

LCHIP

Land & Community Heritage
Investment Program



December 8, 2016

Robert Stephenson
Town of Jaffrey
10 Goodnow Street
Jaffrey, NH 03452

Dear Rob,

On behalf of the Board of Directors of the Land and Community Heritage Investment Program (LCHIP), I am pleased to provide this official notification of the grant award of up to \$54,600 for the Jaffrey Meetinghouse project. The enclosed *Grant Terms, Conditions, and Understandings* document summarizes the obligations associated with this grant award.

Also enclosed is a Historic Resource Project Checklist that explains the various documents that must be approved by LCHIP before grant funds can be released as well as the timing requirements associated with each phase of the project. We require at least five weeks to review and approve the first disbursement requirements. You are expected to complete your project no later than December 31, 2018.

We encourage you to notify local media and state legislators of this exciting award and of the successful completion of your project when the time comes. Please insure that all publicity related to the project includes recognition of the financial support received through LCHIP. If you would like assistance with outreach, we are happy to help.

Your primary contact at LCHIP will be Jenna Lapachinski, who can be reached at jlapachinski@lchip.org. To accept this grant award, please sign below. Make a photo copy for your files, then return the signed original of this document to LCHIP by January 9, 2017. We appreciate your efforts to preserve one of New Hampshire's special places and look forward to working with you to complete this exciting project. Congratulations, Rob!

With best wishes,

Dijit Taylor

Dijit Taylor
Executive Director

The undersigned certifies that s/he has received and reviewed the LCHIP *Grant Terms, Conditions and Understandings* and is duly authorized on behalf of the Town of Jaffrey: to accept this grant; to obligate the town to the terms and conditions of this grant, and; to make, execute and deliver all grant agreements, representations, receipts, reports and other instruments of every kind required for this grant.

Signature of Duly Authorized Representative

Robert B. Stephenson
ROBERT B. STEPHENSON

Print Name and Title

Robert B. Stephenson
Project Director

Date

December 16, 2016

NEW HAMPSHIRE LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM

GRANT TERMS, CONDITIONS, AND UNDERSTANDINGS

In accepting a grant award from the NH Land and Community Heritage Investment Program (LCHIP), Grantees acknowledge and agree to the following terms, conditions, and understandings:

FUNDING: All grant awards are contingent upon LCHIP's receipt of anticipated funds.

ELIGIBLE RECIPIENTS: Recipients affirm that they are either a municipality or other political subdivision of the state of New Hampshire, or a public charity described in sections 501(c) of the Internal Revenue Code. (that Recipient's tax-exempt status has not changed, and that no issue is pending that could change that status. Recipients must be willing to commit to, and show evidence of, adopting the appropriate components of the Land Trust Alliance *Standards and Practices*).

EXPENDITURE OF FUNDS: LCHIP grants are awarded for the purposes outlined in the applications submitted and shall not be otherwise expended without LCHIP's prior written approval, or for political or lobbying activity.

REQUIRED NOTIFICATION: Recipients shall provide LCHIP with immediate written notification of any changes in their tax-exempt status or ability to expend grant funds for the purposes originally intended.

NO ASSIGNMENT OR DELEGATION: The rights and obligations conveyed under LCHIP grants may not be assigned or transferred without prior written approval from LCHIP.

RECORDS AND REPORTS: LCHIP may require interim reports describing Recipient's progress in developing funded projects. Reports may require timelines or financial reports. Recipients agree to provide such information without unreasonable delay. Baseline documentation must be submitted to LCHIP prior to the disbursement of the final grant payment. Recipients shall maintain records of all expenditures relating to LCHIP grants, and copies of all documents submitted to LCHIP, for at least four years following grant fund disbursement.

PUBLICITY: Recipients are asked to provide LCHIP copies of any publicity concerning an LCHIP grant or funded project. LCHIP may distribute information regarding its grants, including photographs, logos or trademarks, or other information or materials provided by Recipient, as it sees fit. All publicity related to LCHIP-funded projects shall include the LCHIP logo and the following language "This (insert resource name) has been protected with assistance from the NH Land and Community Heritage Investment Program." Any changes to this language must have prior written approval from LCHIP. Recipients shall install a sign, if provided by LCHIP, in a prominent location at each project site. Recipient shall be responsible for the replacement or repair of signs.

PURPOSES: Funds expended on behalf of LCHIP for a land, cultural, or historic property acquisition are done so with the understanding that the resources protected will be used and maintained exclusively for the uses permitted under RSA 227-M, held in the public trust and kept available for public access. No deviation in these uses to uses or purposes not consistent with the purposes of RSA 227-M shall be permitted. The sale, transfer, conveyance, or release of any resource asset from the public trust, except as provided in RSA 227-M:13 is prohibited.

RIGHT TO MODIFY OR REVOKE: LCHIP reserves the right to discontinue, modify or withhold any payments to be made under this grant award, or to require a total or partial refund of any grant funds if, in LCHIP's sole discretion, such action is necessary (1) because Recipient has not fully complied with the terms and conditions of this grant or, (2) to comply with the requirements of applicable laws or regulations.

LCHIP Grant Round 15 Historic Resource Project Checklist

Grant payments for LCHIP Historic Resource projects are made in three disbursements. Certain elements of the work must be completed before each payment is made. Once the work elements have been approved, it typically takes two to three weeks to process a request for disbursement.

1. First Disbursement Requirements (50% of grant award)

To receive your first grant payment, all seven of the following items must be submitted, reviewed and approved by LCHIP (and the Division of Historical Resources "DHR") before the work begins. LCHIP and our partner DHR require up to 45 days to conduct the review of plans and scope of work. Both LCHIP and the DHR make every effort to turn this review around as quickly as possible. You may be asked to revise your plan or scope of work in order to comply with the Secretary's Standards.

- a. Project Agreement: The Project Agreement is the contract between LCHIP and your organization. It explains, among other things, the scope of work and the grant disbursement schedule. LCHIP will send the Project Agreement to you. It should be signed, notarized and returned to LCHIP.
- b. Plans and/or Detailed Scope of Work : These are the documents that describe in detail the work that will be performed. The more detail and description you provide, the easier and quicker the approval process will be. Full size plans, if available, are preferred. Please contact the office if you have questions about these requirements. YOUR PLANS MUST BE APPROVED BY LCHIP BEFORE YOU BEGIN THE WORK!
- c. Estimated Timeline: This should be a realistic schedule of all work from beginning through completion. Projects must be completed within 24 months of the grant award date. If your timeline extends beyond this period, please include an explanation of why it does. We understand that this is an early estimate of the schedule. Changes in the project timeline (including extensions of the 24 month period) may be allowed on a case-by-case basis if deemed necessary.
- d. Proof of Match Funds: You must show LCHIP that you have an amount equal to your grant award secured before your first disbursement of funds. At least half of the match must be in cash. Depending on the source of funds, the proof of match may be bank statements, treasurer's reports, award letters from other grants, or statements from in-kind donors of the approximate value of their donation.
- e. List of Contractors to be Used on the Project: List the names of the individuals or firms that will work on the project. If the contractors have not been identified yet, please indicate when your decision will be made.
- f. Stewardship Plan: The Stewardship Plan explains how you will insure that the property will be maintained in good condition over time. This plan will also be reviewed and approved by the Division of Historical Resources. See <http://www.lchip.org/documents/Stewardship%20Plan%20Guidance%20Document.pdf> for general information about stewardship plans, or you may contact the LCHIP office for sample Stewardship Plans.
- g. Land Trust Alliance Standards: If you have not yet adopted the applicable Land Trust Alliance Standards, you must adopt them prior to the disbursement of the first grant payment. General information about the Land Trust Alliance Standards and how they apply to Historic Resource projects can be found at <http://www.lchip.org/documents/LTA%20Standards%20for%20Historic%20Resource%20Applicants.pdf>

2. Second Disbursement Requirements (30% of grant award)

To receive the second disbursement, you must complete half of the work and:

- a. Midpoint Site Visit: Contact LCHIP staff to arrange a site visit.
- b. 50% Complete Letter: Have your contractor/consultant send a letter stating that the project is 50% complete.

3. Final Disbursement Requirements (20% of grant award)

The final disbursement of your award is made when LCHIP is satisfied that all project requirements are finalized, including all six of the items below. LCHIP requires at least 5 weeks to review these final items before the final disbursement is made. Please time your submittal accordingly.

- a. Final Site Visit : LCHIP staff will conduct a final site visit upon completion of the project.
- b. Baseline Documentation Report: The Baseline Documentation report documents the work that was accomplished by your LCHIP grant and provides a clear record of the physical condition and historic character of your resource at the time of project completion. Thorough and accurate Baseline Documentation is an integral part of the stewardship of your resource and will make review and approval of future alterations to the building easier. <http://www.lchip.org/documents/Baseline%20Documentation%20Form.pdf> provides instructions for completing the Baseline Documentation Report.
- c. Final Project Budget: You must provide LCHIP with a final budget showing all project costs and sources of funding. This serves as final documentation of all matching sources, including cash and non-cash. Find a final budget worksheet at: <http://www.lchip.org/index.php/for-applicants/for-historic-resource-applicants>
- d. Inform Local Officials: LCHIP requires the grant recipient to inform their state legislators when the project is completed, via press release, invitation to a celebration, etc.
- e. Return LCHIP Sign: LCHIP provides temporary metal signs to some projects while they are underway. The sign promotes both the LCHIP program and the project. This sign must be returned to LCHIP before the project is considered complete. LCHIP reserves the right to withhold \$100 from the final grant payment or invoice the grantee \$100 if the sign is not returned.
- f. Stewardship Agreement Recorded: A Stewardship Agreement between LCHIP and the grant recipients is required for every restoration or rehabilitation project. The Stewardship Agreement will be recorded with the property deed, and will include the stipulation that the building can only be sold if the new owner agrees to sign a new Stewardship Agreement with LCHIP. Length of terms of agreement between LCHIP and grant recipient will be linked to amount of grant received and may be adjusted to incorporate the expected lifetime of the restoration/rehabilitation project, and size and scope of the activities for which LCHIP funds are utilized. LCHIP will provide the language for the Stewardship Agreement required for your project. The agreement must be signed by LCHIP and your organization and must be recorded at your county's Registry of Deeds before the final disbursement can be made and the project is considered complete.

For reference, model documents can be found on the LCHIP website at:

<http://www.lchip.org/index.php/for-applicants/for-historic-resource-applicants>

If you have any questions, please contact the LCHIP office at (603) 224-4113