

**Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties**

**Action Plan Narrative for the Preservation, Stabilization,  
Rehabilitation, and Repair of Historic Properties:  
*Implementation Addendum, July 2014***



*Photo Caption: Monmouth Beach, December 11, 2012*

**Public Law 113-2**

July 31, 2014

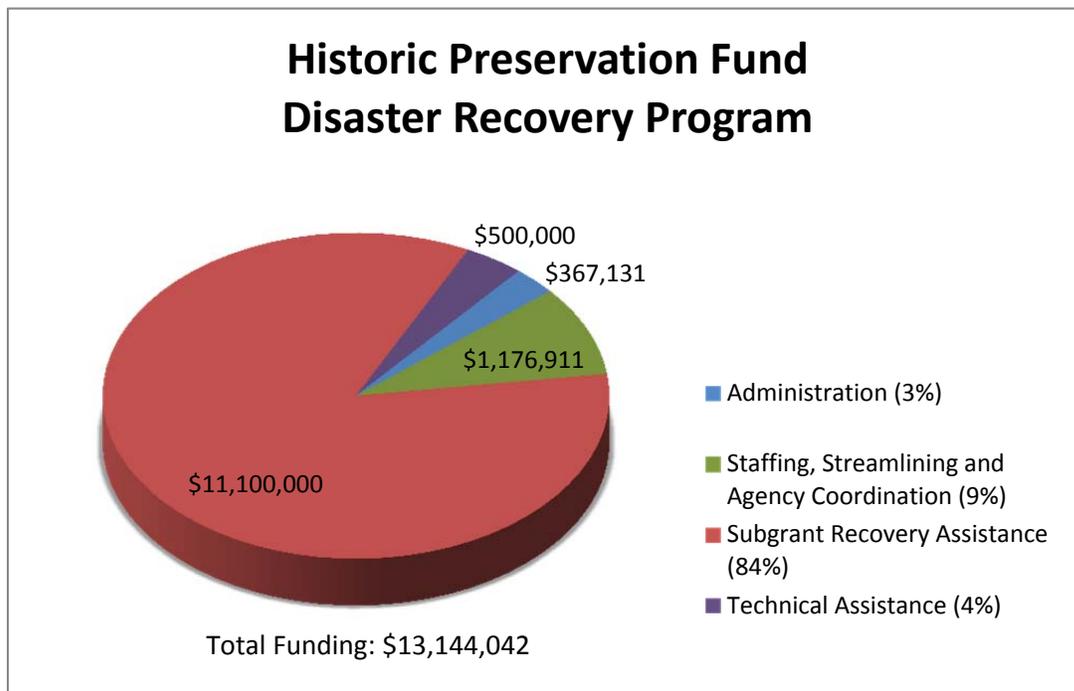


## Introduction

New Jersey is updating the implementation section of the Action Plan to reflect program adjustments made during the 2<sup>nd</sup> Quarter 2014. The revised narrative, budget and timeline are provided below.

## I. Summary of Program Implementation

The implementation of the Emergency Supplemental Historic Preservation Fund (ESHPPF) program for Superstorm Sandy has evolved since the initial Action Plan submitted December 2013. HPO has partnered with the New Jersey Historic Trust to administer the subgrant program, which has been modified to reflect ongoing NPS guidance. The technical assistance program has been scaled back to several key initiatives in order to provide more funding for subgrants. Staff and equipment procurement for expediting federal project reviews is ongoing. A revised detailed budget is attached (Appendix A)



*Funding Summary Chart (Revised July 2014)*

### **a. Subgrant Recovery Assistance**

HPO has partnered with the New Jersey Historic Trust (NJHT)<sup>1</sup> to implement Sandy Disaster Relief Grants for Historic Properties. A Memorandum of Understanding detailing the partnership between the two departments was developed and executed in February 2014 (Appendix B). The initial rollout of the grant program was targeted to the following groups: certified non-profit organizations, places of public accommodation, and entities of municipal and county government. Expressions of interest (EOI) for these groups were due June 30, 2014. Recent changes by NPS to allow funding for religious properties have enabled NJHT to open up an additional application period for religious properties only, which closed July 30, 2014. Program details are available at the NJHT website: <http://njht.org/dca/njht/resources/sandy/index.html>. Full program guidelines and EOI instructions are attached (Appendix C). Upon review of the initial requests, NJHT and HPO will evaluate opening up the program to additional applicant groups in order to allocate remaining funds.

Subgrant funding for State owned historic resources has been increased from \$1 Million to \$2.5 Million due to a greater than anticipated need for recovery among those resources. HPO is currently working with the NJDEP's Division of Natural and Historic Resources to develop funding criteria and award process for these resources which will be forwarded to NPS when available.

### **b. Technical Assistance**

After several months of ongoing discussion, HPO has scaled back the technical assistance program to include just two key initiatives: Elevation Design Guidelines and Marine Archaeological Context. These changes were made in recognition of the limited timeframes and staffing available to develop technical assistance products, and to allow for additional funding in other areas of the overall ESHPF program.

**Elevation Design Guidelines:** Guidance for owners of historic property facing decisions about mitigating impacts of flooding remains a critical need for New Jersey.

---

<sup>1</sup> The NJHT is a sister agency in the Department of Community Affairs which has been responsible for the state's historic preservation bricks & mortar grants program since 1990.

While the delay in implementation of Biggert-Waters Flood Insurance Reform Act of 2012 has given property owners some breathing room on increased insurance rates, flood insurance mapping changes are ongoing, and local floodplain management ordinances may still require elevation changes as property owners continue their recovery efforts. HPO staff have observed a wide variety of responses and implementation of property elevation in ongoing survey with FEMA, and continue to hear from constituents that such guidance is desperately needed and should be among our highest priorities. HPO staff are currently drafting the RFP for this project, which will be forwarded to NPS when complete.

**Marine Archaeological Context:** In response to the current status of the State of New Jersey's documentation of maritime historic properties, the HPO intends to develop a maritime historic context, which will provide the HPO and its consulting agencies with information useful for the identification and evaluation of maritime resources in the future. Through the development of this document, a maritime historic context will provide the necessary framework to consult in a more rapid nature in response to future disaster events affecting the State of New Jersey.

One of the largest recovery efforts undertaken within the State of New Jersey was the removal of debris that had accumulated in both maritime and terrestrial contexts as a result of Superstorm Sandy. Through consultation with the agencies involved, it became rapidly apparent that the State's understanding of the maritime historic properties in the waters of New Jersey is vastly underrepresented in the data available. To address this critical need, the historic context statement will:

- identify important themes relevant to New Jersey's maritime history,
- establish periods of historical significance for each important theme,
- identify important associated property types along with their character defining features, and
- establish evaluation criteria and integrity thresholds sufficient to provide a framework for identifying and evaluating individual resources for National and New Jersey Registers of Historic Places eligibility.

HPO staff are currently finalizing the RFP for this project, which will be forwarded to NPS when complete.

**c. Staffing, Streamlining and Agency Coordination**

The influx of federal funding for Hurricane Sandy recovery in New Jersey has greatly increased the number of consultation requests received annually for Section 106, NJ Register Review, and Land Use permitting. The breakdown of reviews by Federal Fiscal Year is provided below (2012 is provided for comparison). Although reviews declined slightly in 2013, HPO attributes this to the Sandy’s interruption of ongoing project planning while agencies shifted into recovery operations. The significant increase in reviews received so far in 2014 reflects the roll out of the majority of FEMA and HUD’s recovery programs.

<b>Period</b>	<b>Total Reviews</b>	<b>Sandy Reviews</b>	<b>Percentage</b>
FFY 2012	3747	0	0%
FFY 2013	3555	559	16%
FFY 2014 (to date)	5084	2798	55%

In response, HPO has added 4 hourly staff that are assisting with project review for Sandy related submissions (CDGB-DR, FEMA, Transportation, etc.) and 1 architectural historian in a full-time contract position assisting with research, context, and eligibility determinations for affected resources. These are in addition to the 5 HUD funded positions currently assisting with the CDBG-DR program reviews. The remaining staffing needs will be filled by 3 additional contract positions:

- 1 Architectural Historian to assist with ongoing FEMA and other agency Sandy projects
- 1 Marine Archaeologist to assist with managing the Marine Archaeological Context project
- 1 Clerical to assist with logging and tracking Sandy projects and processing associated correspondence.

HPO intends to implement several other streamlining initiatives as part of the ESHPF program. HPO has met with representatives of NJDEP’s Office of Information and Resources Management (OIRM) regarding these issues, and is developing scopes for following tasks:

- **Electronic Submissions for HPO Programs:** The goal is to develop a generic upload tool for agencies / consultants / constituents to submit digital content for review in any of HPO's program areas. The intent is to avoid size and content limitations currently imposed by email and the existing MyNJ.gov portal document library, and ensures managed and track-able workflow for accepting and integrating such content into existing review workflows. Discussions with OIRM suggest that existing functionality in NJDEP's NJEMS system can be leveraged to accomplish this via the Regulatory Services Portal (RSP) online interface. HPO and OIRM will be scheduling an application design session to identify key elements of the system and establish the workflow in NJEMS.
- **Public Facing HighView Content:** With the deployment of NJEMS 8.2 which includes integration with the department's HighView document imaging system, HPO will begin loading scanned/digital cultural resource reports into NJEMS/HighView. HPO's highest priority for this content is to make it available to agencies/consultants/public, preferably from multiple pathways (Data Miner, GIS, HighView Web Gateway). The intent of this task is to develop and implement publicly accessible interfaces for HPO's cultural resource reports and other digital content, as well as advance the scanning of the existing report collection
- **Archaeological Data Integration:** FEMA has taken the lead in compiling archaeological GIS data from the primary archaeological data repositories in NJ: NJ State Museum, HPO, and NJ Pinelands Commission. The intent of this task is to finalize integration of these archaeological GIS datasets, develop a centralized hosting and maintenance process, and develop a public access portal and security controls to enable qualified professional archaeologists to access sensitive site location data for compliance purposes.

#### **d. Timeline**

The timeline has been annotated and adjusted to reflect ongoing program changes.

Program Area	Actions	Status
<b>December 2013 - January 2014 (Months 1-2)</b>		
Administration	<ul style="list-style-type: none"> <li>Finalize action plan and submit to NPS</li> <li>Finalize Grants.gov application and process through DEP Federal Grants process</li> <li>December 31: Submit Interim Progress Report (Action Plan) to NPS</li> </ul>	<p>Complete</p> <p>Complete</p> <p>Deferred to 1<sup>st</sup> Q 2014.</p>
Staffing	<ul style="list-style-type: none"> <li>Finalize staffing plan</li> <li>Initiate procurement process for staffing</li> </ul>	Ongoing
Survey and Assessment	<ul style="list-style-type: none"> <li>Continue compiling FEMA / CDBG damage and application data</li> <li>Continue updating damaged property list</li> </ul>	Ongoing
Sub-grants	<ul style="list-style-type: none"> <li>Finalize Interagency MOU with NJHT to implement subgrant program</li> <li>Establish sub-grant requirements and determine applicability of state procurement issues and federal reporting for individuals vs. organizations (i.e. prevailing wage, FFATA, etc.)</li> <li>Develop grant application</li> <li>Prepare grants marketing plan</li> <li>Researching Grants Administration software solutions and initiate procurement</li> <li>Prepare public notice announcements and program information documents</li> <li>Schedule and plan public information meetings</li> </ul>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p> <p>Deferred</p>
Technical Assistance Projects	<ul style="list-style-type: none"> <li>Identify Treasury rules and procurement thresholds</li> <li>Finalize technical assistance project list</li> <li>Draft the RFP for design guidelines</li> <li>Initiate IT discussion</li> </ul>	<p>Complete</p> <p>Complete</p> <p>Ongoing</p> <p>Complete</p>
<b>February 2014 - March 2014 (Months 3-4)</b>		
Administration	<ul style="list-style-type: none"> <li>Receive funding from NPS</li> <li>March 31: Submit Interim Progress Report to NPS</li> <li>Finalize public information meeting agenda</li> </ul>	<p>Complete</p> <p>Complete (April 30, 2014)</p> <p>Deferred</p>

Staffing	<ul style="list-style-type: none"> <li>Finalize workstations / infrastructure for temporary staffing</li> </ul>	Complete
Survey and Assessment	<ul style="list-style-type: none"> <li>Develop priority areas for additional survey and damage assessment based on windshield survey and FEMA / CDGB damage and application data</li> </ul>	Ongoing
Sub-grants	<ul style="list-style-type: none"> <li>Announce Hurricane Sandy Disaster Relief Assistance Grant Program to the public.</li> <li>Finalize Grants Administration software set up</li> <li>Distribute online program guidance documents and application materials via Grants Administration Software</li> </ul>	Complete Complete Complete
Technical Assistance Projects	<ul style="list-style-type: none"> <li>Initiate procurement for design guidelines</li> </ul>	Ongoing
<b>April 2014 (Month 5)</b>		
Administration	<ul style="list-style-type: none"> <li>Set up grant evaluation panel meetings</li> </ul>	Ongoing
Staffing	<ul style="list-style-type: none"> <li>Select Staffing</li> <li>Initiate training for temporary staff</li> </ul>	Ongoing Ongoing
Survey and Assessment	<ul style="list-style-type: none"> <li>Conduct survey, as needed</li> </ul>	Ongoing
Sub-grants	<ul style="list-style-type: none"> <li>April 15: 1<sup>st</sup> Round Application Deadline</li> <li>Initiate 1<sup>st</sup> Round selection process</li> </ul>	Deferred Deferred
Technical Assistance Projects	<ul style="list-style-type: none"> <li>Continue project procurement process</li> </ul>	Ongoing
<b>May 2014 - June 2014 (Month 6-7)</b>		
Administration	<ul style="list-style-type: none"> <li>June 31: Submit Interim Progress Report to NPS</li> </ul>	Complete (July 31, 2014)
Staffing	<ul style="list-style-type: none"> <li>Prepare staff for project administration</li> </ul>	Ongoing
Survey and Assessment	<ul style="list-style-type: none"> <li>Conduct survey, as needed</li> </ul>	Ongoing
Sub-grants	<ul style="list-style-type: none"> <li>June 30: 1<sup>st</sup> Round Application Deadline</li> <li>Initiate 1<sup>st</sup> Round selection process</li> <li>Finalize 1<sup>st</sup> Round selection.</li> </ul>	Ongoing Ongoing Deferred

	<ul style="list-style-type: none"> <li>• Issue 1<sup>st</sup> Round Award letters and grant agreement documents</li> <li>• June 15 2<sup>nd</sup> Round Application Deadline</li> <li>• Initiate 2<sup>nd</sup> Round selection process</li> </ul>	<p>Deferred</p> <p>Deferred</p> <p>Deferred</p>
Technical Assistance Projects	<ul style="list-style-type: none"> <li>• Identify grant properties to be nominated to the National Register</li> </ul>	Deferred
<b>July 2014 - August 2014 (Month 8-9)</b>		
Sub-grants	<ul style="list-style-type: none"> <li>• July 30 2<sup>nd</sup> Round Application Deadline</li> <li>• Initiate 2<sup>nd</sup> Round selection process</li> <li>• Finalize 1<sup>st</sup> Round grant agreements</li> <li>• Coordinate Grantee Kick-Off meetings (format/locations TBD)</li> <li>• Begin 1<sup>st</sup> Round grant management</li> <li>• Finalize 2<sup>nd</sup> Round selection.</li> <li>• Issue 2<sup>nd</sup> Round Award letters and grant agreement documents</li> <li>• Evaluate need for 3<sup>rd</sup> Round</li> </ul>	<p>Complete</p> <p>Ongoing</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Deferred</p> <p>Ongoing (Expected completion: week of 8/11)</p>
Technical Assistance Projects	<ul style="list-style-type: none"> <li>• Select project contractors and finalize project schedules</li> <li>• Assign project managers and establish monitoring program</li> <li>• Identify grant properties to be nominated to the National Register</li> </ul>	<p>Deferred</p> <p>Deferred</p> <p>Ongoing</p>
<b>September 2014 - November 2014 (Month 10-11)</b>		
Administration	<ul style="list-style-type: none"> <li>• September 30: Submit Interim Progress Report to NPS</li> </ul>	
Sub-grants	<ul style="list-style-type: none"> <li>• Finalize 1<sup>st</sup> Round selection.</li> <li>• Finalize 1<sup>st</sup> Round grant agreements</li> <li>• Coordinate Grantee Kick-Off meetings (format/locations TBD)</li> <li>• Begin 1<sup>st</sup> Round grant management</li> <li>• Finalize 2<sup>nd</sup> Round selection.</li> <li>• Issue 2<sup>nd</sup> Round Award letters and grant agreement documents</li> </ul>	

	<ul style="list-style-type: none"> <li>• Continue 1<sup>st</sup> Round grant management</li> <li>• Finalize 2<sup>st</sup> Round grant agreements</li> <li>• Coordinate Grantee Kick-Off meetings (format/locations TBD)</li> <li>• Begin 2<sup>nd</sup> Round grant management</li> <li>• Prioritize sub-grantee NR Nominations and initiate procurement</li> <li>• Initiate sub-grantee covenant recording</li> </ul>	
Technical Assistance Projects	<ul style="list-style-type: none"> <li>• Select project contractors and finalize project schedules</li> <li>• Assign project managers and establish monitoring program</li> <li>• Continue project management</li> <li>• Identify grant properties to be nominated to the National Register</li> </ul>	
<b>December 2014 (Month 12)</b>		
Administration	<ul style="list-style-type: none"> <li>• December 31: Submit Interim Progress Report to NPS</li> </ul>	
Sub-grants	<ul style="list-style-type: none"> <li>• Continue 1<sup>st</sup> Round grant management</li> <li>• Continue 2<sup>nd</sup> Round grant management</li> </ul>	
Technical Assistance Projects	<ul style="list-style-type: none"> <li>• Continue project management</li> </ul>	

**January 2015 - September 2015**

- Continue grant management
- Continue and finalize sub-grantee covenant recording
- Continue processing sub-grantee NR nominations
- Continue project management
- Closeout completed projects and issue final payments to contractors

**December 2015**

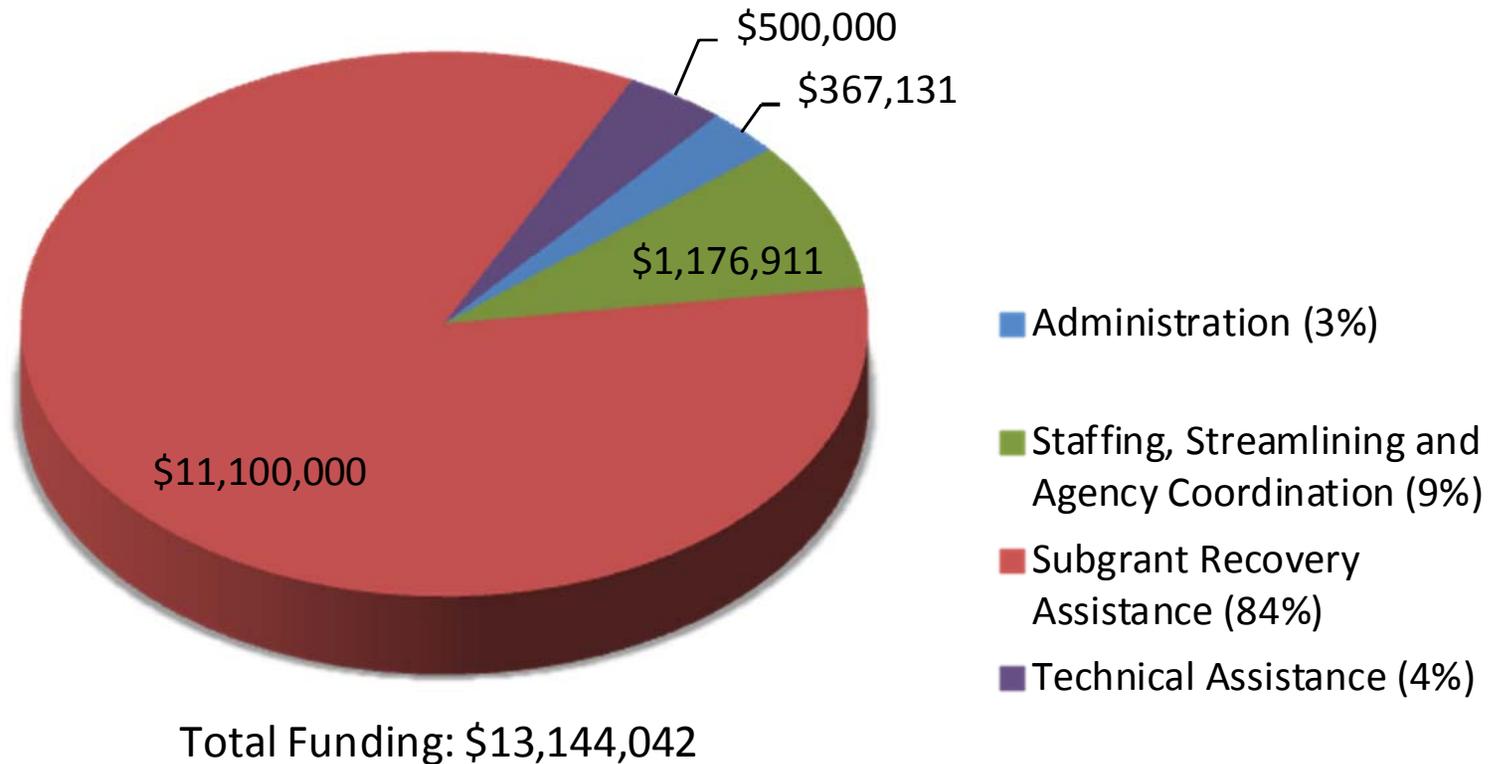
- All projects completed

**January 2016 - December 2033**

- Covenant monitoring

**Appendix A: Revised Budget**

## Historic Preservation Fund Disaster Recovery Program



\*\*\*FINAL REVISED\*\*\* FINAL BUDGET (SF424A)  
 HPF-DR GRANT APPLICATION (HE14-006)

A. BUDGET SUMMARY	SF424a	HPF-DR NON CONSTRUCTION					
a	b	c	d	e	f	g	
1 Administration				\$ 367,131		\$ 367,131	3%
2 Internal Operations				\$ 1,176,911		\$ 1,176,911	9%
3 SubGrants				\$ 11,100,000		\$ 11,100,000	84%
4 Technical Assistance				\$ 500,000		\$ 500,000	4%
				\$ 13,144,042		\$ 13,144,042	100.0%
<b>B. BUDGET CATAGORIES</b>							
<b>6. Object Class Cat.</b>		<b>1. Admin</b>	<b>2. Internal Ops</b>	<b>3. Subgrants</b>	<b>4) Tech. Asst.</b>	<b>5. Total</b>	
a Personnel		\$ 109,950	\$ 273,175			\$ 383,125	
b Fringe (50.75%)		\$ 55,800	\$ 138,636			\$ 194,436	
c Travel		\$ 9,000				\$ 9,000	
d Equipment		\$ 19,000	\$ 20,100			\$ 39,100	
e Supplies		\$ 3,238	\$ 2,500			\$ 5,738	
f Contractual (grantee)		\$ -	\$ 502,500		\$ 500,000	\$ 1,002,500	
g Construction						\$ -	
h Other (non-construction)		\$ 54,400	\$ 240,000	\$ 11,100,000		\$ 11,394,400	
I Total Direct		\$ 251,388	\$ 1,176,911	\$ 11,100,000	\$ 500,000	\$ 13,028,299	
j Indirect Charges (20.04% salary and fringe)		\$ 115,743	\$ -			\$ 115,743	
k Totals		\$ 367,131	\$ 1,176,911	\$ 11,100,000	\$ 500,000	\$ 13,144,042	\$ 13,144,042
		5% Total:	Adjustment	Adjustment	Adjustment	Adjustment:	
		\$ 657,202	\$ (0)	\$ -	\$0	\$ (0)	
		current:				<b>Must = 0</b>	
		2.79%					
		\$ 0					
<b>FRINGE:</b>	<b>0.5075</b>	Total Personnel:	Total Personnel:	Total Projets:			
<b>INDIRECT</b>	<b>0.2004</b>	\$ 165,750	\$ 411,811	67.33			
				(@ \$150,000/ea.)			
Approp:		\$ 13,144,042					
		\$ -					

\*\*\*FINAL REVISED\*\*\*\* FINAL BUDGET (SF424A)  
 HPF-DR GRANT APPLICATION (HE14-006)

		<b>ADMIN</b>	<b>INTERNAL OPS</b>	<b>Totals</b>
<b>Salary</b>		\$ 109,950	\$ 273,175	\$ 383,125
<b>Fringe</b>		\$ 55,800	\$ 138,636	\$ 194,436
<b>Indirect</b>		\$ 33,216	\$ 82,527	\$ 115,743
<b>Sub Totals:</b>		\$ 198,966	\$ 494,338	\$ 693,304
<b>Contract Staff</b>			\$ 502,500	\$ 502,500
<b>Total Staffing</b>		\$ 198,966	\$ 996,838	\$ 1,195,804

\*\*\*FINAL REVISED\*\*\* FINAL BUDGET (SF424A)  
 HPF-DR GRANT APPLICATION (HE14-006)

	Qty	Unit Cost	Annual Cost	Total Project Cost (3 yrs)	(Linked to budget forms)	Notes
<b>ADMINISTRATION</b>						
<b>a. Staffing</b>						
Existing Staff	1	\$ 36,650.00	\$ 36,650.00	\$ 109,950.00		Partial salary existing HPO staff.
<i>Sub total</i>					\$ 109,950.00	
<b>c. Travel</b>						
	1	\$ 3,000.00	\$ 3,000.00	\$ 9,000.00		Includes funding for travel associated with training for new staff
<i>Sub total</i>					\$ 9,000.00	
<b>d. Equipment</b>						
Automobiles	1	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		4/30/14: Leasing only on an as needed basis, TBD
Office Workstation Equipment	8	\$ 500.00	na	\$ 4,000.00		7/21/14: reduced to 5k/yr Chairs, desks, etc.
<i>Sub total</i>					\$ 19,000.00	
<b>e. Supplies</b>						
	0	\$ -	\$ -	\$ -		
<i>Sub total</i>					\$ 3,238.00	
<b>f. Contractual</b>						
<i>Sub total</i>					\$ -	
<b>h. Other (Non-construction)</b>						
OIRM Assessment	8	\$ 2,000.00	\$ 16,000.00	\$ 48,000.00		7/21/14: Reduced to 8 for hpo staff; cdbg will pay assessments for RREM staff
Training	8	\$ 800.00	na	\$ 6,400.00		Staff Training: Section 106, GIS, etc...
<i>Sub total</i>					\$ 54,400.00	

\*\*\*FINAL REVISED\*\*\* FINAL BUDGET (SF424A)  
 HPF-DR GRANT APPLICATION (HE14-006)

	Qty	Unit Cost	Annual Cost	Total Project Cost (3 yrs)	(Linked to budget forms)	Notes
<b>INTERNAL OPS</b>						
<b>a. Staffing</b>						
						4/30/1: Change full time fr direct hire to contractual temp staffing
Hourlies	4	\$ 25.00	\$ 94,400.00	\$ 188,800.00		7/21/14: 944 Hours per staff per year for 2 years
Existing HPO Staff	0.75	\$ 45,000.00	\$ 33,750.00	\$ 84,375.00		Partial salary existing HPO staff. 7/21/14: 3/4 staff for 2.5 yrs
<i>Sub total</i>					\$ 273,175.00	
<b>c. Travel</b>						
<i>Sub total</i>			\$ -	\$ -	\$ -	
<b>d. Equipment</b>						
Desktop PCs	12	\$ 1,200.00	na	\$ 14,400.00		Standard Dell Mini-tower w/ Dual Monitors (7 for HPO Sandy Staff & 5 for CDBG DR staff
Mobile Computing	2	\$ 2,000.00	na	\$ 4,000.00		Tablets or laptops, damage assessment, grant project monitoring, easement monitoring
Digital Cameras w/GPS	4	\$ 300.00	na	\$ 1,200.00		Damage assessment, construction monitoring, easement monitoring
Digital Projectors	2	\$ 250.00	na	\$ 500.00		Workshops and grant evaluations
<i>Sub total</i>					\$ 20,100.00	
<b>e. Supplies</b>						
<i>Sub total</i>	0	\$ -	\$ -	\$ -	\$ 2,500.00	
<b>f. Contractual</b>						
Full Time Temp	2	\$ 83,000.00	\$ 166,000.00	\$ 332,000.00		7/21/14: 2 yrs
Mrine Arkeo	1	\$ 83,000.00	\$ 83,000.00	\$ 83,000.00		7/21/14: 1 yrs
Clerical	1	\$ 35,000.00	\$ 35,000.00	\$ 87,500.00		7/21/14: 2 yrs
<i>Sub total</i>					\$ 502,500.00	
<b>h. Other (Non-construction)</b>						
System Development: Digital Project Review	1	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00		
System Development: Archaeological Data Integration and Management Systems	1	\$ 30,000.00	\$ 30,000.00	\$ 90,000.00		
HighView Development	1	\$ 20,000.00	\$ 20,000.00	\$ 60,000.00		Establish public facing HighView Interface
<i>Sub total</i>					\$ 240,000.00	

\*\*\*FINAL REVISED\*\*\* FINAL BUDGET (SF424A)  
 HPF-DR GRANT APPLICATION (HE14-006)

	Qty	Unit Cost	Annual Cost	Total Project Cost (3 yrs)	(Linked to budget forms)	Notes
<b>SUBGRANTS</b>						
<b>a. Staffing</b>						
SOI Qualified Staff	4	\$ 45,000.00	\$ 180,000.00	\$ 540,000.00		NJHT Staffing
Clerical Staff	1	\$ 35,000.00	\$ 35,000.00	\$ 105,000.00		NJHT Staffing
<i>Sub total</i>					<b>\$ 645,000.00</b>	
<b>c. Travel</b>						
<i>Sub total</i>			\$ -	\$ -	\$ -	
<b>d. Equipment</b>						
Desktop PCs	5	\$ 1,200.00	na	\$ 6,000.00		Standard Dell Mini-tower w/ Dual Monitors
<i>Sub total</i>					<b>\$ 6,000.00</b>	
<b>e. Supplies</b>						
<i>Sub total</i>	0	\$ -	\$ -	\$ -	\$ -	
<b>f. Contractual</b>						
<i>Grant Software</i>	1	\$ 12,000.00	\$ 12,000.00	\$ 36,000.00		
<i>Sub total</i>					<b>\$ 36,000.00</b>	
<b>h. Other (Non-construction)</b>						
Private & Local Govt. Subgrants	1	\$7,913,000.00		\$7,913,000.00		Competitive Grant Funding
State Owned Subgrants	1	\$2,500,000.00		\$2,500,000.00		Competitive Grant Funding
<i>Sub total</i>					<b>\$10,413,000.00</b>	
					<b>\$11,100,000.00</b>	



**Appendix B: Final MOU, DEP/DCA**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE DEPARTMENT OF ENVIRONMENTAL PROTECTION,  
NEW JERSEY HISTORIC PRESERVATION OFFICE  
AND  
THE NEW JERSEY HISTORIC TRUST**

This Memorandum of Understanding constitutes an agreement between the New Jersey Department of Environmental Protection, the New Jersey Historic Preservation Office (hereafter DEP/HPO) and the New Jersey Historic Trust (NJHT).

**WHEREAS**, Hurricane Sandy caused unprecedented damage to New Jersey's housing, business, infrastructure, health and social services, the environment, and historic properties, resulting in the Federal declaration of major disaster areas in all twenty-one counties of the state in 2012; and

**WHEREAS**, New Jersey's cultural resources were significantly impacted by Hurricane Sandy in a variety of ways across all areas of the state; and

**WHEREAS**, the U.S. Department of the Interior, National Park Service (NPS) administers Historic Preservation Fund Disaster Recovery Grants (HPF-DR) to provide disaster relief to historic properties damaged by Hurricane Sandy under the Disaster Relief Appropriations Act of 2013 (P.L. 113-2); and

**WHEREAS**, NPS has awarded a HPF-DR grant of \$13.1 million to the State of New Jersey, Department of Environmental Protection, Historic Preservation Office (DEP/HPO) for projects intended to preserve and/or rehabilitate historic and archaeological resources impacted by Hurricane Sandy. In addition, the fund can be used for staffing, streamlining, agency coordination, a program of technical assistance, and subgrants and contracts that provide direct financial assistance to historic property owners for this purpose; and

**WHEREAS**, of the \$13.1 million, DEP/HPO has established a budget of \$8.6 million for the subgrant recovery assistance portion of the HPF-DR grant;

**WHEREAS**, NPS has stipulated that DEP/HPO as grantee should strive for prompt obligation and rapid expenditure of the grant funds, and may augment its staff and enter into partnerships with other agencies of the State of New Jersey in order to expedite the award of subgrants and contracts to achieve the purposes of these projects; and

**WHEREAS**, the Department of Environmental Protection desires efficiencies in administration, sharing services and utilizing the strengths of existing agencies and programs within the State of New Jersey to achieve the purposes of these projects; and

**WHEREAS**, DEP/HPO's commitment to interagency sharing of its experience and expertise has been demonstrated by performing reviews of potential impact on historical and cultural properties under Section 106 of the National Historic Preservation Act of 1966 (Section 106) as required for Department of Community Affairs (DCA)-funded Sandy recovery projects—with 7-day turnaround of more than 660 DCA project reviews during the last quarter of 2013 alone, and several thousand additional reviews expected in the coming years; and

**WHEREAS**, the New Jersey Historic Trust (NJHT), an “in but not of” entity within the State of New Jersey's Department of Community Affairs, was created by law in 1967 to preserve New Jersey's historic resources and to advance historic preservation in New Jersey for the benefit of future generations through education, stewardship and financial investment programs; and to this end; and

**WHEREAS**, NJHT operates a comprehensive historic preservation grant program, and is experienced in and willing to assume responsibility for administering the subgrant portion of the HPF-DR grant to the State of New Jersey for preserving and rehabilitating historic and archaeological resources impacted by Hurricane Sandy; and

**WHEREAS**, DEP/HPO desires to enter into this Memorandum of Understanding with DCA/NJHT to administer the HPF-DR program of subgrants and contracts for preservation of historic and archaeological resources impacted by Hurricane Sandy;

**NOW, THEREFORE**, the DEP/HPO and NJHT agree that the HPF-DR Grants Program shall be administered by NJHT consistent with DEP/HPO's grant and cooperative agreement with the National Park Service and the Historic Preservation Fund Grant Manual in accordance with the following stipulations in this Memorandum of Understanding (MOU).

## **STIPULATIONS**

DEP/HPO and NJHT shall ensure that the following stipulations are carried out:

### **I. Funding and Expenditures**

- A. DEP/HPO, based on its HPF-DR grant and cooperative agreement with NPS, shall create a federal grant account named “DR4086 Sandy Historic Preservation” in the NJ Comprehensive Financial System (NJCFS) to fulfill the purposes of this program.
- B. NJHT shall create a corresponding federal subgrant account with the same name in the NJCFS.
- C. DEP/HPO shall transfer budget authority totaling \$8.6 million for NJHT to fulfill its responsibilities under this MOU, which includes program funds for subgrants and administrative funds for overhead directly related

to this program, including personnel, equipment, and/or contracted and support services.

- D. NJHT shall not spend more than \$700,000 for implementation costs directly and indirectly related to this program.
- E. NJHT will obligate all available subgrant funds no later than December 1, 2014, unless extended by NPS.
- F. NJHT shall provide routine reports of obligations and expenditures on a schedule and in a format and manner pursuant to the provisions of Section VII herein.
- G. DEP/HPO shall process financial reporting and federal reimbursements, in accordance with the requirements of the HPF-DR grant and cooperative agreement with NPS.

## **II. Oversight**

- A. DEP/HPO shall establish general goals, objectives, policies and procedures for this program consistent with the requirements of NPS's *Hurricane Sandy HPF Grant Agreement*, *2013 Hurricane Sandy Disaster Relief Grants Program Approach Statement*, and DEP/HPO's *Action Plan Narrative for the Preservation, Stabilization, Rehabilitation, and Repair of Historic Properties*.
- B. NJHT shall implement all final policy decisions of DEP/HPO regarding the administration of the HPF-DR program of subgrants and contracts, as well as the overall allocation of funding to major categories of eligible grant applicants, and eligibility criteria for individual applicants (i.e., property owners), and eligibility and evaluation criteria for types of projects to be funded.
- C. DEP/HPO and NJHT shall appoint staff from both agencies respectively to serve on a Joint Oversight Team (JOT) for the purpose of providing general administrative oversight for the program, guidance in establishing and interpreting program policies, and a forum for resolving problems and for making adjustments in the program as may be necessary to achieve its purposes. Activities of the JOT may include, but are not limited to:
  - 1. Defining quarterly and other report content and format requirements consistent with NPS guidelines
  - 2. Reviewing qualifications and selection of NJHT's employed and contracted personnel for program
  - 3. Defining the process for efficient and timely HPO Section 106 review of applicant properties

4. Defining the criteria for invoking HPO archaeological review of applicant properties
  5. Proposing and implement changes in program priorities, interagency workflow processes, and budgeting as needed to ensure successful program outcomes
  6. Ensuring compliance with the Federal Funding Accountability and Transparency Act of 2006 (FFATA) and NPS Federal pass-through requirements
  7. Ensuring compliance of grant announcements, application review and award process, grant project management, and administration of easements with Executive Order No. 125 (Christie, 2013).
- D. JOT shall convene at the beginning of the program on a weekly basis for the first 3 months of the program, and thereafter at least quarterly and at any other times when deemed necessary by either DEP/HPO or NJHT to report on and review progress, and to address any opportunities, problems or challenges affecting the program's successful administration.
- E. NJHT shall report to DEP/HPO in writing at least quarterly on the status of program administration and finances, consistent with NPS requirements.
- F. DEP/HPO shall report to NPS on the status and progress of the HPF-DR program in a manner and according to the schedule required by NPS in the *Hurricane Sandy HPF Grant Agreement* dated \_\_\_\_\_, Grant No. P13AF00197.
- G. This program shall be governed by the requirements of NPS's *Historic Preservation Fund Grants Manual (HPF Grants Manual)*, except where its provisions are specifically superseded by the *Code of Federal Regulations*, 43 CFR 12, Subpart C, Uniform Administrative Requirements for Grants to State and Local Governments.
- H. NJHT shall obtain approval for the grant announcement for this program from the Office of the State Comptroller, to ensure the integrity of the expenditure of federal reconstruction resources, pursuant to Executive Order No. 125 (Christie, 2013).

### **III. Program Administration**

Upon full execution of this MOU, the stipulations stated above shall take effect. In addition, the following stipulations shall also take effect. NJHT shall assume authority and responsibility for general administration and routine operations of the HPF-DR program of subgrants and contracts. General administration and routine operations shall include, but not be limited to:

- A. Developing and executing the subgrant program in strict conformance with all requirements, limitations and restrictions in NPS's *Historic Preservation Fund Grants Manual (HPF Manual)*, and *2013 Hurricane Sandy Disaster Relief Grants Program Approach Statement*.
- B. Developing and proposing to JOT of criteria for eligibility of individual applicants (property owners), and types of historic properties consistent with all final policy decisions of DEP/HPO regarding the administration of the HPF-DR program of subgrants and contracts, as well as the overall allocation of funding to major categories of eligible grant applicants, and eligibility criteria for individual applicants (i.e., property owners), and eligibility and evaluation criteria for types of projects to be funded.
- C. Marketing of the subgrant grant program by posting on the NJHT website, distribution via e-mail contact lists, and notice to their network of consultants and contractors.
- D. Providing guidance and support for applicants and potential applicants.
- E. Managing the subgrant application, review, award and post-award monitoring and reporting processes.
- F. Providing a comprehensive grants management system for the entire lifecycle of the program, including submission of applications; review, evaluation, scoring and ranking of applications; generating subgrant contracts and reports, and related activities and tasks. To accomplish this, NJHT may, if necessary, contract for the development and maintenance of such a system within the allowance provided for implementation costs.
- G. Drafting, executing, holding, monitoring, and enforcing term easements on properties receiving subgrants consistent with the language and restrictions contained in Attachment A.
- H. Submitting grant application forms, and supporting instructions to DEP/HPO for approval by NPS.
- I. Submitting proposed grant awards to DEP/HPO for approval by NPS prior to formal announcement.
- J. Complying with Section 106 of the National Historic Preservation Act - Prior to award, NJHT will submit the list of projects to be funded, along with background materials, proposed scopes of work and assessment of effect to DEP/HPO in compliance with Section 106 of the National Historic Preservation Act, as detailed in Section VII herein. NJHT will ensure that any conditions stipulated as a result of consultation will be implemented prior to the disbursement of funding.

- K. Complying with the New Jersey Register of Historic Places Act – For publicly owned resources listed in the New Jersey Register of Historic Places, N.J.A.C. 7:4, NJHT will coordinate applications for project authorization for DEP/HPO review and authorization.

#### IV. Personnel

- A. NJHT shall hire and/or contract for not less than four (4) designated professional staff to fulfill its responsibilities for administering this program. Of these, at least one shall be a qualified Historic Architect. All employees and/or contracted staff of NJHT who will be reviewing projects for conformance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties* (hereinafter referred to as "*Standards*") shall exceed the Secretary of the Interior's Professional Qualifications Standards (hereinafter referred to as "*Qualifications*") for architectural history, archaeology, or historic architecture (36 CFR 61), supplemented by Attachment B. NJHT may also hire and/or contract for one clerical support staff to assist in the administration of the grant program.
- B. For projects involving ground disturbance, DEP/HPO shall provide NJHT with the services of an archaeologist that exceeds the *Qualifications*, per Subsection A. above and has demonstrated expertise in Cultural Resource Management work. The archaeologist will review complete applications, and make recommendations regarding identification, evaluation, and treatment of archaeological resources in accordance with the *Standards*.
- C. Within the allowance provided for implementation costs (see I. Funding and Expenditures, D. above), NJHT may procure other professional services on a contract basis as necessary to ensure efficient and timely implementation of this program, provided all personnel hired on such basis shall meet or exceed the *Qualifications*, if applicable.
- D. DEP/HPO shall review the qualifications of the candidates the NJHT intends to hire to ensure the individuals meet the *Qualifications*.

#### V. Review of Applications for funding

- A. All proposed and completed work submitted in grant applications shall be reviewed by NJHT for conformance with *The Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards)* unless the work has been previously reviewed or approved under N.J.A.C. 7:4A or is undergoing review per Section 106 of the National Historic Preservation Act.
- B. If the project requesting funding has been reviewed previously or is currently under review by DEP/HPO for compliance with *Standards*,

DEP/HPO shall provide to NJHT any compliance findings per Section 106 or N.J.A.C. 7:4.

- C. NJHT shall review and rank each project in accordance with the criteria and protocol established in Section II above.
- D. NJHT shall forward a list of selected projects for award to DEP/HPO.
- E. DEP/HPO shall forward the list of selected projects for award to NPS consistent with NPS requirements.
- F. Section 106 Review Procedure

For projects preliminarily selected for grant assistance, NJHT shall initiate consultation with DEP/HPO, and prepare documentation for compliance with Section 106 of the National Historic Preservation Act including identification and assessment of effects, and forward such documentation to DEP/HPO for review and response. This documentation shall distinguish between completed and proposed work, and compliance with the *Standards*. For the purposes of this grant program, the property boundary shall be considered the area of potential effects for the project to be funded.

1. If DEP/HPO concurs with NJHT findings and the project is deemed to have no adverse effect on historic resources, DEP/HPO shall notify NJHT in writing of its concurrence and the application may be considered further for funding.
2. If DEP/HPO determines that a project may have an adverse effect on a historic resource, DEP/HPO shall notify the NJHT in writing. NJHT and DEP/HPO shall then consult with the grant applicant to determine if the project can be brought into compliance; if no options are possible, the project will be removed from the list of projects to be funded.
3. DEP/HPO shall prepare and submit Project Notifications to the National Park Service in accordance with the *Historic Preservation Fund Grant Manual*.

## VI. Grant Management

- A. All applicants awarded grants will be treated in the following manner:
  1. The preservation, stabilization, rehabilitation or restoration of historic properties shall be carried out in accordance with the recommended approaches in the *Standards*. NJHT will review all plans and specifications (or other documentation as appropriate) for Grant Assistance projects to ensure conformance with the *Standards*.

2. For projects involving ground disturbance, DEP/HPO shall provide NJHT with the services of an archaeologist that exceeds the *Qualifications*, per Subsection A. above and has demonstrated expertise in Cultural Resource Management work. The archaeologist will review complete applications, and make recommendations regarding identification, evaluation, and treatment of archaeological resources in accordance with the *Standards*.
3. As specified in Attachment A, NJHT shall fully execute term easements on properties in receipt of preservation funds and conduct annual monitoring for the duration of the easement. NJHT will report annually to DEP/HPO on the status throughout the term of the easement.

B. NJHT shall maintain a permanent record of each funded project along with a file containing documentation upon which the decision was based. The NJHT repository shall include the following information:

1. The project description and location.
2. The final plans and specifications.
3. Grants agreement, contract documents, proof of payment & supporting documentation
4. Photographs of existing conditions.
5. Historical information which informed the review, such as Historic Structures Report, Preservation Plan, Existing Conditions Survey, or historic photographs.
6. Photographs of completed work
7. Executed Term easement

## **VII. Status Reports**

NJHT shall provide written reports to DEP/HPO on a quarterly basis on the status of program administration and finances consistent with NPS requirements, until such time as all subgrants have been completed and closed out. Following, and on an annual basis, NJHT shall provide a list of easements monitored pursuant to this program, and advise on any issues or problems that need to be addressed.

## **VIII. Duration and Termination**

This Memorandum of Understanding will continue in full force and effect for the duration of this grant program and until such time as all easements have expired. No modification will be effective unless all parties to the Memorandum of Understanding or their respective designees have agreed to it in writing. Any party to this Memorandum of Understanding may request that it be amended, whereupon the parties will consult to consider such amendment.

Any party to the Memorandum of Understanding may terminate it by providing thirty (30) days of written notice to the other party, provided that the parties will consult during the period prior to termination to seek agreement on amendments or other actions that would avoid termination. In the event of termination, DEP/HPO agrees to reimburse NJHT for any and all grant eligible actual costs expended for staffing, equipment, contracted services and all grant eligible work implemented by sub-grantees and approved as meeting the *Standards*.

IX. ENTIRE AGREEMENT

The parties hereto agree that this MOU represents the entire agreement between the parties: all negotiations, oral agreements and understanding are merged herein.

**Signatures:**

**NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION**

By:   
Bob Martin, Commissioner

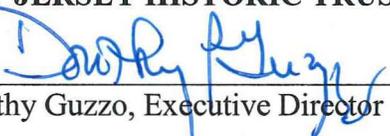
Date: 2/6/2014

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

By:   
Richard E. Constable III, Esq., Commissioner

Date: 2/12/14

**NEW JERSEY HISTORIC TRUST**

By:   
Dorothy Guzzo, Executive Director

Date: 2/10/14

## ATTACHMENT A – EASEMENTS ON PROPERTIES IN RECEIPT OF PRESERVATION FUNDS

### HISTORIC PRESERVATION EASEMENT

This Historic Preservation Easement is made this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_, between Organization/Individual, as GRANTOR of a preservation easement (hereafter referred to as the "Grantor") having an address at \_\_\_\_\_, and the New Jersey Historic Trust, as GRANTEE of the preservation easement (hereafter referred to as the "Grantee") having an address at 101 South Broad Street Trenton, NJ 08608 with a mailing address of P.O. Box 457, Trenton, NJ 08625.

#### WITNESSETH:

WHEREAS, Grantee is authorized pursuant to N.J.S.A. 13:1-B-15.111 et. seq. and N.J.S.A. 13:1B-115(b) to acquire historic preservation easements to protect New Jersey properties with historic, aesthetic or cultural significance;

WHEREAS, the Grantor has title to certain historic real property along with the improvements thereon, located at \_\_\_\_\_ (Subject Property), which is more particularly described in Schedule A of this Easement with a unique historic resource (Buildings) and unique curtilage (site) more particularly described in Schedule B of this Easement, worth preserving for historic, aesthetic, architectural, and or cultural significance;

WHEREAS, this preservation easement is granted as a condition of the eligibility of the Grantor for financial assistance from the U.S. Department of the Interior, National Park Service (NPS), Historic Preservation Fund Disaster Recovery Grants (HPF-DR) funded by the Disaster Relief Appropriations Act of 2013 (P.L. 113-2), and distributed by the New Jersey Department of Environmental Protection, Historic Preservation Office pursuant to a Memorandum of Understanding with the New Jersey Department of Community Affairs, New Jersey Historic Trust; and

WHEREAS, this historic preservation easement is entered into for the purpose of preserving the Subject Property.

NOW, THEREFORE, in consideration of the receipt of the grant funds referenced above, Grantor hereby grants and conveys to the Grantee a historic preservation easement in the Subject Property for the purpose of assuring preservation of the Subject Property and agrees to the following restrictions to the Subject Property.

1. **Purpose.** The purpose of this easement is to assure the preservation of the Property, to prevent any use that is detrimental to or will significantly impair or interfere with the historic features. The historic features of the Property are documented in a baseline inventory annexed hereto as Schedule B (hereafter "Protected Features") that provide an accurate representation of the Property at the time of this conveyance along with a photographic record and available architectural drawings, which will serve as an objective information baseline for monitoring compliance with the terms of the this easement.

2. **Term.** This easement shall become effective on the date of its recording with the \_\_\_\_\_ County Clerk, and shall, thereafter, remain in full force and effect for a period of \_\_\_\_\_ years.

3. **Restrictions on activities that would affect historically significant components of the Property.** The Grantor agrees that no construction, alteration, or remodeling or any other activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant interior spaces and features, exterior construction materials, architectural details, form, fenestration, height of the Property as identified in Schedule "B", or adversely affect its structural soundness without prior written permission of the Grantee affirming that such reconstruction, repair, repainting, refinishing, rehabilitation, preservation, or restoration will meet The Secretary of the Interior's *Standards for the Treatment of Historic Properties* (hereinafter referred to as the "Standards"). Grantor shall provide to Grantee sufficient information that will inform the Grantor of the work to be performed including details of treatment, materials and application along with any other documentation the Grantee requests to reasonably review the project in accordance with the Standards.

4. **Restrictions on activities that would affect archeological resources.** The Grantor agrees that no ground disturbing activity shall be undertaken or permitted to be undertaken on the Subject Property which would affect historically significant archeological resources identified in Exhibit "B" without prior written permission of the Grantee affirming that such work will meet The Secretary of the Interior's "*Standards for Archeology and Historic Preservation*".

**13. Enforcement.** The Grantee shall have the right to prevent and correct violations of the terms of this easement. If the Grantee, upon inspection of the property, finds what appears to be a violation, it may exercise its discretion to seek injunctive relief in a court having jurisdiction. Except when an ongoing or imminent violation will irreversibly diminish or impair the cultural, historical and architectural importance of the Property, the Grantee shall give the Grantor written notice of the violation and allow thirty (30) days to correct the violation before taking any formal action, including, but not limited to, legal action. If a court, having jurisdiction, determines that a violation exists or has occurred, the Grantee may obtain an injunction to stop the violation, temporarily or permanently. A court may also issue a mandatory injunction requiring the Grantor to restore the Property to a condition that would be consistent with preservation purposes of the grant from the National Park Service. In any case where a court finds that a violation has occurred, the court may require the Property to reimburse the Grantee and the New Jersey Attorney General for all the State's expenses incurred in stopping, preventing and correcting the violation, including but not limited to reasonable attorney's fees. The failure of the Grantee to discover a violation or to take immediate action to correct a violation shall not bar it from doing so at a later time.

**14. Amendments.** The parties may by mutual written agreement jointly amend this easement, provided the amendment shall be consistent with preservation purpose of this easement and shall not reduce its term of duration. Any such amendment shall not be effective unless it is executed in the same manner as this easement, refers expressly to this easement, and is filed with the County Clerk or Register of Deeds of \_\_\_\_\_ County, New Jersey.

**15. Assignment.** This Easement is assignable by Grantee only to the State of New Jersey or a political subdivision of the State of New Jersey or to a charitable organization that is a qualified organization at the time of transfer under Section 501(c)(3) of the Internal Revenue Code (26 U.S.C. 501 (c)(3), as amended (or any successor provision then applicable), and the applicable regulations promulgated thereunder.

**16. Effective date; severability.** This conservation easement shall become effective when the Grantor files it in the Office of the County Clerk or Register of Deeds of \_\_\_\_\_ County, New Jersey, with a copy of the recorded instrument provided to the Grantee for its conservation easement file. If any part of this conservation easement agreement is held to be illegal by a court, the validity of the remaining parts shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the conservation agreement does not contain the particular part held to be invalid.

**17. Successors.** The covenants, terms, conditions and restrictions of this Easement shall be binding upon, and inure to the benefit of the parties hereto and their respective personal representatives, heirs, successors, and assigns.

**18. Subordination.**

[If at the time of the conveyance of this Easement, the Property is subject to a Mortgage/Deed of Trust the following provisions shall apply.]

There is a Mortgage/Deed of Trust on the Property held by \_\_\_\_\_ (hereinafter, "Mortgagee"/"Lender"). The Mortgagee/Lender joins in the execution of this Easement to evidence its agreement to subordinate the Mortgage to this Easement under the following conditions and stipulations:

(a) the Mortgagee/Lender and its assignees shall have a prior claim to all insurance proceeds as a result of any casualty, hazard, or accident occurring to or about the Property and the proceeds of any condemnation proceeding, and shall be entitled to same in preference to Grantee until the Mortgage/the Deed of Trust is paid off and discharged, notwithstanding that the Mortgage/the Deed of Trust is subordinate in priority to the Easement.

(b) If the Mortgagee/Lender receives an assignment of the lease, rents, and profits of the Property as security or additional security for the loan secured by the Mortgage/Deed of Trust, then Mortgagee/Lender shall have prior claim to the leases, rents, and profits of the Property and shall be entitled to receive same in preference to Grantee until the Mortgagee's /Lender's debt is paid off or otherwise satisfied, notwithstanding that the Mortgage/Deed of Trust is subordinate in priority to the Easement.

(c) The Mortgagee/Lender or purchaser in foreclosure shall have no obligation, debt, or liability under the Easement until the Mortgagee/Lender or a purchaser in foreclosure under it obtains ownership of the Property. In the event of foreclosure or deed in lieu of foreclosure, the Easement is not extinguished.

(d) Nothing contained in this Easement shall be construed to give any Mortgagee/Lender the right to violate the terms of this Easement or to extinguish this Easement by taking title to the Property by foreclosure or otherwise.

**SCHEDULE A**

Legal Description of Property

- Flashing:
- Chimneys:
- Roof Penetrations/Decorations:
- Gutters/Downspouts:
- Cornice:
- Trim:
- Other:

**Front (insert compass direction) Elevation**

- Foundation:
- Walls:
- Windows (frames/sash/trim):
- Doors/Door Frames:
- Attachments (shutters/signs/awnings):
- Other:

**Appurtenances**

- Steps/Stairs:
- Landings/Slabs:
- Porches:
- Balconies:
- Light Fixtures:
- Other:

**Side (insert compass direction) Elevation**

- Foundation:
- Walls:
- Windows (frames/sash/trim):
- Doors/Door Frames:
- Attachments (shutters/signs/awnings):
- Other:

**Appurtenances**

- Steps/Stairs:
- Landings/Slabs:
- Porches:
- Balconies:
- Light Fixtures:
- Other:

**Side (insert compass direction) Elevation**

- Foundation:
- Walls:
- Windows (frames/sash/trim):
- Doors/Door Frames:

- \_\_\_ Door Frames:
- \_\_\_ Windows/Window Hardware:
- \_\_\_ Window Frames:
- \_\_\_ Other:

**Other Features**

- \_\_\_ Stairs (Carriage/Railings):
- \_\_\_ Fireplaces (Hearth/Mantel/Surround):
- \_\_\_ Built-in Features:
  
- \_\_\_ All supporting structural members
- \_\_\_ All other INTERIOR features referenced in documents filed or to be filed at the New Jersey Historic Trust, including Scope of Work of Grant Agreement and all future amendments.

**BASELINE DOCUMENTATION OF PROPERTY**

General Statement

As per Paragraph 3. of easement, Trust may consult records documenting the Property's appearance and condition filed or to be filed at the New Jersey Historic Preservation Office, New Jersey Historic Trust, and at other places within the State.

Because existing documentation may not continue to reflect the actual appearance and condition of the property at the time of project completion, it will be supplemented by baseline information provided in the Interim Reports and the Project Completion Report.

**Overview of Existing Documentation**

- 1.
- 2.
- 3.

**Appendix C: NJHT SDRG Program Guidelines**

# Sandy Disaster Relief Grants for Historic Properties

## Program Guidelines & Expression of Interest Instructions

Funded by the National Park Service, U.S. Department of the Interior  
and the New Jersey Historic Preservation Office, Department of Environmental  
Protection

Administered by the New Jersey Historic Trust, Department of Community Affairs  
State of New Jersey, April 2014

*Revised May 14, 2014*

*Revised July 7, 2014*



NEW JERSEY  
HISTORIC  
TRUST





This publication has been financed, in part, with federal funds from the National Park Service, U.S. Department of the Interior, and administered by the Department of Environmental Protection, Historic Preservation Office. However, the contents and opinions do not necessarily reflect the views or policies of the agencies. This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of Interior prohibits discrimination on the basis of race, color, national origin, or disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C St. N.W., Washington D.C. 20240.

## TABLE OF CONTENTS

---

Commonly Used Abbreviations and Definitions.....	5
Section One: Background and grant program Overview .....	6
Grant Overview.....	6
Funding Organizations and Contact Information.....	7
Grant Overview and Purpose.....	8
Applicants .....	10
Properties .....	10
Activities.....	10
Consultants and Contractors.....	12
Preservation Agreement.....	13
How to Apply.....	14
Grant Selection and Scoring Criteria.....	14
Grant Award Notification .....	14
Grant Administration.....	15
Grant Cancelations .....	16
Section Two: Expression of interest Guidance and Instructions.....	18
How to Complete the Expression of interest– General Instructions .....	18
Section Three: Appendices .....	29
<i>Secretary of the Interior’s Standards for the Treatment of Historic Properties, 1995</i> .....	29
Sample Preservation Agreement.....	29
Sample Owner Assurances and Authorization by THE ENTITY’s Governing Board form .....	29
National Historic Landmarks in the State of New Jersey .....	29

## COMMONLY USED ABBREVIATIONS AND DEFINITIONS

---

FEMA – Federal Emergency Management Agency

NPS – National Park Service

HPO – NJ Historic Preservation Office

NJHT – NJ Historic Trust

SDRG – Sandy Disaster Relief Grants for Historic Properties

National Register - The National Register of Historic Places is the official list of historic resources that have been designated by the National Park Service as having significant historic, architectural, or cultural significance. (See Appendix for evaluation criteria). If a property is not listed on the Register, it may be still be eligible for the program if it has a Determination of Eligibility (DOE), SHPO Opinion, or Certification of Eligibility (COE), as determined by the N.J. Historic Preservation Office.

National Historic Landmarks (NHLs) are nationally significant historic places designated by the Secretary of the Interior. See the Appendix for a list of the 49 NHLs in New Jersey

Scope of Work – A Scope of Work is a written description or list of planning and construction tasks that make up the project proposed for funding by the grant program. If a grant is awarded, the grantee and program staff will develop a mutually agreed upon scope of work for the historic property that will receive grant funds.

*Standards – The Secretary of the Interior's Standards for the Treatment of Historic Properties* are common sense historic preservation principles in non-technical language. (See Appendix for *Standards*)

Types of Sandy Assistance – A full list of CDBG funding and assistance programs for disaster recovery in New Jersey can be found at: <http://www.nj.gov/dca/divisions/sandyrecovery/info/>

Historic Preservation Commission (HPC) – The HPC is created and defined by local ordinance and may advise on or regulate locally designated landmark or historic districts within the municipality.

Certified Local Government (CLG) – A CLG requires that a municipality have a historic preservation ordinance and a historic preservation commission conforming to the specifications of both the Municipal Land Use Law and the National Park Service. For more information: [http://www.nj.gov/dep/hpo/3preserve/clgmap\\_200901.pdf](http://www.nj.gov/dep/hpo/3preserve/clgmap_200901.pdf)

Main Street Community – A Main Street community is officially designated by Main Street New Jersey as a revitalization program that promotes the historic and economic redevelopment of traditional business districts. For more information: <http://www.nj.gov/dca/divisions/dhcr/offices/msnj.html>

## SECTION ONE: BACKGROUND AND GRANT PROGRAM OVERVIEW

---

On October 29, 2012 Hurricane Sandy made landfall near Brigantine, New Jersey as a Category 2 Post-tropical Cyclone with Hurricane Force. The storm, which had been paralleling the East Coast, turned inland and crossed the midsection of New Jersey before resuming a northeasterly course. The storm surge was as much as 13 feet high and swept entirely across New Jersey's barrier islands. While the most severe storm impact was northeast of the hurricane's eye, storm surge inundated and severely affected regions of the state's shore from Cape May to Raritan Bay, and many areas along the Hudson River causing extensive flooding in urban areas. The storm damaged almost every historic property type in the state. Hurricane Sandy caused unprecedented damage to New Jersey's housing, business, infrastructure, health and social services, the environment, and historic properties. President Obama's October 30 disaster declaration designated all 21 New Jersey counties major disaster areas.

### GRANT OVERVIEW

---

Public Law 113-2 appropriated \$50 million from the Historic Preservation Fund (HPF) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia caused by Hurricane Sandy. Four Federally-recognized Indian Tribes within the disaster area are also eligible to receive funding. After the mandatory sequestration impacting FY 13 appropriations, the amount of available funds was reduced to \$47.5 million.

FEMA issued major disaster declarations in 12 states and the District of Columbia after Hurricane Sandy. Within those states receiving major disaster declarations, FEMA further designated individual counties as eligible to receive Individual Assistance (IA) and/or Public Assistance (PA). In counties that FEMA declared eligible to receive IA, FEMA will provide direct assistance to individuals and households. In counties that FEMA declared eligible to receive PA, FEMA will provide direct assistance to State and local governments and certain private nonprofit organizations for emergency work and the repair or replacement of disaster-damaged facilities. Among the 12 States and DC that received major disaster declarations, there were only four states in which FEMA made both IA and PA available. These states are Connecticut, New Jersey, New York, and Rhode Island. The remaining eight states and the District of Columbia are eligible for only Public Assistance. The National Park Services interprets this as indication from FEMA that the four states

eligible for both Individual and Public Assistance received the most widespread and significant damage from Hurricane Sandy.

In New Jersey, damaged historic resources in all 21 counties may be eligible for Sandy Disaster Relief Grants for Historic Properties.

---

## FUNDING ORGANIZATIONS AND CONTACT INFORMATION

---

The National Park Service is an agency of the United States federal government that manages all U.S. national parks, many national monuments, and other conservation and historical properties.<sup>1</sup> For the Sandy Disaster Relief Grants Program, the Park Service will approve grant awards, release reimbursement funds and review plans and specifications for all funded National Historic Landmarks (NHL). (See Appendix for list of National Historic Landmarks in New Jersey.)

The New Jersey State Historic Preservation Office (HPO) is located within the Division of Parks and Forestry, Department of Environmental Protection. The New Jersey Historic Preservation Office brings expertise in a variety of fields essential to preserving historic resources. The HPO will work in partnership with the Historic Trust to develop the Sandy Disaster Relief Grant Program according to its federally-approved action plan.  
[http://nj.gov/dep/hpo/Index\\_HomePage\\_images\\_links/Hurricane%20Sandy/FINAL APPLICATION Action Plan 122013.pdf](http://nj.gov/dep/hpo/Index_HomePage_images_links/Hurricane%20Sandy/FINAL_APPLICATION_Action_Plan_122013.pdf)

The New Jersey Historic Trust is affiliated with the Department of Community Affairs. Its mission 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. The Historic Trust will administer the Sandy Disaster Relief Grants for Historic Properties.

For Assistance with this program, please contact:

Sandy Disaster Relief Grants for Historic Properties  
New Jersey Historic Trust  
Department of Community Affairs Building  
PO Box 457, Trenton, NJ 08625  
(Hand delivery: 101 South Broad Street, 6<sup>th</sup> floor, Trenton, NJ 08608)  
Phone: 609 984 5516  
Fax: 609 984 7590  
[www.njht.org/resources/sandy](http://www.njht.org/resources/sandy)  
[njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us)

## GRANT OVERVIEW AND PURPOSE

---

The purpose of the Sandy Disaster Relief Grants for Historic Properties is to provide technical assistance and repairs to historic and archaeological resources that were impacted by Hurricane Sandy. Only storm-related damage is eligible for grant assistance.

On behalf of the National Park Service, the New Jersey Historic Preservation Office offers grant assistance for the repair, restoration and rehabilitation of properties that were damaged by Hurricane Sandy and that are listed or eligible for listing on the National Register of Historic Places. The grant program is being administered by the NJ Historic Trust.

- The maximum award may be up to 500,000. Religious institutions may be awarded up to \$150,000. Grants will be awarded based on funding availability, scoring criteria and a review by program staff and an evaluation committee.
- Potential applicants are properties owned or operated by religious institutions.
- Potential applicants are certified non-profit organizations, places of public accommodation, and entities of municipal and county government.
- All properties for which grant funds are requested must either be listed on the National Register of Historic Places or have a Determination of Eligibility (DOE), SHPO Opinion, or Certificate of Eligibility filed with the State Historic Preservation Office as of May 1, 2014.
- This is a reimbursement grant, which requires that approved work be invoiced and paid by the grant recipient before requesting a payout of grant funds. Grant funds are paid according to progress of completed work and approval of all work by program staff. Documentation of the work invoices and payments is required.
- No match is required for these grant funds however one must identify and track costs for the entire project.
- Grant funds can only be used for pre-approved eligible non-construction and construction activities.
- If awarded a grant, program staff will review all completed work in the field and review all required documentation, including invoices and proofs of payment. Program staff will determine the reimbursement amount based on completed work and eligible expenditures.

- All projects must meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties (Standards)* and consider FEMA guidance regarding rebuilding within designated floodplains. All federal, state, and local regulations and laws must be followed. Alterations to public buildings must comply with the provisions of the Americans with Disabilities Act.
- Due to the length of time between Hurricane Sandy and the introduction of this grant program, the program may reimburse property owners who have completed projects that can be documented to have met the *Standards*. Applicants should be prepared to submit “before” and “after” images of damages and repairs, invoices and proofs payment for the completed work. Applicants that have completed projects according to the *Standards* may be eligible for reimbursement and may also apply for additional eligible projects.
- Income-producing properties cannot utilize the Federal Historic Tax Credit program for the same work items assisted by the Sandy Disaster Relief Grant.
- Project signs identifying the funding support will be provided to grantees and must remain posted in a prominent location for the entire duration of the grant agreement. Signs will be provided to the grantee at no cost.
- The SDRG Program reserves the right to waive any and all application requirements when it is in the best interests of the program.

## APPLICANTS

---

### Eligible applicants:

- Certified non-profit organizations,
- Places of Public accommodation,
- Religious organizations,
- Entities of municipal and county government.

### Ineligible applicants:

- Private home owners,
- Federal agencies,
- NJ State agencies.

## PROPERTIES

---

### Eligible properties

- Resources that are individually listed, or recognized as a contributing resource within a Historic District that is listed on the National Register of Historic Places, or determined eligible for listing.
  - To determine if a property is listed or has been determined eligible for listing on the National Register of Historic Places visit:  
[http://nj.gov/dep/hpo/1identify/nrsr.htm#njnrhp\\_OR](http://nj.gov/dep/hpo/1identify/nrsr.htm#njnrhp_OR)  
<http://nj.gov/dep/gis/geoweb splash.htm>

### Ineligible Properties:

- Federally-owned properties
- Properties not listed or determined not eligible for listing on the National Register of Historic Places.

## ACTIVITIES

---

### Eligible Activities:

- Non-construction Reports and Activities
  - Survey and damage assessments

- Conditions Assessments including materials analysis
- Architectural/Engineering Drawings and Specifications
- Engineering Studies
- Landscape Studies
- Archaeological Surveys
- Construction Activities
  - Archaeological stabilization
  - Preservation, restoration, rehabilitation and stabilization of eligible historic buildings
  - Restoration, rehabilitation, preservation or stabilization of documented historic landscapes
  - Elevation or moving of structures per FEMA regulations, in limited circumstances<sup>1</sup>

Only project-specific activities that have been approved by program staff are eligible for grant funding.

Ineligible Activities:

- Regranting
- Work that does not conform with the *Standards*
- Acquisition
- Architectural and/or archaeological salvage
- Projects that call for complete or substantial reconstruction<sup>2</sup>
- Additions
- Routine Maintenance
- New landscaping
- Archival research
- Court actions
- Curation
- Purchase of equipment, furniture, appliances, or contents
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Site work unrelated to the elevation or moving of a structure

---

<sup>1</sup> Note that properties scheduled be elevated or moved must continue to retain their National Register or Eligibility for the National Register status in order to qualify for this program.

<sup>2</sup> Reconstruction is limited to portions of a historic property that still retain (prior to reconstruction) sufficient significance and integrity to remain listed in or eligible for listing in the National Register of Historic Places. Total reconstruction and major reconstruction are not eligible for grant assistance. If specific features or elements of a building or landscape are missing and thus need to be recreated, this work is potentially eligible for funding (provided adequate historical documentation is available).

- Interest payments
- Interpretive expenses
- Lobbying activities
- Political contributions
- Scholarships
- Software acquisition
- Travel

---

## CONSULTANTS AND CONTRACTORS

---

The goal of the Sandy Disaster Relief Grants for Historic Properties in New Jersey is to provide financial assistance for historic homes, businesses, public buildings, heritage sites and museums that need special attention and treatment in order to preserve their historic fabric and character. The grants allow property owners to contract with professionals and contractors who have experience with historic material and understand that modern building and repair methods are not the most appropriate manner in which to save a structure. For example, rather than replacing damaged wood windows with substitute materials, an experienced craftsman will be able to repair and restore the damage and preserve the original materials and character.

NOTE: If there are any questions about consultant or contractor qualifications, bidding or construction, applicants are encouraged to seek the counsel of program staff early in the application process, so that assistance can be provided in a timely and helpful manner. Contact the staff at 609 984 5561 or [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us)

The program expects every applicant and grantee to take necessary steps to ensure that quality work is performed on its historic property. Applicants and grantees are encouraged to:

- Accept bids only from qualified contractors whose credentials have been reviewed by a design professional or with the assistance of program staff, or who clearly demonstrate substantial experience with preservation of historic materials;
- Solicit bids from multiple contractors in order to obtain competitive quotes and assure fiscal prudence; and
- Monitor construction to confirm that agreed-upon materials and methods are utilized.

Program staff will review planning and construction for all funded projects, and may provide technical assistance to the property owner in determining the qualifications of potential contract bidders. There are three situations where reviews may occur:

1. **Completed work** - In cases where you have completed work at the time of EOI, program staff will compare submitted pre-construction planning documents,

drawings and photographs to the actual completed work during a field visit and determine if the work meets the federal *Standards for the Treatment of Historic Properties*. This review will take place during the course of evaluating the EOI. If the work is determined to meet the *Standards*, evaluation of the EOI will continue. If it is determined that the completed work does not meet the *Standards*, the project will be considered ineligible for funding.

2. **Work in Progress** – In cases where you have construction work underway at the time of EOI, program staff will review the pre-construction planning documents and drawings and conduct a field visit to the construction site to determine if the work meets the federal *Standards for the Treatment of Historic Properties*. You will not be asked to halt or postpone work, as this review will take place during the course of evaluating the EOI. If the work is determined to meet the *Standards*, evaluation of the EOI will continue. If it is determined that the ongoing construction work does not meet the *Standards*, the you will be advised that the work is not eligible for funding, at which time you may halt the work and make corrections to the project, if possible, that meet the *Standards*.
3. **Work Proposed** – In cases where you have not yet started construction work, program staff will review any pre-construction planning documents and drawings and conduct a field visit to determine if the proposed work will meet the federal *Standards for the Treatment of Historic Properties*. Should the project be awarded a grant, program staff will assist you in evaluating potential contractor qualifications and encourage a fair bidding process and fiscally prudent bid evaluation for a quality project.

Finally, the program requires that contracts over \$100,000 only be awarded to a contractor, builder, and company that carry a performance bond, which serves as a guarantee to the property owner that a project will be completed according to the contract terms.

All grant recipients are required to provide NJHT complete documentation for the procurement process undertaken.

---

## PRESERVATION AGREEMENT

---

All grant recipients are required to provide the New Jersey Historic Trust with a limited Preservation Agreement on the property that is the beneficiary of funding. The purpose of the Preservation Agreement is to protect the historic character of the property, protect the investment of public money into repairing the damaged property, and to ensure that the property is maintained in good condition going forward.

The Preservation Agreement has a term based upon the amount of grant funds actually awarded in accordance with the following schedule:

- Grant assistance up to \$50,000: 5 years
- Grant assistance from \$50,001 to \$99,999: 10 years
- Grant assistance from \$100,000 and above: 20 years

See the Appendix for a sample of the Preservation Agreement. The Preservation Agreement must be executed at same time as the Grant Agreement and before any payment can be made.

---

## HOW TO APPLY

---

The Sandy Disaster Relief Grant for Historic Properties Expression of Interest (EOI) is due to the NJHT office by 4 p.m. on July 30, 2014. The Expression of Interest (EOI) is an online form that can be accessed from [www.njht.org/resources/sandy](http://www.njht.org/resources/sandy) . While paper copies of the application are available upon request, the online form is the preferred method of application.

---

## GRANT SELECTION AND SCORING CRITERIA

---

The Sandy Disaster Relief Grants for Historic Properties is a competitive grant program. The program staff and Evaluation Committee score each Expression of Interest according to a pre-determined set of criteria. The Evaluation Committee will consist of qualified professionals who are knowledgeable in the field of historic preservation.

The program staff and Evaluation Committee will consider the following criteria when evaluating and selecting application for funding by the Sandy Disaster Relief Grants for Historic Properties program. A sliding point scale will be used to award points within each category below:

- Historic significance of the property
- Severity and nature of the storm damage to the historic property
- Appropriateness of the project to repair storm-related damage;
- Project cost and public benefit;
- Impact on the preservation of the resource;
- Ability of the applicant to manage and complete the project successfully; and
- Grant fund distribution

---

## GRANT AWARD NOTIFICATION

---

Applications will be reviewed by program staff and the Evaluation Committee. The applications with the highest scores will be selected for funding. Additional consideration may be given to an equitable geographic distribution of grant funds. The HPO and NJHT reserve the right to fund all or a portion of the proposed project. All applicants will be notified of the outcome of the selection process.

---

## GRANT ADMINISTRATION

---

Once a grant is awarded, the applicant will enter into a grant agreement with the NJHT. The contract will include the budget, scope of work, performance timeline and standard clauses. These contracts must be signed and returned to program staff within 30 days of receipt. Only allowable, documented expenses as outlined in the grant agreement will be eligible for reimbursement.

Project signs identifying the funding support will be provided to grantees and must remain posted in a prominent location for the entire duration of the grant agreement.

---

## ADMINISTRATIVE AND TECHNICAL REVIEW

---

Non-construction and planning documents for construction projects must be pre-approved by program staff. Documents that are submitted at the time of application will be reviewed by program staff and evaluated for compliance with the *Standards* prior to the grant award. Construction plans and specifications must be approved by program staff before going to bid and construction. All construction work must have prior approval of program staff. Any changes in the scope of work must be reviewed and approved prior to commencement of the work.

Projects under construction will be periodically visited by program staff to ensure that the approved construction drawings and specifications are being followed.

All reimbursements for historic preservation projects must be documented so that the program staff can ensure completed work meets the *Standards*.

---

## PROJECT START AND COMPLETION DATES

---

The project start date will be the date of the award letter notification (estimated December 2014). . Grant agreements should be signed and returned to program staff within 30 days of receipt (estimated January 2015). It is anticipated that grantees will have 24 months from the date of the executed grant contract to complete the project

A final report will be required after work is completed. This will include a brief description of each work item, a financial summary, project invoices and proofs of payment. The report will include “before”, “during” and “after” construction photographs.

---

### REQUEST FOR REIMBURSEMENT

---

Grant funds will be disbursed to the grantee after submission of a properly documented request for grant payment. The grantee may request up to two progress grant payments for completed work agreement with the following conditions:

- Completed work items are in compliance with the *Secretary of the Interior’s Standards for the Treatment of Historic Properties* ;
- Completed work items are consistent with the approved project scope of work; and
- Completed work items are satisfactorily documented with submission of work description, photographs, invoices and corresponding proof of payment for those invoices.

The program staff will schedule a site visit, if necessary, to approve any completed work and ensure that the *Standards* have been met.

A 50% retainage will be held from each progress payment. A maximum of two progress payments, separate from the final payment, may be requested over the course of the grant period.

A request for final payment may be submitted upon completion of the grant-funded work, and must meet the same conditions as the progress payment requests. The final payment will comprise the remaining 50% of the grant award, based on the submitted eligible expenses.

---

### GRANT CANCELATIONS

---

NJHT has the right to collect, withhold, reduce or cancel grants if a Grantee:

- Makes unauthorized changes in the scope of work
- Fails to comply with the terms of the grant contract
- Does not begin work within six months of executing a grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit NPS, HPO and NJHT support
- Undertakes work without prior approval of program staff
- Experiences significant delays in the grant project
- Proposes or completes work that does not meet the *Secretary of the Interior's Standards*

## SECTION TWO: EXPRESSION OF INTEREST GUIDANCE AND INSTRUCTIONS

---

### HOW TO COMPLETE THE EXPRESSION OF INTEREST- GENERAL INSTRUCTIONS

---

1. The Sandy Disaster Relief Grants for Historic Properties Expression of Interest will be posted on: [www.njht.org/resources/sandy](http://www.njht.org/resources/sandy) . While paper forms are available upon request, the on-line form is the preferred method of application. Any questions regarding the on-line form should be made to NJHT at [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us) or 609 984 5516.
2. New users and returning users should establish a user account for the EOI. Creating an account enables the user to partially complete the EOI and return later to finish the form. The account is used only for this EOI.
3. All entry fields marked with an asterisk (\*) are required to be complete in order for application to be submitted.
4. The form makes use of drop-down menus to ensure consistency. The drop-down menus are marked with a downward arrow in the data field.
5. Some questions require that documents or images be uploaded from your computer or external drive. These fields request the user to “Browse” to locate the document or image on the computer or external drive and “Upload” the files. There are maximum sizes for the documents to be uploaded, which are noted on the application. If a document is not able to be uploaded onto the Application form, arrangements can be made to deliver the supporting documents to program staff by calling 609 984 5561 or emailing [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us)
6. The online form will have some questions that only appear for some applicants. In the Guidelines, these special areas will be called out in subheadings that are ALL IN CAPS.
7. The program will confirm receipt of each successfully submitted application.
8. All applicant information will be retained and archived by the NJHT. The program reserves the right to retain and publish photographs submitted with any application. The program will not publish any personal information.
9. If you have any questions about the program or application process, contact program staff members at 609 984 5516 or [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us)

## APPLICANT INFORMATION

---

**Type of Applicant** - Choose the one most appropriate type (, places of public accommodation, nonprofit corporation, or county/municipal government entity).

**Applicant First Name/Last Name** - Enter first and last name of the person will be the primary contact for this project. This person is responsible for answering any questions regarding the project and will receive all official communication from the program staff.

**Organization Name** - Enter the name of the applicant organization, if prompted.

**Applicant Mailing Address** - Enter the mailing address, city and state (drop down menu), zip code, daytime phone number and email address for the primary project contact.

### NONPROFIT CORPORATIONS ONLY

**NJ Charitable Registration #** - Certified nonprofit corporations must enter the group's NJ Charitable Registration number. For more information about the Charitable Registration Law, visit:

<http://www.state.nj.us/lps/ca/charity/charfrm.htm>

**Upload Documentation of 501( c )3 Status** – A certified nonprofit corporation is required to upload its letter from the IRS that documents its tax-exempt status. (Maximum 1 MB size for upload)

**Relationship of applicant to historic property** - Choose the appropriate (owns property, co-owns property, or leases property). If “other” is selected, please explain in the write-in box provided.

- If the applicant owns the property outright
  1. Upload documentation of ownership, such as a tax bill or deed
- If the applicant co-owns the property
  1. Upload a signed owner's consent form (see note below)
  2. Fill in the co-owner's contact information including mailing address, daytime telephone number and email address
  3. Upload documentation of ownership, such as a tax bill or deed
- If the applicant leases the property
  1. Enter the year first of the lease and number of years remaining on lease
  2. Upload a signed owner's consent form (see note below)
  3. Fill in the co-owner's contact information including mailing address, daytime telephone number and email address
  4. Upload documentation of ownership, such as a tax bill or deed

**NOTE: Owner's Consent Form** – The Form is a two-page MS Word document that may be

downloaded during the Expression of Interest process from the website, [www.njht.org/resources/sandy/application](http://www.njht.org/resources/sandy/application) . It must be filled out, signed and then uploaded to the Expression of Interest.

- If the co-owner/owner is a, place of public accommodation, the page 1 “Owner Assurances” must be signed by each owner. The completed form must be uploaded to the EOI.
- If the co-owner/owner is a nonprofit corporation, municipality or county government entity, the page 2 “Authorization by Applicant’s Governing Body/Board” requires a board resolution to designate one person to sign the page 1 “Owner Assurances”. When the “Authorization” and “Owner Assurances” pages are filled in, the 2-page form may be uploaded to the EOI. (Maximum 512 KB size for upload) (See Appendix for sample Owner Assurances form)

---

## HISTORIC PROPERTY INFORMATION

---

**Property Name (historic, if known)** - Enter the historic name for the property, if known. The historic property name may be listed in the individual or historic district National Register nomination. If the historic name is not known, please leave this field blank.

**Street Address** – Enter the street address, municipality (drop down menu), county (drop down menu) and zip code for the historic property.

**Block number(s)/Lot number(s)** – Enter the block and lot number for the historic property, as recorded on the local tax map.

**US Congressional District** – Enter the number of the US Congressional District in which the historic property is located. If not known, look up the District number at: <http://www.house.gov/representatives/find/>

**Upload current property photo** – Applicants have the option of uploading up to two photos of the historic property from a computer or external drive. Photographs should show overall view of the historic property for which funds are being requested. When taking pictures, avoid automobiles, plants and trees, and other objects that may obscure the overall view of the building. No detailed pictures of property damage are needed at this time. (Each photo maximum 5 MB size upload)

**Register Status** - In order to qualify for this funding program, the property for which funds are being requested must be listed on National Register of Historic Properties or have a Determination of Eligibility (DOE), SHPO Opinion, or Certificate of Eligibility (COE) to be listed on the National Register of Historic Places. In this space, check all situations that apply: **National Historic Landmarks** - There are only 57 National Historic Landmarks in New Jersey. See the Appendix for a current list.

- **National and/or New Jersey Register of Historic Places listed and Eligible for listing (DOE, SHPO Opinion, COE)** - The National Register of Historic Places is the official list of historic resources that have been designated by the National Park Service as having significant historic, architectural, or cultural significance. To determine if your property is listed on the New Jersey or National Register of Historic Places, visit [http://nj.gov/dep/hpo/1identify/nrsr\\_lists.htm](http://nj.gov/dep/hpo/1identify/nrsr_lists.htm) or <http://nj.gov/dep/gis/geoweb splash.htm>.
- **Locally Designated** - If the property is locally designated by the municipality and not listed on the National Register, it must have a DOE, SHPO Opinion, or COE to be eligible for this grant program.
- **Unsure** - If the historic designation status is not known, check the “Unsure” box, and program staff will assist in following the process described in #2 above.

**If a contributing element of a historic district, provide district name** – Enter the name of the Historic District in the write-in box provided. The name may be found in the National Register nomination or eligibility determination. If not known or unsure, please leave this field blank.

**The property is** – Check all the boxes that apply:

- Indicate if the property is located in a Certified Local Government community. For more information, visit [http://www.nj.gov/dep/hpo/3preserve/clgmap\\_200901.pdf](http://www.nj.gov/dep/hpo/3preserve/clgmap_200901.pdf)
- Indicate if the property is located within a designated Main Street Community. For more information visit <http://www.nj.gov/dca/divisions/dhcr/offices/msnj.html>
- Indicate if the individual property is regulated as a local landmark or as part of a historic district under local Historic Preservation Commission review.

**Public Access to the property** - Indicate if the property is currently or will be open to the public on a regular basis (i.e. municipal office, museum or library hours), if the property is only open by appointment, approximate number of days open to the public annually, and estimated number of visitors per year.

**Current Use of property** - Click the bullet(s) that best describe the **current use** of the property, and the anticipated use after the proposed construction project is complete. Check all that apply

**Use after project is complete** - Click the bullet(s) that best describe the **current use** of the property, and the anticipated use after the proposed construction project is complete. Check all that apply

**The property is currently** - Check the one bullet that best describes the current occupancy of the property.

**Current general condition of the property** - Check the bullet that best describes the **overall condition** of the property.

**Describe the property damage caused as a direct result of Hurricane Sandy** - Use the write in box provided to briefly describe the property damage caused by Hurricane Sandy on October 29, 2012. The description should include any damage to the exterior and interior of the building as well as damage to the site. Typical responses might include damages caused by flooding, downed trees or limbs, wind, fire, or loss of power.

**Provide photographs showing damage** – An applicant may upload up to four photographs that detail areas of damage caused by Hurricane Sandy. (Maximum 5MB size for each photograph upload)

Upload **Insurance Declaration Page (if any)** – An applicant may have received this declaration from its insurance company.

Upload **Substantial Damage Certificate (if any)** – An applicant may have received this certificate from the municipal engineer.

---

## PROJECT INFORMATION

---

*Introduction – This section provides more information about the proposed non-construction and construction work and how it will address the damages described in the above section. This section will ask for additional photographs, pre-construction planning documents and design, cost estimates, and detailed information on any work that is already completed but is part of this application for this grant program. Applicants will be asked to upload digital documents and images to this Application. If applicants are not able to upload required documents, they may make arrangements to deliver documents by contacting program staff at 609 984 5561 or [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us)*

**Summary Description of Project** - Use the provided write-in box (maximum 350 words) to briefly describe the proposed construction project. Include anticipated planning documents or drawings, and describe how storm damaged areas to the exterior, interior or site will be repaired or restored. Also describe any other work that is necessary to complete the project that would not be eligible for grant funding such as landscaping, replacement of non-historic outbuildings, new kitchen or bath installation, etc.

### FOR NONPROFIT ORGANIZATIONS ONLY

**Describe the relationship of this proposed project to your mission and any planned program growth** – Use the provided write-in box to detail the effect the proposed building project will have upon the activities and development of the organization.

**Upload pre-storm photographs (if available)** – You may submit up to four photographs of the historic property prior to Hurricane Sandy. The photographs may show overall views of the property or details that were later damaged by the storm.

**This project includes (check all that apply)** – Check the boxes that best describe the project for which funds are requested:

- **Completed non-construction work** might include architectural drawings, specifications, engineering report, cost estimates. If this box is checked:
  - **Identify the completed non-construction work** – You will be asked to select the type of completed non-construction work and **upload non-construction documents** in the space provided. (Maximum 5 MB for each document uploaded)
- **Completed construction work** might include repair and restoration work that was finished and paid for after the Hurricane. Completed work must be fully documented with photographs, invoices and proof of payment work in order to be evaluated for eligibility. If this box is checked:
  - **Upload photographs of completed construction work** – You will be asked to upload up to four photographs to show the results of the completed construction work. (Maximum 5 MB for each image uploaded) The images may include overall view of the historic property and details of areas that were repaired after the storm damage.
- **Work started, but not complete** may include exterior repairs that were limited or stalled, for lack of funding or other reasons. If this box is checked:
  - **The current project design status** - You will be asked to check the box (es) that best describe the current project design status. Design is defined as the pre-construction process of bringing a project from concept to documents that are construction-ready. This design work may be done by an architectural firm, a design professional, a contracting company or craftsman. You may upload one document in the space provided (Maximum 5 MB upload).
  - **Cost estimates for the proposed construction work** - You are asked to check the boxes that best describe how the project's cost estimates were obtained. If "other", use the write-in box to explain. (Maximum 5 MB for the upload).
- **Proposed work not yet started** includes construction work that may be planned, but for which construction has not yet begun. If this box is checked:
  - **The current project design status** - You will be asked to check the box (es) that best describe the current project design status. Design is defined as the pre-construction process of bringing a project from concept to documents that are construction-ready. This design work may be done by an architectural firm, a design professional, a contracting company or craftsman. You may upload one document in the space provided (Maximum 5 MB upload).
  - **What type of documents supports the project** - Secondly, You will be asked to identify the type of document that supports the proposed project,

which may be a professional, contractor or insurance assessment, or “none”. If “other” is checked, describe the document in the write-in space provided. You may upload one document that relates to the assessment in the space provide (Maximum 5MB upload).

- **Upload Cost Estimate** - Finally, you will be asked to check the boxes that best describe how the project’s cost estimates were obtained. If “other”, use the write-in box to explain. (Maximum 5 MB for the upload).

**Provide the name(s) of proposed consultant(s) and contractor(s), if known** - If a consultant or contractor has not yet been selected, leave these fields blank. Only list the firms that are currently under contract, or whose work is completed and paid. Provide the name of the project contact, company name and web site, if available. If no web site is available, leave this field blank. It is not necessary for you to retain a consultant or contractor at the time of application to this program.

**Provide timetable for project, including length of time, in months, to undertake project** - Indicate the number of month it is estimated both to complete the pre-construction planning necessary for the proposed project, and the actual construction work. The total number of months for the work should total 24 months or less, which is the term of the grant period.

---

## PROJECT BUDGET

---

*Introduction: This section documents all the expenses for the project, both spent and anticipated, and any potential income that may assist with the construction costs.*

### General Instructions for the Budget Section

- Enter all numbers without commas; the financial totals will appear without commas
- Press “Calculate” to automatically perform the mathematical function in each column and row and to total budgets
- Press “Calculate” each time a number in the budget is changed in order to see the accurate figures

---

## EXPENSES

---

**This grant project includes work on** - Indicate the number of structures for which funding is being requested. For example an EOI requesting funding for repairs to a residence and detached garage would be two structures. If the project includes work on more than one structure, a separate project budget must be completed for each structure. NOTE: The number of structures checked will correspond with the number of project budgets that appear on the form.

**Project Budget** - For each structure, enter the name of the structure and the actual cost of work completed, or estimated cost of work proposed for each category: non-construction expenses, construction for site work, exterior and interior.

- The cost of work completed should be the work that is complete and paid at the time of the EOI. In order to be eligible for funding, the completed work must be in compliance with the *Standards*. Any completed work proposed for funding must be approved by program staff and fully documented with pictures, invoices and proofs of payment in order to be eligible for reimbursement.
- The cost of work proposed should be the most recent and reasonable cost estimate for the proposed work and should correspond to the cost estimate uploaded under “Design Status”.

NOTE: When all the figures are entered, press “Calculate” at the end of each row and column, and at the bottom to add “Structure Total”. If work is for more than one structure, press “Calculate” for the “Grand Total Project Budget”, which will add all the building costs together. If you change any of the figures that are entered, the “Calculate” buttons will need to be pressed again. The totals do not automatically calculate changes.

See Figure 1 (*next page*) for a sample filled-in table.

## Project Budget

\* Name of structure

historic building

Non-Construction Activity

constr. specs, architect fee

Work Completed

7500

Work Proposed

2210

Total

\$9710.00

Construction Activity

roofing, siding, porch repair

Work Completed

0.00

Work Proposed

88300

Total

\$88300.00

Completed Total

\$7500.00

Proposed Total

\$90510.00

Structure Total

\$98010.00

Grand Total Project Budget \$98010.00

Figure 1

## INCOME

**Identify all other government funding received/ awarded for construction.** – Only include federal funding received for the project scope of work described in the “Project Information” section of this EOI. Funding received for other types of assistance (temporary housing, relief, loans, etc.) that are not related to the planning or construction of this project should NOT be listed on this table. Enter the date of award, using the calendar calculator.

- **CDBG-DR** - Community Development Block Grant - Disaster Relief
- **FEMA** - Federal Emergency Management Agency
- **RREM** - Reconstruction, Rehabilitation, Elevation, and Mitigation Program
- **HMGP** - Hazard Mitigation Grant Program Elevation Program
- **SBA** - U.S. Small Business Administration Loan Program
- **NFIP-ICC Claim** - National Flood Insurance Program Increased of Cost of Compliance Grant Program

**Property Insurance** – Enter the amount of the insurance settlement for the same scope of work that is included in this application for funding. Insurance settlements that cover expenses other than construction should not be entered as income for this construction project.

**Press “Calculate” total other government funding received.**

**Calculate project costs that are eligible for grant request** - This calculation subtracts the government funding and insurance settlement from the total project budget.

**Grant Request** – Enter the amount of grant funding requested by this application. The applicant may request up to \$500,000. Religious institutions may request up to \$150,000.

**Certain expenses are not eligible, but may be necessary to complete the project** - In the write-in box provided, list any additional anticipated expenses for the overall project that may be ineligible for reimbursement but are necessary (i.e. salvage, new construction, new landscaping, fundraising expenses, etc.)

**List relevant examples (if any) of grants managed by your organization and/or project contact** – You may list up to three examples of grant administration experience. If no relevant grant experience is known, please leave these fields blank. You are not required to have grant administration experience to receive a grant from this program.

---

#### PUBLIC BENEFIT

---

**How will the project benefit the community?** - In the write-in box provided, explain any benefit or advantage to the public or community upon completing the work project, such as increasing tourism or visitor activity, restoring an important landmark, supporting the preservation of a local historic district, improving community services, and more.

**Will the proposed project improve the site's accommodations for persons with disabilities? If yes, explain how** – Click the appropriate bullet; if the answer is “yes”, use the write-in box provided to describe how the project will improve the site’s accommodations for persons with disabilities. Alterations to public buildings must comply with the provisions of the Americans with Disabilities Act.

---

#### ACKNOWLEDGEMENT AND SUBMISSION

---

**I certify that all information provided is true and accurate to the best of my knowledge** - All EOIs must be signed by the applicant in the space provided. To sign, hold the mouse button down, use a stylus or touch screen, depending on your device. The EOI is only complete and eligible for submittal when this document is signed.

When you are satisfied that the EOI is complete, and that all documents and images have been uploaded to the form, you may click the Submit button.

After submitting the EOI, you will receive a “Thank you for your submission” message, with a reference number and an opportunity to print a receipt. Save the reference number for inquiries about the EOI.

Should you wish to add information to the EOI after the form has been submitted, you should contact program staff directly at 609 984 5516 or [njhistoricsandy@dca.state.nj.us](mailto:njhistoricsandy@dca.state.nj.us) and use the reference number.

After the EOI is reviewed by program staff and determined to be complete, the primary project contact will receive an email indicating the EOI is under review by program staff and the Evaluation Committee. You may be contacted for additional information or be visited on site by program staff.

If an EOI is determined ineligible for the grant program, the primary project contact will be notified with an explanation of the ineligibility.

After the program staff and the Evaluation Committee have reviewed and scored all submissions, you will be notified of the project funding decision. You will have the opportunity to ask specific questions about the strengths and weaknesses of your EOI.

The Sandy Disaster Relief Grants for Historic Properties will make awards for as many eligible projects as funding allows.

SECTION THREE: APPENDICES

---

*SECRETARY OF THE INTERIOR'S STANDARDS FOR THE TREATMENT OF HISTORIC  
PROPERTIES, 1995*

SAMPLE PRESERVATION AGREEMENT

SAMPLE OWNER ASSURANCES AND AUTHORIZATION BY THE ENTITY'S  
GOVERNING BOARD FORM

NATIONAL HISTORIC LANDMARKS IN THE STATE OF NEW JERSEY

---