

**Annual Work Plan
for
The National Park Service at Hopewell Furnace National Historic Site
and Friends of Hopewell Furnace NHS
October 2025 – September 2026**

Background and Objective

As stated in the Director's Order #21 and further described in Reference Manual #21, the park and partner must approve an annual work plan for each year their Philanthropic agreement is active. This annual work plan lays out the projects and programs that the National Park Service at Hopewell Furnace National Historic Site (HOFU) and Friends of Hopewell Furnace (FHF) agree to work on and fundraise for in a specific year. The plan is a collaborative work that aligns the identified needs of a park or program area with the authorized philanthropic partner's assessment of interest of their donor community in supporting those needs.

Projects identified in the associated tables have been identified for areas where FHF may best provide assistance to HOFU with fundraising and in kind assistance. FHF will establish Designated Funds assigned to the major projects, from which funding will be disbursed following FHF Funding Policy as needs arise and funds are available. Scope and goals are identified for each of these projects. A total fundraising goal is identified as "Partner Donated Amount" for each individual project. HOFU will provide support to FHF so that FHF can effectively carry out fundraising efforts, including, whenever possible, providing sheltered space for FHF programs, board meetings and administrative storage.

This annual work plan does not supplant the need for Special Park Use Permits or for other administrative or legal requirements. The Partner will still need to apply for applicable Permits and should work with park staff to ensure enough time to process all permit applications.

Introduction

The purpose of HOFU is to preserve the late 18th and 19th century setting of an iron-making village, including the charcoal-fueled furnace, and its natural and cultural resources. This village illustrates the essential role of industrialization in the growth of the early United States. HOFU was established by Department of the Interior Order Designating Lands to Comprise Hopewell Village National Historic Site, August 3, 1938 (# F.R. 2039).

HOFU has identified the need for support for preservation and operation of the Park. Although Congress provides for the baseline budget for Park operations, FHF enhances the activities and provides for greater visitor enjoyment and understanding.

Partner Mission Statement

The FHF is a private, non-profit membership organization and tax-exempt corporation as described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, incorporated and doing business under the laws of the Commonwealth of Pennsylvania. The mission of the FHF is to support the operation, preservation, and interpretation of the resources of HOFU. FHF was established in 1994 and incorporated in 1998.

Timing

The work plan aligns with FHF's fiscal year, which is October through September. Annually, the FHF has assisted the National Park Service in carrying out the goals of HOFU to protect and preserve the landscape known as Hopewell Furnace and to provide for its enjoyment by this and future generations through supporting special events, educational activities, and interpretation; maintaining the gardens and orchard; preserving the collections, library, and living history supplies, equipment, and period attire. For its part, the National Park Service provides sheltered space for FHF programs, board meetings and administrative storage.

Hopewell Furnace NHS and Friend of Hopewell
Annual Work Plan
October 2025 – September 2026

	Description (include PMIS # if applicable.)	FY26 key milestones/ activities/sched ule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes
Projects*	Support management of park's historic apple orchard.	Orchard treatments would take place over the spring and summer	<ul style="list-style-type: none"> • Assess timing and coordinate scheduled treatments with service provider. • Cover cost of first application. 	<ul style="list-style-type: none"> • Provide funds for next three applications. 	\$7,200	<p>Jesse Musser (NPS) Dave Steele & Peter Hammond (FHF)</p>	<p>This is a top prioritize project for the park.</p> <p>Estimate from vendor</p> <ul style="list-style-type: none"> • Miscible Oil and Kocide - \$2,800 x 1 <ul style="list-style-type: none"> ○ Late Green / Early Bud Break stage • Agrimygin and Mancozeb - \$2,200 x 2 <ul style="list-style-type: none"> ○ Mid Bloom stage ○ Petal Fall stage

Purchase Lancaster Longwool sheep	Spring	<ul style="list-style-type: none"> Identify vendor Determine best timing for purchase 	<ul style="list-style-type: none"> Coordinate purchase 	\$ 3,000	Paige Mesecar (NPS) Jim McClelland & Peter Hammond (FHF)	High end estimates per sheep estimated at \$500 though not expecting cost that much. Expected to utilize Farm Fund
Storm Water management	Fall	<ul style="list-style-type: none"> Execute plans to improve storm water drainage 	<ul style="list-style-type: none"> Assist with rental and supply costs for work 	\$7,500	Jesse Musser (NPS) Jim McClelland & Peter Hammond (FHF)	Rental needs are expected to be for one month use of equipment. Activities would directly affect and improve conditions for fam animals.
Training and Supply needs for Farm Program	On Going	<ul style="list-style-type: none"> Identify needs and training 	<ul style="list-style-type: none"> Assist with costs for attending trainings and acquiring identified needs 	\$1,000	Paige Mesecar (NPS) Jim McClelland & Peter Hammond (FHF)	
Maintain Friends Facebook page and the Friends website	On Going	<ul style="list-style-type: none"> Assist with sharing posts 	<ul style="list-style-type: none"> Update pages as needed and advertising Friends and park programming 	N/A	Sarah Martin (NPS) Jim McClelland, Dave Steele, Becky Hughes (FHF)	

	Provide assistance in maintaining historic gardens	On Going	<ul style="list-style-type: none"> Maintain coordination with Master Gardener Chapters 	<ul style="list-style-type: none"> Provide funds as identified 	\$200	Jesse Musser (NPS) Becky Hughes (FHF)	
<p>* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.</p>				TOTAL	\$ 18,900		
Programs*	Description (include PMIS # if applicable.)	FY26 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes
	July 4th writing contest and ceremony	Spring / Summer	<ul style="list-style-type: none"> Promote contest Coordinate review and selection of winning essays with judges Coordinate communication for winners Coordinate ceremony details 	<ul style="list-style-type: none"> Develop strategies to raise funds for identified project Provide funding for prize Assist with promotion of contest Assist with music and color guard assistance for ceremony 	\$600	Jeff Jones (NPS) Jenni Shelgren (FHF) Jim McClellan (FHF) Peter Hammond (FHF)	<ul style="list-style-type: none"> Theme this year will relate to the 250th anniversary of the Declaration of Independence

Provide assistance with park organized service projects and volunteer appreciation events	On Going	<ul style="list-style-type: none"> Assess needs and communicate details to Friends 	<ul style="list-style-type: none"> Facilitate Order 	\$400	Jim McClellan (FHF) Peter Hammond (FHF)	<p>Events anticipated for inclusion:</p> <ul style="list-style-type: none"> Sheep Shearing July 4th Establishment Day Holidays at Hopewell
Support after hours programming at park focused on physical and mental health through public yoga sessions	Summer	<ul style="list-style-type: none"> Part of NPS promotion of park as places for wellness activities Finalize permit needs Assist in promoting 	<ul style="list-style-type: none"> Confirm availability of studios Assist in promoting 	\$200	Jim McClelland (FHF) Peter Hammond (FHF) Jeff Jones (NPS)	
Support with planning for and execution of biannual charcoal burn	May / August	<ul style="list-style-type: none"> Coordinate most non-food related details 	<ul style="list-style-type: none"> Purchase food needs 	\$300	Davida Waters (FHF) Peter Hammond (FHF)	
Support annual sheep shearing event	May	<ul style="list-style-type: none"> Schedule shearer 	<ul style="list-style-type: none"> Facilitate payment 	\$600	Jeff Jones (NPS) Peter Hammond (FHF)	<p>Expected to utilize Farm Fund</p> <p>Need might not exist this year depending arrival timing of new sheep.</p>

Friends Officers and Board members provide 8-16 hours a month of volunteer assistance at front desk	On-going	<ul style="list-style-type: none"> Coordinate schedules Provide orientation and training 	<ul style="list-style-type: none"> Identify participants for each month 	Volunteer Labor	Davida Waters (FHF)	Intent is to provide opportunities for board members hands on experience with understanding of park operations and needs.	
Provide assistance with offsite programming and participation in community events.	On-going	<ul style="list-style-type: none"> Identify events and organizations 	<ul style="list-style-type: none"> Provide assistance at events Facilitate payments as needed 	\$200	Jeff Jones (NPS) Peter Hammond (FHF)		
Plan, acquire presenters and conduct the free Sunday Afternoon Interpretive Programs	On-going	<ul style="list-style-type: none"> Confirm available dates Coordinate equipment needs Participate in selection of presenters 	<ul style="list-style-type: none"> Identify presenters 	Volunteer Labor	Jeff Jones (NPS) Edie Shean-Hammond (FHF)		
* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.			TOTAL	\$ 2,300			
Fundraising	Description (include PMIS # if applicable.)	FY26 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role)	Contacts	Notes

					or Notes column.)		
Annual Membership dues	Continue to have active and engaged board and members				\$0	FHF Board	FHF requires membership dues
Historic Apple Orchard fundraiser	Raise funds in support of management of park historic apple orchard	Assist with develop of messaging	Collaborate with park on messaging Develop strategies to encourage support	\$7,200			Funds would cover additional 3 applications of treatment for orchard
					-	-	-
* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.			TOTAL	\$ 7,200			
Donor	Description (include PMIS # if applicable.)	F269 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role)	Contacts	Notes

					or Notes column.)		
	No donor cultivation activities planned for 2026	N/A	N/A	N/A	\$0	N/A	N/A
	* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.		TOTAL	\$ -			
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Donation	Description (include PMIS # if applicable.)	FY26 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes

	No park donation boxes are managed by FHF	N/A	N/A	N/A	\$0	N/A	N/A
* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.		TOTAL	\$				
NPS Cause	Description (include PMIS # if applicable.)	FY19 key milestones/ activities/sched ule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes

	No cause marketing activities in 2025 - 2026	N/A	N/A	N/A	\$0	N/A	No cause marketing activities in 2025 - 2026
* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.			TOTAL	\$ -			
Electronic	Description (include PMIS # if applicable.)	FY19 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes

	No Electronic giving activities planned for FY2026	N/A	N/A	N/A	\$0	N/A	No Electronic giving activities planned for FY2025
* Required Work Plan Element. See https://www.nps.gov/subjects/partnerships/rm-21-chapter-6.htm#CP_JUMP_5949859 for more information.				TOTAL	\$		
Enter More	Description (include PMIS # if applicable.)	FY19 key milestones/activities/schedule	NPS Role	Partner Role	Partner Donated Amount (Note if Cost Share in Partner Role or Notes column.)	Contacts	Notes

Professional Association Membership: Hopewell Big Woods, Iron & Steel Berks Heritage Council, and Rural History Confederation	Annual Membership	HOFU is a key partner in the heritage council. Help with planning of heritage days.	Allow for park to be a participating member	\$185	Jeff Jones (NPS)	Edie Sean-Hammond (FHF)
Professional Association Membership: Rural History Confederation	Annual Membership	Significant America250 planning as part of this group	Allow for park to be a participating member	\$50	Jeff Jones (NPS)	
			TOTAL	\$ 235		

Communications

FHF officers and board members will, in most situations, communicate directly with Site Manager to discuss larger projects, long-term plans, coordination, decision making, special requests, etc.

All other requests from park employees and volunteers need to be coordinated through their appropriate supervisor and forwarded to Site Manager.

Partner requests including staffing should be coordinated through the President and Site Manager.

The Site Manager will make every effort to attend each board meeting and may invite additional park staff to present as subject matter experts at board meetings.

Press releases and other public material referencing partner/park relation will be shared in advance of issuing with best efforts to review, approve, or deny materials within 5 business days of receipt. Each Party agrees that failure on its part to meet the 5-day target will serve as an automatic approval of that proposed language.

This Annual Work Plan may be updated as necessary. Updates must be signed by both parties and reviewed/approved by the regional office. The Site Manager's signature on the document indicates that all elements have been evaluated under the criteria in DO 21 Sections 4.2, 4.3, and 5 and RM Chapter 5 and falls within NPS gift acceptance authority.

Jeff Jones - Site Manager, Hopewell Furnace National Historic Site

Date

Jim McClelland – President, Friends of Hopewell Furnace

Date