NJ

Project Number: 2019.0098

ATTACHMENT C-2

Preserve New Jersey Historic Preservation Fund FINAL REIMBURSEMENT REPORT

Project Number: **2019.0098**

Project Name: **Old School House of NJ**

Organization: **Friends of Old Schoolhouse of NJ, Inc.**

Project Contact: _____ Jane Doe

Phone: _____ 555-555-1231

E-mail: jane @email.com

Date: 12/31/2020

Check List

The following Items are required for final payment and are to be included in this final report. The report must be sent hard copy to the Trust with original signatures.

- X _____ Property is listed on the State / National Register of Historic Places
- X _____ Attachment C-2 (this form)
- X _____ Narrative Description
- X _____ Project Team List
- X _____ Current Project Schedule
- X _____ Copy of ALL Invoices with their corresponding cancelled check attached, totaling to Total Project Cost.
- X _____ State of New Jersey Payment Voucher (with original signature of CFO or Treasurer)
- _____ Other Materials _____

CURRENT STATUS (check off all applicable):

- X _____ Project Status: final assessment completed
- X _____ Work products reviewed and approved by Historic Trust:
 - _____ Outline
 - X _____ First Draft
 - X _____ Final Product
 - _____ Other: _____

Comments (optional):

Project Name: Old School House of NJ
Project Number: 2019.0098

ATTACHMENT C-2

Preserve New Jersey Historic Preservation Fund FINAL REIMBURSEMENT REPORT

Project Number: **2019.0098** Project Name: **Old School House of NJ**

Organization: **Friends of Old School House of NJ, Inc.**

(provide additional sheets as needed)

x_ 1. PROJECT SUMMARY / NARRATIVE

Title / Name of Work Product

State in clear, non-technical language how the grant funds were spent. Note any deviations from the original scope of work for which funds were approved.

Describe the project's accomplishments, how it serves its intended audience, and how you plan to use the final work product. Also note any innovative or unusual methodologies used in the project.

2. PROJECT TEAM LIST

List the business name, mailing address, phone number, and email address, and personnel, along with their title or role, involved in the project of each Consultant and/or sub-consultant, who contributed to the Work Product.

x_ 3. PROJECT SCHEDULE

Provide a FINAL project timetable. Include dates when the 80% or substantially complete draft and other funded deliverables were submitted by the consultant, as well as time and location of job meetings and presentations, and project completion date. Please keep the format consistent with the "Timetable" specified in Attachment D-1.

4. OTHER MATERIALS

List below any other attachments included in this report such as work products, publicity on the project, or any documentation that is relevant to the funded work, etc.

x 5. CERTIFICATION

We certify this report to be true and correct. Submitted this ____29____ day of ____Dec____, ____2020____.

____Jane Doe____

Signature of person completing report

____Jane Doe____

Name (printed)

1. Project Summary / Narrative

Historic Structure Report for Old School House of NJ

The grant was spent to produce a Historic Structure Report (HSR) for the site to guide its preservation/restoration and interpretation as a community educational and meeting space. Ten years ago, the Friends group had retained a preservation architect to produce a conditions assessment for the schoolhouse, but the group needed the additional research and documentation provided by an HSR to continue their efforts.

The HSR has provided the level of research and documentation necessary to properly restore the building. The HSR will inform the next stage of the project, to seek a preservation architect to complete construction documents for the preservation and restoration of the building. The HSR gave the Friends group and the surrounding community a greater appreciation of the building's high level of historic integrity and significance within the history of the area. In addition, the city has approached the organization about seeking similar preservation documents for other nearby city-owned historic structures.

2. Project Team List

No change

3. Project Schedule

Contract signed & initial payment to consultant – Jan. 10, 2020

Progress payment to consultant – July 10, 2020

80% draft submitted to Trust – Sept. 25, 2020

100% draft submitted to Trust – Nov. 25, 2020

Approval of HSR by Trust & final payment to consultant – Dec. 10, 2020 Final Report to NJHT – Dec. 28, 2020

Project Name: **Old School House of NJ**
 Project Number: **2019.0098**

ATTACHMENT C-2

Preserve New Jersey Historic Preservation Fund FINAL REIMBURSEMENT REPORT

Project Number: 2019.0098 Project Name: Old School House of NJ

Organization: Friends of Old School House of NJ, Inc.

FINAL PROJECT BUDGET

Total approved budget for each category should correspond with the categories in Attachment B of the Grant Agreement. Please explain any changes or deviations. For further information, please refer to page 4.8 in your Manual.

Categories	Costs		Variance
	Approved	Actual	
Historic Structure Report	\$ 30,000	\$ 30,000	0
Total Project Cost	\$ 30,000	\$ 30,000	\$ 0

FINAL PROJECT LEDGER

List all allowable invoices for this project not submitted with initial report, with their attached photocopies of cancelled checks. Total Project Cost must match that in the "actual" total project cost box above.

Payee	Invoice #	Check #	Cost	(NJHT USE ONLY)
ABC Architects – initial payment	1	101	\$ 2,000.00	
ABC Architects	2	150	\$ 24,000.00	
ABC Architects – Final payment	3	155	\$ 4,000.00	
Total Project Cost			\$ 30,000.00	

- A. Total Grant Amount \$ 22,500.00
 B. Amount of Initial (previous) reimbursement \$ 18,000.00
 C. Amount Now Requested \$ 4,500.00
 D. Balance [A-(B+C)] \$ 0

I certify that the above disbursements for which final reimbursement is requested have been made in accordance with the standards and conditions contained in the Grant Agreement with the New Jersey Historic Trust.

Submitted this 28 day of December, 2020.

Tom Smith

Authorized **Chief Financial Officer Signee**

Tom Smith-

Name & Title (printed)

ABC Architects

Invoice for Architectural Services

Invoice No.: 1

Date: January 5, 2020

FOR PROFESSIONAL SERVICES RENDERED: Initial Payment

PROJECT No. 2043 Description: Old School House of New Jersey

Architectural/Engineering Services: \$2,000

Reimbursable Expenses: \$0

Total Current Services and Expenses \$2,000

Unpaid Previous billings: \$0

Total Now due: \$0

Description	Contract Amount	% Complete	Amount Billed	Previously Billed	Due This Invoice
Documentation/Survey	\$21,360	38%	38%	\$0	\$2,000
Design	\$32,040	0%	0%	\$0	\$0
Archeology	\$10,000	0%	0%	\$0	\$0
Const. Administration	\$17,800	0%	0%	\$0	\$0

ABC Architects

Invoice for Architectural Services

Invoice No.: 2

Date: July 5, 2020

FOR PROFESSIONAL SERVICES RENDERED: January 5 – July 1, 2020

PROJECT No. 2043 Description: Old School House of New Jersey

Architectural/Engineering Services: \$23,800

Reimbursable Expenses: \$200

Total Current Services and Expenses \$24,000

Unpaid Previous billings: \$0

Total Now due: \$0

Description	Contract Amount	% Complete	Amount Billed	Previously Billed	Due This Invoice
Documentation/Survey	\$21,360	38%	38%	\$0	\$24,000
Design	\$32,040	0%	0%	\$0	\$0
Archeology	\$10,000	0%	0%	\$0	\$0
Const. Administration	\$17,800	0%	0%	\$0	\$0

ABC Architects

Invoice for Architectural Services

Invoice No.: 3

Date: December 1, 2020

FOR PROFESSIONAL SERVICES RENDERED: July 2 – Dec 1, 2020 – Final Payment

 PROJECT No. 2043 Description: Old School House of New Jersey

Architectural/Engineering Services: \$3,800

Reimbursable Expenses: \$200

Total Current Services and Expenses \$4,000

Unpaid Previous billings: \$0

Total Now due: \$0

Description	Contract Amount	% Complete	Amount Billed	Previously Billed	Due This Invoice
Documentation/Survey	\$21,360	38%	38%	\$0	\$4,000
Design	\$32,040	0%	0%	\$0	\$0
Archeology	\$10,000	0%	0%	\$0	\$0
Const. Administration	\$17,800	0%	0%	\$0	\$0

**Copy of CANCELLED CHECK
- FRONT**

AMOUNT MATCHES INVOICE

**Copy of CANCELLED CHECK
- BACK**

AMOUNT MATCHES INVOICE

**Copy of CANCELLED CHECK
- FRONT**

AMOUNT MATCHES INVOICE

**Copy of CANCELLED CHECK
- BACK**

AMOUNT MATCHES INVOICE

**Copy of CANCELLED CHECK
- FRONT**

AMOUNT MATCHES INVOICE

**Copy of CANCELLED CHECK
- BACK**

AMOUNT MATCHES INVOICE

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

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

Reimbursement #: 2

Reimbursement Amount: \$4,500

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.

Bobby Smith, Treasurer	<i>Bobby Smith</i>	1/22/21
Typed Name of CFO/Treasurer	Original Signature	Date

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

<u>Carrie Hogan, Fiscal Officer</u>		
NJHT Representative	Signature	Date

GO # 022 LN 1 \$.

AMENEDING THE AGREEMENT

The General Terms and Conditions of the agreement are non-negotiable and cannot be changed during the agreement period. The Trust expects that the goals and Scope of Work of the project will be accomplished as stipulated in Attachment D-1. During a planning project, should situations arise which necessitate making amendments to the project-specific terms and conditions contained in Attachment D-1, it is the Grantee's responsibility to notify the Trust as soon as possible of the implications on the schedule, budget, personnel and Scope of Work (see page 4.42 Communicating with NJHT During the Grant). Article XII Project Revision and Modification of the Grant Agreement, addresses amending these project-specific terms and conditions contained in Attachment D-1. ***Amendments to the schedule, budget, scope and professional design team are major changes and require written approval by the Trust.***

Application for Major Change

After discussing the situation with the Trust staff, it is also the Grantee's responsibility to remedy the problem by proposing measures that are within the grant program's regulations and guidelines. These are requested by submitting an Application for Major Change to the Trust for review and approval. **The "Application for Major Change" is Attachment D-2 in your Grant Agreement.**

Requests for the following amendments to Attachments A, B or D-1 must be submitted to the Trust in the form of an Application for Major Change:

- any extension of time beyond the dates specified in Attachment D-1, Section IV "Project Schedule"
- certain line-item budget changes resulting from refinement, clarifications or changes to the Scope of Work in Attachment B, "Budget Summary" or Attachment D-1, Section III-B "Schedule of Values"
- any revisions of goals, scope and deliverables listed in Attachment D-1, Section III-A "Narrative Description" or Section III-B "Schedule of Values"
- any changes to the approved consultant team identified in Attachment D-1, Section III-A "Narrative Description" or Section III-B "Schedule of Values"

A completed and signed "Application for Major Change" form must be accompanied by a cover letter justifying why the change is warranted and a clear statement of the proposed change. All requests are subject to review and approval by the Trust. The Trust is not obliged to accept proposed changes and reserves the right to reject or to accept them with conditions.

The Trust issues a written response to the application using the following guidelines:

Amending the Project Schedule

In the case of a project which is otherwise on schedule, the Trust may allow brief time extensions for intermediate deadlines up to the Agreement Period Expiration Date. The Agreement Period Expiration Date is a firm and automatic deadline, and the Trust will evaluate any request for a time extension within the context of that date. The Trust will only amend the Agreement Period Expiration Date under extraordinary circumstances and with great reluctance. For the Trust to process a request to amend the project schedule, the application must include a revised schedule identifying the dates of all subsequent milestones in the agreement.

Amending the Budget

Before the consultant is under contract, minor changes to the budget may not require an Application for Major Change. During this time, the Grantee is required to inform the Trust of any cost adjustments resulting from refinements to the budget. The Trust will review the adjustments, may discuss them with you, and inform you if an Application for Major Change is needed. Once the consultant is under contract, only limited changes may be permitted, and these must be requested with an Application for Major Change. For the Trust to process the application, it must be accompanied by a revised schedule of values using the same format present in Attachment D-1 of the agreement.

Amending the Scope

Any change to the Scope of Work needs to be brought to the attention of the Trust's program officer. Minor procedural changes which do not substantially alter the objectives or deliverables of the project may not require an Application for Major Change. Other changes which result in the omission or revision of tasks identified in the Scope of Work in the agreement, or addition of new tasks to the scope, must be requested in an Application for Major Change and approved prior to reimbursement. For the Trust to process the application, it must be accompanied by a revised narrative statement, Scope of Work and schedule of values using the same format present in Attachment D-1 of the agreement. The Trust is not obligated to reimburse the Grantee for the cost of any work item modified from the original Scope of Work until the amendment is in effect.

Amending the Approved Consultant

An Application for Major Change is needed if the consultant is not yet selected when the agreement is executed, or when a project's approved consultant is replaced with another firm. For the Trust to process the application, it must be accompanied by a statement of the proposed firm's qualifications to complete the work. The Trust will review the qualifications using the Secretary of the Interior's Professional Qualifications Standards, the same criteria used in approving the selection of all consultants for work in its grant- assisted projects (see page 2.23 Selection, Procurement, and Approval of Consultants). The Trust is not obligated to reimburse the Grantee for the cost of any fees invoiced by or paid to an unapproved consultant firm until the amendment is in effect.

PUBLICITY FOR YOUR PROJECT

Publicity can play an important role in your project. This section outlines ideas that can be used throughout your project.

Why publicize your project?

- Maintains visibility for your project and your organization during restoration.
- Helps in your fundraising campaign.
- Increases attendance and/or membership.
- Helps to promote historic preservation in New Jersey and to insure ongoing funding for the NJHT.

What are good public relations opportunities?

- Grant award announcements and check presentations.
- Project milestones such as groundbreaking ceremonies, ribbon cutting, partial project completion, or coordinated with a special restoration process.
- Tours.
- Special events.
- Profiles of volunteers or special craftsmen.

Public Relations Planning

- Tailor your PR plan to what your organization can sustain both in terms of time and money. Your plan may range from paid media consultant to appointed staff person to volunteers.
- Identify the audience you want to reach and then determine the best outlets for reaching that audience-local community, state or regional audience, government officials, organizational members, preservationists, etc.
- PR outlets include newspapers, magazines, specialized periodicals, radio, television (local cable channels), and your own organization's newsletter, brochures, and posters.
- Utilize your organization's own social media presence (on Facebook, Twitter, Instagram) and be sure to engage with NJHT on these platforms using our handle @njhistorictrust.
- Engage with NJHT's heritage tourism website by nominating your visitor-ready historic resource for inclusion at <http://www.journeythroughjersey.com>, adding the Journey Through Jersey logo to your website or newsletter, and tagging us on social media using @journeythroughjersey and #journeythroughjersey. You can find the Journey Through Jersey logo at <https://www.nj.gov/dca/njht/resources/grantees/> under "Project Sign and Logos."
- Make sure your PR plans are linked to your organization's mission. What is your organization trying to accomplish now? Five years from now? How can PR help you towards your goals?

Some Tips for Public Relations

- Maintain a computerized list of contacts and update it frequently. Telephone to find out the name and title of the most appropriate person to contact.
- Press releases should be neat, organized, and concise. The first paragraph should answer who, what, where, when and why. Follow the inverted pyramid model of placing information in order of diminishing importance.
- Follow up is extremely important. Call to make sure your release has been received and to find out if you can provide any additional information. If you really need a story in your local newspaper, hand carry it to the paper and try to say a few words explaining its importance to the editor. Newspapers are a business – you can help them sell their product by giving them great story ideas.
- Always thank the press by calling or sending a note to let them know that you appreciate their coverage. If possible, indicate how the coverage helped your organization, e.g. verbal or written feedback from constituents or increased attendance at an event.
- Whenever possible try to include a photograph with your release. Successful grantees always have a camera in their pocket, ready to photograph interesting aspects of the restoration, as well as important visitors and events at your site.
- Have good photo opportunities in mind before the press come to visit. They may want to find their own views, but this may be helpful to them and save them time.
- Have a file or display of historic photographs available for the press when they come to visit your site. Have extra prints available for the press or be prepared to make copy prints quickly.
- Remember that most media stories, in particular feature articles, need an angle or “hook”. Be on the lookout for human-interest stories related to the restoration – special craftsmen or restoration techniques, volunteers who have worked tirelessly, interesting or unusual fundraising projects, etc.
- Make sure you know the deadlines. Magazines usually require six months; weekly or daily newspapers one to three weeks. Don’t send releases too early or too late.
- Special supplements to newspapers, such as the spring and fall home improvement sections are good venues for articles on a restoration project, house tour, or garden tour.
- Send press releases to more than just the “press”. Send press releases to organizations that might include it in their newsletter e.g. the county historical commission, local chamber of commerce, Preservation New Jersey, the State Historic Preservation Office, local community organizations, or other local historic sites or museums.
- Send press releases to your donors. This lets them know the progress of the restoration and keeps your organization’s name in front of them. In addition, if you have acknowledged their contributions in the release, it assures them that their contribution is being recognized. It is good PR for the donors. Letters to the editor can also serve as PR. Thank volunteers and/or the community after a special event.
- Maintain a clippings file or scrapbook and evaluate it periodically to make sure that your message is getting out.

REMEMBER TO CREDIT THE NEW JERSEY HISTORIC TRUST
AND THE PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND IN ALL
PUBLICITY!

Chapter 5 REFERENCE ATTACHMENTS

AVAILABLE ON THE NJHT WEBSITE

Chapter 1:
Sample Grant Agreement

Chapter 2:
Historic Structure Reports & Preservation Plans Checklist

Chapter 3:
Affirmative Action Regulations

Chapter 5:
Attachment A: Garden State Historic Preservation Trust Fund Program Regulations
Attachment B: *Secretary of the Interior's Standards* (2017)
Attachment C: *National Park Service's Preservation Brief 43: The Preparation and Use of Historic Structure Reports*
Attachment D: *Historic Structure Reports & Preservation Plans: A Preparation Guide – Second Edition*