

# State Historic Preservation Office

## Historic Restoration Fund Grant Program Guidelines and Application Instructions

April 2016

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## Historic Restoration Fund Grants Overview (HRF)

The State Historic Preservation Office (SHPO) offers matching, reimbursement Historic Restoration Fund (HRF) grants to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits for single maintenance and repair projects, stabilization, or archaeological investigation of Connecticut's historic resources which are listed in the State or National Registers of Historic Places. Examples of single maintenance and repair projects include: roof replacement, window restoration, exterior siding repair and painting. The HRF grant will not fund projects that are a small portion of a comprehensive construction project.

The property must be owned by a municipality or a 501(c)3 or 501(c)13 nonprofit organization and the grant awards are paid as a onetime reimbursement. Applications are accepted on the 10<sup>th</sup> of each month.

- Grant awards range from \$5,000-\$50,000.00;
- Grant awards must be matched on a one-to-one basis with cash (no in-kind services allowed);
- Matching funds cannot be funds from the State of Connecticut. Federal funds or other non-state funds may be used;
- Facilities must be open to the public or work must be visible to the public;
- A preservation easement of up to 10 years must be placed on the property following completion of the project;
- Grant funds are paid to grantees on a single-payment reimbursement basis following the completion of the project and approval of all work by staff; and
- Project work must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties

HRF Grants are funded by the Community Investment Act. "The Community Investment Act" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

Many HRF grants require design development level plans and specifications that meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. At the discretion of the SHPO, the applicant may be required to engage a Historical Architect who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

The use of state and/or federal funds requires an open bidding process. Contractors cannot be pre-selected and any potential contractor cannot play any role in the design of the project or application.

Grantees may only have one active SHPO HRF grant at a time. Any existing grants must be officially closed before a new application is submitted to SHPO.

## **Applicants:**

### **Eligible applicants:**

- Connecticut municipalities
- 501(c)(3) or 501(c)13 nonprofit organizations that have had tax-exempt status for at least two years

### **Ineligible applicants:**

- Federal agencies
- State agencies
- “Friends” groups of federal or state agencies except for projects involving archaeological survey
- Projects on state land.
- For-profit businesses or organizations
- Individuals
- Service organizations or clubs

**No agency or organization can act as a fiscal agent to receive or disburse Historic Restoration Fund Grant funding.**

### **Eligible Properties:**

- Connecticut buildings, structures, objects, and sites that are listed in the State or National Registers of Historic Places
- Properties must be owned by either a municipality or a 501(c)(3) or 501(c)(13) nonprofit organization
  - Properties that are owned by a municipality but leased to a 501(c)(3) or 501(c)(13) nonprofit organization are eligible for the HRF program; however the nonprofit organization must have a long-term lease of at least 20 years at the time of the application

### **Ineligible Properties:**

- Properties owned by private individuals or corporations
- Federally-owned properties
- Properties not listed in the State or National Registers of Historic Places
  - To determine if your property is listed or to determine if your property is eligible for listing in the State or National Registers of Historic Places, please contact Jenny Scofield, State and National Register Coordinator at [jenny.scofield@ct.gov](mailto:jenny.scofield@ct.gov)

## What We Fund:

### Eligible Activities and Costs:

- Single Maintenance and Repair Projects
- Stabilization
- Archaeological Investigation
- ADA Accessibility
- Mechanical Upgrades

### Ineligible Activities and Costs:

- Costs incurred prior to the contract start date
- Applications for projects that are a part of a larger construction project
- Costs incurred after to the contract expiration date
- Pre-development costs
- Archaeological salvage
- Archival research
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel

**Only project specific expenses that have been approved by SHPO are eligible toward the grant.**

## How to Apply

### Application Information

Applications are due by the 10<sup>th</sup> of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

### Preservation Restriction

HRF Grantors are required to provide the State Historic Preservation Office (SHPO) with a Preservation Restriction of limited duration on the property that is the beneficiary of funding from either of these programs. The Preservation Restriction is placed on the entire legal parcel.

Under the terms of the Preservation Restriction, the property owner agrees:

- <sup>1</sup> Not to perform any work on the property other than routine maintenance without the permission of the SHPO
- To ensure reasonable opportunities for the public to view the property which has benefited from an infusion of state dollars; and not to change the use of the property without the prior consent of the SHPO.

The timeframe for SHPO Preservation Restrictions is determined by the amount of grant funds actually received and utilized to complete the project in accordance with the following schedule:

- grant assistance from \$0 to \$20,000: five-year Preservation Restriction;
- grant assistance from \$20,001 to \$50,000: ten-year Preservation Restriction;

If the property has an active Preservation Restriction, the applicant will complete an amendment to the existing Preservation Restriction. The amendment extends the existing Preservation Restriction according to the schedule above.

**A sample of the Preservation Restriction can be found on  
our website**

## Grant Administration

Once a grant is awarded by the Historic Preservation Council, SHPO will send the grantee an Assistance Agreement between DECD and the grantee. These contracts must be signed and returned to SHPO within 30 days. Grantees are required to credit SHPO and the Historic Restoration Fund Grant program in all print, audio, video, internet and publicity materials.

## Grant Cancellations

SHPO has the right to withhold, reduce or cancel grants if an organization:

- Owes final reports from previous non-construction grants that are overdue
- Fails to comply with the terms of the grant contract
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO support
- Experience significant changes in the scope of work
- Completes work without prior approval of SHPO
- Experiences significant delays in the grant project
- The project does not meet the Secretary of the Interior's Standards for the Treatment of Historic Properties

## Request for Reimbursement

As stated above, all HRF grants are one-time reimbursement grants. Once the project is complete, a close-out package must be submitted to SHPO for review and approval. A final site visit is also required to close a grant. Upon approval, SHPO will submit a grant reimbursement request to the DECD Office of Financial Administration. Reimbursement usually takes 4-6 weeks.

## Application Guidance and Instructions

The Application can be found at our website [www.cultureandtourism.org](http://www.cultureandtourism.org)

Please answer each question and submit the applicable forms listed on the Application Checklist. Below is guidance on some of the application questions. Please contact Mary Dunne at (860) 256-2756 or [mary.dunne@ct.gov](mailto:mary.dunne@ct.gov) if you have questions about anything else in the application.

Question #1 Identify the type of project:

1. Rehabilitation-the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
2. Restoration- the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
3. Stabilization-the act of structurally stabilizing a building, based on a professional condition assessment
4. Archaeological Investigation-an investigation to determine the property's potential for below ground resources

Question #4: Please contact our office if you are unsure of your property's designation

Question #7 The Certified Resolution authorizing the grant and contract signatory cannot predate the application or the subsequent contract by more than 6 months.

Question #18: SHPO requires that all projects be bid according to the *Bidding, Contracting and Construction Guidelines* and all projects must meet Affirmative Action requirements. Please see the *Bidding, Contracting and Construction Guidelines* which can be found in Appendix D on our website.

Question #20: If the project involves any ground disturbance, an archaeological survey or monitoring may be required. If the project will involve ground disturbance, please contact Cathy Labadia, Staff Archaeologist, at [Catherine.Labadia@ct.gov](mailto:Catherine.Labadia@ct.gov) prior to submitting an application for guidance

Question #27: If your project will affect a flood plain or will impact storm drainage facilities, the applicant must receive a permit from the Department of Energy and Environmental Protection before the work can begin. . Please submit a FEMA flood map if applicable. How to create a FEMA Flood Insurance Rate Map (FIRM)

<https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>

Question #29: Budget: Please provide a detailed budget with the application including the entire project cost and source of matching funds. State funds cannot be used to match the HRF grant. Because this is a reimbursement grant full funding must be in place at the time of application.

### **Application Checklist:**

#### **Project Narrative 1-5 pages**

In addition to the one sentence explanation on the application, please provide a narrative to include the following:

- Full description of the project
- Need for the project and explanation of why it is the highest priority for the property and the applicant
- If a project consultant is used, provide the name and contact information
- Identify what type of consultant you are using and how he/she meets the Secretary of the Interior's Professional Qualifications Standards as published in 36 CFR Part 61 Appendix A.

#### **Photographs:**

- For buildings or structures-please include photographs of each elevation of the building and detailed photographs of the project areas
- For landscapes or archaeological sites-please include photographs of the entire property and detailed photographs of the project areas

**Plans and specifications** can be submitted in pdf format on a disk or separately by email to [mary.dunne@ct.gov](mailto:mary.dunne@ct.gov)

## Historic Restoration Fund Grants Application Checklist

Required Items	Included	N/A	Comments
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Construction/Project Schedule	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Long-Term Preservation Plan			
Letter from an attorney	<input type="checkbox"/>	<input type="checkbox"/>	
Design Development Level Plans and Specifications or scope of work and materials specifications	<input type="checkbox"/>	<input type="checkbox"/>	
Letter from the property owner/s authorizing application	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Public Visitation	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>	
Long-Term Lease	<input type="checkbox"/>	<input type="checkbox"/>	
Consultant's Resume	<input type="checkbox"/>	<input type="checkbox"/>	
501(c)3 or 501(c)13 IRS tax status determination letter	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Budget	<input type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	
CHRO FORM	<input type="checkbox"/>	<input type="checkbox"/>	

Department of Economic and  
Community Development

State Historic Preservation Office



FEMA FIRM Map	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of Support	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**If you have questions regarding Historic Restoration  
Fund Grant program please contact**

**Mary Dunne at [mary.dunne@ct.gov](mailto:mary.dunne@ct.gov) or 860-256-2756**