



Historic Property Survey Grant (HPSG)

Frequently Asked Questions

This Historic Property Survey Grant (HPSG) “Frequently Asked Questions” (FAQ) resource is intended to help anyone interested in the HPSG to better understand how the program works. Please visit the program website for more information [here](#).

GENERAL PROGRAM INFORMATION

What is the Historic Survey Grant?

The Historic Property Survey Grant Program (HPSG) is a \$400,000 pilot program that will provide grants up to \$125,000 for the preparation of Historic Property Surveys throughout the State. Eligible projects would include historic survey of properties/resources based on association by location (municipal surveys), or thematically. Municipal surveys MUST take place in a Government Restricted Municipality (GRM).

Who can apply?

The program will consider proposed projects submitted 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.

Some questions don't seem applicable to government entities or not-for-profit local economic and community development entities. Do I still have to respond to those questions?

The application is a Common Application that NJEDA uses for various programs and funding opportunities. NJEDA provides funding to many applicants including small businesses, real estate developers, governmental entities, not for profit organizations and financial institutions. Applicant/Company/Organization are used interchangeably throughout the application. Please answer all required questions on the application.

What is a GRM? How do I know if I am in a GRM?

Currently there are 3 GRMs in New Jersey: Atlantic City, Paterson, and Trenton.

If I am not located in a GRM, can I still apply?

Projects not located in a GRM can still apply; however, only projects located in a GRM are eligible to undertake a Municipal Survey. Projects located outside of a GRM can only complete a Thematic survey and must demonstrate that at least 10% of the proposed properties to be surveyed are distressed assets (see “Distressed Asset” definition below).

What is a Municipal Survey?

A municipal survey is the surveying of properties associated by location and located within a specific municipality. For the HPSG program, the municipality **MUST** be a GRM to qualify for this type of survey.

What is a Thematic Survey?

A Thematic Survey is 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.

What is a distressed asset?

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.

What is required at time of application?

The applicant must have the following items at time of application:

- A narrative proposal detailing the project description and approach to conducting the investigation.
- A 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.
- Ability to obtain a NJ Tax Clearance certificate.
- Application fee of \$1,000 or waiver.

Can you recommend a consultant/firm/professional to complete the survey?

A list of prospective cultural resources consultants has been consolidated by the [Pinelands Commission](#), an independent New Jersey State agency. Please note that this list does not indicate recommendation or approval of individual consultants. Prior to selecting a consultant, we highly recommend reviewing previous work and verifying professional credentials independently.

How to I obtain a tax clearance certificate?

Applicants must submit a current Tax Clearance Certificate provided by the NJ Division of Taxation. Please reference the document provided by the Division: [Securing Your Tax Clearance](#)

Can my project receive more than one HPSG grant?

Projects are only eligible to receive one (1) HPSG grant.

How long do I have to complete the historic survey?

Awardees have one (1) year from the date of the executed grant agreement to complete the draft survey report with all survey forms and necessary attachments. Awardees can submit a request for a time extension to the Authority.

How will applications be evaluated?

Applications will be reviewed by EDA staff for competitiveness 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 the 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 here: [GIS \(nj.gov\)](https://gis.nj.gov)
- Community support for the project: 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.

BUDGET & FINANCES

How much can be awarded?

The grant can award up to \$125,000 for an eligible project.

Can this grant cover the entirety of the project budget?

A minimum contribution by the applicant of 10% of the total cost of the project is 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 submitted proposal, will be available at the time of approval. In-kind contributions are allowable.

How is the grant disbursed? When will I receive the money?

50% of the grant amount will be disbursed upon execution of the grant agreement. Final disbursement of the remaining 50% will occur after NJEDA staff has confirmed approval of final product by the State Historic Preservation Office.

FEES

What are the fees associated with this grant?

A non-refundable application fee of \$1,000 will be due at time of application submission. An application fee waiver is available for municipal governments, municipal authorities, or commission and redevelopment agencies located in municipalities with [2020 Municipal Revitalization Index \(MRI\)](#) scores in the top 10% of all municipalities statewide. Fee waivers may be obtained via a direct written request from the applicant, prior to the submission of the application, by emailing historicpreservation@njeda.com.

REPORTING & COMPLIANCE:

What deliverables do I need to provide the NJEDA following the grant award?

There is a required submission of one hard copy of the final survey (including all survey forms) to be submitted to the State Historic Preservation Office (HPO), and a corresponding electronic version (also inclusive of all forms) in pdf format submitted to HPO and NJEDA. 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](#).

Will I receive feedback on my survey materials prior to the submission of final deliverables?

Grantees will, at minimum, receive feedback during two periods: following the required 6-month progress report and following the submission of the draft report 1 year from the execution of the grant agreement (with the option to request a time extension of 6 months). After receiving feedback on the final draft report, grantees 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.

ADDITIONAL QUESTIONS

Where can I get more details about the program?

Please visit our [Historic Property Survey Grant Program - NJEDA](#) webpage for more details. Additional questions, comments, and inquiries should be directed to historicgrant@njeda.gov.