

Historic Property Survey Grant Program

April 2022

Funding Source	\$400,000 - NJ Economic Recovery Act of 2020.
Program Expiration	Pilot program will run until funds are exhausted (for a maximum of 3 years).
Program Structure Purpose	<p>The program will provide financial assistance in the form of grants for the preparation of Historic Property Surveys throughout the state that include within the defined scope, properties located within a Government Restricted Municipality or that would be considered distress asset/s. Projects considered would include historic survey of properties/resources based on association by location (municipal surveys), or thematically.</p> <p>A distressed asset shall be defined as a building that is fully or partially vacant, or that due to deteriorated appearance of its exterior (because of deferred maintenance such as deteriorated paint or overgrown vegetation, boarded up door and/or windows), could be seen as a deterrent to economic growth to the surrounding area.</p> <p>Historic Property Surveys provide a full assessment of an area’s existing historic resources and are a fundamental part of historic preservation planning. The program seeks to increase the overall understanding of existing historic resources throughout the state (many of which may be identified as distressed assets), as a planning tool to be used as part of future comprehensive economic development planning within the state.</p>
Eligible Applicants	<ul style="list-style-type: none"> • The program will consider proposed projects by municipal and county governments, and by non-profit organizations who are working on behalf of, in coordination with, or with the support/endorsement of a municipal or county government. • Non-profit applicants must show close co-operation from a government entity (state, county, municipal) included within the geographic area for the proposed project, demonstrated through letter/s of support.
Eligibility Requirements	<p>General Requirements for eligibility:</p> <ul style="list-style-type: none"> • Work must be completed by a professional or consultant meeting professional qualifications for either “Historian”, or “Architectural Historian” outlined in the Secretary of the Interior’s Standards and Guidelines for Archeology and Historic Preservation, 48 Fed. Reg. 44716, as updated and revised by the National Park Service, which are currently defined and used by the National Park Service, and as previously published in 36 CFR Part 61. • Applicant must be in substantial good standing with the Department of Labor and Workforce Development, the Department of Environmental Protection, and the Department of the Treasury, or provide documentation showing that they have entered into an agreement with the respective department that includes a practical corrective action plan. • Applicant must submit a Current Tax Clearance Certificate provided by

	<p>the NJ Division of Taxation</p> <ul style="list-style-type: none"> • The scope of work must include surveying of properties that are located within a Government Restricted Municipality (GRM); or include the surveying of properties that fit the program’s definition of distressed assets based on the type of survey proposed as follows: <ul style="list-style-type: none"> ○ Municipal Survey – Scope of work for the survey must include the surveying of properties associated by location and located within a specific municipality. Such municipality must be a GRM. ○ Thematic Survey – Scope of work for survey must include the surveying of properties closely associated by a theme such as a historic event/time period, industry, architectural type/style, or group of individuals (race, ethnicity, LGBT+, etc.). Geographic boundary for investigation may be regional (municipal or county) or statewide. Unless all properties to be surveyed are located within a GRM, the applicant must demonstrate that at least 10% of properties expected to be surveyed fit the program’s definition of distressed asset by providing a site map showing proposed survey boundaries and location of identified distressed assets with accompanying photographs of buildings to demonstrate condition. • All applications will be evaluated based on criteria and scoring as follows: <ul style="list-style-type: none"> ▪ Need & Benefit to community. Points for need and benefit will be given based on the following: <ul style="list-style-type: none"> - There is no existing survey for proposed survey area or survey theme (for thematic surveys), or existing survey is over 20 years old. (10 points) - At least one municipality or County Government within the proposed survey area has provided letter of support indicating that survey will be a tool that is desired and will be used by the government entity for future planning purposes. (5 Points) ▪ Community support for project to be demonstrated with at least one letter of support from a community organization located within a geographic area to be included within the proposed survey project. (5 Points) ▪ Additional points will be given to projects that: <ul style="list-style-type: none"> - Will include survey within a NJ municipality that is ranked among the top 50 municipalities under the 2020 Municipal Revitalization Index (MRI) as established by DCA. (5 Points) - Will include in its focus the identification of resources representing underrepresented groups or periods of history (such as minority groups and communities, LGBTQ, women history, or the civil rights movement). Validation by the New Jersey Historic Trust will be required. (5 Points) • To ensure competitiveness of grant, a minimum score of 20 Points will be required. Only applications scoring above the set minimum score will be reviewed and considered for award.
<p>Program Requirements</p>	<p>Once approved, the grantee must comply with the following project specific requirements:</p>

	<ul style="list-style-type: none"> • Projects submitted for consideration must, at a minimum, document all potential resources included within a distinctly defined area/community, municipality and/or county. For thematic surveys, applicant must show larger areas of study (such as county or statewide) that will allow for a better understanding of theme. • Projects must include detailed written historic background and context information that addresses all resources included. • Survey must be completed following NJDEP’s Historic Preservation Office’s (HPO) <i>Guidelines for Architectural Survey</i>. Survey forms and guidelines can be found on HPO’s website at: https://www.nj.gov/dep/hpo/1identify/survarcht.htm. • Deliverable requirements: <ul style="list-style-type: none"> ▪ Scope of work for all projects submitted for consideration shall require submission of one hard copy of the final survey (including all survey forms) to be submitted to HPO, and a corresponding electronic version (also inclusive of all forms) in pdf format. ▪ Final deliverables must include GIS data consistent with the NJDEP’s Historic Preservation Office’s approved formats, and minimum requirements as specified in NJDEP’s <i>Mapping and Digital Data Standards</i>. • All non-profit applicants must include a certification stating that in addition to the deliverable requirements outlined above, the government entity with whom the applicant has a close co-operation agreement with will: <ul style="list-style-type: none"> ▪ Receive, at a minimum, one hard copy of the entire, completed and approved survey, and an electronic copy of the completed survey and all data collected as part of the investigation. Hard copy must be a high-quality print (not a photocopy) will all text clearly legible and clear photographs. ▪ Have full authorized use of the final survey completed and all data collected as part of the investigation. • Unless applicant seeks and is granted, a time extension for project completion, draft survey report with all survey forms and necessary attachments must be completed and submitted within 1 year from execution of grant agreement. Any request for a time extension (of no longer than six months beyond the original one year) must be submitted in writing to the Authority. Draft report will be reviewed by the NJEDA and/or HPO. • NJEDA, in coordination with the HPO, will issue comments as needed to address any deficiencies of draft report, forms and any attachments. The grantee will have 60 calendar days to address comments and submit a final historic survey report (including all survey forms and necessary attachments) to HPO for final acceptance. HPO will confirm acceptance of final report to NJEDA.
Grant Amount	<ul style="list-style-type: none"> • Maximum grant amount will be \$125,000 per applicant. Applicants are eligible to receive only one award.
Funding Disbursement	<p>Grants will be disbursed as follows:</p> <ul style="list-style-type: none"> • 50% of Grant Amount will be disbursed upon execution of grant

	<p>agreement.</p> <ul style="list-style-type: none"> Final disbursement of remaining 50% will occur after NJEDA has confirmed approval of final product by HPO.
Grant Cancellation/Recapture	<p>In the case of substantial noncompliance, fraud, or abuse by the grant recipient, the NJEDA may take the following actions:</p> <ul style="list-style-type: none"> Cancel/void all or partial payment of final disbursement. Seek to recapture previously disbursed funds. <p>Decision as to what action the Authority will take will be based on the infraction committed by the applicant and will take into account the overall value, if any, of any work product produced and submitted. When evaluating monetary value of work product submitted, the Authority may take into consideration estimated cost to complete work as originally proposed and approved within the grant proposal and agreement.</p>
Exclusions and Additional Requirements	<ul style="list-style-type: none"> A full and current proposal (dated no earlier than 1 month prior to application submission) prepared by a professional or consultant meeting professional qualifications for either “Historian”, or “Architectural Historian” outlined in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 48 Fed. Reg. 44716, as updated and revised by the National Park Service, which are currently defined and used by the National Park Service, and as previously published in 36 CFR Part 61. A minimum contribution by the applicant of 10% of the total cost of the project will be required. The applicant will be required to provide proper documentation to demonstrate that funds equaling at least 10% of the total cost of the investigation, as identified within the proposal, will be available at time of approval.
Application Process and Board Approval/ Delegated Authority	<ul style="list-style-type: none"> Applications will be reviewed for competitiveness (based on pre-set criteria) on a rolling basis if funds are available until all funds are committed. EDA staff will be responsible for reviewing applications. Under delegated authority to the CEO and based on the CEO’s subdelegated authority, staff will approve projects for assistance and may decline application that do not meet non-discretionary eligibility requirements.
Appeal Process	<p>An applicant may appeal an action by the Authority by submitting in writing to the Authority, within 10 business days from the effective date of the Authority’s action. Appeal must include an explanation as to how the applicant has met the application criteria.</p>
Fees:	<p>A non-refundable application fee of \$1,000 will be due at time of application submission.</p>