

Historic Property Survey Grant

Notice of Funding Availability

The New Jersey Economic Development Authority (NJEDA) will begin accepting applications for the competitive Historic Property Survey Grant program at 10:00 a.m. EST July 19th, 2024. The application can be accessed at <https://www.njeda.com/historic-property-survey-grant-program/>. Applications will be accepted on a first come, first basis served starting on July 19th, 2024, until grant funding is exhausted.

The Historic Property Survey Grant program has been allocated \$400,000. Grants of up to \$125,000 per entity will be awarded to eligible municipal and county government entities, and non-profit organizations for the preparation of Historic Property Surveys throughout the State.

Purpose

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"). These surveys will also serve as a planning tool to be used as part of future comprehensive economic development planning within the State.

The Historic Property Surveys include within the defined scope properties that are 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.

Background

On July 7, 2021, Governor Murphy signed P.L. 2021 c.160 amending the New Jersey Economic Recovery Act ("ERA") (P.L. 2020, c.156). In addition to the 15+ economic development programs specifically created or modified by the Act, the ERA also established the sum of \$5,000,000 "to be used to award competitive grants for zoning and economic planning services in government-restricted municipalities or economic redevelopment plans for distressed assets in other municipalities." These funds are used to create the Historic Property Survey Grant Program that will focus on preparation of Historic Property Surveys throughout the State.

Historic property surveys provide an inventory of the built environment by systematically documenting historic properties by geographic location (e.g., entire village, specific neighborhood, municipality, or county) or theme (properties associated with specific time period/event, or a specific group). They can be tailored to fit goals based on the type of resources they are looking to identify and document, as well as potential future use for investigation (local zoning and planning, creation or support of historic preservation ordinance). They provide assistance to state and local officials in making informed decisions regarding project planning, as well as policy decisions and development.

On April 13, 2022, the NJEDA Board approved the creation of the competitive Historic Property Survey Grant Program. The Program will award grants of up to \$125,000 to further the knowledge and understanding of existing historic resources throughout the State.

Funding Source for the Program

Funding for the Program will come from the New Jersey Economic Recovery Fund, which was appropriated in the Economic Recovery Act, as amended. Entities that meet the necessary criteria may apply for grant funding of up to \$125,000 per entity. The potential award amount is based upon current information about funding availability; NJEDA reserves the right to increase that amount and number of awards should additional funds become available.

Eligibility

Eligibility under the competitive Historic Property Survey Grant Program will be limited to municipal and county government entities, and non-profit organizations working on behalf of, in coordination with, or with the support and endorsement of a municipal or county government entities.

Non-profit applicants will be required to provide documentation showing close co-operation with a government entity located within the geographical area covered by the proposed project boundary. Additionally, they will be required to certify that the government entity will be provided full copies of the survey (including a hard copy and digital copy in native format) and rights to the utilization of the entirety of the survey and all data collected as part of the investigation.

Additionally, applicants must be in 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, as applicable. Furthermore, the eligible entity will be required to provide, prior to execution of a grant agreement, a valid tax clearance certificate from the NJ Division of Taxation within the NJ Department of Treasury.

Eligible Uses

All work conducted for the authorized project will be completed by a professional or consultant meeting professional qualifications for either "Historian", or "Architectural Historian" as outlined in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation, 48 Fed. Reg. 44716, as updated/revised by the National Park Service, and which were previously published in 36 CFR Part 61.

To qualify for the Program, 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" (see below) based on the type of survey proposed, as follows:

- Municipal Survey – Scope of work for the survey must include the surveying of properties associated by location and located within a specific municipality. Such municipalities 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, LGBTQ+, 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.

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.

Program Requirements

Applicants will be required to contribute a **minimum of 10%** of the total cost of the project, and 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 submitted proposal, will be available at time of approval.

Once approved, the grantee must comply with the following project specific requirements:

- 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) Guidelines for Architectural Survey. Survey forms and guidelines can be found on HPO’s website at: <https://www.nj.gov/dep/hpo/1identify/survarcht.htm>.

Deliverable requirements:

- Scope of work for all projects submitted for consideration with the Program application 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 Mapping and Digital Data Standards.

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 co-operation agreement will:

- 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) with 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.

Application Submission and Review Process

Applicants will be asked to complete an online grant application that will include:

- Narrative proposal detailing project description and approach to conducting the investigation; and,
- Detailed geographic boundary description and map. For proposed thematic surveys, a general description of desired investigation area with justification as to the appropriateness of defined study area will be required in lieu of a detailed geographic boundary.

Additionally, applicants will be required to submit a full and current proposal (*dated no earlier than 1 month prior to application submission*) to conduct the proposed investigation that is prepared by a professional or consultant meeting professional qualifications for either “Historian” or “Architectural Historian.”

Grant applications will be accepted and reviewed on a rolling basis until all grant funds are committed. NJEDA staff will review applications in the order they are received for completeness and eligibility. Applicants with incomplete applications will be notified and given 15 business days to respond (the “Cure Period”). The Cure Period may run concurrently with any clarification request(s). If at the end of the Cure Period, the applicant has not supplied the missing information or supplied information that does not constitute a complete application and still has an incomplete application, the application will be deemed administratively withdrawn and the applicant may file a new application for consideration of eligibility.

At the sole discretion of the Authority, NJEDA staff may also request clarifications regarding a completed application, including, but not limited to, responses, documentation, and attachments. Applicants will be given 15 business days, as notified via email, to fulfill any such requests. If the applicant fails to respond to such a request, the application will be declined.

To apply, an applicant must register, or log into the online application portal, complete all required application questions fully, and upload all required PDF document attachments.

Each application is required to contain the following documents:

1. Required Application Information
2. A fully completed online application
3. New Jersey Tax Clearance Certificate
4. Religious Activities questionnaire (if applicable)
5. Certification of Non-Involvement in Prohibited Activities in Russia or Belarus
6. Signed Letter of Approval from the chief executive of the entity holding ownership of the subject property or asset must be digitally attached with the application
7. Completed Legal Questionnaire
8. Application Fee or fee waiver request (unless waived).
9. Required Proposal Components of Application
10. Survey Description
11. Project Details, including:
 - a. Survey type
 - b. Expected number of properties to be surveyed, including number of “distressed assets”

- c. Resume of Historian or Architectural Historian who will be in charge of conducting the survey
- d. Total cost of survey and Grant amount requested
- e. Proof of at least 10% minimum contribution of project costs

Following a completeness check, as determined by NJEDA staff, applications will be reviewed by a scoring committee, with the process detailed below under “Scoring” section. Once funds are depleted, applications will be closed.

Additional information relevant to the Historic Property Survey Grant scoring criteria documentation, as applicable, may include:

1. Information regarding need and benefit to community
2. Documentation showing community support
3. MRI ranking information
4. Documentation to validate any claim of survey focus on the identification of resources representing underrepresented groups or periods of history
5. Applicant background and experience showing ability to manage proposed survey to completion

Scoring

All applicants must achieve a minimum score of 20 points, out of a maximum possible score of 30 to receive a grant award. Awards will be given out on a first-come-first-served basis to applications achieving an acceptable score until such time as funds are depleted. Applications deemed complete will be scored by a committee of EDA staff. Applications that meet a minimum score of 20 points will be approved via delegation of authority by the NJEDA Chief Executive Officer.

Applications will be evaluated and scored based on:

1. Need & Benefit to the community will be based on the following:
 - 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. Existence and/or date of prior survey will be confirmed using New Jersey’s Historic Preservation Office’s Cultural Resources Geographic Information System “LUCY”, which can be accessed from their website at: <https://nj.gov/dep/hpo/1identify/gis.htm>. **(5 Points)**
2. 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)**
3. Additional points will be given to projects that meet the following parameters:
 - 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). Applicant will need to submit a justification on the claim, which will be reviewed by the New Jersey Historic Trust. The Trust will provide NJEDA the final validation of whether parameters for the underrepresented history have been met. **(5 Points)**

Grant Disbursements and Grant Agreement

The maximum grant amount is \$125,000. Upon approval of a grant award by the Authority, 50% of the grant amount will be disbursed upon execution of the Grant Agreement. Final disbursement of the remaining 50% will occur after the NJEDA has confirmed approval of final product by the NJ Historic Preservation Office (NJHPO).

If the Grantee fails to comply with the Grant Agreement, the Authority may choose to terminate the Grant Agreement. Further, the Authority may require the Grantee to repay the disbursed grant funding, in whole or in part.

Progress Reports

Six months after execution of grant agreement, the Grantee will be required to provide a progress report outlining progress of the investigation. The required progress report must include, but will not be limited to, the following information: number of structures surveyed/documentated to date, draft copy of report, draft samples of survey forms completed. Additionally, the progress report must include a project schedule showing, at a minimum, dates for completion of all fieldwork, projected dates for submission of complete draft report, and final project completion.

A draft historic survey report with all survey forms and necessary attachments must be completed and submitted within 1 year from the execution of the grant agreement, except that if the grantee has requested, and been granted a time extension, then such report will be due no later than 18 months following the execution of the 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.

The 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. Once comments are issued, 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.

Fees

A \$1,000 application fee is required at the time of application.

An application fee waiver may be requested via email prior to application submission or at the time of application for proposals led by municipalities or municipal authorities, boards, commissions or other municipal entities ranked in the top 10 percent of the Municipal Revitalization Index (MRI). Applicants will self-identify in the application as a municipality or municipal government entity requesting a waiver. Staff will determine if the entity meets the criteria for a waiver. Eligible entities will be granted a waiver

for the program. Ineligible entities will be notified, and fee payment will be required to complete the application. If fee was not paid by application submission and the applicant is deemed ineligible for a fee payment waiver, the application fee must be submitted during the 15-business day Cure Period.

Additional Information

Comprehensive information about the Historic Property Survey Grant Program is available at <https://www.njeda.com/historic-property-survey-grant-program/>.

Questions concerning this Program's Notice of Funding Availability should be submitted to historicgrant@njeda.gov.

The NJEDA is subject to State and Federal statutes including, but not limited to, the following, which may impact applicants or their affiliates: N.J.S.A. 52:32-60.1, et seq., which prevents the New Jersey government entities from certain dealings with businesses engaged in prohibited activities in Belarus or Russia; Compliance with the list of "Specially Designated Nationals and Blocked Persons" promulgated by the Office of Foreign Assets Control (OFAC), <https://sanctionssearch.ofac.treas.gov>; N.J.S.A. 24:6I-49 which provides that the following are not eligible for most State or local economic incentives (a) a person or entity issued a license to operate as a cannabis cultivator, manufacturer, wholesaler, distributor, retailer, or delivery service, or that employs a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service; and (b) a property owner, developer, or operator of a project to be used, in whole or in part, by or to benefit a cannabis cultivator, manufacturer, wholesaler, distributor, retailer, or delivery service, or to employ a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service; and N.J.S.A. 52:13D-12, et seq., which prohibits a member of the Legislature or a State officer or employee or their partners or a corporation in which they owns or controls more than 1% of the stock to undertake or execute any contract, agreement, sale, or purchase of \$25.00 or more, made, entered into, awarded or granted by any State agency, with certain limited exceptions.