

provided by the Open Space Coordinator, with the following information:

- i) Project name, grant year, and award amount;
- ii) Name of the nonprofit;
- iii) An itemized list of the costs incurred; and
- iv) A certification by the nonprofit's chief financial officer that the information entered on the payment request form is accurate and that the nonprofit is maintaining an accurate record of accounts for the project, including cancelled checks and vouchers which must be submitted to the County upon request.

5. Project closeout

- (a) The nonprofit shall notify the County when the development project is complete.
- (b) Upon notification under (a), the County shall send a closeout letter directing the nonprofit to provide copies of the following documents:
 - i) A record drawing showing the project as built; and
 - ii) Digital images and prints that clearly show the development project, as completed.
- (c) The Open Space Coordinator shall conduct a final site inspection within forty five (45) days of the items listed under (b) above.
- (d) The County shall provide the nonprofit with a sign (or signs, as applicable) that identifies the parkland as a Passaic County Board of Chosen Freeholders, Open Space, Farmland and Historic Preservation Trust Fund project that is permanently dedicated to recreation and conservation purposes. The County shall post the sign(s) in a prominent place on the funded parkland and the local government unit shall maintain it.
- (e) Any excess funds shall be unencumbered and returned to the OSTF.

6. Accounting and recordkeeping requirements

- (a) The nonprofit shall maintain and make available to the County for inspection upon request all financial documents and records related to the project.
- (b) The nonprofit, its contractors, and subcontractors shall employ generally accepted accounting procedures that adequately identify the costs associated with the OSTF grant.
- (c) The nonprofit shall maintain separate records for each project, including the project amount, receipt, and disposition of funding received for the project, including County grant, and contributions, gifts, grants, or donations from other sources.

Chapter 12. Historic preservation projects: eligible applicants, grant application process, eligible properties, eligible activities, ineligible activities, project agreement, bid procedures, construction requirements, site inspections, disbursement of grant, project closeout, accounting and record keeping requirements

1. General provisions and funding policies

- (a) All grant applications for historic preservation projects shall be capped at a maximum of one hundred thousand dollars (\$100,000.00) for local government units and fifty thousand dollars (\$50,000.00) for nonprofit organizations. If the proposed application is a park development project within a historic district, the maximum amount shall be two hundred fifty thousand (\$250,000.00) for local government units.
- (b) All applicants are required to submit a letter of intent thirty (30) days prior to the grant deadline to the Director of Cultural and Historic Affairs for determination on the eligibility of the proposed application for funding.

2. Eligible applicants

The following organizations or groups are eligible to apply for OSTF historic preservation project grants:

- (a) Local government units in the County; and
- (b) Nonprofit organizations improving historic eligible properties in the County.

3. Ineligible applicants

- (a) The following organizations are ineligible to apply for funding:
 - i) Nonprofit applicants managing historic sites on property owned by the State of New Jersey;
 - ii) Nonprofit applicants applying for improvements that further a religious use; and
 - iii) Any school board, education institution or similar public agency without primary recreation and conservation responsibilities.

4. Grant application process

For all historic preservation grant applications received, including applications for any project involving a historic site or a park development project within a designated historic district, the Open Space Coordinator shall refer the applications to the Director of the County's Department of Cultural and Historic Affairs for a memorandum outlining the strengths and/or weaknesses of the application, to be distributed to the OSAC prior to the award of a grant.

Eligible applicants shall submit an application, as provided by the County's Director of Cultural and Historic Affairs, along with the following supporting documents:

- (a) Architectural or engineering drawings, site plans, signed by a licensed professional;
- (b) Current photographs of the existing structure;
- (c) Available historic photographs and/or drawings from public resources, including but not limited to the Passaic County Historical Society, New Jersey State Library, or State Historic Preservation Office;

- (d) Existing professional consultation reports, studies, and written testimony, regarding the proposed project;
- (e) Specifications of materials to be used for all aspects of the proposal being reviewed, including, but not limited to catalog cut sheets, sample paint chips, manufacturer product specification, and plan notations; and
- (f) A detailed narrative of the proposed scope of work.

5. Eligible properties

- (a) A local government unit or nonprofit may submit an application for the restoration or preservation of a historic building, structure, site, landscape, object, or district, in the County if the property is falls under one of the following categories:
 - i) Recognized by or listed on a register of historic places by a local government unit;
 - ii) Individually listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places;
 - iii) Situated within the boundaries of a historic district listed in the New Jersey Register of Historic Places and/or the National Register of Historic Places, and identified in the National Register of Historic Places Registration Form inventory as a contributing resource of that district;
 - iv) Certified by the State Historic Preservation Office as a property that is eligible to be listed on the New Jersey Register of Historic Places, or that meets the criteria to be listed on the New Jersey Register and/or National Register of Historic Places.
 - v) If the property is not listed on any

Register of Historic Places or has not received a Determination of Eligibility and/or Certification of Eligibility from SHPO, the applicant must submit information concerning the site at least forty five (45) days prior to the application deadline so that a Certificate of Eligibility letter is received and included with the application.

- (b) If there is ambiguity regarding the eligibility of a property, the applicant shall request a written memorandum by the Director of the County's Department of Historic and Cultural Affairs to determine eligibility.
- (c) If a nonprofit does not own the historic site or property in fee simple, the nonprofit must have:
 - i) An irrevocable lease for a period of least twenty five (25) years or an executed Memorandum of Agreement outlining the roles and responsibilities of the nonprofit and owner for the construction of the proposed project; and
 - ii) A resolution of support from the governing body of the local government unit approving the grant application and project.

6. Eligible activities

- (a) Stabilization, which is the essential maintenance of a deteriorated structure, facility, or object as it exists at present, establishing structural ability and a weather resistant enclosure;
- (b) Rehabilitation, which is the act or process of making possible compatible use of a property through repair, alteration, and addition while preserving those portions or features that convey its historical, cultural, or architectural value;
- (c) Restoration, which is the act or process of accurately depicting the form, features, and character of a property as it appeared at the most significant time in the property's history

by the retention of materials from the most significant time, while permitting the removal of materials from other periods;

- (d) Preservation, which is the act or process of applying measures necessary to sustain the existing form, integrity, and material of a historic property;

7. Ineligible activities

- (a) Complete reconstruction;
- (b) New additions;
- (c) Interpretive activities such as displays, signs, exhibitions;
- (d) Administrative or operational costs;
- (e) Ceremonial or publicity expenses;
- (f) Fundraising;
- (g) Work performed outside the approved project scope;
- (h) Work that does not comply with the United States Secretary of the Interior Standards for Rehabilitation, codified as 46 CFR 67;
- (i) Routine or ongoing maintenance, including but not limited to, repainting, carpet replacement, or routine landscaping;
- (j) Relocation;
- (k) Improvements that would benefit or further religious uses;
- (l) Plans or reports; and
- (m) Acquisition of historic sites.

8. Project agreement

- (a) Each historic preservation project shall have a project agreement, which shall be executed by the applicant and the County

within forty five (45) days of receipt. The project agreement shall set out the rights and responsibilities of the applicant and the County in regards to the historic preservation project and shall contain all information identified in (c) below. The date of execution of the project agreement shall begin the two (2) year clock on the project.

- (b) The County shall send the project agreement after the funding is approved by the Board to the application and execution by the appropriate parties, which shall be returned within forty five (45) days of receipt.
- (c) The project agreement shall contain:
 - i) A description of the project to be developed;
 - ii) The estimated cost of the development project and the award amount;
 - iii) Special conditions, if any;
 - iv) The requirements for recordkeeping and project administration;
 - v) A two (2) year project term whereby all OSTF grants monies must be distributed;
 - vi) The reimbursement process whereby the County will reimburse the nonprofit for costs incurred in the project, following the submission of invoices to the County's Director of Cultural and Historic Affairs;
 - vii) A thirty (30) year easement agreement that places a deed restriction on the site to ensure a long-term preservation and proper maintenance limiting changes in use or appearance and preventing demolition of the property;
 - viii) A condition to keep the site accessible and open to the public; and
 - ix) A condition for sites listed on the New

Jersey Register of Historic Places undergoing rehabilitation and/or restoration to submit an Application for Project Authorization to the New Jersey State Historic Preservation Office as required by the New Jersey Register of Historic Places Act and rules governing same codified in N.J.A.C. 7:4, *et seq.*

9. Bid procedures

- (a) All construction costs shall be bid in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*; and
- (b) All bid specifications and contracts shall require that all facilities must be constructed in accordance with all applicable State and local construction codes.
- (c) The applicant shall erect and maintain for the duration of the project a construction sign that identifies the project as funded by the Passaic County Board of Chosen Freeholders, Open Space, Farmland and Historic Preservation Trust Fund.

10. Construction requirements, site inspections

- (a) The County's Director of Cultural and Historic Affairs shall periodically inspect the project to ensure compliance with the project agreement.
- (b) The applicant is responsible for supervising the construction of the project and for ensuring that all construction contract specifications are met.
- (c) The applicant shall erect and maintain for the duration of the project a construction sign that identifies the project as funded by the Passaic County Board of Chosen Freeholders, Open Space, Farmland and Historic Preservation Trust Fund.
- (d) All construction must conform to the United States Secretary of the Interior's Standards for the Treatment of Historic Properties, codified as 46 CFR 67.

11. Disbursement of grant

- (a) The County shall disburse the grant as paid invoices are submitted by the applicant, verified by the Director of Cultural and Historic Affairs, and approved on a bill's list of the Board;
- (b) For each request of payment, the applicant shall submit a payment request form, as provided by the Director of Cultural and Historic Affairs, with the following information:
 - i) Project name, grant year, and award amount;
 - ii) Name of the applicant;
 - iii) An itemized list of the costs incurred; and
 - iv) A certification by the applicant's chief financial officer that the information entered on the payment request form is accurate and that the local government unit or nonprofit is maintaining an accurate record of accounts for the project, including cancelled checks and vouchers which must be submitted to the County upon request.

12. Project closeout

- (a) The applicant shall notify the County when the development project is complete.
- (b) Upon notification under (a), the County shall send a closeout letter directing the nonprofit to provide copies of the following documents:
 - i) A record drawing showing the project as built; and
 - ii) Digital images and prints that clearly show the historic preservation project, as completed.
- (c) The Director of Cultural and Historic Affairs shall conduct a final site inspection within forty five (45) days of the items listed under (b) above.
- (d) The County shall provide the applicant with a sign (or signs, as applicable) that identifies the historic site as a Passaic County Board of

Chosen Freeholders, Open Space, Farmland and Historic Preservation Trust Fund project that is permanently dedicated for historic preservation purposes. The County shall post the sign(s) in a prominent place at the historic site and the applicant shall maintain it.

- (e) Any excess funds shall be unencumbered and returned to the OSTF.

13. Accounting and recordkeeping requirements

- (a) The applicant shall maintain and make available to the County for inspection upon request all financial documents and records related to the project.
- (b) The applicant, its contractors, and subcontractors shall employ generally accepted accounting procedures that adequately identify the costs associated with the OSTF grant.
- (c) The applicant shall maintain separate records for each project, including the project amount, receipt, and disposition of funding received for the project, including County grant, and contributions, gifts, grants, or donations from other sources.

Chapter 13. Requirements for maintenance of parkland and historic sites: administrative transfer of parkland: changes in use of parkland: fees: use agreements: transfer of grant funds

1. Maintenance requirements for funded parkland; compliance inspection

- (a) Each local government unit or nonprofit is responsible for the satisfactory care, maintenance, and operation of funded parkland and preserved or rehabilitated historic sites. Each local government unit or nonprofit shall maintain and preserve funded parkland and historic sites in a condition which is equal to or better than the condition of the land or property at the time it was acquired or developed with OSTF grants.