

# GRANTEE WORKSHOP

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

2024 Grant Recipients



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

## NJ HISTORIC TRUST MISSION

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



# NJ HISTORIC TRUST BOARD

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

# STAFF OF THE HISTORIC TRUST

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





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

# OVERVIEW

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# TODAY'S AGENDA

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





# GRANT AGREEMENT PROCESS

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

# GRANT MATERIALS AND MANUAL

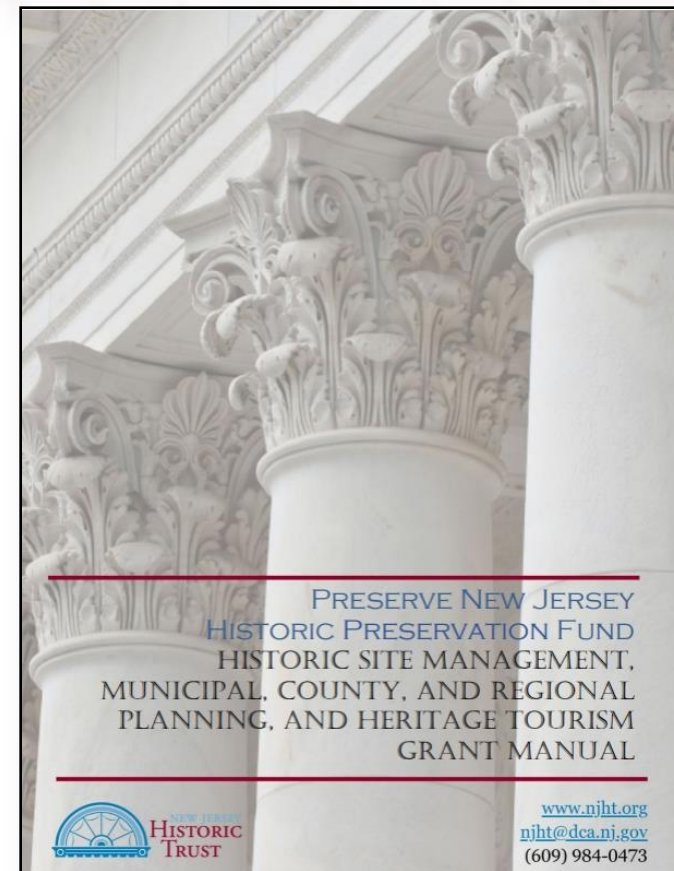
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## Grantee Info Packet:

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

## Grant Manual:

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





# RESOURCES WEB PAGE

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



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

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

Resources News and Events

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

Or click here:

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



# EXECUTING THE GRANT AGREEMENT



# EXECUTING THE GRANT AGREEMENT

## Checklist:

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

## Letter of Acceptance:

- › To be signed and returned with an ORIGINAL signature

### *Grant Agreement Check-list*

Project #:  
Project Name:

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

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

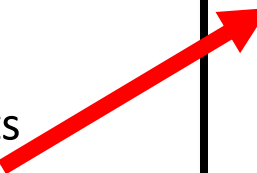
#### Must be received

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

# EXECUTING THE GRANT AGREEMENT

## Information Form:

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



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

**Project Number:** 2020.0090  
**Project Name:** Ayres/Knuth Farmstead

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



## Insurance:

- | ACORD  |                                     | CERTIFICATE OF LIABILITY INSURANCE  |                       | DATE REVISED 06/28/2012                 |        |
|--|-------------------------------------|---|-----------------------|---|--------|
| <b>PRODUCER</b> 603.224.2962 FAX 603.224.8812<br><b>The Bailey Agency, Inc.</b><br>139 Loudon Road<br>P.O. Box 511<br>Concord, NH 03302-0511<br><b>INSURER</b> Roys Express, Inc.<br>P.O. Box 8908<br>Peasack, NJ 07108-8908   |                                     | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |                       |   |        |
|  |                                     | <b>INSURERS AFFORDING COVERAGE</b><br>INSURER 1 FIREMAN'S INS CO OF MASS, INC<br>INSURER 2 ACEDIA INS. CO.<br>INSURER 3<br>INSURER 4  |                       | <b>NAIC #</b><br>00171<br>00171<br><br> |        |
| <b>COVERAGES</b><br>THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NO OTHER ENDORSEMENT, TIERING OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN THE INSURANCE AFFORDED BY THE POLICIES BELOW'S COVERAGE IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                     |   |                       |   |        |
| LINE   | TYPE OF INSURANCE                   | POLICY NUMBER   | POLICY EFFECTIVE DATE | POLICY EXPIRATION DATE                  | LIMITS |
| A  | GENERAL LIABILITY                   | CP4100177-24  | 07/01/2012            | 07/01/2013                              |        |
|  | COMMERCE/INDUSTRY GENERAL LIABILITY |   |                       |   |        |
|  | PRODUCTS                            |   |                       |   |        |
|  | CONTRACTS                           |   |                       |   |        |
|  | AGGREGATE LIMIT                     |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
| A  | COMMERCE/INDUSTRY LIABILITY         | CA1000178-29  | 07/01/2012            | 07/01/2013                              |        |
|  | COMMERCE/INDUSTRY LIABILITY         |   |                       |   |        |
|  | PRODUCTS                            |   |                       |   |        |
|  | CONTRACTS                           |   |                       |   |        |
|  | AGGREGATE LIMIT                     |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
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|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
| B  | GENERAL LIABILITY                   | CA1000179-28  | 07/01/2012            | 07/01/2013                              |        |
|  | GENERAL LIABILITY                   |   |                       |   |        |
|  | PRODUCTS                            |   |                       |   |        |
|  | CONTRACTS                           |   |                       |   |        |
|  | AGGREGATE LIMIT                     |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
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| C  | GENERAL LIABILITY                   | WPA1000006-12   | 07/01/2012            | 07/01/2013                              |        |
|  | GENERAL LIABILITY                   |   |                       |   |        |
|  | PRODUCTS                            |   |                       |   |        |
|  | CONTRACTS                           |   |                       |   |        |
|  | AGGREGATE LIMIT                     |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
|  | COPIES                              |   |                       |   |        |
| D  | GENERAL LIABILITY                   | CP4100177-24  | 07/01/2012            | 07/01/2013                              |        |
|  | GENERAL LIABILITY                   |   |                       |   |        |
|  | PRODUCTS                            |   |                       |   |        |
|  | CONTRACTS                           |   |                       |   |        |
|  | AGGREGATE LIMIT                     |   |                       |   |        |
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# EXECUTING THE GRANT AGREEMENT

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

ATTACHMENT E

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

GOVERNING BODY / BOARD RESOLUTION

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

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

Introduced and passed \_\_\_\_\_, 2020

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

Title: \_\_\_\_\_  
\_\_\_\_\_  
(County Clerk, Board Secretary, or Notary Public)

\_\_\_\_\_ government, corporate or notary seal

(E-1)

## Governing Body / Board Resolution:

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



# EXECUTING THE GRANT AGREEMENT

## Statement of Adequacy of Accounting System:

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

Project Name: \_\_\_\_\_  
Project Number: 2019.\_\_\_\_

ATTACHMENT G

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

STATEMENT OF ADEQUACY OF ACCOUNTING SYSTEM

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

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

1. Provide for accurate identification of the receipts and expenditures for items to be reimbursed  
by the New Jersey Historic Trust;
2. Provide for documentation supporting each book entry, filed in such a way that it can be  
easily located;
3. Provide accurate and current financial reporting information;
4. Be integrated with a strong system of internal controls and;
5. Will conform to any and all requirements or guidelines that the New Jersey Historic Trust  
may issue including Section VIII and Section XI of the Grant Agreement.

\_\_\_\_\_  
Signature of Chief Financial Officer / Treasurer

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Date

(G-1)

# EXECUTED GRANT AGREEMENT

## Completed Info Packet

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

The image shows two copies of a "STATE OF NEW JERSEY GRANT AGREEMENT PROVISIONS BETWEEN THE NEW JERSEY HISTORIC TRUST AND". The foreground form is filled out with handwritten information.

**Project Name:** Woodford Turkey  
**Project Number:** 2022-0042

**PROJECT PROPERTY LOCATION**  
Common name of property: Downtown Woodford  
Street Address: 123 Avenue A  
City: Woodford State: New Jersey Zip: 07071

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

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

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

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

CERTIFIED BY (Grantee Representative)  
By: [Signature] Title: Executive Director  
Date: March 2, 2024

**TABLE OF CONTENTS**

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13



A photograph of a two-story historic house with a prominent front porch supported by white columns. The house's exterior paint is significantly peeling and weathered, particularly on the upper story. The porch has a dark arched doorway and a hanging lantern. The sky is blue with light clouds, and some trees are visible in the background and foreground.

# DEFINING THE SCOPE OF WORK



# DEFINING THE SCOPE OF WORK

## Attachment D-1 (Scope of Work):

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

2.4

- Sample Scope of Work/ Attachment D-1 -

### ATTACHMENT D-1, SCOPE OF WORK

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

#### I. OVERVIEW OF PRESERVATION OBJECTIVES OF ENTIRE PROJECT

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

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

#### II. PROJECT REVIEW AUTHORITY

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

#### III. ACTIVITIES FUNDED BY THIS GRANT

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

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

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



# DEFINING THE PROJECT SCOPE

## Attachment D-1 (Scope of Work):

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

2.4

- Sample Scope of Work/ Attachment D-1 -

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

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

# PROJECT SCHEDULE

## Attachment D-1 (Scope of Work):

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

2.5

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

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

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

### IV. PROJECT SCHEDULE (HSM):

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

Created: by  
Revised:



# YOUR PROJECT SCHEDULE

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

# PROJECT TEAM

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## Project consultants:

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



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

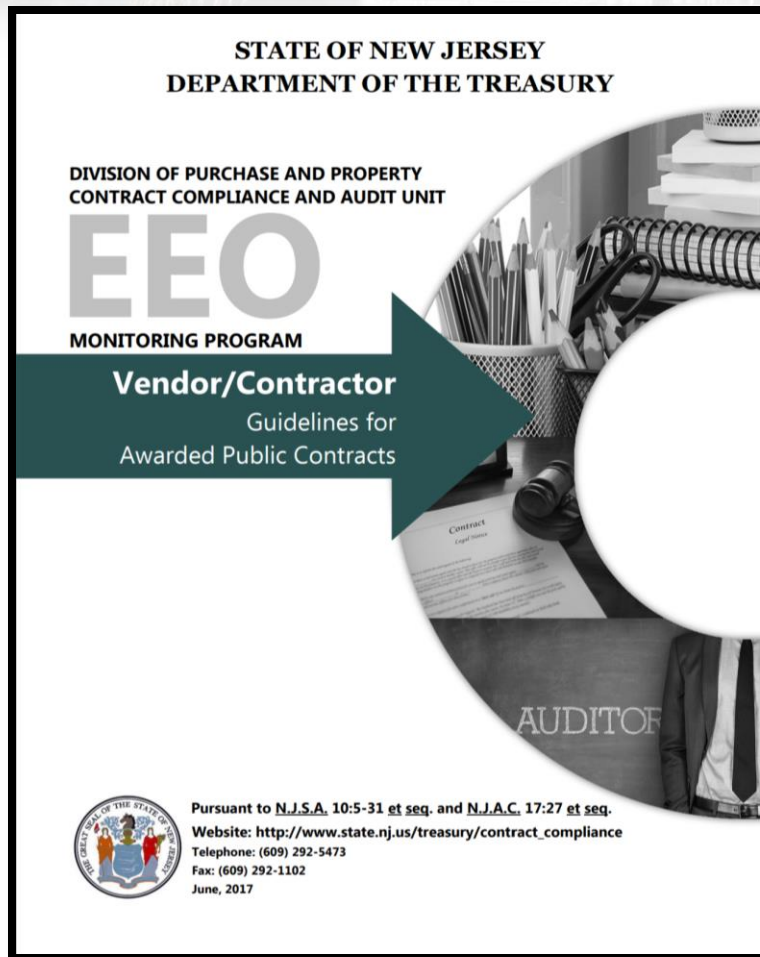


# PROJECT REQUIREMENTS

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



# NEW JERSEY STATE REQUIREMENTS




## Financial Management:

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

## Affirmative Action:

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



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

# ARCHAEOLOGICAL REQUIREMENTS

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# WHEN IS ARCHAEOLOGY REQUIRED?

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

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

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





# WHEN IS ARCHAEOLOGY REQUIRED?

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**If ground disturbance is planned, archaeological consideration is required.**

Examples of ground disturbing activities:

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



# WHAT IS REQUIRED?

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

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





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

### Why is the consideration of archaeology required?

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

### When is the consideration of archaeology required?

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

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

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

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

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

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

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

### What is an archaeological monitoring protocol?

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

### Who drafts the protocol?

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

### What should be included in the protocol?

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

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

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

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

**FOR REVIEW**

**BEFORE ANY EXCAVATION**

**OR PROCESSING/ANALYSIS**

**OF THE MATERIALS**

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

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



# PUBLIC ARCHAEOLOGY



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

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





A photograph of a small, white, single-story wooden house with a gabled roof and a prominent brick chimney. The house has a small front porch with white columns and a red door. It is situated in a yard with fallen leaves and bare trees, suggesting a late autumn or winter setting. A large tree is on the left, and a wooden fence is in the background.

# ADMINISTERING AN ACTIVE GRANT



# COMMUNICATION WITH THE TRUST

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## **Send to the Trust:**

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

## **Close-out:**

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



## **Know your program staff contact**

Questions?

Problems?

Good news?

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



# SUBMITTING QUARTERLY REPORTS

## Attachment C-1:

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

## Submit via:

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

## Reports are due:

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

Project Name:  
Project Number:

ATTACHMENT C-1

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

Project Number: \_\_\_\_\_ Project Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Project Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Quarterly Report Check List

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

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

**Reporting Schedule:** Quarterly Reports are due every three months:

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

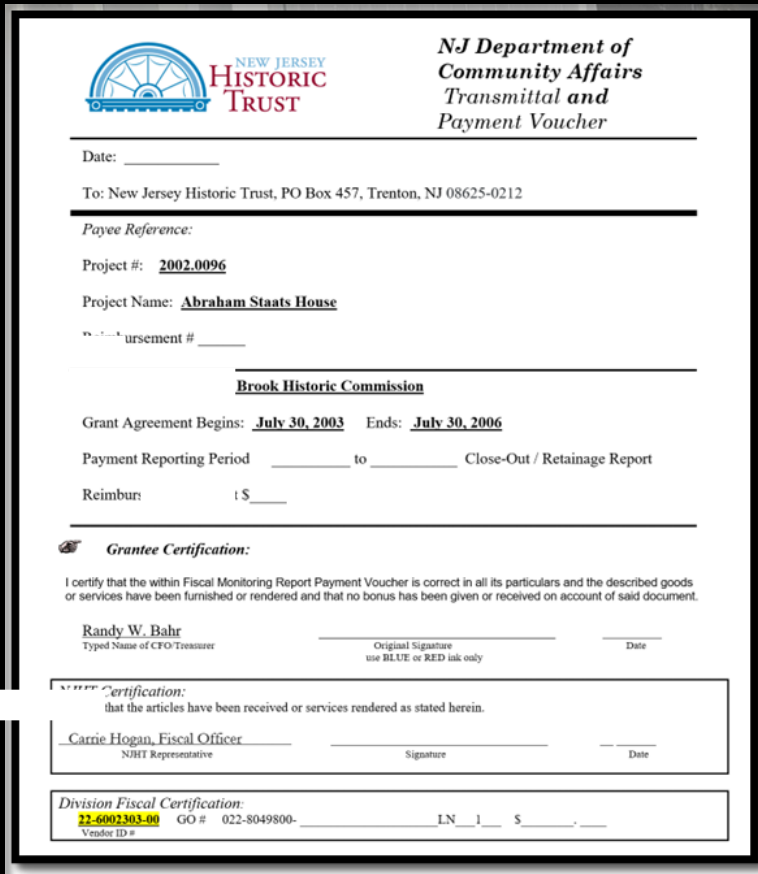
**CURRENT STATUS** (check off all applicable):

☐ Consultant is under contract with Grantee  
☐ Project Status: \_\_\_\_\_  
☐ Work products submitted to Grantee:  
☐ Outline  
☐ First Draft  
☐ Final Product  
☐ other: \_\_\_\_\_

(C-1.1)

# REIMBURSEMENT REQUESTS

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



The image shows a 'NJ Department of Community Affairs Transmittal and Payment Voucher' form. It includes the New Jersey Historic Trust logo and the following fields: Date, To: New Jersey Historic Trust, PO Box 457, Trenton, NJ 08625-0212, Payee Reference, Project #: 2002.0096, Project Name: Abraham Staats House, Reimbursement #, Grant Agreement Begins: July 30, 2003, Ends: July 30, 2006, Payment Reporting Period, Close-Out / Retainage Report, Reimbursement amount, and sections for Grantee Certification and Fiscal Officer Certification. The form is for Randy W. Bahr, CFO/Treasurer, and Carrie Hogan, Fiscal Officer.

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

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

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

Payee Reference:

Project #: 2002.0096

Project Name: Abraham Staats House

Reimbursement # \_\_\_\_\_

**Brook Historic Commission**

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

Payment Reporting Period \_\_\_\_\_ to \_\_\_\_\_ Close-Out / Retainage Report

Reimbursement: \$ \_\_\_\_\_

**Grantee Certification:**

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

Randy W. Bahr  
Typed Name of CFO/Treasurer

Original Signature  
use BLUE or RED ink only

Date

**Fiscal Officer Certification:**

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

Carrie Hogan, Fiscal Officer  
NJHT Representative

Signature

Date

**Division Fiscal Certification:**

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



# WORK PRODUCT REVIEW

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

# AMENDING THE GRANT AGREEMENT

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## Reasons to amend the Grant Agreement:

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

## Request for Major Change (Attachment D-2):

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

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







# CLOSING OUT THE GRANT

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# CLOSING OUT THE GRANT

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







# PUBLICITY FOR YOUR PROJECT

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# GOALS OF YOUR PUBLICITY PROGRAM



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



# OUR MUTUAL PUBLICITY GOALS



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



# JOURNEY THROUGH JERSEY

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





# STAY IN TOUCH WITH US

› Facebook, Instagram, BlueSky, and LinkedIn

› @njhistorictrust



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

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



# QUESTIONS?

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## Program Officers:

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

## Fiscal Officer:

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

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





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

Thank you for joining us today!

We look forward to working with you!

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