

# NEW JERSEY HISTORIC PRESERVATION FUND

**Certified Local Government**

**Grant-In-Aid**

**Grant Administration Manual**

**FFY 2015**

ALL REIMBURSABLE WORK MUST BE COMPLETED BY  
**SEPTEMBER 30, 2016**

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## TABLE OF CONTENTS

Acknowledgements.....	1
Preface .....	1
Create A Grant File .....	2
Grant Agreement.....	2
Amendments to the Agreement .....	3
Purpose .....	3
Timeframe.....	3
Funding .....	4
Project Standards.....	4
Project Cancellation.....	4
Changes .....	4
Good Grant Management .....	5
Procurement Requirements .....	6
Documentation of Consultant Contracting Process.....	7
Consultant Management .....	8
Costs .....	9
Allowable and Unallowable Project Costs.....	9
Project Income .....	11
Governing Body Resolution .....	11
Financial Management .....	11
Laws and Regulations.....	12
Reimbursement .....	13
Closing Out the Grant.....	14
Glossary.....	16
Attachment A – Resolution or Certification of Effect.....	20
Attachment B – Professional Qualification Standards .....	23
Attachment C – HPO Reimbursement Form.....	25

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CALIFORNIA

MISSISSIPPI

RHODE ISLAND

COLORADO

MONTANA

TEXAS

IDAHO

NEW YORK

VERMONT

IOWA

OHIO

TENNESSEE

LOUISIANA

OKLAHOMA

WASHINGTON

MICHIGAN

OREGON

MINNESOTA

PENNSYLVANIA

## PREFACE

Congratulations on receiving a grant from the State Historic Preservation Office (SHPO). The Certified Local Government (CLG) grant program is funded by a Federal apportionment to New Jersey through the National Park Service, Department of the Interior. You must comply with all Federal laws governing the administration of sub-grants as noted in the CLG Grant Agreement and this Manual. **Please read this entire manual carefully.**

We want to help your approved project succeed. While we attempt to make the grant requirements clear and easy, we are responsible to the public for the appropriate handling of public funds. Grant funds will be provided to you as reimbursement for appropriately completed and reported work. Please use this manual to navigate the grant process.

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

## CREATE A GRANT FILE

The project file will be used to document all major actions from grant award through close-out. It should contain, at a minimum:

- A copy of the fully executed grant agreement
- Correspondence with the funding source (the HPO)
- Copies of any subcontracts (including signed subcontractor certification forms)
- Copies of all invoices
- Copies of all purchase orders
- Copies of all issued municipal checks (front and back sides)
- Audit and close-out documentation

Records must be kept for three years after final reimbursement.

## GRANT AGREEMENT

It is very important to read and be familiar with all elements of the CLG Grant Agreement, as it is the legal document defining your project activities. Grant recipients are required to use funds for the purposes indicated on the contract and must seek and receive HPO prior written approval for any changes or modifications to the contract.

This Manual lays out additional guidance for requirements of the grant. Non-compliance with the terms of these documents will cause problems with paying you for your work and may even jeopardize receiving a grant in the future. Shortly after you were notified that you had been awarded a grant, you received a Grant Agreement. By signing the Grant Agreement, you attested acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement.

Grant contracts must be signed and returned within 15 days. Funds will not be disbursed without receipt of signed original contracts.

## AMENDMENTS TO THE AGREEMENT

You may not, without prior written approval from the HPO, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract you hold was made on the assumption that the work described would be completed as agreed. If an issue arises that you think may require an amendment, contact the HPO immediately.

## PURPOSE

The purpose of this manual is to assist Certified Local Governments (CLGs) in administering subgrants of federal Historic Preservation Funds. This manual has been written to facilitate compliance with required Federal, State, and local regulations and to make the expenditure of those funds efficient and easy. It is important to the New Jersey Historic Preservation Office that this program meets the needs of the local governments.

## TIMEFRAME

The grant period for Historic Preservation Fund grants runs on the Federal fiscal year from October 1 to September 30. For example, Federal fiscal year 2016 began on October 1, 2015. **The grant period cannot be extended.**

- Applications were made available **October 17, 2014**.
- The application submission deadline was **January 16, 2015**.
- Awards were made on **March 6, 2015**.
- The final grant product is due on **August 31, 2016**.
- No work done after **September 30, 2016** is reimbursable.
- Reimbursement requests should be made on or before **October 30, 2016**.

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

Due to these time restraints, you should plan on the project being achievable within a six month period of time.

Project planning, including drafting any applicable RFPs, may begin before your grant request is awarded and a grant agreement is signed; however, you cannot enter into a subcontract, begin actual work, or be reimbursed for costs incurred prior to the full execution of a grant agreement.

## FUNDING

Certified Local Government grants are reimbursable grants. Project work may only begin after the grant is awarded and a grant agreement between the grant recipient and the State of New Jersey has been signed and executed. The recipient pays for all costs up-front and grant funds are reimbursed for 100 percent of the total costs, up to the grant amount. This means that the municipality may have to carry the cost of the grant for a brief period between the time it pays the grant project bills and the time that it is reimbursed by the State.

## PROJECT STANDARDS

All Certified Local Government grants must result in a completed, tangible product or measurable result and all must be carried out in accordance with the applicable Secretary of the Interior's Standards for Archaeology and Historic Preservation. A copy of these standards is available online at <http://www.nps.gov/tps/standards.htm>.

## PROJECT CANCELLATION

Approved grants to CLGs may be cancelled for one or more of the following reasons:

1. Cancellation as requested by the grantee.
2. Grantee fails to meet required reporting deadlines.
3. Grantee fails to initiate project within four (4) months of the execution of the contract.
4. Project work does not meet the conditions or standards stated in the contract.

## CHANGES

Subgrantees shall notify the HPO of all changes made to their grant funded project. Changes falling under this requirement include, but are not limited to:

- Failure to receive bids on a project requiring re-advertising.
- Alterations to the final product resulting from information gathered from research on the project.
- Changes in requested federal share (i.e. over budget).
- Cancellation of project.

## GOOD GRANT MANAGEMENT

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

Here are the key elements in a grant project:

- Working with the State project manager on all aspects of the project through phone, e-mail consultation, and submission of regular progress reports.
- Developing a satisfactory Request for Proposals (RFP) to send to consultants, establishing criteria for selecting a consultant, and developing a subcontract for hiring the consultant.
- Hiring a consultant.
- Meeting with consultant to go over project goals, set project schedule, research design if needed, allocation of project responsibilities, and getting the consultant's input on best way to do the project.
- Accomplishing the project activities (e.g., meetings, training, research and/or recordation, organize and present events, assist in report preparation) over a 6 month period.
- Preparing draft grant products and submitting them to the State for approval.
- Preparing final grant products and submitting them to the State for approval.
- Preparing and submitting close-out package including a Request for Reimbursement(s) with accompanying documentation of expenses and match (if applicable).

Please note, because the HPO is required to pass through a specific amount of money as a condition of receipt of their federal funding, if one or more grant recipients defaults or withdraws during the grant period, the HPO is at risk for failing to comply with the provisions of its contract with the National Park Service (NPS). Undistributed funds must be returned to the NPS at the end of the grant period. This denies the citizens of New Jersey of the full benefit of federal funds allocated for their use, penalizes the HPO, and threatens future funding levels for New Jersey. **Therefore, it is absolutely critical that grant recipients immediately inform the Certified Local Government Program Coordinator should situations arise that have the potential to interfere with the completion of the project and the expenditure of funds as contracted. You should always plan on spending the full grant award, however if you expect to spend less than the awarded amount due to**



**unanticipated circumstances, the CLG Coordinator must be notified as soon as possible.** The HPO can then attempt to redistribute the funds to other CLGs before the end of the grant period in order to avoid penalization.

All aspects of the project must conform to OMB Circulars A-87 and A-102 (revised). Copies of the OMB circulars can be found online: <http://www.whitehouse.gov/omb/circulars/>.

## PROCUREMENT REQUIREMENTS

It is very important to read and be familiar with all elements of the CLG Grant Agreement, as it is the legal document defining your project activities. The Grantee must refer to the DEP-069G, Grant Agreement, Attachments B-1, C, D, and D-1 for all information regarding the Budget, Reporting, Purpose, Product, Schedule, and General Conditions.

It is especially important that the grantee adhere to the procurement requirements outlined in OMB Circular A-102 (revised). Copies of the OMB circulars can be found online: <http://www.whitehouse.gov/omb/circulars/>.

It is a federal regulation as stated in 43 CFR 12 that when public funds (including CLG grants) are involved in a project, all procurement or purchasing transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, should be conducted in a manner that provides open and free competition. All project consultants and professionals must be selected in accordance with local, state and federal laws and regulations. All project costs must meet procurement requirements. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

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

Consultants working on Historic Preservation Fund grant assisted projects should meet the minimum professional qualification standards established by the National Park Service previously published in the Code of Federal Regulations, 36 CFR Part 61, and available online at [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm) and attached to this document as Attachment B.

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

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

1. Incorporate a clear and accurate description of the technical requirements for the materials, product or service to be procured. Such description should not, in competitive procurement, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.
2. Clearly set forth all requirements which offerors must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work. Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, and financial and technical resources. Unreasonable requirements in order for a firm to qualify to do business and unnecessary experience and bonding requirements shall not be allowed. In accordance with Chapter 13B-34e of the Historic Preservation Fund Grant Manual (available online at [http://www.nps.gov/shpo/downloads/HPF\\_Manual.pdf](http://www.nps.gov/shpo/downloads/HPF_Manual.pdf)), compensation for consultants (whether grant funded or match) may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10 employee for the fiscal year in which the cost was incurred. Hence that rate changes slightly every year. More information can be found with the U.S. Office of Personnel Management: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2015/general-schedule/>.

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

Grantees shall maintain documentation on file to support all hiring and contracting procurements involving Federal and matching funds, including evidence that the services of the consultant are needed and cannot be met by current staff whose salaries are paid in part under the grant.

#### DOCUMENTATION OF CONSULTANT CONTRACTING PRACTICES

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

1. A copy of the Request for Proposal (RFP) or solicitation for bids, whichever is appropriate (the HPO must review and approve all RFP's in advance of their publication). Please note:
  - RFPs should be out to bid for a minimum of 30 days; and
  - solicitations for bids should be sent to a minimum of three (3) qualified firms; and
  - all of the DEP-069G, Attachment D-1 requirements must be satisfied
2. A description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
3. Copies of the responses received, or a summary of the responses.
4. Method and justification of contractor selection.
5. Justification of the use of negotiation (if used).
6. Copy of the signed and dated contract(s). This package must include an original signed copy of the subcontractor's certification (Attachment F of the grant agreement).

## CONSULTANT MANAGEMENT

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

CLGs contracting with a consultant should obtain written documentation from the consultant outlining a previous successfully completed project similar to the proposed grant project.

Consultant responsibility for product completion should be detailed in the consultant's contract with the CLG.

## COSTS

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

There will be a period of time when the CLG will have to cover the cost of the grant. That time is the period between submission of final products and Request for Reimbursement and the CLG's receipt of a reimbursement check from the State. Be sure that the municipality's chief elected official and chief financial officer (CFO) understand this.

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

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

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

## ALLOWABLE AND UNALLOWABLE PROJECT COSTS

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

- OMB Circular A-87  
[http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation\\_circulars\\_pdf/a87\\_2004.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/agencyinformation_circulars_pdf/a87_2004.pdf)
- OMB Circular A-122  
[http://www.whitehouse.gov/omb/assets/omb/circulars/a122/a122\\_2004.pdf](http://www.whitehouse.gov/omb/assets/omb/circulars/a122/a122_2004.pdf)
- Historic Preservation Fund Grants Manual, 2007  
[http://www.nps.gov/shpo/downloads/HPF\\_Manual.pdf](http://www.nps.gov/shpo/downloads/HPF_Manual.pdf)
- The Grantee shall comply with Executive Order 12549 as implemented in the United States Department of the Interior regulation, 43 CFR 12.100 through 12.510  
<http://www.gpo.gov/fdsys/pkg/CFR-2001-title43-vol1/xml/CFR-2001-title43-vol1-part12.xml>

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

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

The following is a partial list of allowable costs:

- Rental and use of private or publicly owned meeting space is acceptable. The value shall be based on the rental agreement. Specify type of rental, rental rate, and total cost.
- The cost of material and supplies necessary to carry out the grant project are allowable. This may include film, maps, material for grant related correspondence, reports, flyers, pamphlets, etc. Purchases made specifically for the grant project should be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received.
- The cost of professional and consultant services rendered by persons that are members of a particular profession or possess a special skill are allowable. A subcontract with the consultant outlining responsibilities, standards, products and fees will be required.
- Publication and printing costs are allowable. Please specify the type of item, number produced of each item.

The following is a partial list of unallowable costs:

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

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

## PROJECT INCOME

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

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

## GOVERNING BODY RESOLUTION

A governing body resolution was required as part of the application. A certification by the municipal clerk that the resolution is still in effect will be required to finalize the grant agreement. A sample is included as Appendix C.

## FINANCIAL MANAGEMENT

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

- Accurate, current, and complete disclosure of the financial results of each project grant.
- Records which identify adequately the source, and intended use, of funds for grant supported activities. These records shall contain the grant award letters and project notifications, authorizations, account obligations, unobligated account balances, financial and tangible assets, liabilities, outlays, and project income.
- Effective control and accountability for all funds, property, and other assets. Grantees shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
- Comparison of actual outlays with budgeted amounts for each grant and any other agreements specifically related to the project. Financial information should be related to performance cost principles, regulations, and terms of the grant agreement.
- Accounting records which are supported by source documentation. Specific information about audit requirements and procedures can be found in Section XV of your grant agreement.
- When possible, the Grantee should plan to establish a special checking account for the project so that an exact itemization of project expenditures can be submitted by check number along with copies of all issued municipal checks, bank statements, and/or other proof of payment such as itemized invoices.

- The Grantee must provide the HPO with all the information outlined in the DEP-069G, Grant Agreement, Attachment D-1, Procurement checklist.

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

## LAWS AND REGULATIONS

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

- The policies of the Historic Preservation Grant Program
- The U.S. Department of Interior prohibits discrimination based on race, color, national origin, sex, religion, disability, age, or sexual orientation. If you believe that you have been discriminated against in any program, activity or facility, or if you desire additional information, please write to:  
 Office of Equal Opportunity  
 National Park Service  
 1849 C Street NW  
 Washington, D.C. 20240
- Key personnel proposed to serve on the project must meet the appropriate federal minimum professional qualification standards. Set forth at 36 CFR Part 61. They are available at [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm) and attached to this document as Attachment B. Additional disciplinary standards are also available at <http://www.nps.gov/history/local-law/gis/html/quals.html>.
- The New Jersey Local Unit Pay-To-Play Law, P.L. 2004, Chapter 19 (as amended by P.L. 2005, c.51) N.J.S.A. 19:44A-20.4 et seq. Please note that all contracts between grantees and their contractors which exceed \$17,500 require the completion, submittal, and acceptance of a disclosure form. Prior to the start of work. Additional guidance is available at [http://www.nj.gov/state/dos\\_pay\\_to\\_play.html](http://www.nj.gov/state/dos_pay_to_play.html)
- New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. A copy is available online at [http://www.nj.gov/dca/divisions/dlgs/programs/lpcl\\_docs/Full%2014%20LPCL-NJAC%20Reference%20Handbook.pdf](http://www.nj.gov/dca/divisions/dlgs/programs/lpcl_docs/Full%2014%20LPCL-NJAC%20Reference%20Handbook.pdf)
- National Park Service Audit Standards
- 43 CFR 12 (formerly Office of Management and Budget Circular A-102) <http://www.gpo.gov/fdsys/pkg/CFR-2004-title43-vol1/pdf/CFR-2004-title43-vol1-part12.pdf>
- Office of Management and Budget Circular A-87 [http://www.whitehouse.gov/omb/circulars\\_a087\\_2004/](http://www.whitehouse.gov/omb/circulars_a087_2004/)

- Single Audit Act of 1984 and the requirements of Office of Management and Budget Circular A-128 for State or Local Governments [http://www.whitehouse.gov/omb/circulars\\_a133-lead/](http://www.whitehouse.gov/omb/circulars_a133-lead/)
- Hatch Act: No officer or employee whose principal employment is connected with any activity which is financed in whole or in part with grant assistance shall take part in any of the political activity proscribed in the Hatch Political Activity Act, 5 USC 1501 et seq., as amended, with its stated exceptions. <https://osc.gov/Pages/HatchAct.aspx>
- The New Jersey Register of Historic Places Act implementing regulations, particularly as applicable to survey activities (field work and reporting standards) available at [http://www.nj.gov/dep/hpo/1identify/nj\\_register\\_hist\\_plac\\_rules\\_07\\_02\\_2015.pdf](http://www.nj.gov/dep/hpo/1identify/nj_register_hist_plac_rules_07_02_2015.pdf)
- Grants in excess of \$24,999.00 must comply with Federal Funding Accountability and Transparency Act (FFATA) reporting requirements <https://www.fdrs.gov/>
- The following text must be included in all grant funded publications:

“This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the New Jersey Historic Preservation Office. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior strictly prohibits unlawful discrimination on the basis of race, color, national origin, sex, religion, disability, age, or sexual orientation in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to:

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

## REIMBURSEMENT

Historic Preservation Fund grants are reimbursable grants. The grantee must be prepared to expend and document the total project cost prior to receiving reimbursement. Interim reimbursements may be incorporated into the grant agreement, but must be tied to tangible grant products.



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

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

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

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

### CLOSING OUT THE GRANT

Submit closeout documentation to the CLG Program Coordinator. This includes:

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

## GLOSSARY

### **Certification Agreement**

The document signed by the chief elected official and the State Historic Preservation Officer that specifies the responsibilities agreed to as a condition of being a Certified Local Government.

### **Certified Local Government (CLG)**

A local government that has been certified to carry out the purposes of the National Historic Preservation Act of 1966, as amended (16 US. 470 et. seq.), by the HPO and the NPS pursuant to Section 101(c) of the Act.

### **Chief Elected Official**

The elected head of a local government, in a municipality usually the Mayor.

### **Closeout Documentation**

The paperwork required to close out the grant. This includes:

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

## **CLG Program**

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

## **CLG Program Coordinator**

In New Jersey the Historic Preservation Office represents the State in the general administration of the awarded grant projects, and answers questions relating to general grant administration. To contact, call Jonathan Kinney at 609-984-0141 or [Jonathan.Kinney@dep.nj.gov](mailto:Jonathan.Kinney@dep.nj.gov).

## **Comprehensive Statewide Historic Preservation Plan**

Required by the Historic Preservation Act, the Comprehensive Statewide Historic Preservation Plan is a major tangible product of the State's historic preservation Planning Process. The State Plan is a document that articulates a vision of the future for historic preservation across the State and identifies goals and strategies for achieving them in the future. The State Plan is a tool for the HPO and others throughout the State for guiding effective decision-making on a general level, for coordinating statewide preservation activities, and for communicating statewide preservation policy, goals, and values to the preservation constituency, decision-makers, and interested and affected parties across the state. The 2013-2019 Plan can be found here: [http://www.nj.gov/dep/hpo/Index HomePage images links/hpo\\_plan%202013 2019/hpoplan2014.pdf](http://www.nj.gov/dep/hpo/Index HomePage images links/hpo_plan%202013 2019/hpoplan2014.pdf).

## **Federal Fiscal Year (FFY)**

The Federal Fiscal Year runs from October 1 to September 30.

## **Grant Period**

The total time for which a project has been approved by the grant agreement, and any subsequent amendments as applicable, for support with federal funds and during which all work is to be accomplished. For the 2015 round, the grant period begins with the grant agreement execution; the product due date will be August 31, 2016; the grant period ends on September 30, 2016 by which all reimbursement requests must be made.

## **Historic Preservation Fund (HPF)**

The source from which monies are appropriated to fund the program of matching grants-in-aid to the State and Tribal Historic Preservation Offices for carrying out the purposes of the National Historic Preservation Act, as amended (16 USC 470 et seq.). By law, a minimum

ten percent (10%) of each state's allocation must be subgranted to the certified local government program.

### **Historic Preservation Fund Grants Manual**

The manual that sets forth National Park Service administrative procedures and guidelines for activities concerning the federally related historic preservation programs for states and local governments. This manual includes guidelines and procedures for the administration of the historic preservation grants-in-aid program. Available at [http://www.nps.gov/shpo/downloads/HPF\\_Manual.pdf](http://www.nps.gov/shpo/downloads/HPF_Manual.pdf).

### **National Park Service (NPS)**

The bureau of the Department of the Interior through which the Secretary of the Interior administers the National Historic Preservation programs.

### **National Register of Historic Places (NRHP)**

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

### **National Register Nomination (nomination)**

The document containing the information necessary to nominate a property to the NRHP. It includes a physical description, statement of significance, maps, photographs, legal description, and geographic data that together adequately document an individual property or district. To nominate is to propose that a district, site, building, structure, or object be listed in the National Register of Historic Places or, where a private owner or majority of owners object to listing, that property be determined eligible by the Keeper of the National Register.

### **Product**

A tangible result of the local preservation program, including but not limited to a brochure, a public presentation, a survey, a National Register nomination, a PowerPoint presentation or other audio/video production, development and maintenance of a website for the CLG's program, etc.

### **Project Coordinator**

All Historic Preservation Fund grant projects require a Project Coordinator who is a paid professional or salaried municipal employee. The Project Coordinator will be the single

point liaison with the HPO and with project professionals and will obtain, coordinate and submit reports, authorize signatures, and prepare financial documentation and other project information. Grantees may not delegate grant administration responsibilities to volunteers or historic preservation commission members.

### **Public Participation**

The input of local citizens in the planning process leading to the formal funding application, including consideration of environmental and other possible effects. A public participation plan/program provides an opportunity for citizens to participate in the development of the application; provides citizens with adequate information concerning program purposes and funding requirements; provides for public meetings or hearings to obtain the views of citizens on the substance of the program; and provides an opportunity to submit comments.

### **Recommendation Report**

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

### **SOI Standards**

Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation which provide technical information and guidance about historic preservation activities and methods. The subjects include: Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Documentation, Treatment of Historic Properties (Restoration, Rehabilitation, Stabilization, and Reconstruction), Professional Qualifications, and Preservation Terminology.

### **Sole versus Single Source Providers**

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

**State Historic Preservation Officer**

The official within each state who has been designated and appointed by the governor to administer the state historic preservation program.

**Subgrant**

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

**Subgrantee**

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

**Survey**

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

**ATTACHMENT A**

Resolution or Certification that Governing Body Resolution is still in Effect

DATE

State of New Jersey  
Mail Code 501-04B  
Department of Environmental Protection  
Historic Preservation Office  
P.O. Box 420  
Trenton, NJ 08625-0420

RE:     *Name of Municipality* HPF/CLG Grant Agreement  
          Grant Identifier: HE15-XXX

Dear CLG Coordinator:

As Municipal Clerk for *name of municipality*, I hereby certify that Resolution XXXX-XX  
entitled "XXXXXXXX", adopted on *date* is still valid for the purpose intended.

Sincerely,

*Name*  
Municipal Clerk



**Governing Body Resolution**

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

The governing body of \_\_\_\_\_ desires to

*(Print or Type Grantee's name)*

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

*(Total project cost)*

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

Therefore, the governing body resolves that

\_\_\_\_\_

*(Print or type person's name)*

or the successor to the title of \_\_\_\_\_ is authorized

*(Print or type title of authorized official)*

(a) to make application for such a grant,

(b) if awarded, to execute a grant agreement with the State for a grant in an amount not less than

\$ \_\_\_\_\_ and not more than \$ \_\_\_\_\_ and

(c) to execute  any amendments thereto  any amendments thereto which do not increase the Grantee's obligations.

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

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

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

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

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

(Seal)

**ATTACHMENT B**

Professional Qualification Standards

## HISTORIC PRESERVATION PROFESSIONAL QUALIFICATIONS

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

**History:** The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- at least two years of full-time experience in research, writing, teaching, interpretation or other demonstrable professional activity with an academic institution, historical organization or agency, museum or other professional institution; or
- substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

**Archaeology:** The minimum professional qualifications in archaeology are a graduate degree in archaeology, anthropology, or closely related field plus:

- at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management;
- at least four months of supervised field and analytic experience in general North American archaeology; and
- demonstrated ability to carry research to completion.

In addition, a professional in prehistoric archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

**Architectural history:** The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field, plus one of the following:

- at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
- substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

**Architecture:** The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a license to practice architecture.

**Historic architecture:** The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:

- at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- at least one year of full-time professional experience on historic preservation projects. (Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.)

**ATTACHMENT C**

HPO Reimbursement Form

New Jersey Department of Environmental Protection  
Historic Preservation Office

REQUEST for GRANT REIMBURSEMENT CONTRACTS/MATERIALS  
PROJECT COMPLETION REPORT

Name of Subgrantee (Municipality): \_\_\_\_\_

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

Grant Identifier: **HE** \_\_\_\_ - \_\_\_\_\_ Federal Employer I.D. # \_\_\_\_\_

Work Period: from \_\_\_\_\_ to \_\_\_\_\_

Please itemize by approved budget category only. **Do not** combine items or categories.

Vendor Name	Billing # or Date	Municipal Invoice or Voucher #	Check #	Planned Cost	Actual Cost	Budget Category

Total \$ \_\_\_\_\_

As Chief Financial Officer and/or authorized agent of the Grantee, I hereby certify that all expenses listed herein have been incurred solely in furtherance of the project approved by the New Jersey Department of Environmental Protection and the National Park Service, more particularly described in DEP-069G Grant Agreement or DEP-076 Amendment/Modification and any authorized revision.

\_\_\_\_\_  
Signature, Chief Financial Officer

\_\_\_\_\_  
Date

A hard copy of the completed reimbursement form (with original signature) and supporting documentation must be submitted to:

CLG Coordinator  
Mail Code 501-04B  
New Jersey Historic Preservation Office  
PO Box 420  
Trenton, NJ 08625-0420