

# GRANTEE WORKSHOP

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

2023 Grant Recipients



The background image shows a grand, ornate interior space, likely a historic building. The ceiling is highly decorative with a complex geometric pattern of recessed panels and a large, circular, wrought-iron chandelier hanging from the center. The walls are light-colored with decorative elements, including a large, arched fireplace opening in the center and two tall, narrow, decorative columns on either side. The floor is polished and reflects the light. The overall atmosphere is one of historical elegance and grandeur.

## **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, Secretary
- › Kristin Downing, Technical Assistant

## › Historic Preservation Specialists:

- › Alexis Aley
- › Jennifer Boggs
- › Shannon Bremer
- › Stephanie Kraut
- › Judith Murphy, AICP, PP
- › Ashley Parker
- › Vito Scocozzo



# 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

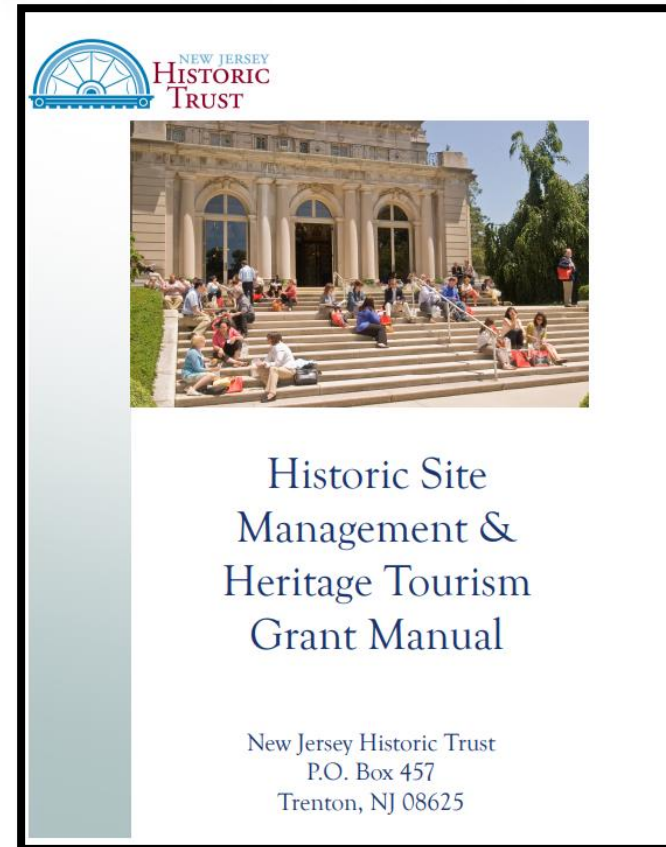
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## Grantee Info Packet:

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

## Grant Manual:

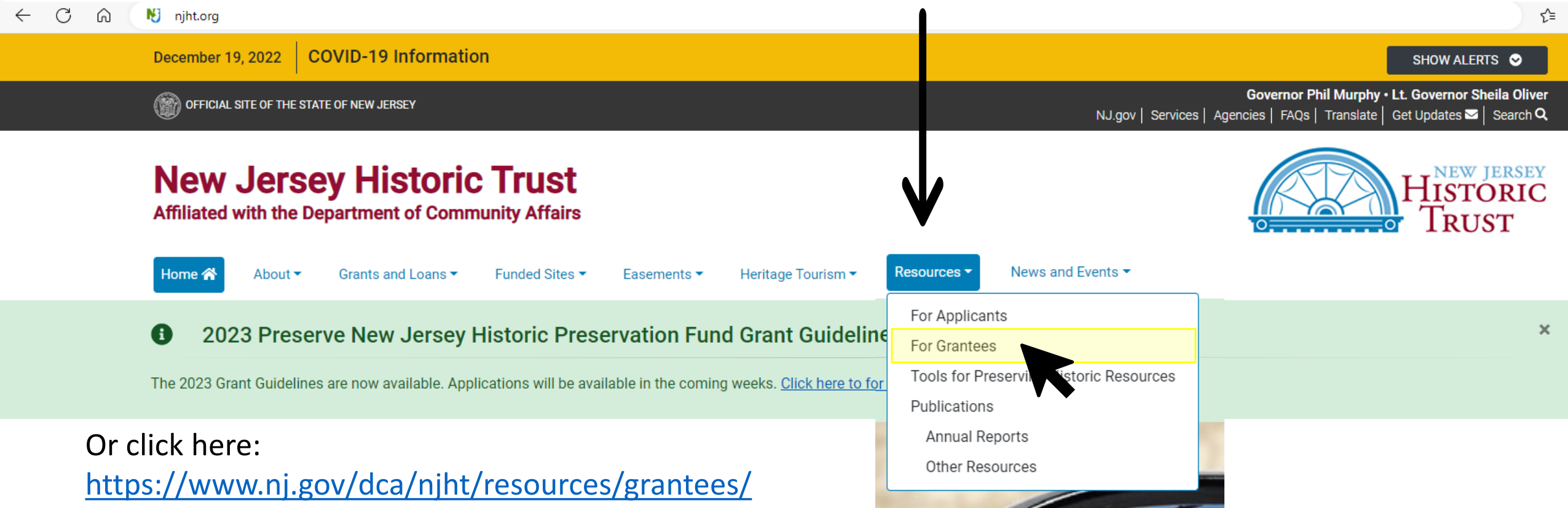
- › Everything you need to know to successfully manage your grant project





# RESOURCES WEB PAGE

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



The screenshot shows the New Jersey Historic Trust website. At the top, there is a yellow navigation bar with the date "December 19, 2022" and "COVID-19 Information", and a "SHOW ALERTS" button. Below this is a dark grey bar with the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY" and "Governor Phil Murphy • Lt. Governor Sheila Oliver" along with links for "NJ.gov", "Services", "Agencies", "FAQs", "Translate", "Get Updates", and "Search". The main header features the "New Jersey Historic Trust" logo and the text "Affiliated with the Department of Community Affairs". A navigation menu includes "Home", "About", "Grants and Loans", "Funded Sites", "Easements", "Heritage Tourism", "Resources", and "News and Events". The "Resources" menu is open, showing options: "For Applicants", "For Grantees" (highlighted with a yellow background and a mouse cursor), "Tools for Preserving Historic Resources", "Publications", "Annual Reports", and "Other Resources". A green banner at the bottom of the page contains an information icon and the text "2023 Preserve New Jersey Historic Preservation Fund Grant Guidelines". Below the banner, it states "The 2023 Grant Guidelines are now available. Applications will be available in the coming weeks. [Click here to for](#)".

Or click here:

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



# EXECUTING THE GRANT AGREEMENT

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# 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 an account for the Grantee so that checks can be issued for grant reimbursements
  - › 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

# EXECUTING THE GRANT AGREEMENT

## Insurance:

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

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE ISSUED: 06/28/2012

PHONE# 801.224.2562 FAX 801.224.8812 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.

INSURERS AFFORDING COVERAGE: FARMERS & IND CO OF MAINS, DC (NAIC # 80171)  
ACORN # ACORN INC. CO. (NAIC # 80171)

**COVERAGES**

LINE	TYPE OF INSURANCE	POLICY NUMBER	ISSUANCE DATE	EXPIRATION DATE	LIMITS
A	COMMERCIAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CONTRACTORS <input checked="" type="checkbox"/> CONTRACTORS DEF <input type="checkbox"/> CONTRACTORS DEF <input type="checkbox"/> CONTRACTORS DEF <input type="checkbox"/> CONTRACTORS DEF	CP41180177-28	07/01/2012	07/01/2013	COM-OC OCCURRENCE \$ 100,000,000 COM-OC PRODUCTS \$ 100,000,000 COM-OC CONTRACTORS DEF \$ 100,000,000 COM-OC CONTRACTORS DEF \$ 100,000,000 COM-OC CONTRACTORS DEF \$ 100,000,000 COM-OC CONTRACTORS DEF \$ 100,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> AUTO AUTO <input type="checkbox"/> ALL OWNED/LEASED <input type="checkbox"/> SCHEDULED NON-OWNED <input checked="" type="checkbox"/> AUTO AUTO <input type="checkbox"/> AUTO AUTO <input checked="" type="checkbox"/> AUTO AUTO <input checked="" type="checkbox"/> AUTO AUTO	CA41580178-29	07/01/2012	07/01/2013	COM-OC AUTO LIMIT \$ 1,000,000 COM-OC AUTO LIMIT \$ 1,000,000 COM-OC AUTO LIMIT \$ 1,000,000 COM-OC AUTO LIMIT \$ 1,000,000 COM-OC AUTO LIMIT \$ 1,000,000 COM-OC AUTO LIMIT \$ 1,000,000
B	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> EXCESS <input type="checkbox"/> UMBRELLA <input type="checkbox"/> EXCESS <input type="checkbox"/> UMBRELLA	CA11000079-38	07/01/2012	07/01/2013	EXCESS/UMBRELLA LIMIT \$ 10,000,000 EXCESS/UMBRELLA LIMIT \$ 10,000,000 EXCESS/UMBRELLA LIMIT \$ 10,000,000 EXCESS/UMBRELLA LIMIT \$ 10,000,000
A	EMPLOYERS LIABILITY <input checked="" type="checkbox"/> EMPLOYERS LIABILITY <input type="checkbox"/> EMPLOYERS LIABILITY <input type="checkbox"/> EMPLOYERS LIABILITY <input type="checkbox"/> EMPLOYERS LIABILITY	MP40000004-12	07/01/2012	07/01/2013	EMPLOYERS LIABILITY \$ 100,000 EMPLOYERS LIABILITY \$ 100,000 EMPLOYERS LIABILITY \$ 100,000 EMPLOYERS LIABILITY \$ 100,000
A	TRUCK LIABILITY <input checked="" type="checkbox"/> TRUCK LIABILITY <input type="checkbox"/> TRUCK LIABILITY <input type="checkbox"/> TRUCK LIABILITY <input type="checkbox"/> TRUCK LIABILITY	CP41180177-28	07/01/2012	07/01/2013	TRUCK LIABILITY \$ 1,000,000 TRUCK LIABILITY \$ 1,000,000 TRUCK LIABILITY \$ 1,000,000 TRUCK LIABILITY \$ 1,000,000

EXCEPT 18 days for nonpayment of premium  
IF APPLICABLE, INDICATE BELOW

**CANCELLATION**  
WHENEVER ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER SHALL endeavor to MAIL "15" DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL NOT BE CONSIDERED A WAIVER OF LIABILITY BY ANY INSURER. THE INSURER, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE: Sara Hartshorn, SBA  
Sara Hartshorn, SBA

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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
- › 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 to execute the Grant Agreement
- › Your CFO certifies reimbursement requests and payment vouchers

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

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

STATE OF NEW JERSEY  
GRANT AGREEMENT PROVISIONS BETWEEN  
THE NEW JERSEY HISTORIC TRUST  
AND

Town of Woodfield  
(Grantee)  
2022.M048  
(Grant Number)

TERMS AND CONDITIONS

DATA AND SIGNATURES	1
EXISTING LAWS AND POLICES	2
SUBCONTRACTS AND	2
SYSTEM	4
PERFORMANCE REPORTING	5
PROGRAM PERFORMANCE	5
MODIFICATION	7
TERMINATION AND EXPIRATION	8
PROVISIONS	10
FEES AND UNEXPENSED FUNDS	10
PUNITIVE ACTION AND TAX	11
	11
	12
	13

Project Name: Woodfield Quarry  
Project Number: 2022.M048

PROJECT PROPERTY LOCATION  
Common name of property: Woodfield Quarry  
Street Address: 123 Avenue A  
City: Woodfield State: New Jersey Zip: 07087

PURPOSE: Grant Program to be funded: Preserve New Jersey Historic Preservation Fund administered by the New Jersey Historic Trust  
Sole grant authority of the Grant Program: N.J.A.C. 17:27 and N.J.A.C. 17:28

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 its entirety and other the terms herein specified. Attachments D-1 and D-2, and all other Attachments are hereby incorporated and made a part of the grant in all respects.

SIGNATURES  
APPROVED BY NEW JERSEY HISTORIC TRUST  
By: Shirley A. Casella  
Title: Executive Director, NJHT  
Date: March 18, 2024  
By: Eda Grant Officer  
Title: Eda Grant Officer  
Date: March 18, 2024  
CERTIFIED BY Grantee/Grantee's Government Clerk, Grant Services, Treasury Funds  
By: Elizabeth Casella  
Title: Elizabeth Casella  
Date: March 2, 2024





**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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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
<b>TOTAL</b> \$26,670	
<b>GRANT AWARD (No more than 75% of total)</b> \$20,000	
Initial payment:	\$16,000
Final payment:	\$4,000

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

### IV. PROJECT SCHEDULE (HSM):

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

Created: by  
Revised:

# YOUR 2023 PROJECT SCHEDULE

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<b>January 16, 2024</b>	The <u>Agreement Commencement</u> date is the day the Governor signs your appropriations bill
<b>January 16, 2024</b>	The <u>Work Period Commencement</u> date may be the same or the day you started work
<b>July 16, 2025</b>	The grant agreement must be executed by the <u>Agreement Execution Date</u>
<b>July 16, 2025</b>	Work must begin by the <u>Project Commencement Deadline</u>
<b>January 16, 2026</b>	Work must be completed by the <u>Work Period Expiration Date</u>
<b>January 16, 2027</b>	Grant must be closed out by the <u>Agreement Expiration Date</u>

# PROJECT TEAM

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## Project consultants:

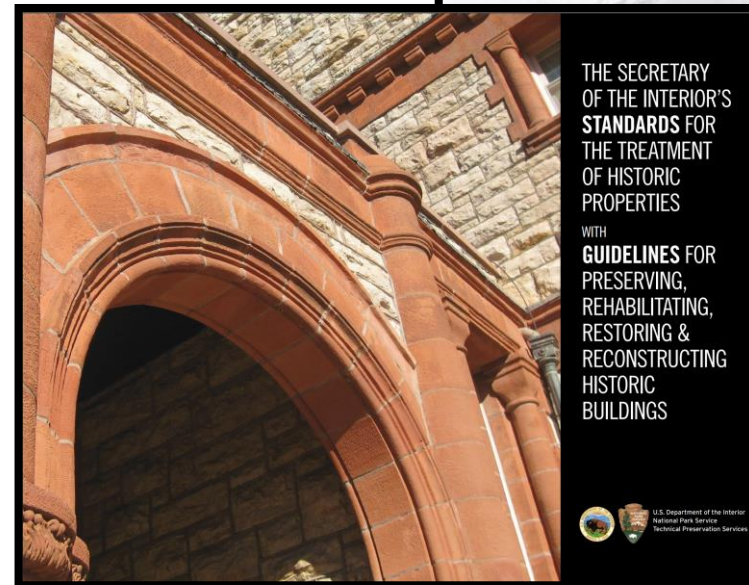
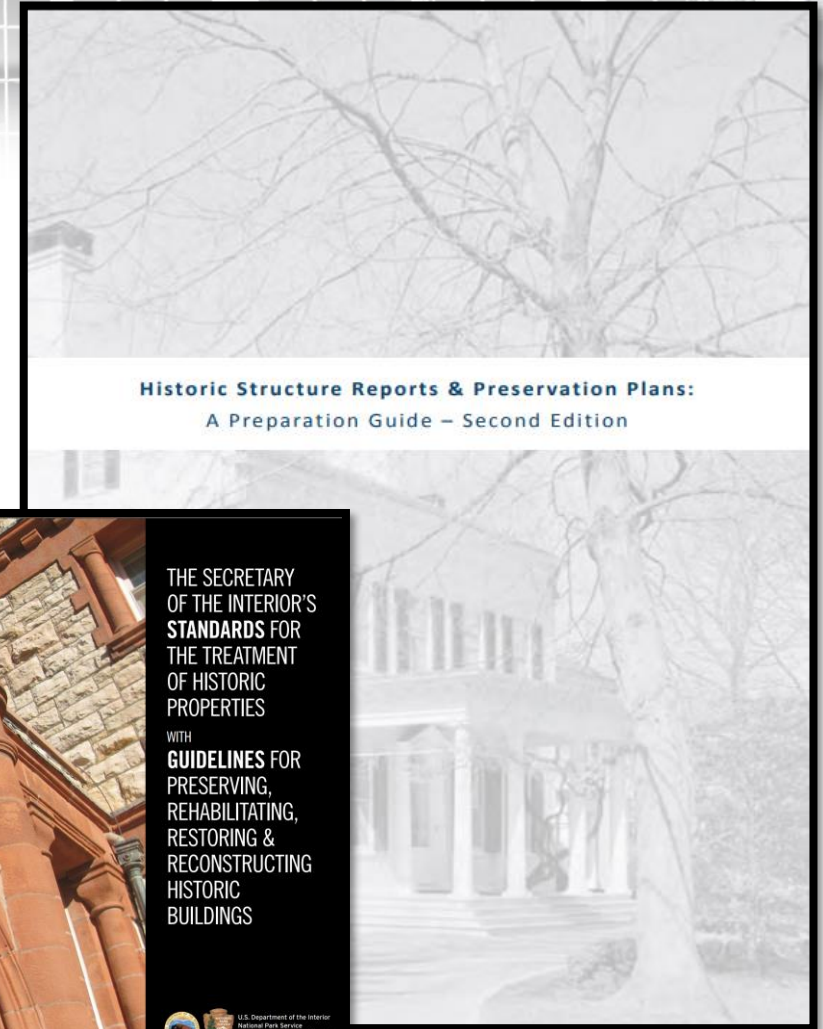
- › NJHT Staff must approve all consultants working on the grant funded project
- › All consultants must meet Professional Qualification Standards
  - › Consultants that were included in original grant applications are considered approved unless otherwise stated
  - › Grantees who did not include consultants 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 formatting and content requirements laid out in the *Preparation Guide*




# NEW JERSEY STATE REQUIREMENTS

STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY


DIVISION OF PURCHASE AND PROPERTY  
CONTRACT COMPLIANCE AND AUDIT UNIT

**EEO**  
MONITORING PROGRAM

**Vendor/Contractor**  
Guidelines for  
Awarded Public Contracts



AUDITOR



Pursuant to N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.  
Website: [http://www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)  
Telephone: (609) 292-5473  
Fax: (609) 292-1102  
June, 2017


## Financial Management:

- › Audits

## 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 pickaxes. The site features stone walls and structures, some with red brickwork. A yellow string line is stretched across the site. A red bucket is visible on the left. The overall scene is a busy archaeological dig.

# ARCHAEOLOGICAL REQUIREMENTS

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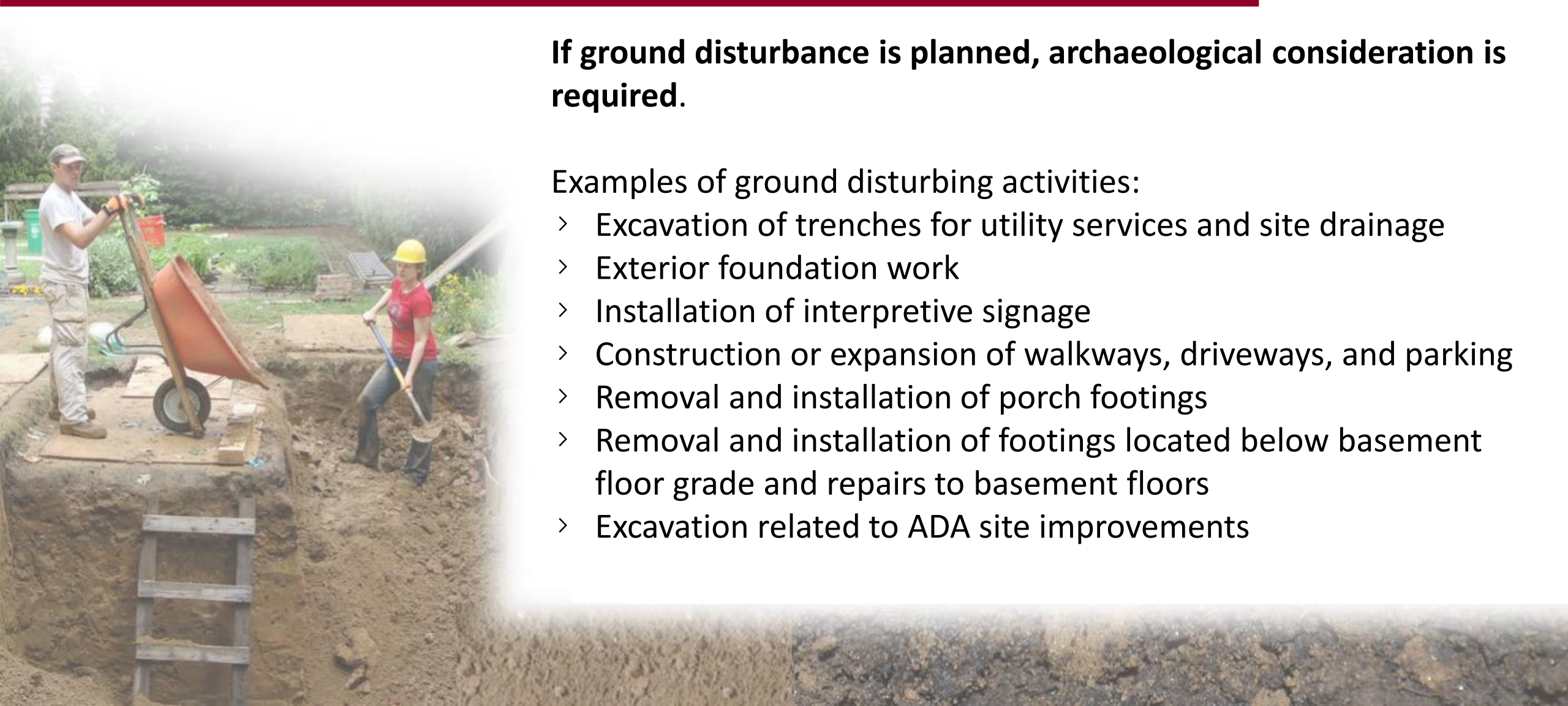
# WHEN IS ARCHAEOLOGY REQUIRED?

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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 interpretive 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 required component of your project, next steps should include:

- › Consultation with a qualified professional archaeologist to evaluate areas of sensitivity on site and plan for their treatment
- › Solicitation of a proposal for work which must be shared with the Trust prior to beginning archaeological work
- › Archaeological investigation, if needed, prior to any other ground disturbing activities
- › Submission of final reports to the Trust for review prior to moving forward with other ground disturbing activities

# WHAT IF NO DIGGING IS PLANNED?

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

Also consider your long-term goals:

- › Will there be ground disturbance as part of your future scope of work?
- › Do you have a research question about your property or its occupants that you might eventually answer with archaeology?
- › How might you incorporate archaeology in the future?



# PUBLIC ARCHAEOLOGY

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**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 white wooden building, possibly a schoolhouse or community center, with a prominent red door and a brick chimney. The building is situated in a rural setting with trees and a fence. The text "ADMINISTERING AN ACTIVE GRANT" is overlaid on the image in a large, bold, black serif font. A horizontal red line is positioned below the text.

# ADMINISTERING AN ACTIVE GRANT

# COMMUNICATION WITH THE TRUST

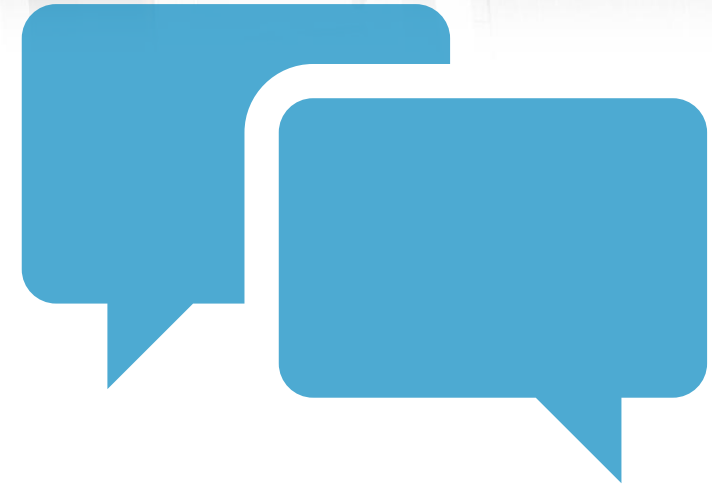
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## **Send to the Trust:**

- › 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
  - › Two hard copies 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 takes approximately three weeks after receipt
  - › Registering for direct deposit payments through the State's ACH system will expedite the payment process



**NEW JERSEY  
HISTORIC  
TRUST**

*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 #: \_\_\_\_\_

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


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

Grantee: **South Bound Brook Historic Commission**

Grant Agreement Begins: \_\_\_\_\_ Ends \_\_\_\_\_

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

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.

Typed Name of CFO/Treasurer \_\_\_\_\_ Original Signature \_\_\_\_\_ Date \_\_\_\_\_  
use BLUE or RED ink only

**NJHT Certification:**

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

Carrie Hogan, Fiscal Officer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
NJHT Representative

**Division Fiscal Certification:**

JO # 022-8049800- \_\_\_\_\_ LN 1 S \_\_\_\_\_  
Vendor ID# \_\_\_\_\_

# 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.



A large, multi-story brick building with a central tower and a courtyard with benches. The building features a prominent central tower with a grey shingled roof and several arched windows. The main building has a gabled roof with a green cupola and a large arched doorway. The courtyard is paved with grey gravel and has two wooden benches. The sky is overcast.

# 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



DAVID TAYLOR  
COLD 1805 SPRING

# 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

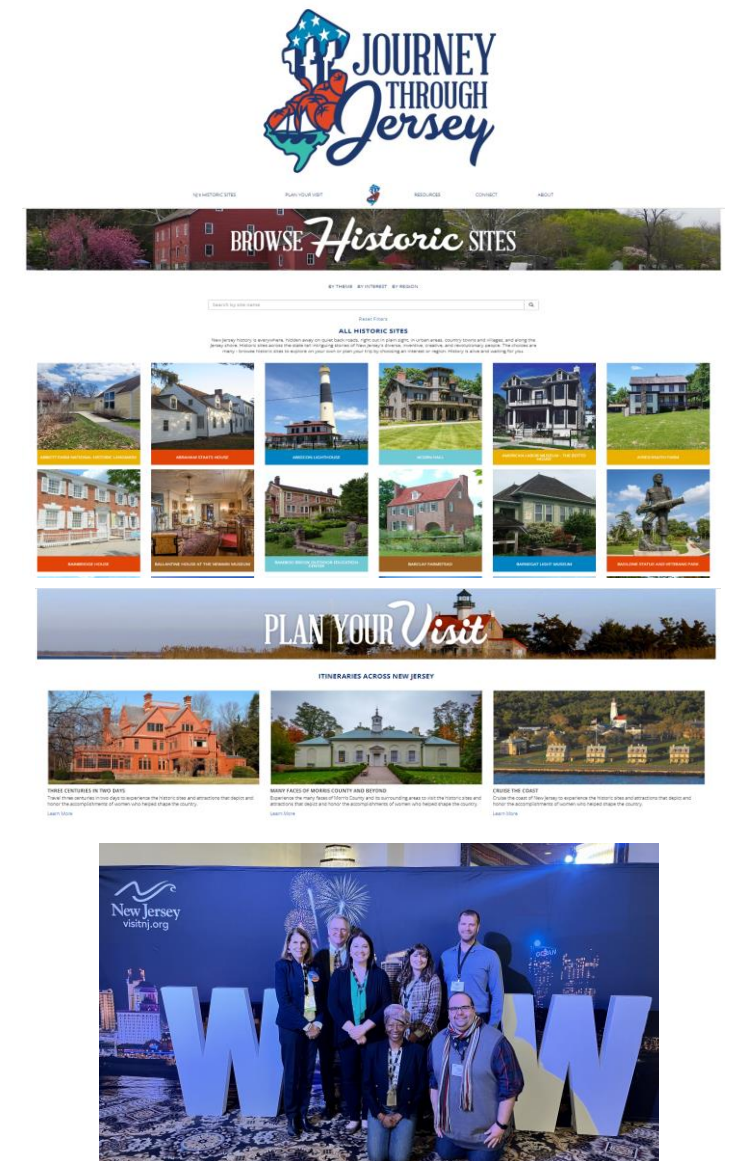


- › Promote and raise awareness of history and historic preservation in New Jersey
- › Ensure ongoing funding for historic preservation



# 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, Instagram, and Twitter 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

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› Facebook, Instagram, Twitter, 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 Aley – alexis.alemy@dca.nj.gov
- › Jennifer Boggs – jennifer.boggs@dca.nj.gov
- › Shannon Bremer – shannon.bremer@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
- › Vito Scocozzo – vito.scocozzo@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.**





Thank you for joining us today!

We look forward to working with you!

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