



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Cultural Resources
19 Pillsbury Street, Concord, NH 03301-3570
TDD Access Relay NH 1-800-735-2964
www.nh.gov/nhdhr

603-271-3483
603-271-3558
FAX 603-271-3433
preservation@nh.gov

September 21, 2017

Robert Stephenson
10 Goodnow Street
Jaffrey, NH 03452

Dear Mr. Stephenson,

It is my pleasure to inform you that the Conservation License Plate Grant Application for the **Jaffrey Meetinghouse Roof Replacement Project** has been selected to receive an award of **\$10,000**. Attached is a checklist of required forms that should to be returned at your earliest convenience so that final authorization can be given.

It is our understanding that the scope of work presented in this grant application is also part of the town's LCHIP grant award and has been reviewed and approved through their grant making process. No further review by the DHR is necessary at this time; however, please note that should anything with respect to the approved scope of work change that continued coordination through LCHIP and the DHR is required.

Congratulations on your award. As always, the Moose Plate Grant Program was popular and your project was very favorably reviewed by our committee. Please continue to purchase Moose Plates, and support the wonderful preservation efforts occurring in so many communities. A program plaque to post at the project site will be sent soon, and we would encourage the submission of digital photographs to document progress on your project, so that the excitement can be shared!

If you have any questions, please do not hesitate to contact me at amy.dixon@nh.gov or 603-271-3485.

Sincerely,

Amy S. Dixon
Grants Coordinator





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Instructions for Grantees

The following contract materials are needed from all grantees to process your grant payment (details outlined below). Use this checklist to ensure that all appropriate materials are provided to the DHR:

- Grant Agreement*
- Scope of Work, list of contractors*
- Certificate of Insurance*

Additional requirement for municipalities:

- Certificate of Municipality*

Additional requirements for non-profit organizations:

- Certificate of Board Resolution*
- Certificate of Good Standing with the State of New Hampshire*
- State of New Hampshire Vendor Application and Alternate W-9*

Step 1 (Certificate of Municipality or Certificate of Board Resolution):

Municipalities should execute a *Certificate of Municipality* ***before*** the Grant Agreement is signed. This certificate designates who is authorized by the town or city to enter into agreements and contracts. **Dates are VERY IMPORTANT on this form! The date of the meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Municipality before or on the same date the Grant Agreement is signed and notarized.** Keep a copy for your files.

1. It is important that the person signing the Certificate of Municipality be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the city/town.

--OR--



Organizations/non-profits should execute a *Certificate of Board Resolution*. It designates who is authorized to enter into agreements and contracts for the organization. **Dates are VERY IMPORTANT on this form! The date of the board meeting to accept the grant and to appoint the legal signer must be either before or the same date that all the other grant documents are signed (not after). Sign and notarize the Certificate of Board Resolution before or on the same date the Grant Agreement is signed and notarized.** Keep a copy for your files.

1. It is important that the person signing the Certificate of Board Resolution be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the board. This name should be listed on the Board of Directors as such.

Step 2 (Grant Agreement):

After completing Step 1, execute the enclosed **Grant Agreement**. Sign and date the agreement in front of a notary ***so the dates are the same***. Keep one copy for your files and return one to the DHR.

Step 3 (Scope of Work):

Submit a scope of work detailing the work to be accomplished under the grant as well and the name(s) of the contractor(s) doing the work. If plans, drawings, and detailed specifications are available please submit them as well. As noted in the grant application materials, all work must adhere to the *Secretary of the Interior's Standards for Rehabilitation* (attached). DHR staff will review the scope of work and may need additional information or request work changes in order to meet the *Standards*. **No payments will be released until all work meets the Standards and are approved by the DHR.**

Step 4 (Certificate of Insurance):

This is the municipality's or non-profit's *Certificate of Insurance*, not the contractor for your proposed project.

Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and fire and extended coverage insurance covering all property subject to in an amount not less than 80% of the whole replacement value of the property; and Workers' Compensation . The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the Contracting Officer, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit



for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

The State of New Hampshire Department of Natural and Cultural Resources should be named as the Certificate Holder (bottom left corner of the certificate).

Steps 5 and 6 (For non-profits ONLY):

Certificate of Good Standing with the State of New Hampshire

A copy of your organization's Certificate of Good Standing from the New Hampshire Secretary of the State's Office must be submitted. Photocopies are acceptable. Please see the attached information on how to obtain a copy of your Certificate of Good Standing.

State of New Hampshire Vendor Code and Alternate W-9

If this is the first time your organization has received a grant from the State of New Hampshire you must register as a vendor through the Department of Administrative Services. Please visit the DAS website to register at the following address: <https://das.nh.gov/purchasing/vendor.asp>

After following the steps outlined above, please mail original documents to the Division of Historical Resources, c/o Grants Coordinator, 19 Pillsbury Street, 2nd Floor, Concord, NH 03301.

If you have any questions, please contact Amy Dixon at amy.dixon@nh.gov or 603-271-3485.



A Quick Reference Guide to Program Requirements

A Note about Payments:

Processing grant payments usually takes 4-6 weeks from the time the DHR receives correctly completed and approved contract materials. Fifty percent (50%) of the award is available upon submission and approval of all paperwork, and the remainder is available through documented reimbursement procedures (outlines in the **Reporting Requirements** below).

Crediting the DHR and the Conservation License Plate Grant Program:

As stated in the grant agreement, grantees are required to acknowledge the support of the DHR and the Conservation License Plate Grant Program on any materials promoting your project. The following wording should be used:

“This project is funded in part by a grant from the New Hampshire Division of Historical Resources through the sale of Conservation License Plates.”

Electronic versions of the grant program logo are available upon request by contacting Amy Dixon at amy.dixon@nh.gov or 603-271-3485.

A plaque will be sent to the project contact by mail and must be posted prominently in your project area.

Reporting Requirements:

Grantees are required to submit status reports to the DHR by April 1 and September 1 annually for the duration of the grant. Emailed updates that summarize the project’s progress can be submitted to Amy Dixon at amy.dixon@nh.gov. Photographs showing the progress are appreciated.

A Final Report (provided in hard copy and digitally) is due no more than 30 days after the end of the grant period. The final report should include:

- Project start date
- Project end date
- Brief description of work completed
- Copies of invoices and cancelled checks
- Photographs of the work as it took place and the completed project. Please make sure that at least one photograph is a good quality shot of the front of the building/overall structure.



New Hampshire Division of Historical Resources

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and **the Town of Jaffrey** (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

- 1. GRANT PERIOD: **October 1, 2017 – September 30, 2019 [2 years to complete]**
- 2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$ **10,000** and apply it to the project(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

As required by the Conservation License Plate Grant Program and the DHR, Grantee agrees to prominently place a DHR provided grant information sign on site or within the community throughout the project funded by this grant, and to acknowledge support of the DHR and the Conservation License Plate Program on any materials promoting the project.

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant shall cease.

- 3. PAYMENT of 50% will be made following review by the NH Attorney General’s Office and Governor and Council (as appropriate). Payment of the final 50% will be made upon receipt and approval of the final report documentation.
- 4. REPORTING: The Grantee agrees to submit a narrative report of progress to the DHR by April 1 and September 1 annually for the duration of the grant which summarizes progress on the project. The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.
- 5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DIVISION HISTORICAL RESOURCES

Elizabeth Muzzey, Director/SHPO Date

Approved as to form, substance and execution:

Office of Attorney General Date

GRANTEE

Name _____

Address _____

Authorized Signature Date

STATE OF NEW HAMPSHIRE, COUNTY OF

The foregoing statement was acknowledged before me this _____ day of _____ 20____

Signature of Notary Public Commission Expires

CERTIFICATE FOR MUNICIPALITIES

I (insert name) _____, of (insert Municipality name), _____, do hereby certify to the following assertions:

1. I am a duly elected and acting Clerk/Secretary for the Municipality documented above, which is in the State of New Hampshire
2. I maintain and have custody of, and am familiar with, the minute books of the Municipality:
3. I am duly authorized to issue certificates with respect to the contents of such books:
4. The following are true, accurate and complete copies of the resolutions adopted during an official meeting of the Municipality. Said meeting was held in accordance with the laws and by-laws of the State, upon the following date *(insert meeting date)*_____.

RESOLVED: That this municipality shall enter into a contract with the State of New Hampshire, acting by and through the Department of Cultural Resources providing for the performance by this Municipality of certain services as documented within the foregoing grant application, and that the official listed, *(document the title of the official authorizing the grant, and document the name of the individual filling that position)*_____, on behalf of this Municipality, is authorized and directed to enter into the said grant agreement with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable or appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and other instruments on behalf of this Municipality in order to accomplish the same.

RESOLVED: That the signature of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolution, shall be conclusive evidence of the authority of said parties to bind this Municipality, thereby:

5. The foregoing resolutions have not been revoked, annulled, or amended in any manner what so ever, and remain in full force and effect as of the date hereof;
6. The following person or persons have been duly elected to, and now occupy, the Office or Offices indicated:

Municipality Mayor: _____

Municipality Clerk: _____

Municipality Treasurer: _____

IN WITNESS WHEREOF: As the Clerk/Secretary of this municipality, I sign below upon this date *(insert date of signing)*_____

Clerk/Secretary *(signature)*_____

In the State and County of: *(State and County names)*_____

NOTARY STATEMENT: As Notary Public and/or Justice of the Peace, REGISTERED IN THE STATE OF: _____, County of: _____

UPON THIS DATE *(insert full date)*_____, appeared before me *(print full name of notary)*

_____, the undersigned officer personally appeared *(Insert officers name)*_____ who acknowledged him/herself to be *(Insert the name of municipality)*_____ and that being authorized to do so, he/she executed the foregoing instrument for the purposes therein contained, by signing by him/herself in the name of the Municipality

In witness whereof I hereunto set my hand and official seal. *(provide signature, seal and expiration of commission)*_____