

Joyce Lanier

From: Christopher Hartwyk
Sent: Wednesday, December 14, 2022 4:24 PM
To: Joyce Lanier
Subject: FW: Your Essex County Cultural Affairs Grant Award
Attachments: History Grants Attachments FY2023.pdf; Orange FY2023 History Grant Agreements.docx; Orange FY2023 History Grant Award Letters.docx; Orange grant comments.docx

From: Maressa McFarlane <mmcfarlane@parks.essexcountynj.org>
Sent: Tuesday, November 22, 2022 1:13 PM
To: Christopher Hartwyk <chartwyk@orangenj.gov>
Subject: Your Essex County Cultural Affairs Grant Award

Hello!

This email includes your Essex County Cultural Affairs award packet. Please let me know if you have any questions. A hard copy of this packet has been sent to your mailing address on file.

Agreement Instructions – 2023 Grant Cycle

Your grant award packet will include:

Grant Award Letter:

- This lists your award and some additional information.

Agreement:

- An official representative of your organization must sign and date the agreement where it says SUBGRANTEE REPRESENTATIVE.

Attachments:

Attachment A:

- This attachment must be returned.
- If you received your full ask, or within \$500 of that amount, please check the box that says "All programs detailed in the original application will be carried out within the grant period."
 - Sign and return the form
- If you applied for a General Operating Support grant and received an amount that is more than \$500 less than you requested, but will work with that amount, please check the box that says "We do not expect the lesser amount to change our overall budget."
 - Sign and return the form
- If you applied for a Special Program Support grant and received an amount that is more than \$500 less than you requested, provide a narrative in the space provided explaining how you will carry out or modify your project/programming in light of the new amount.
 - Sign and return

- You must also create an updated project/program budget using the attached finance chart sheet.
 - Return this form with your signed agreement and Attachment A.

Attachment B:

- This is information regarding the financial management system.

Attachment C:

- This is information regarding publicity requirements.
- Please pay close attention to the crediting guidelines. There are many Essex County re-grantees that do not credit as required. This is a form of advocacy that is essential to ensure future state support for cultural non-profits.

Attachment D:

- This is information regarding ADA requirements.

Reviewer Comments:

- These are the comments made by the peer evaluators who reviewed your application and met with you during the interview process.

Vendor Profile Form and W-9 (if needed):

- If you are a new re-grantee, you will need to complete these forms and return them to me so that your organization can be entered into Essex County's financial system and you can get your awards! 😊

Remember, by December 31, 2022, return the original agreement and Attachment A either in the enclosed envelope or email as attachments to mmcfarlane@parks.essexcountynj.org. After approval by the County Commissioners and signing by the Commissioner Clerk, a copy of the fully-executed agreement will be returned to you for your files.

If you have any questions, please contact Maressa McFarlane at mmcfarlane@parks.essexcountynj.org or 973-735-6231.

Best,

Maressa

Maressa McFarlane
Records Support Tech and Grant Administrator
Essex County Department of Parks, Recreation, and Cultural Affairs
115 Clifton Ave
Newark, NJ 07104
973-735-6231



Joseph N. DiVincenzo, Jr.
County Executive

County of Essex
Division of Cultural and Historic Affairs

Essex County Kip's Castle Park
22 Crestmont Road, Verona, New Jersey 07044
www.essexcountynj.org



Daniel K. Salvante
Director

November 18, 2022

The City of Orange
29 N. Day St
Orange, NJ 07050

Dear Christopher Hartwyk:

Congratulations! Essex County and the New Jersey Historical Commission are pleased to award your organization 2023 Local History Program Grant funds in the amount of **\$6,703.00**. Your Special Project Support application request was \$8,000. Please note the grant award is contingent upon the approval of the County Commissioners and the expected receipt of funds from the New Jersey Historical Commission.

Your prior achievements in history programming were considered in our decision to select your organization for funding. The terms and conditions of your grant are detailed in the enclosed contract. Please return **the signed and dated** contract and any additional required documents (please see the instruction sheet) to the Division of Cultural Affairs no later than **December 31, 2022**. This year, you may mail us the original in the enclosed envelope or send the contract to us digitally (mmcfarlane@parks.essexcountynj.org).

On behalf of the New Jersey Historical Commission and the Essex County Commissioners, I would like to take the opportunity to express my appreciation to your organization for your dedication to history and preservation in Essex County and the State of New Jersey.

If you have any questions, please feel free to contact Maressa McFarlane for the Division of Cultural and Historic Affairs at 973-735-6231.

Sincerely,

Kate Hartwyk
Director

Putting Essex County First

Attachment A

Name of APPLICANT: Orange Historic Preservation Commission

Choose One:

I received my full request, or within \$500 of that amount:

☐

All programs detailed in the original application will be carried out within the grant period.

Signature: _____

I received a General Operating Support grant and received an amount that is more than \$500 less than I requested:

☒

We do not expect the lesser amount to change our overall budget.

Signature: Joyce L. Samia

I received a Special Project Support grant and received an amount that is more than \$500 less than I requested:

We will carry out or modify our project/program by:

Our initial request was for \$8,000.
These funds were for the creation and
initial maintenance of a website for the City
of Orange Historic Commission and were to
have covered the website's design and first month
of regular maintenance by the website designer.
The reduced award amount plus the City's
margin of \$5000 will allow us to move
forward with the creation of the website
and establish it's initial presence on the web.

Signature: _____

Joyce L. Samia

Attachment B

FINANCIAL MANAGEMENT SYSTEM

Grantee financial management system shall provide for:

1. **Financial Reporting:** Accurate, current and complete disclosure of the financial results of each grant must be made in accordance with the financial reporting requirements of the grant.
2. **Accounting Records:** Records that adequately identify the source and application of funds for Department supported activities. These records must contain information pertaining to grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures and income.
3. **Internal Control:** Effective internal and accounting controls over all funds, property and other assets. The Grantee shall adequately safeguard all such assets and assure that they are used solely for authorized purposes.
4. **Budget Control:** Comparison of actual expenditures or outlays which budgeted amounts for each grant. Also, relation of financial information with performance or productivity data including the development of unit cost information required by the department.
5. **Allowable Costs:** Procedures for determining reasonableness, allowableness, and allocability of costs generally consistent with the provisions of Federal and State regulations.
6. **Source Documentation:** Accounting records that are supported by source documentation.

PUBLICITY REQUIREMENTS - HISTORY

The following publicity requirements are hereby incorporated into the body of the agreement between the COUNTY and the SUBGRANTEE. By the signature on the grant agreement the SUBGRANTEE agrees to comply with the following:

1. **Credit**

a. The Essex County Division of Cultural and Historic Affairs and the New Jersey Historical Commission (NJHC) must be credited in print and online promotions (posters, flyers, programs, etc.), and in press releases using the following language:

"Funding has been made possible in part by the New Jersey Historical Commission, a division of the Department of State, through funds administered by the Essex County Division of Cultural & Historic Affairs"

b. Credit must be given to the NJHC in all materials in which other funders are credited including brochures, web materials, releases and announcements of the SUBGRANTEE regarding all activities to which NJHC funds contribute.

2. **Logo(s)**

a. The NJHC brand logo, which can be found at: <https://nj.gov/state/historical/> must be used in all promotional material including brochures, advertisements, flyers, web sites and posters.

b. The NJHC logo must be used by the SUBGRANTEE in all programs, brochures and other materials in which another funder's logo is used. The NJHC logo should be the same size as any other sponsor's logo.

c. The logo is to be used only when the above credit line is also used and never in its place.

3. **Advertising**

a. The New Jersey Historical Commission brand logo must be included in all print advertising and outdoor advertising and must also include the NJHC credit line.

b. Any advertising, regardless of size or length, placed by a SUBGRANTEE that credits a specific funding source must also credit the NJHC in the same manner.

4. **Co-sponsorship**

Under no circumstances may the SUBGRANTEE state or imply that its program and/or activities are "sponsored" or "co-sponsored" by the New Jersey Historical Commission or the Essex County Division of Cultural and Historic Affairs, without the express, written consent of the Historical Commission and Essex County, respectively.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. Plan

- a. First time grant recipients have until the end of the grant period to submit an ADA plan or statement to the Division of Cultural and Historic Affairs. Final payments will not be released without an adequate ADA plan on file.
- b. Returning grant recipients must submit an ADA plan to the Division of Cultural and Historic Affairs with their signed contract if the plan on file is more than two years old.

2. Workshops

First time and returning grant recipients are required to attend a Division approved or sponsored ADA themed technical workshop once a year.

FY 2023 ESSEX COUNTY LOCAL HISTORY PROGRAM GRANT AGREEMENT

BETWEEN
THE COUNTY OF ESSEX
AND

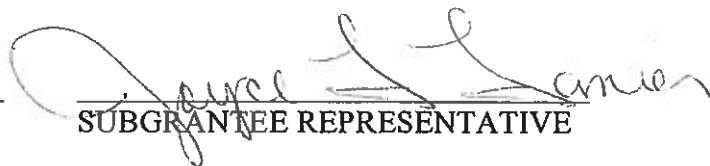
The City of Orange
29 N. Day St
Orange, NJ 07050

1. SUBGRANTEE will comply with all terms as outlined.
2. This agreement shall commence on January 1, 2023 and continue in full force and effect until December 31, 2023.
3. Grant funds in the amount of **\$6,703.00** must be expended solely for the activities or projects described in the approved SUBGRANTEES application for funding and Attachments B/B-1, the Revised Budget and/or Plan.
4. It is understood that this Agreement is financed by State Funds and in the event the State Government discontinues the program or cancels the payment of additional funds, the County reserves the right to cancel this agreement on five day's written notice, and in such event, the County shall only be obligated for payment under this Agreement for services rendered to the effective date of cancellation.
5. It is understood that this grant must be matched dollar for dollar with the SUBGRANTEE'S own resources. Up to 50% of those expenses may be matched with in-kind donations.
6. Grant funds must be used for the projects or programs which take place in Essex County and serve primarily Essex County residents.
7. SUBGRANTEE is required to submit an Interim Report no later than July 15, 2023, describing progress and expenditures through June 30, 2023, on forms provided by the County. Any changes to this date must be requested and approved in writing.
8. SUBGRANTEE is required to submit a Final Report which is due thirty days after the final program and no later than January 15, 2024.
9. SUBGRANTEE shall be compensated for all work or services performed upon submission of a signed purchase order.
Payment of grant funds will be processed in accordance with the following:
 - a. Seventy-five percent (75%) upon award of the grant.

- b. Twenty-five percent (25%) upon receipt of the final report.
10. SUBGRANTEE agrees to comply with the terms delineated in Attachment A - "Financial Management System," Attachment B/B-1 - "Revised Budget and/or Plan," Attachment C - "Publicity Requirements," and Attachment D - "Americans with Disabilities Act."
 11. SUBGRANTEE agrees to attend technical assistance workshops made available by the County.
 12. SUBGRANTEE is subject to the audit requirements of the New Jersey Department of the Treasury Circular Letter 98-07, Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid Payments.
 13. SUBGRANTEE agrees to initiate plans to ensure compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
 14. SUBGRANTEE must submit a schedule of programs or events and must make two tickets available to each program for use by the Essex County Division of Cultural & Historic Affairs. All programs or operations are subject to site evaluations by the Division or by the New Jersey Historical Commission.
 15. The SUBGRANTEE has read and understands the AGREEMENT and additional attachments and gives assurance that it will undertake measures necessary to comply.

COUNTY OF ESSEX

By: _____
Joseph N. DiVincenzo, Jr.
County Executive


SUBGRANTEE REPRESENTATIVE

Date: _____

Date: 1-9-2023

Deborah Davis Ford
Clerk of the Board