



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION
WATER RESOURCE MANAGEMENT
OFFICE OF THE ASSISTANT COMMISSIONER
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P.O. BOX 420 MAIL CODE 401-02A
TRENTON, NEW JERSEY 08625-0420
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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

CATHERINE R. MCCABE
Commissioner

October 31, 2018

Donald A. Brockel, Chairman
Deal Lake Commission
399 Monmouth Road
Oakhurst, New Jersey 07755

Re: Water Quality Restoration Grant titled: "Application of Green Infrastructure BMP's to Reduce Non-Point Source Loading to Deal Lake, Sunset Lake & Wesley Lake"
Grant Identifier Number: WM18-016

Dear Chairman Brockel:

The NJDEP, Division of Water Resource Management, Bureau of Environmental Analysis, Restoration and Standards (BEARS), is pleased to forward to your attention, the executed Water Quality Restoration Grant Agreement titled: "Application of Green Infrastructure BMP's to Reduce Non-Point Source Loading to Deal Lake, Sunset Lake & Wesley Lake" - Grant Identifier WM18-016. Execution of this Agreement shall serve to enable the Deal Lake Commission to initiate the work in accordance with your Grant Agreement project proposal. In forwarding this executed Grant Agreement, it is important to establish administrative requirements necessary for the duration of the Grant Agreement.

Enclosed please find a copy of these requirements entitled "Administrative Requirements Under Grant Agreement" (Administrative Requirements). Also enclosed is a State of New Jersey Payment Voucher containing information specific to your Grant Agreement.

According to Attachment A, Section III and Section VI of the Grant Agreement "Method of Payment" and "Financial and Performance Reporting", respectively, the grantee may request reimbursement for costs incurred on a quarterly basis. Requests for reimbursement payments submitted in a quarterly expenditure report, shall be due no later than 45 days after the expiration of each quarterly period and MUST include documentation of all expenditures incurred during that period. Quarterly periods begin on the date indicated in the recorded schedule below and are calculated on a three month/quarterly basis. In addition to the quarterly Expenditure Reports, the Grantee is required to submit quarterly Performance Reports for the same interim. These reports follow the same schedule as the Expenditure Reports and must be submitted to both the DEP Contract Administrator and the DEP Grant Project Manager assigned to this grant.

Please note that 10% of the total Grant Award amount shall be withheld pending receipt of all final reports.

The following table outlines the initial quarter and the date by which Expenditure and Performance Reports are due pursuant to the Grant Agreement, for the 1st year, with subsequent quarters to follow suit.

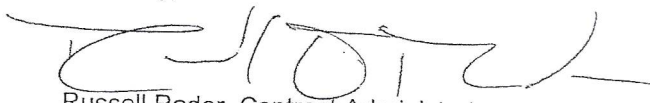
Table with 3 columns: Quarter, Work Period, and Expenditure & Performance Report Due Date. Rows include First, Second, Third, and Fourth quarters with their respective work periods and due dates.

All Expenditure and Performance reports, are to be submitted to: NJDEP Contract Administrator, [REDACTED] and NJDEP Water Quality Restoration Grant Project Manager, [REDACTED] at the address listed below.

NJDEP/WRM/Water Monitoring & Standards
Bureau of Environmental Analysis, Restoration & Standards
P.O. Box 420, Mail Code 401-041
401 East State Street
Trenton, New Jersey 08625-0420

The Bureau of Environmental Analysis, Restoration & Standards looks forward to working closely with the Deal Lake Commission in successfully completing all Grant Agreement projects. Should you have any questions or concerns regarding your Grant Agreement, please feel free to contact [REDACTED], DEP Project Manager or myself [REDACTED].

Sincerely,



Russell Rader, Contract Administrator

Enclosures:

- C: Lorraine Carafa, CFO, Deal Lake Commission
- Jessie Joseph, Commission Clerk, Deal Lake Commission
- John Abatemarco, NJDEP Project Manager
- Jay Springer, NJDEP Section Chief/Grant Coordinator
- Andrea Vasilescu, NJDEP Budget & Finance

ADMINISTRATIVE REQUIREMENTS UNDER GRANT AGREEMENT

WM18-016

“Application of Green Infrastructure BMP’s to Reduce Non-Point Source Loading to Deal, Sunset & Wesley Lakes”

Deal Lake Commission

1. **WORK PERIOD:** The work period under this Agreement is: 10/30/18 through 10/29/21.
2. **SUBMITTALS:** All correspondence pertaining to Modifications to the Agreement, Certificates of Insurance; Quarterly Performance Reports, Quarterly Expenditure Reports; Deliverables, Final Report and EPA Close-Out Reports are to be forwarded to the attention of; NJDEP Project Manager John Abatemarco and NJDEP Contract Administrator Russell Rader.
3. **MODIFICATIONS:** If modifications (i.e. No-Cost Time Extensions, Budget Line Item Revisions, Scope of Work revisions) to the agreement become necessary, see Section XIX of the Grant Agreement General Terms and Conditions titled “Grant Agreement Amendment”. This section serves to describe the steps the Grantee is to follow when requesting the type of modification referenced in this paragraph. Written requests are to be forwarded to the attention of the NJDEP Project Manager and copy the Contract Administrator. The department shall then make a decision on the requested modification and coordinate the process by which the grant agreement is formally modified for the requested purpose
4. **CERTIFICATE OF LIABILITY INSURANCE:** In accordance with Section III of the Agreement General Terms and Conditions, no payments shall be approved by the department under this agreement until the department receives a copy of a valid/current Certificate of Liability Insurance. Submission of the certificate serves to support the grantee’s retention of insurance required by this agreement. Be apprised that through expiration of the insurance certification, a renewed/valid certificate must be submitted to the NJDEP Contract Administrator no later than 30 days from the time of expiration. No payments will be released unless a valid Certificate of Liability Insurance is on file with the department.
5. **PERFORMANCE REPORTS:** Performance (Progress) Reports are to be submitted on a quarterly basis, as stated in Attachment A, Section VI, of the Grant Agreement, no later than 45 days after the end of each quarter. The initial four quarters are identified in the execution cover letter. Performance reports shall continue to be submitted on a quarterly basis thereafter no later than 45 days after the expiration of each quarter.
6. **EXPENDITURE REPORTS:** Expenditure Reports and reimbursement payment requests are to be submitted on a quarterly basis, as stated in Attachment A, Section VI of the Grant Agreement, no later than 45 days after the end of each quarter. The initial four quarters are identified in the execution cover letter. Expenditure Reports/reimbursement payment requests shall continue to be submitted on a quarterly basis thereafter no later than 45 days after the expiration of each

quarter. The grantee's authorized Chief Financial Officer (CFO), must sign off on the payment voucher and Attachment C spreadsheet and mail the originally signed documents to NJDEP Contract Administrator Russell Rader for reimbursement.

7. EXPENDITURE REPORT REQUIREMENTS: The following comments provide a brief outline on the documentation that must accompany each payment request. Be apprised, documentation submitted in support of costs incurred against each budget category must clearly reconcile to the amounts included in Attachment C of the Expenditure Report, submitted on a quarterly basis. Failure to reconcile the documentation to Attachment C will result in payment request being delayed or denied.

a. Personnel Cost Salaries:

A detailed breakdown of costs incurred by the grantee's personnel must be provided. This would include hours performed on the project by pay period/quarter, hourly rate of pay, skill category, and employee name. Fringe Benefit charges must also follow this same procedure.

b. Consultants and Subcontractors:

Costs budgeted under the "Consultant and Subcontractor" category must be supported by the Consultant/Subcontractor's invoices to the grantee. In addition, a certification by the grantee's CFO, responsible for reviewing the Consultant/Subcontractor's work and associated costs, must be reflected on each invoice. This is important in that it ensures the grantee has reviewed the Consultant/Subcontractor's work and associated costs to the project, certifying that each has been performed and billed in accordance with the contract between the Grantee and the designated Consultant/Subcontractor.

c. Other Costs:

Costs incurred against the "Other Direct Costs" budget category must be supported by documents, receipts, invoices or other proof of expenditures and must be included in the Expenditure Reports. In addition, a statement or certification by the grantee's CFO reflecting their satisfaction with any vendor's goods and/or services rendered or delivered while providing support, must accompany the vendor's invoice. If the cost is determined by the amount of usage, the methodology for the total attributed to the category must be provided.

8. SUBCONTRACTORS CERTIFICATION: Attachment F, Subcontractor Certification must be completed by each subcontractor enlisted to support the Grant Agreement Scope of Work. A blank Attachment F can be found in your Grant Agreement. The grantee shall make as many copies as it may need to support the procurement of each subcontractor. No payments may be made by the Department for subcontracted work, until a completed Attachment F is on file with the Department.



State of New Jersey Payment Voucher (Vendor Invoice)

DOCUMENT NUMBER		BATCH		A. P.	FY
TC	AGY 042	Number	TC	AGY 042	Number
PP Start Date		Sched Pay Date	Chk Cat	(A) Vendor I.D. No. 521565405	

PO #

Contract No.	Agency Ref.	Buyer	(B) Terms	Total Amount
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(D) Payee Name & Address Deal Lake Commission 399 Monmouth Road Oakhurst, New Jersey 07755	(E) Send Completed Form To: NJDEP/WRM/WM&S/BEARS 401 E. State Street, Mail Code 401-04I P.O.Box 420 Trenton, NJ 08625-0420
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(F) Payee Declarations
I certify that the within payment voucher is correct in all its particulars, that the described goods or services have been furnished or rendered and that no bonus has been given or received on account of said document.

Payee Signature _____
Payee Title _____ Billing Date _____

CD	Agcy	Reference Number				Line	(G) Payee Reference					
GO	042	4801AV19157				01	SF17 Water Quality Restoration Grant					
Fund	Agcy	Org Code	Sub Org	Low Level	Appr	Activity	Object	Rev Srce	Sub-Rev	Job Number		
100	042	4801			442	VB78	6130			7W319HXX		
Rpt Ct	BS Act	Dt	Description			Quantity	Amount			Id	Pf	Tx
0001			WM18-016								P	

Item No.	Description of item(s)	Quantity	Unit	Unit Price	Amount
	Payment due for services rendered in accordance with Grant Agreement entitled: "Application of Green Infrastructure BMP's to Reduce NonPoint Source Loading to Deal, Sunset and Wesley Lakes" Quarter #: _____ Payment #: _____ Billing Period: _____ - _____				

Total Amount

Certification by Receiving Agency: I certify that the above articles have been received or services rendered as stated herein.

Signature _____
Title _____ Date _____

Certification by Approval Officer: I certify that this payment voucher is correct and just, and payment is approved.

Signature _____
Title _____ Date _____