



MEMORANDUM

TO: Members of the Authority

FROM: Tim Sullivan
Chief Executive Officer

DATE: April 13, 2022

SUBJECT: Historic Property Survey Grant Program

Summary

The Members are requested to approve:

1. The creation of the Historic Property Survey Grant Program – a \$400,000 pilot program that will provide grants to municipal and county government entities, and non-profit organizations working in collaboration with or on behalf of municipal or county government entities. Financial assistance will be 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 properties that would be considered distressed assets.
2. Utilization of \$400,000 of funding from the Economic Recovery Act of 2020, which established under Section 127.d of P.L. 2020, c. 156 to capitalize the Historic Property Survey Grant Program.
3. Delegation of authority to the Chief Executive Officer to approve individual applications to the Historic Property Survey Grant Fund Program in accordance with the terms set forth in this memo and the attached program specifications.
4. Delegated authority to the Chief Executive Officer to decline applications for solely non-discretionary reasons, and to approve Final Administrative Decisions upon recommendation of the Hearing Officer for appeals based on non-discretionary declinations.

Background

On January 7, 2021, Governor Phil Murphy signed the New Jersey Economic Recovery Act of 2020, P.L. 2020, c.156 (ERA) into law. The ERA presents a strong recovery and reform

package that will address the ongoing economic impacts of the COVID-19 pandemic and position New Jersey to build a stronger and fairer economy that invests in innovation, in our communities, and in our small businesses the right way, with the protections and oversight taxpayers deserve. Tax incentives and other investment tools are critical to economic development, and when used correctly they can drive transformative change that uplifts communities and creates new opportunities for everyone.

The ERA includes 15+ economic development programs, including:

- Tax credits to incentivize job creation and capital investment (including the Historic Property Reinvestment Program);
- Investment tools to support and strengthen New Jersey’s innovation economy;
- Tax credits to strengthen New Jersey’s communities including revitalization of brownfields and preservation of historic properties;
- Financial resources for small businesses, including those impacted by the COVID-19 pandemic;
- Support for new supermarkets and healthy food retailers in food desert communities;
- Additional tax credits for film and digital media.

On July 7, 2021, Governor Murphy signed P.L. 2021 c.160 amending P.L. 2020, c.156 and further improving the programs established under the ERA.

In addition to the 15+ economic development programs specifically created or modified by the Act, Section 127d. of P.L. 2020, c. 156 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.” Funds under this section are being used for the creation of the Historic Property Survey Grant Program, a planning grant program that will focus on the 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.

Program Details

The Historic Property Survey Grant Program (Grant Program) seeks to increase the overall understanding of existing historic resources throughout the state and to serve as a planning tool to be used as part of comprehensive economic development planning. The program seeks to further the knowledge and understanding of historic resources throughout the state by facilitating the completion of city, county or statewide historic surveys.

This memorandum provides a summary of the Grant Program, including general program information, program limits, eligibility criteria, specific program requirements, and application process. Specific program details are included in the attached program specifications.

Eligibility under the program will be limited to municipal and county governments, and non-profit organizations working on behalf of, in coordination with, or with the support and endorsement of a municipal or county government. 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.

Historic property surveys are an invaluable tool in the identification of historic properties at the state and local level. They provide a comprehensive inventory of historic resources by either geographic location or by theme and help provide background information and context with regards to existing historic resources to assist state and local land-use and planning officials. They are a fundamental component of preservation planning and provide invaluable information to historic preservation professionals as well as to local officials.

Under the Historic Property Survey Grant Program, entities that meet the criteria outlined in the attached program specifications may apply for grant funding of up to \$125,000 per entity. As part of the evaluation of each applicant's grant application, each applicant will agree to the following:

- 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 and 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 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 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, LGBTA+, 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.

- Under the program, a distressed asset will 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.
- Survey will 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/survarchit.htm>.
- Projects submitted for consideration must, at a minimum, document all potential resources at time of application which may include within a distinctly defined area/community, municipality and/or county. For thematic surveys, applicant must show larger areas of study (such as a municipality, 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.
- A minimum contribution by the applicant of 10% of the total cost of the project will be required, 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.
- Unless applicant seeks, and is granted, a time extension for project completion, draft report must be completed and submitted within 1 year from 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.

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.

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.”

Competitive grant applications will be accepted and reviewed on a rolling basis until all funds are committed. They will be evaluated on the following criteria:

- Need & Benefit to community: 1) There is no existing survey for proposed survey area or survey theme (for thematic surveys), or existing survey is over 20 years old; 2) At least one municipality or County Government within the proposed survey area has provided a letter of support indicating that the survey is a desired tool that will be used by the government entity for 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>.
- Community support for project to be demonstrated with at least one letter of support from a community organization which may include a non-profit entity, governmental entity, or for-profit entity located within a geographic area to be included within the proposed survey project.
- Additional points will also be granted to projects that will survey properties within the boundaries of a NJ municipality that is ranked among the top 50 municipalities under the 2020 Municipal Revitalization Index (MRI) as established by DCA, or to those with a scope of work that proposes to focus the investigation in the survey and identification of resources associated with underrepresented groups or periods of history (such as minority groups and communities, LGBTQ, women history, or the civil rights movement). Applicants seeking additional points based on underrepresented history will need to submit a justification on the claim. The justification provided will be reviewed by the New Jersey Historic Trust following established parameters in keeping with their Underrepresented Histories Special Initiative (a part of their current competitive grant program). The Trust will provide NJEDA a final validation of whether parameters for the underrepresented history have been met. Applicants found to meet the parameters will receive additional points as outlined in the program specifications.

To ensure competitiveness of grant, a minimum score of 20 Points, out of a maximum total score of 30, will be required. The points awarded per eligibility criteria is shown in the program specifications. Awards will be first-come-first-served, based on completed application and until such time as funds are depleted.

Six months after approval of grant, 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/documented 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. Draft report will be reviewed by the NJEDA and/or HPO. Following review, NJEDA, in coordination with the HPO, will issue comments as needed to address any deficiencies. 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.

If grantee fails to comply with requirements under grant agreement executed between the grantee and the Authority, the Authority may choose to terminate the grant agreement and the Authority may request the grantee to repay the disbursed grant funding, in whole or in part, as adjusted by the Authority to account for any completed and accepted work.

Upon approval of the grant application from the Authority, the entity will be disbursed 50% of the grant funding for the uses described in their approved application. Disbursement of final 50% of funds will occur after submission and approval of final historic survey report, all forms and attachments, as verified by HPO.

Delegated Authority

Staff is requesting delegated authority to the Chief Executive Officer to approve individual applications. Delegated authority is appropriate for this program because the grant size is limited to \$125,000, which is comparable to other delegated authority. Staff is also requesting delegated authority to the Chief Executive Officer to decline applications for solely non-discretionary reasons, and to approve Final Administrative Decisions upon recommendation of the Hearing Officer for appeals based on related to these non-discretionary declinations.

Recommendation

The Members are asked to approve:

1. The creation of the Historic Property Survey Grant Program – a \$400,000 pilot program that will provide grants to municipal and county government entities, and non-profit organizations working in collaboration with or on behalf of municipal or county government entities. Financial assistance will be 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 properties that would be considered distressed assets.
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Tim Sullivan
Chief Executive Officer

Prepared by: C. Aidita Milsted

Attachment:

Exhibit A – Program Specifications – Historic Property Survey Program Fund