Grant Project Checklist
New Jersey Historic Trust
New Jersey Historic Preservation Fund- Historic Site Management Grants

<table>
<thead>
<tr>
<th>PROJECT NAME:</th>
<th>TRUST STAFF:</th>
</tr>
</thead>
</table>

### Grant Agreement Preparation and Execution
*(3-6 months)*

- 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 grant attachments. After workshop, Grantee returns completed attachments to Trust:
- Signed 2\(^{nd}\) page of Trust’s Letter of Acceptance
- Attachment E-Resolution
- Attachment G-Accounting
- Certificate of Insurance
- NJSTART Vendor registration

- 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
- Grantee ensures consultant submits appropriate Affirmative Action paperwork to the State Division of Contract Compliance & EEO

### Quarterly Reports

- 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

### Initial Reimbursement Report
*(1-2 months)*

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 the Trust staff (Attachment C-2)
- Reimbursement request must be submitted by hard copy
- 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

**Preparation of Work Products (Plans, Drawings, Studies, etc.)** *(8 - 18 months)*

- Trust staff is invited to attend project kick-off meeting and all on-site or conference call project meetings
- Trust staff is copied on any and 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) forwards a copy of the final work product to the HPO
- Grantee may now submit final report and reimbursement request for the remaining 20% of the grant amount.

**Final Reimbursement Report** *(12-18 months)*

Final report should be received within 30 days of 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 exercise
NEW JERSEY HISTORIC TRUST  
Preserve New Jersey Historic Preservation Fund  
2018 HISTORIC SITE MANAGEMENT GRANT MANUAL

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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
- Enroll with NJSTART and acquire a Vendor ID Number
- Governing Body / Board Resolution (Attachment E)
- Statement of Adequacy of Accounting Systems (Attachment G)

An uncompleted sample of a Grant Agreement is included through the reference tab on the Trust’s website. A copy of your grant agreement, once completed, can be placed here in the binder.
THE GRANT AGREEMENT PROCESS

From the Historic Trust’s perspective, a Historic Site Management Grant is 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 bill, which is the “Date of the Appropriation” referred to in the Grant Agreement. The Preserve New Jersey Historic Preservation Trust 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 Historic 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. Minor changes to the Scope of Work in the nature of 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* in order to be eligible for reimbursement (See Attachment C on the website only). If a Municipal, County, or State site, the Grantee is responsible in complying with State Historic Preservation Office requirements.

**Agreement Period**
By this time the grantee will 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 Grant Workshop with all Grantees to explain the administrative requirements of the Grant Agreement.
- the Grantee submits the supporting documentation:
1.3

- Grant Agreement Information Form
- Certificate of Insurance
- Enroll with NJSTART and acquire a Vendor ID number
- signed Acceptance Letter
- Attachments E and G to the Trust.

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 4.7 of this Manual for Initial Reimbursement Report Procedures).
GRANT AGREEMENT INFORMATION FORM

The following information is required in order for the Trust to generate your grant agreement:

Project Number: 2018. __ __ __

Project Name: ____________________________________________

1. **Chief Financial Officer:** ________________________________

2. **Organization's Federal I.D. Number:** ______________________

3. **NJSTART Vendor I.D. Number:** __________________________

4. If using Federal funds as matching dollars (example: CDBG or Tea 21 grants), give Catalog of Federal Domestic Assistance (CFDA) Account Number: _______________

5. Your **Fiscal Year** ends: (month) ____________ (day) ____________

6. Your **Accounting Records** use the following system:
   - [ ] Cash Basis
   - [ ] Accrual Basis
   - [ ] Modified Accrual
   - [ ] Other (explain): ____________________________________________

7. **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

1) Please contact your insurance agent and verify that your coverage meets the minimum required for each **Insurance Type** listed above. Refer to page 1.6 of your Grant Manual.
2) Request that the NJ Historic Trust be named as additional insured on the policy for each Insurance Type listed above.

3) Request the Insurance Company to reference your Project Number on the Certificate of Insurance Form that is submitted to us as part of the Grant Agreement Package.

If you checked any boxes labeled “Self-Insurance”, please have the agency within your organization responsible for 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.

Please Print

8. Organization (the information below must be exact as stated on IRS records)

Name: __________________________________________________________

Mailing Address: __________________________________________________

Day Telephone: ______________ Fax: ________________________________

Email: __________________________________________________________

9. Project Property Location

Street Address: __________________________________________________

Town: ___________ Zip: ______________________________

10. Project Contact* (person who will manage grant & be Trust liaison)

Name: __________________________________________________________

Mailing Address: __________________________________________________

Day Telephone: ______________ Fax: ________________________________

Email: __________________________________________________________

* The contact person cannot be the CFO/Treasurer

Please Return Completed Form to:
NEW JERSEY HISTORIC TRUST, P.O. Box 457, Trenton, NJ 08625
Or Fax to: (609) 984-7590
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**, with limits of liability not less than $500,000 per person and $1,000,000 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

All Grantees (Vendors) must enroll in NJSTART. NJSTART is the State of New Jersey’s eProcurement system. Registration in NJSTART creates an account for the Grantee so that checks can be issued for grant payments (reimbursements).

Grantees must enroll at:  [http://www.nj.gov/treasury/purchase/njstart/vendor.shtml](http://www.nj.gov/treasury/purchase/njstart/vendor.shtml)

NJSTART provides a Quick Reference Guide (QRG). This QRG provides step-by-step instructions on how to register your organization as a vendor in NJSTART. After that, your organization’s Administrator will be able to establish and maintain user access to NJSTART for additional employees of your organization. Registration is required only once and can be completed in minutes. Reading through this guide before you start will help you identify and gather the information you will need.

Quick Reference Guides for managing your NJSTART vendor portal profile, and many other topics, can be found at the New Jersey Division of Purchase and Property Vendor Support Page at [http://www.nj.gov/treasury/purchase/njstart/vendor.shtml](http://www.nj.gov/treasury/purchase/njstart/vendor.shtml).

If you have questions regarding this registration process, you may contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov.
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 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 Freeholders 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 identify 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. The resolution must be imprinted with a raised corporate or notary seal.

If you have any questions concerning the attachments, please call your Program Officer at (609) 984-0473.
PRESERVE NEW JERSEY HISTORIC PRESERVATION FUND
ADMINISTERED BY THE NEW JERSEY HISTORIC TRUST

GOVERNING BODY / BOARD RESOLUTION

The governing body/board of _________________ (Organization name) 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 ____________________________

(Name and title of person) 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 ________________, 201

Ayes: ______

Noes: ______

Absent: _______ Approved:

__________________________________________

(Signature of Mayor, Freeholder Director, or Board Chair)

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 of the sample Grant Agreement provided at the Trust’s website).
A GRANT AGREEMENT BETWEEN
STATE OF NEW JERSEY
NEW JERSEY HISTORIC TRUST
AND

___________________
(Grantee)

(Grant Number)

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

I am the ____________________________ (Title of Chief Financial Officer or Organization’s 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
DEFINING THE PROJECT SCOPE

OVERVIEW

This chapter provides information and discussion of the scope of work that will define your Historic Site Management 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 insure 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.

The NJHT web site has additional resources posted. See Tab 5.
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 grantee’s responsibility to get the Trust’s prior approval for any such changes (see Section 4.19 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 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 follows*
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 environmental context. The plan will assess properties on both sides of the battlefield, including land held by the State of New Jersey and the Historical Society.

II. PROJECT REVIEW AUTHORITY

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

III. ACTIVITIES FUNDED BY THIS GRANT

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

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

1. Professional architectural and historic preservation services for Site Design Guidelines and Phased Implementation Plan as described in proposal by ABC Associates, dated April 22, 2000, pages 1 to 8 (Exhibit 1).

2. Professional services for Archaeological Report as described in proposal by Smith Archaeologists, dated January 10, 2000, pages 1 to 3 (Exhibit 2).

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

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

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

IV. PROJECT SCHEDULE:

2018 HSM Grant Dates

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 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.

During the course of 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 a 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 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 Historic Trust uses the Secretary of the Interior’s Standards for the Treatment of Historic Properties (1995) 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 website), and the State Historic Preservation Office’s Historic Structure Reports and Preservation Plans: A Preparation Guide (Historic Site Management Grant Manual, Tab 2 on 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 the Trust’s historic preservation specialist.

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, and that it meets the standards specifically discussed within this manual. The Trust will withhold final payment until a final document meets these standards.

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 Guide, second edition. Additionally, the Trust expects the following information to be included:

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:
One copy of the draft version and two copies of the final version of the work product are to be provided to the Trust for review and comment. All hardcopies are to be bound in a three-ring binder. A digital version of the approved final product should also be submitted.

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, finding 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*, 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:**
Similar to a Nation 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 to 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 is to consider and comment on the interpretative opportunities, signage, and public programs, and for the resource, even if this is not its primary use. 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.

In order 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.

**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 State Historic Preservation Office (HPO) standards. 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.

The need for archaeological investigations is considered as part of an application’s initial review. These considerations 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. The Historic Trust’s archaeologist and HPO archaeologists made recommendations regarding the need for conducting archaeological investigations as they related to the Trust-funded activities.

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.

In addition to archaeological requirements, applicants should consider completion of an archaeological sensitivity study or an archaeological management plan to better manage archaeological resources and help guide future activities at your historic property. Similar to a preservation plan or historic structure report completed for a building, site, or structure; an archaeological planning document is important in guiding overall preservation efforts, addressing specific archaeological needs, and ensuring that future activities consider (or avoid) potential effects to archaeological resources at your property.

The guidelines and information presented below has been developed specifically for owners and managers of historic properties (and their consultants) who have submitted applications to the Trust. Over the years many sources of information have been developed to aid those that have identified archaeological sites. Especially useful is the archaeology survey page of the New Jersey Historic Preservation Office website.
Archaeology and Historic Preservation

Archaeology is defined as “the study of past human societies and their lifeways based on cultural remains that have been preserved through time.” Archaeological remains may be associated with prehistoric or historic cultures (i.e. the period of Native American occupation and the period after Europeans and Africans arrived on this continent respectively). Archaeological sites include artifacts and/or features. Artifacts are defined as objects manufactured and/or used by human beings. Examples of prehistoric artifacts include: pottery, stone, bone, and metal tools as well as projectile points (“arrowheads”). Examples of historic artifacts include personal items and domestic materials such as ceramics. Both prehistoric and historic sites often contain bone, shell, and other types of food remains. Features are defined as any part of an archaeological site that is a result of human activity, but 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.

Because archaeological sites are such important sources of information on history and/or prehistory, legislation mandating their protection exists at the municipal, county, state, and federal levels. 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”). In New Jersey, compliance with the “Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation”, CFR 48:190, September 29, 1983 is overseen by the Historic Preservation Office (HPO), which is part of the New Jersey Department of Environmental Protection. All projects funded by the Trust are reviewed by the HPO to ensure that undertakings proposed by applicants are in compliance with the “Standards” 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 your historic property and its interpretation.

Archaeological Management Plans

Ideally, the time to begin incorporating archaeological requirements into any undertaking planned for a historic property is early in the planning process and before project decisions are finalized. Grantees should note that archaeological investigations and reports are among the activities eligible to receive funding under the Trust’s Historic Site Management Grant category. The Trust, therefore, recommends that property owners and managers include an Archaeological Management Plan (AMP) among the planning documents and activities proposed for their sites. Minimally, the objective of an AMP is to identify likely locations of archaeological resources and determine the relative sensitivity of various portions of the property. To do this adequately it will be necessary to conduct both research and a preliminary visual archaeological inspection of the property. Based on the information
contained in an AMP, the potential impacts of future landscaping and construction work can be assessed. In many cases these impacts can be avoided by relocating proposed activities or by modifying plans. A comprehensive AMP also serves as a long-range planning tool for the property.

The Trust suggests that property owners prepare the scope of work and the budget for an AMP in consultation with a qualified archaeologist (i.e. 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. A qualified archaeologist should also be retained to conduct the work itself.

**Incorporating Archaeology into your Proposed Activities**

Representative activities previously funded by the Trust requiring archaeological compliance included: 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.

If property owners or managers are proposing to develop design plans or to undertake activities that involve ground disturbance (including but not limited to the above), the Trust advises that they consult with a qualified archaeologist (see above). In cases where an Archaeological Management Plan (AMP) has already been prepared for a property, this consultation may be minimal or, in some instances, unnecessary.

Ideally, consultation with an archaeologist 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. Working with the applicant, the archaeologist will determine whether an archaeological investigation is necessary (it may also be possible to avoid potential impacts to archaeological resources by relocating proposed activities or modifying plans).

If an investigation is not warranted (for example, if it can be demonstrated that the area where work is proposed has been disturbed by previous construction) the application should include a statement by the archaeologist to this effect. If an investigation is determined necessary, the application should include a Scope of Work and a budget (see below). The archaeologist should assist the applicant in preparing these items.

The Trust recommends that property owners and managers consider a phased approach to archaeological investigations. An initial survey consists of research and preliminary field testing. The latter—typically consisting of shovel tests and occasionally small excavation units—is 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). The archaeological investigation should be scheduled to occur prior to or during the preparation of project design plans or construction documents. The product of the investigation should be a report that details the findings of the investigations and makes specific recommendations as to the need and substance of future archaeological evaluation. More detailed information on conducting surveys and the contents of a report can be found on the HPO website’s archaeology survey page under the section headings Guidelines for Phase I Archaeological Investigations: Identification of Archaeological Resources and Guidelines for Preparing Cultural Management Archaeological Reports Submitted to the Historic Preservation Office.

If evidence of a potentially significant archaeological site is found, then the applicants can either: 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 will most likely consist of larger excavation units or trenches located within areas where archaeological remains were identified. The investigation at this point 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.

**Budgeting for Archaeological Investigations**

Applicants should note that archaeological investigations and reports are also among the activities eligible to receive funding under the Capital Preservation Grants program. The budget for archaeological work, therefore, can be included Trust-funded Capital projects as a construction cost. In preparing budgets and schedules, applicants should include adequate funding and time so that archaeological investigations can be conducted to professional standards (all final reports will be reviewed by the HPO’s archaeological staff as well as the Trust’s archaeologists). For an archaeological investigation to be considered complete, the following components should be included: literature review; field survey/excavation; artifact processing/analysis; and report preparation. As stated above, see the archaeology survey page of the HPO website for information on surveys and reports.

**Artifact Processing and Curation**

An additional item that should be included in all funding requests is a provision for processing, conservation, and caring for artifacts and records produced by an archeological investigation. For significant collections, the HPO requires identification of the ultimate repository for the artifacts. Curation of significant collections is generally undertaken at the New Jersey State Museum, Bureau of Archaeology & Ethnology. Collections 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 Jim Moss, Registrar, Bureau of Archaeology & Ethnology, New Jersey State Museum, P.O. Box 530, Trenton, New Jersey 08625-0530, (609) 292-8594 or james.moss@sos.nj.gov.
If curation at an alternative facility is considered, it may be advisable to identify their requirements during the budgeting process since various repositories have different standards for processing of artifacts. This may necessitate contacting the HPO during the budgeting process to receive approval of a repository. In general, approved facilities must satisfy the Secretary of the Interior's “Standards” [see the Secretary of the Interior's “Standards and Guideline for Archaeology and Historic Preservation,” *Federal Register*, Volume 48, No. 190, effective Thursday, September 29, 1983, as updated and revised by the National Park Service - http://www.cr.nps.gov/local-law/arch_stnds_0.htm]. The alternate 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.

**Conclusion: The Role of Archaeological Remains and Interpreting Historic Properties**

It has been the Trust’s experience that archaeological artifacts and analysis bring new and valuable insights 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, ethnicity, and cultural preferences of the property’s former inhabitants. Because volunteers often participate in archaeological investigations, community members may also find themselves contributing to the interpretive process. This not only reduces the cost of archaeological investigations, but also provides learning opportunities as well as greater interest and support for historic properties. Another outcome of archaeological investigations is the creation of an artifact collection. Collections such as these, if properly curated (see above), may one day form the core of an interpretive exhibit or be used as a teaching and research tool. Whatever approach applicants may ultimately adopt in protecting and utilizing archaeological resources, the Trust is confident that the result will be a better understanding of their property’s history.
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. One of the Historic Trust’s initiatives for 2009 grants is the development of site interpretation. 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 study tours, reenactments, demonstrations, interactive kiosks, archaeological digs, celebrations, and lectures.

The next step is presenting the historic resource so visitors can have satisfying experiences. 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. Engaging visitors at a site will leave a more lasting impression than will handing them printed materials. 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 new methods of interpretation.
Examples of Creative Site Interpretation Development in New Jersey:

The Hermitage, Ho-Ho-Kus

The Hermitage is an outstanding example of a mid-nineteenth century Tudor Gothic cottage villa, remodeled by architect William H. Ranlett in 1847-48. It also incorporates some of the walls and architectural fragments of a mid-eighteenth-century house that was owned by American statesman Aaron Burr. The Hermitage provides educational programs to more than 13,500 visitors annually.

A Historic Trust grant has assisted the production of a preparation of the script for an orientation video. The video will ensure that people who are hearing-impaired or physically unable to access the second floor and other spaces open to the public, will have a complete visitor experience of the historic house museum. The video will also be presented in the visitor center as an orientation to the site and its history.

Prallsville Mill, Stockton

The Prallsville Mill complex dates to the early 1700s, and was a key component of this early industrial village. The site and a nearby stone quarry was owned by John Prall, Jr. from 1790 to 1831 and was later associated with the Delaware and Raritan Canal in the late 19th century. Acquired by the state in 1973.

The Historic Trust funding assisted preparation of exterior site signage, interpreting both the canal and buildings on the site. The signs are coordinated with the paths and viewing points on the site.
New Bridge Landing

New Bridge Landing 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 Steuben House (a Dutch Colonial, brownstone house from 1713 with brick end gables), the Campbell-Christie House of 1774, the early-18th century Demarest House, the mid-19th century Westervelt Barn, and the foundation of a rare tidal mill.

A Historic Trust grant has funded 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 includes assessing the site for opportunities for interpretation and presentation. Coordinated signage, trail markers, and paving was considered. Both sides of the Hackensack River, including land held by the State of New Jersey, Bergen County, Bergen County Historical Society, and the Township of Teaneck were included in the assessment.

Oakeside Bloomfield Cultural Center

Oakeside was the home of the Oakes family, owners of the local textile factory and prominent citizens of Bloomfield. The house is a fine surviving example of a high style turn-of-the-century residence with formally landscaped Colonial Revival-style gardens and grounds that serve as a backdrop for numerous cultural events and horticultural learning activities.
As the garden’s plant materials and period ornamentation were restored, the Historic Trust helped rehabilitate the Carriage House into a horticultural learning center, and expand the interpretation possibilities for the gardens at the site. The Historic Trust also helped fund the restoration of the exterior of the main house, the rose garden, and kitchen garden.

In 2001, the Historic Trust provided a grant for the preparation of a maintenance plan for the restored landscape, creation of horticultural workshops to foster community involvement in the gardens and school-appropriate interpretive materials about the history of the gardens.

Site interpretation for children is provided through children’s tours, tactile activities (samples of architectural elements like snow guards, moldings, old light switches etc., that the children can touch), garden activities (including planting flowers and experiencing historic gardening tools), and a special children’s’ map of the site. Adult site interpretation is provided through docent tours, a slide show of “before” and “after” images of the house and grounds, art classes, a garden lecture series, and hands-on workdays in the garden.
What the Historic Trust Funds for Site Interpretation:

There are a variety of ways to interpret a historic resource or community so people can understand and learn from it. To be part of a Trust grant, the interpretation improvements must be a new project, must be quantifiable, professionally guided, and able to be completed within the time frame of the grant.

**New project:** The interpretation must expand an existing program or create a new form of interpretation for the resource. The continuation of existing programs or replacement (or reprinting) of existing interpretive materials will not be funded.

**Quantifiable:** The project must be clearly defined from other programs and projects. It must either have clear start and end dates, or create a distinct object or report. The project is to be defined through a proposal to the grantee, establishing the parameters and costs associated with the project.

**Professionally guided:** A consultant and possibly crafts people are to oversee and undertake the project. The project cannot be undertaken in house. The consultants hired may include writers, sign makers, video producer, historic preservationist, tourism consultant, or team of many consultants, depending on the nature of the project and expertise need to implement it.

**Completed within the time frame of the grant:** The Trust grant has a work period end date, as well as grant agreement end date. Any exercises for which the grant will assist must be completed before the work period end date. All expenses for the exercise must be reconciled and evidence of payments provided to the Trust through a Reimbursement Request (see section “Administering an Open Grant”), before the grant end date.

Examples of interactive mechanism that could be used as interpretive exercises are study tours, interactive kiosks, archaeological digs, demonstrations, and lectures. Regardless of the mechanism, the interpretation must be professional, engage the visitor, and accurately present the history of the resource. Creating a positive, professional, and memorable response for visitors will translate to a positive response to the significance and preservation of the resource.

There are ways to include structured, volunteer participation, as part of public education. The volunteers learn about scientific methods and theory, and the history and prehistory of the area, while participating in projects. However, the Trust is encouraging **interpretative exercises that are permanent** with a physical product; otherwise the exercise is not fundable.
Historic Trust Funding Requirements for Interpretive Exercises:

**Consultant:** The planning and installation of the interpretive elements must be guided by a professional consultant with relevant experience. The consultant is selected by the grantee, as proposed to and approved by the Historic Trust. Please provide the Trust information on the consultant’s experience and their proposal for interpretation of the resource. The Trust will then, if part of the grant funded project, incorporate the interpretive exercise in the Grant Agreement’s Scope of Work.

**Draft Work Product:** The Grantee is required to submit a draft plan of the interpretive exercise. The draft plan should be sufficiently complete to allow for meaningful review by the Trust. This draft plan may be prepared as a proposal by the consultant. The Trust will review the proposed plan and provide the Grantee with any written comments.

**Implementation:** The Grantee can then engage the consultant in the preparation of the interpretive exercise. As part of interim reports and updates to the Trust, keep the Trust informed on the progress of the exercise and any changes from the initial exercise as presented in the consultant’s proposal. If the interpretive project includes signage or printed materials, the materials must acknowledge the Trust funding.

**Final Report:** The Final Report is to be submitted before the Work Period End Date of the Grant Agreement. The Trust will review the submissions and provide the Grantee with written comments on the final interpretive elements.
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 through 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 Reimbursement Requests in Chapter 4 for more information)
- Being available for access or audit as requested by the Trust (see the Audit and Access to Financial Records section on the next page)

Grant funds are distributed to the Grantee in two payments. In projects that have not yet started, the payment is in advance. In projects that are underway, the first payment is a reimbursement of costs to date with the remaining balance an advance. The final payment in both cases is a reimbursement after the Grantee has paid for specific work items and the final product has been approved by the Trust. To expedite payment from the Trust, the Grantee should also establish financial management practices that:

- Respond to the particular requirements of the State’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 C 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, for individual organizations receiving State and/or Federal financial assistance, within a single fiscal year are as follows:

- If $100,000 OR LESS - no audit is necessary.
- If GREATER THAN $100,000 but LESS THAN $750,000, a Financial Statement Audit (GAO - Yellow book) or a Program-Specific Audit is required.
- If $750,000 OR MORE, a A-133 Single Audit or Program-Specific Audit is required.

For further information see section XI of your Grant Agreement or see [http://www.state.nj.us/infobank/circular/cir1508_omb.pdf](http://www.state.nj.us/infobank/circular/cir1508_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 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 these forms. 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

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 (see “Affirmative Action and Subcontractor’s Employees” section on the website under Historic Site Management Grant Manual, Tab 3). 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. Please see attached for further information.

See section XX of the Sample Grant Agreement for information on Nondiscrimination and Affirmative Action requirements as well as www.nj.state.us/treasury/contract_compliance.
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.

The last 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 architect 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 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 issue a Letter of Approval.

Letter of Approval
Once a Letter of Approval is issued within the Grant Agreement period, the Grantee can submit Attachment C-3, Final Report and Reimbursement Form for the remaining eligible balance of the grant. For further information, see page 4.8 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, if that’s more convenient.

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 4.19 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.

<table>
<thead>
<tr>
<th>Reporting Periods</th>
<th>Quarterly Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 – March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 15</td>
</tr>
<tr>
<td>July 1 – Sept. 30</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Oct. 1 – Dec. 31</td>
<td>Jan 15</td>
</tr>
</tbody>
</table>
- 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:

<table>
<thead>
<tr>
<th>Reporting Periods</th>
<th>Quarterly Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 – March 31</td>
<td>April 15</td>
</tr>
<tr>
<td>April 1 – June 30</td>
<td>July 15</td>
</tr>
<tr>
<td>July 1 – Sept. 30</td>
<td>Oct. 15</td>
</tr>
<tr>
<td>Oct. 1 – Dec. 31</td>
<td>Jan 15</td>
</tr>
</tbody>
</table>

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)
- Sample Quarterly Report –

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, 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 __________, 20__.

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 check list 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 hardcopy of the Payment Voucher with the original signature must also be submitted with your request.
FINAL REIMBURSEMENT REPORT PROCEDURES

ATTACHMENT C-2

Once the Grantee has received a Letter of Completion 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 hardcopy of the Payment Voucher with the original signature must also be submitted with your request.
- Sample Final Reimbursement Report -

Project Name: Old Church of NJ  
Project Number: 2002.0082

Organization: Old Church of NJ

Project Contact: Jane Doe

Phone: 555-555-1231  
E-mail: jane@email.com

Date: 12/31/2004

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.

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

CURRENT STATUS (check off all applicable):

- Project Status: final Assessment Completed

- Work products reviewed and approved by Historic Trust:
  - Outline
  - First Draft
  - Final Product
  - other:

Comments (optional):
Project Name: Old Church of NJ
Project Number: 2002.0082

Preserve New Jersey Historic Preservation Fund
C-2 FINAL REIMBURSEMENT REPORT

Project Number: 2002.0082  Project Name: Old Church of NJ
Organization: Old Church of NJ

(provide additional sheets as needed)

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. 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.

5. CERTIFICATION

We certify this report to be true and correct. Submitted this day of , 2004.

Jane Doe
Signature of person completing report

Jane Doe
Name (printed)
1. Project Summary / Narrative

Historic Structure Report for Old Church 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 historic church. Ten years ago the congregation had retained a preservation architect to produce a conditions assessment for the church, 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 congregation 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 congregation about seeking similar preservation documents for other nearby city-owned historic structures.

2. Project Team List

no change

3. Project Schedule

Contract sighed & initial payment to consultant – Jan. 10, 2002
Progress payment to consultant – July 10, 2002
80% draft submitted to Trust – Sept. 25, 2002
100% draft submitted to Trust – Nov. 25, 2002
Approval of HSR by Trust & final payment to consultant – Dec. 10, 2002
Final Report to NJHT – Dec. 28, 2004
Project Name: Old Church of NJ  
Project Number: 2002.0082  

Preserve New Jersey Historic Preservation Fund  
HISTORIC SITE MANAGEMENT GRANT  
FINAL REIMBURSEMENT REPORT  

Project Number: _2002.0082_________________  
Project Name: __Old Church of NJ__________  
Organization: ___Old Church of NJ_____________  

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.  

<table>
<thead>
<tr>
<th>Categories</th>
<th>Costs</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approved</td>
<td>Actual</td>
</tr>
<tr>
<td>Historic Structure Report</td>
<td>$ 30,000</td>
<td>$ 30,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td>$ 30,000</td>
<td>$ 30,000</td>
</tr>
</tbody>
</table>

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.  

<table>
<thead>
<tr>
<th>Payee</th>
<th>Invoice #</th>
<th>Check #</th>
<th>Cost</th>
<th>(NJHT USE ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC Architects – initial payment</td>
<td>1</td>
<td>101</td>
<td>$ 2,000.00</td>
<td></td>
</tr>
<tr>
<td>ABC Architects</td>
<td>2</td>
<td>150</td>
<td>$ 24,000.00</td>
<td></td>
</tr>
<tr>
<td>ABC Architects – Final payment</td>
<td>3</td>
<td>155</td>
<td>$ 4,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Project Cost</td>
<td></td>
<td></td>
<td>$ 30,000.00</td>
<td></td>
</tr>
</tbody>
</table>

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________________ 20_02___.  

Tom Smith  
Authorized Chief Financial Officer Signee  

(C-2.3)
ABC Architects
Invoice for Architectural Services

Invoice No.: 1
Date: January 5, 2001

FOR PROFESSIONAL SERVICES RENDERED: Initial Payment

PROJECT No. 2043 Description: Old Church 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Contract Amount</th>
<th>% Complete</th>
<th>Amount Billed</th>
<th>Previously Billed</th>
<th>Due This Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation/Survey</td>
<td>$21,360</td>
<td>38%</td>
<td>38%</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>Design</td>
<td>$32,040</td>
<td>0%</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Archeology</td>
<td>$10,000</td>
<td>0%</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Const. Administration</td>
<td>$17,800</td>
<td>0%</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
ABC Architects
Invoice for Architectural Services

Invoice No.: 2
Date: July 5, 2002

FOR PROFESSIONAL SERVICES RENDERED: January 5 – July 1, 2002

PROJECT No. 2043 Description: Old Church 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Contract Amount</th>
<th>% Complete</th>
<th>Amount Billed</th>
<th>Previously Billed</th>
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<td>$17,800</td>
<td>0%</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
ABC Architects  
Invoice for Architectural Services  
Invoice No.: 3  
Date: December 1, 2002

FOR PROFESSIONAL SERVICES RENDERED: July 2 – Dec 1, 2002 – Final Payment

PROJECT No.  2043  Description: Old Church 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Contract Amount</th>
<th>% Complete</th>
<th>Amount Billed</th>
<th>Previously Billed</th>
<th>Due This Invoice</th>
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<td>38%</td>
<td>38%</td>
<td>$0</td>
<td>$4,000</td>
</tr>
<tr>
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<td>0%</td>
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<td>0%</td>
<td>0%</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
Copy of CANCELLED CHECK

AMOUNT MATCHES INVOICE

Copy of CANCELLED CHECK

AMOUNT MATCHES INVOICE

Copy of CANCELLED CHECK

AMOUNT MATCHES INVOICE
Date: __________

To: DCA Fiscal Officer, Budget & Fiscal
   DCA Fiscal, PO Box 800, Trenton, NJ 08625

From: Carrie Hogan, Fiscal Officer
       New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625

Payee Reference:

Project #: 2017.0082

Project Name: Old Church of NJ

Reimbursement # __________

Grantee: Old Church of NJ

Grant Agreement Begins __________, Ends __________

Payment Reporting Period __________ to __________ or Close-Out / Retainage

Reimbursement Amount $__________________

Grantee Certification:

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

___ Bobby Smith, Treasurer

Typed Name of CFO/Treasurer

Bobby Smith

Original Signature

1/22/04

Date

NJHT Certification:

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

___ Carrie Hogan, Fiscal Officer

NJHT Representative

Signature

Date

Division Fiscal Certification:

GO # 022__LN __1__ $________

Vendor ID #
AMENDING 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 the course of 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 4.2 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. In order 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 by an Application for Major Change. In order 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. In order 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. In order 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 2.6 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 PR 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 (in particular local cable channels), and your own organization’s newsletter, brochures, and posters.
- 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 Press 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. Buy a good, easy to use camera and a supply of film, and always be ready to photograph interesting aspects of the restoration (you will need to do this for NJHT performance reports anyway), 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!
CONTACTS AND REFERENCE ATTACHMENTS

NEW JERSEY HISTORIC TRUST CONTACT INFORMATION

Mailing Address:
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Department of Community Affairs
P.O. Box 457
Trenton, NJ 08625-0212

Hand Delivery or Overnight Delivery Address:
New Jersey Historic Trust
101 South Broad Street, Sixth Floor
Trenton, NJ 08608

Phone: 609 984 0473
Fax: 609 984 7590
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REFERENCE ATTACHMENTS POSTED ON NJHT WEB SITE
http://njht.org/dca/njht/resources/granteeresources.html

Attachment A: Garden State Historic Preservation Trust Fund Program Regulations
(N.J.A.C. 15:34)
Attachment B: The Secretary of the Interior's Standards for the Treatment of Historic Properties and Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, Revised 1995, (selected sections)
Attachment C: National Park Service’s Preservation Brief 43: The Preparation and Use of Historic Structure Reports
Attachment D: (CSI) Construction Division Codes
Sample Grant Agreement PDF
 Historic Structure Reports & Preservation Plans: A Preparation Guide PDF
 Historic Structure Reports & Preservation Plans Checklist PDF
 Heritage Tourism Guidelines PDF
 Affirmative Action Regulations PDF