

HISTORIC PRESERVATION GRANT OVERVIEW GUIDELINES

Please read these guidelines thoroughly. Failure to comply with the rules and procedures set forth could result in ineligibility for funding. Please be sure to refer to specific grant guidelines for detailed requirements and instruction.

ABOUT THE NATIONAL PARK SERVICE

The State Historic Preservation Office of the DECD receives funding from the Historic Preservation Fund of the National Park Service, U.S. Department of the Interior. The Historic Preservation Fund support to the State Historic Preservation Office is used to support all aspects of the federally-mandated historic preservation program as set forth in the National Historic Preservation Act of 1966, as amended. These activities include the National Register of Historic Places, Environmental Review, Rehabilitation Tax Credits, Survey and the Certified Local Government program. Those SHPO grantees receiving federal funds must, therefore, comply with all pertinent federal requirements.

PREFACE

These guidelines outline what is required of applicants by law and by the Connecticut State Historic Preservation Office. This section will help applicants understand the requirements before entering the SHPO funding process. Because all SHPO programs are competitive, however, meeting these requirements does not ensure activities will be funded. All applications are objectively reviewed according to how well they meet the criteria stated in the guidelines under each program area. Should you have any questions regarding any of the guidelines or applications, please call the appropriate program manager.

AFFIRMATIVE ACTION AND NON-DISCRIMINATION

Applicants receiving SHPO funds must comply with all governmental regulations concerning nondiscrimination. Grantees are prohibited from discrimination in employment and the provision of services because of race, color, religious creed, age, sex, marital status, national origin, sexual orientation, ancestry, learning disability, physical disability or blindness, present or past history of mental disability, mental retardation, genetic history or criminal record.

ADA COMPLIANCE

Applicants receiving SHPO funds must comply with the Americans with Disabilities Act of 1990 by making appropriate and reasonable accommodations to ensure that people with disabilities have equal physical and communications access to services and programs, as defined by federal law. If an applicant's facilities or activities do not meet the standards of the ADA, the applicant may be ineligible for SHPO funding.

OWNERSHIP

The SHPO does retain any and all copyright rights and other proprietary interests in all research reports, inventories, manuscripts and publications created or arising from SHPO funded grant projects in accordance with SHPO subgrant contract provisions.

**FUNDING
RESTRICTIONS**

The SHPO does not fund the following:

- Organizations not incorporated in Connecticut or otherwise registered to do business and/or whose primary place of business and operations is not in Connecticut except:
 - non-profit organizations owning historic buildings in Connecticut or providing historic preservation field services in Connecticut
- Organizations whose membership and participation policies do not comply with non-discrimination laws
- Organizations acting solely as fiscal agents for individuals or groups
- State or federal agencies
- Brick and mortar and capital improvements except in Cultural Capital Grants, Historic Restoration Fund and Endangered Buildings Fund
- Specific activities or projects that are already funded by another SHPO program during the same fiscal year
- Activities that have already been completed
- Activities to eliminate or reduce existing deficits
- Activities funded by or which generate revenue for SHPO
- Religious programming and activities
- Benefits, fundraisers, social events
- Interest expenses paid on loans or debts
- Scholarship assistance for academic or non-academic programs
- Lobbying activities
- Political contributions
- Legal fees

**APPLYING
TO MULTIPLE
PROGRAMS**

Applicants should consult the appropriate program manager when applying to multiple programs within a fiscal year. SHPO does not accept applications to multiple grant programs for the same project and activity.

**GRANT
SUBMISSIONS**

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in each program's guidelines. Failure to do so will render the application ineligible for review.

All SHPO applications must be received (not postmarked) on the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be received by 4:00 pm on the due date. Applicants must request and retain a receipt from the SHPO staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

Name of Program Manager
Program Name
State Historic Preservation Office
Department of Economic and Community Development
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail and U. S. mail within two weeks of the deadline.

**FREEDOM OF
INFORMATION ACT**

Applications and all information submitted will become public records under the Freedom of Information Act, C.G.S. §1-200, et. seq. unless specifically exempted by the Act. Applicants may request that information contained in the application which are not exempt by the Act, C.G.S. §1-210, be exempt from public disclosure. Such requests will be taken under consideration by DECD.

**AWARD
NOTIFICATION/
GRANT PAYMENT**

The following process is applicable to all SHPO grants with the exception of Capital Improvement grants. Please see those specific guidelines for award notification and grant payment procedures.

SHPO will notify all applicants of funding decisions in writing via U.S. mail. Successful applicants will receive award notification and grant contracts which must be signed and returned within 30 days before grant payments will be processed, unless noted otherwise in the contract package.

Every SHPO grant contract issued to an organization shall be accompanied by a certification (a.k.a. “certified resolution”) indicating that the grantee has passed a resolution authorizing the named individual to sign the contracts on behalf of the organization and that the resolution is in effect as of the date of the contract signing.

Contracts shall be accompanied by a nondiscrimination certification which certifies that the organization has resolved to support nondiscrimination agreements and warranties required under Connecticut General Statutes and that the resolution is in effect.

After the signed contract and certifications are returned to SHPO, contingent upon availability of funds, payments will be authorized in one or more installments as indicated on the contract.

Grant funds, however, will not be disbursed if the grantee has an overdue final report from any prior SHPO grant program.

**GRANTEE
RESPONSIBILITIES**

Grant recipients are required to expend all grant funds within the specified funding period for the purposes indicated in Section 1 of the contract.

Any request for changes or modifications to a contract, including a request for an extension of the funding period, shall be made in writing to the State Historic Preservation Officer. Submissions of such a request does not authorize the change or modification. All requests for extension of time shall be made no later than 90 days prior to the expiration of the contract.

Grantees shall honor all legal requirements as specified in the contract. Those receiving federal funds shall comply with certain federal requirements as stipulated.

MATCHING FUNDS

Grantees shall adhere to the matching requirements of the particular grant program. State or federal funds cannot be used as match except in certain SHPO programs. Refer to individual grant programs for details.

**CREDIT AND
PUBLICITY
RESPONSIBILITIES**

Grant recipients shall credit the SHPO, Department of Economic and Community Development in print, A/V and electronic materials and publicity materials (such as press releases, brochures, posters, advertisements and web sites) related to the funded project or activities or comparable credit approved by SHPO.

Use of the agency logo is required whenever feasible.

**REPORTING
REQUIREMENTS**

SHPO grant recipients shall submit a final report within 60 days of completion of the grant period specified on the contract. Future SHPO funding is contingent upon submission of final reports. Forms and instructions are available on DECDs web site at www.cultureandtourism.org or by request.

The final report must include project work samples that acknowledge SHPO support (see specific guidelines for any additional reporting requirements).

**GRANT
CANCELLATIONS**

The SHPO has the right to withhold, reduce or cancel grants if a grantee:

- cancels, suspends or significantly changes the scope and activities of a funded project
- fails to comply with the terms of the grant contract
- owes a final report (past due) for a previously received SHPO grant
- is unable to raise the required match
- demonstrates inadequate financial management or oversight