

Georgia Historic Resources Survey HPF Grant Application Guidance Georgia Historic Preservation Division

A historic resources survey is often the first step a community takes in a series of preservation activities. A survey is an inventory of historic resources that includes buildings, structures, sites, and objects. For the purposes of the Georgia Historic Resources Survey program, generally, all resources that are 40 years of age or older are recorded in order to provide a longer lifespan for the survey than does the more commonly used 50 years of age or older guidance.

Surveys are completed within a pre-defined geographic boundary informed by the goals of the survey. Typically, this is county-wide, city-wide, or in some cases neighborhood-wide. Projects may be phased, however funding for consecutive grant cycles is not guaranteed. For phased projects, the number of phases, boundaries, priorities, and overall time frame of the project should be carefully planned and presented in the grant application. HPD survey staff is happy to assist in this pre-application planning.

Many areas have been previously-surveyed using the GNAHRGIS system. Applicants should check GNAHRGIS to determine whether the area they plan to survey has been previously-surveyed. If a proposed survey project includes resources that have been previously-surveyed in GNAHRGIS, then that project will include **resurvey**, which requires a slightly different process for data entry that applicants should understand before applying. See HPD's "Tips for Using GNAHRGIS as part of a Georgia Historic Resources Survey" document available at <http://www.georgiashpo.org/register/survey> for a discussion of the process of resurveying using GNAHRGIS.

Completing a historic resource survey does not change or update existing National Register nominations. Any changes to existing National Register nominations must be made through the formal National Register of Historic Places process as outlined in 36 CFR 60, as amended. These changes may include but are not limited to: amendments, additional information, increase or decrease of boundaries, changes to the period of significance, and/or contributing/noncontributing status. The National Register nomination process in Georgia is available on HPD's website at <http://www.georgiashpo.org/register/nomination>.

To strengthen your application, please include or discuss the following items in your application, as appropriate:

1. All surveys must meet National Park Service (NPS) and HPD standards. The survey will be prepared in accordance to (a) *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning* (available online at <http://www.cr.nps.gov/nr/publications/bulletins/nrb24/>); (b) the *Georgia Historic Resources Survey Manual* (available online at <http://www.georgiashpo.org/register/survey>); and (c) Georgia's Natural, Archaeological, and Historic Resources Geographic Information System (GNAHRGIS) web-based GIS database (available online at <https://www.gnahrgis.org>).

2. HPF-funded historic resource surveys are prepared by a preservation consultant who meets the Secretary of the Interior's *Professional Qualifications Standards* set forth in 36 CFR Part 61 (available online at http://www.cr.nps.gov/local-law/arch_stnds_9.htm).
3. You are encouraged to discuss your proposed historic resources survey project with HPD staff prior to submitting your application. Please feel free to contact Stephanie L. Cherry-Farmer, National Register & Survey Program Manager, at 770.389.7843 or by email at stephanie.cherry-farmer@dnr.ga.gov if you have any questions or want to discuss a proposed survey. Please include copies of previous correspondence with your application.
4. HPF-funded Georgia Historic Resources Surveys are required to use HPD's GNAHRGIS online, web-based, GIS database. Resource information is entered and stored via the GNAHRGIS website. Printed (hard copy) resource "forms" are not required and are not reimbursable as part of this grant. All items and data groups in GNAHRGIS must be completed for each resource surveyed and a minimum of two (2) digital photographs per resource. Once the grant project is completed and approved by HPD staff, the survey is made publically accessible on the GNAHRGIS website.
5. Please note that project schedules for historic resource surveys have different due dates to allow for HPD staff review and timely completion of the project work. Please see attached example Scope of Work for a survey application available at <http://www.georgiashpo.org/incentives/grants> for a typical schedule.
6. In the project description, provide a general description of the area's geography and built environment. The description must explain area selected to be surveyed, the approximate number of resources to be surveyed, and the approximate acreage. If this is a phased project, discuss the overall plan for the phased project and how this survey fits within the plan.
7. Please note that the estimated average cost for a Georgia Historic Resources Survey is \$30-\$40 per resource. Rural and county-wide surveys will necessitate higher travel costs between resources and should be budgeted at the higher end of this range. Urban and neighborhood surveys have lower transportation costs and should be budgeted towards the lower end of this range. Keep in mind that existing survey data, including developmental history research, that's already been completed will also impact survey costs.
8. A completed Georgia Historic Resources Survey historic resources survey is composed of three basic components: 1) the survey data and digital photographs, compiled and accessible via the GNAHRGIS website, 2) a survey map, which clearly identifies survey boundaries and locations of surveyed resources, and 3) the survey report, which summarizes the findings of the survey. Survey reports are an important preservation planning tool and can be used as the basis for future preservation activities. A survey report is comprised of the following sections: executive summary, project description,

summary of previous preservation projects, developmental history survey methodology and results, architectural analysis, recommendations for future preservation activities, and appendices cataloguing GNAHRGIS resource ID numbers.

Issues to consider when compiling your application:

1. Historic resources surveys are undertaken in order to accomplish certain preservation-related planning goals. It is important to understand a community's needs and fully explain the goals of a survey in an application. Is the survey aimed at determining whether a local historic district can be expanded? Or maybe the survey is being undertaken to determine if a specific neighborhood appears eligible for the National Register of Historic Places? Or maybe the idea is simply to get an inventory of all resources in a city that are 40+ years of age. Whatever this goal is, a survey grant application needs to reflect it, and include deliverables that answer to it. For example, an application for a survey aimed at determining whether a local historic district can be expanded will need to include a plan for including in the deliverables a recommendation regarding local designation, and a map or maps delineating what areas appears eligible for additional designation.
2. As discussed above, GNAHRGIS is growing daily, and so many historic resources in Georgia are already represented in GNAHRGIS. If a project includes surveying resources that were initially entered into GNAHRGIS as part of a previous survey project, then this project will be **resurveying** resources already in the GNAHRGIS system. With regard to entering survey information into GNAHRGIS, the resurveying process is slightly different than the process of creating new survey points, so an **application needs to clarify if resurveying is involved**.

HPD's Survey Program staff is always available for guidance- if at any time you have a question or concern about surveying or GNAHRGIS, we encourage you to contact us for discussion. We're here to help!