



STATE HISTORIC PRESERVATION OFFICE

ENDANGERED PROPERTIES FUND GUIDELINES

ONE CONSTITUTION PLAZA, SECOND FLOOR
HARTFORD, CONNECTICUT 06103

ENDANGERED PROPERTIES FUND GUIDELINES

Endangered Properties Fund Grants (EPF) were created to provide financial assistance for the preservation of historic properties threatened by imminent loss or destruction. The EBF program accepts requests to apply on a rolling basis. The properties must be listed on the State or National Registers of Historic Places. Applicants must be 501 (c)(3) nonprofit organizations or municipalities.

Application to the EPF program is by invitation only. Interested parties may send a request to apply to Laura Mancuso, Construction Grants Coordinator, Department of Economic and Community Development, State Historic Preservation Office, One Constitution Plaza, 2nd Floor, Hartford, Connecticut 06103.

The request to apply must include the following:

1. A brief description of the endangered property.
2. Images of each elevation and any detailed photographs necessary.
3. A certified resolution approved by the applicant's legislative board, board of directors, or other appropriate authority that empowers one or more individuals to execute the grant application.
4. A Statement of Threat that demonstrates the nature, extent, and level of severity of the threat(s) to the property. The statement must include a narrative explaining why the project must be completed at this time.
5. An explanation of why this project is a priority for the applicant.
6. Identification of the ownership of the property. For acquisition projects, applicants must demonstrate in writing that the owner of the property is willing to donate the property or to sell at an agreed-upon price. This must be a signed document from the owner which includes the owner's contact information. For projects not involving acquisitions, the property must be owned by a non-profit organization or municipality.
7. A brief history of the applicant's organization.
8. A copy of the applicant's operating budget for the last two fiscal years.
9. An itemized budget for all eligible project-related costs (see below for eligible activities).
10. A narrative of desired effects/outcomes of the proposed project for both the applicant and the general public.
11. A narrative describing the project's impact (i.e., job creation, economic impact, access, quality-of-life or other issues deemed relevant by the applicant) on a local, regional or statewide basis. Describe what broad-based community support the project has and the number of constituents affected.
12. Contact information for the applicant including address, phone number and email address.

All requests will be reviewed and responded to within sixty days of receipt of the request.

Please note, an invitation to apply is not a guarantee of an award.

For property acquisitions, applications must include a minimum of two real estate appraisals completed by appraisers licensed to practice in Connecticut within the six month period prior to the application. Appraisals must be based on existing conditions.

For more information, contact:

Laura Mancuso at 860-265-2757 or laura.mancuso@ct.gov

PROGRAM DESCRIPTION

- Grant awards range from \$2,500 to \$100,000, depending on funding availability.
- Grant awards must be matched on a one-to-one basis
- Eligible in-kind services may be used toward the matching share; however, all in-kind services must be pre-approved by SHPO
- Matching funds cannot be funds from the State of Connecticut. Federal funds or other non-state funds may be used
- Project work must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties <http://www.nps.gov/hps/tps/standguide/>
- A preservation restriction of limited duration must be able to be recorded on the property

The Endangered Properties Fund is not intended for use in remedying deferred maintenance.

WHO MAY APPLY

Eligible Applicants	Ineligible Applicants
<ul style="list-style-type: none"> ✓ Municipalities ✓ 501 (c)(3) nonprofit organizations 	<ul style="list-style-type: none"> • “Friends” groups of federal or state agencies • Federal or state agencies • For-profit entities • Private individuals
Eligible Activities	Ineligible Activities and Costs
<ul style="list-style-type: none"> ✓ Rehabilitation ✓ Restoration ✓ Acquisition of eligible properties ✓ Attorney’s fees and expenses directly related to the acquiring of eligible properties ✓ Studies to assess structural integrity ✓ Studies to assess architectural integrity ✓ Studies to assess the immediate stabilization needs of a structure ✓ Architectural plans and specifications ✓ Other professional documentation 	<ul style="list-style-type: none"> • Work that is not consistent with the Secretary of the Interior’s Standards for the Treatment of Historic Properties • Attorney’s fees and expenses not directly related to the acquisition of eligible properties • Activities associated with the salvage and/or resale of elements of historic structures • Activities associated with the dismantling of historic structures or objects • Activities associated with the storage of dismantled buildings • Remedying deferred maintenance • Archeological salvage • Archival research not connected to historic preservation • Costs incurred prior to the date of a grant award and the execution of the state contract • Projects already underway • Curatorial activities • Equipment purchase • Fines or penalties • Fundraising • General operating expenses • Hospitality expenses • Indirect costs • Interpretative expenses • Survey or research on federally-owned or state-owned properties • Interest payments • Lobbying activities • Political contributions • Re-granting • Scholarships • Software aquisition • Travel

CRITERIA

EPF applications are reviewed based on the following criteria:

- Completeness and overall clarity of the proposal, including an accurate and responsible budget
- Project need
- Quality and merit of proposed activity
- Integrity of the property. Although moving a building to a new location may be an eligible activity, the EPF program criteria favor projects that preserve buildings in their original location.

GRANT AWARDS

The grant awards range from \$2,500 to \$100,000, depending on funding availability. Matching funds are required on a one-to-one basis. State funds of any kind cannot be used to match the EPF; federal funds, municipal or private funds may be used as a matching share. The matching share may be comprised of both cash and in-kind services.

REVIEW PROCESS

The Executive Committee of the Historic Preservation Council reviews all applications and decides on whether an invitation to complete a full application will be issued.

An invitation to apply will be issued or the application declined within sixty days of receipt of the request. An invitation is not a guarantee of an award. Upon receipt of an invitation to apply, prospective applicants must complete a full application as outlined in the Historic Restoration Fund program (see <http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350> for more details) for construction projects or a Survey and Planning grant application for non-construction projects (see <http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350> for Survey and Planning grants). Full applications are reviewed by the SHPO staff and presented to the Historic Preservation Council.

GRANT AWARD, STATE CONTRACT AND REQUEST FOR REIMBURSEMENT

- A grant award letter and contract will be sent to the grantee following award by the Historic Preservation Council.
- Grant contracts must be signed and returned within 30 days.
- Grant recipients are required to use the funds for the purposes of the contract and must seek and receive SHPO approval for any changes or modifications to the approved project plans and specifications.
- Grantees are required to credit the Department of Economic and Community Development, State Historic Preservation Office in all print, audio, video and internet publicity materials.
- EPF grants are funded on a reimbursement basis.

For more information, contact:

Laura Mancuso at 860-265-2757 or laura.mancuso@ct.gov



D E C D

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Department of Economic and
Community Development*

Connecticut Department of Economic and Community Development

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www.cultureandtourism.org/history