



# **Historic Preservation Enhancement Grant for Certified Local Governments**

*Guidelines and Application*  
2020

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## Grant Overview

### Certified Local Government Grant Overview

The State Historic Preservation Office (SHPO) offers the Historic Preservation Enhancement Grant to Connecticut municipalities that have designation as a Certified Local Government by the National Park Service of the U.S. Department of the Interior. Please refer to ***Notice of Funding Opportunity (NOFO)*** found on our website for more information.

**Historic Preservation Enhancement Grants** are funded by the Historic Preservation Fund of the US Department of the Interior, National Park Service.

All work must be completed by a consultant 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. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

### Application Information

Applications are accepted on a rolling basis as long as funding is available. 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.

## Eligible Applicants

**Eligible applicants** are strictly limited to municipalities that have been formally designated as Certified Local Governments (CLG) by the National Park Service of the U.S. Department of the Interior. Municipalities that are interested in the Certified Local Government program should contact Mary Dunne, Local Government Grants Coordinator 860-500-2356 or [mary.dunne@ct.gov](mailto:mary.dunne@ct.gov).

## Eligible Activities

CLG funding is available for a variety of projects that address the goals of identifying, evaluating, nominating, and protecting a community's cultural resources including:

- Survey and Inventory
- Preservation Planning
- Feasibility studies
- Conditions assessments
- Historic structures reports
- Architectural plans and specifications
- National Register Nominations:

- New Nominations
- Projects that update National Register-listed historic district nominations with expanded periods of significance and/or boundary amendments
- Educational and Public Outreach Activities related to Historic Preservation and Architectural History

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*Eligible resources for planning and pre-development are those listed in the National Register of Historic Places either individually or as a contributing resource in a District.*

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**In addition to projects that support the State-wide historic preservation plan goals, priority will be given to applications that address the following areas:**

Strengthening the capacity, knowledge and professional qualifications of the municipal bodies, especially historical commission:

- Historic Preservation Training for CLG program staff, city officials and/or commission members. including attendance at the biennial NAPC Forum or NAPC CAMP
- Developing/updating design guidelines for historic districts
- Correction of deficiencies in CLG performance
- Incorporating historic preservation into town-wide planning:
  - Developing town-wide preservation plans.
  - Charrettes that address specific planning issues.
  - Incorporating Historic Preservation language into zoning and planning regulations and ordinances
- Projects that support planning for the protection of archaeological resources and incorporate archaeological resources into the town's planning regulations

Where applicable, work must be completed by a consultant 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. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

Please contact Mary Dunne to discuss a project if you are unsure of its eligibility.

## Funding Details

- Grants range from \$1,500 to \$20,000
- Grant funds are paid to grantees on a reimbursement basis with final payment following the completion of the project and approval of all work by SHPO staff

## Grant Specifications

- The use of federal funds requires a competitive bidding process. Contractors cannot be pre-selected and potential contractors cannot play a role in the design of the project or application.

### Publicity:

- Grantees are required to credit SHPO and the US Department of the Interior, National Park Service in all print, audio, video, internet, and publicity materials, as well as in the final grant-funded product.

### Grant Cancellations:

- SHPO has the right to withhold, reduce, or cancel a grant if an organization:
  - Applicant has a report or record of deficiency under CLG program
  - Owes final reports from previous non-construction grants that are overdue
  - Fails to comply with the terms of the grant contract
  - Demonstrates inadequate financial management or oversight
  - Does not properly credit SHPO financial support
  - Experience significant changes in the scope of work
  - Does not adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties

## Grant Administration

### 1. Application

- Applications are accepted on a rolling basis
- Applications are first reviewed by SHPO staff and then awarded by the Historic Preservation Council (HPC)
- The HPC meets the first Wednesday of every month

### 2. Assistance Agreement

- Once the grant is awarded, an assistance agreement is executed between the grantee and SHPO/Department of Economic and Community Development
- Do not begin your project until an agreement is executed by all parties.

### **3. Procurement**

- Once the contract is fully executed, the grantee can solicit qualified consultants
- A Request for Proposal (RFP) must be submitted to SHPO for review and approval
- Proposals received must be submitted to SHPO for review and approval before a consultant is chosen
- A contract between the grantee and contractor must be submitted to SHPO for review and approval before executed

### **4. Closeout**

- Once the project is complete, a final report following SHPO guidelines must be submitted

### **5. Reimbursement**

- Upon approval of the final report and grant-funded product, SHPO will submit a grant reimbursement request to the Office of Financial Administration. All grantees must be set up to receive funds electronically by direct deposit. SHPO will provide the necessary forms and instructions.

## **Application Requirements**

### **Application Materials Must Include the Following:**

#### **A. Project Abstract (No more than 1 page)**

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- Briefly describe the proposed project.

#### **B. Project Narrative (5-10 pages)**

Please address the following points in your narrative:

- Briefly describe the historic preservation activities undertaken by your municipality.
- What issue will your project address? How was this issue identified?
- What specific activities will you carry out with the grant funds?
- What Goal and/or Objective of the SHPO Statewide Plan will this project address?
- Does the project address one or more of the funding priorities outlined in the guidelines?
- Who will benefit from your project?
- How will this project advance the public's awareness of historic preservation?
- Describe the impact and long-term benefits to the CLG
- Explain the lasting impacts the project will have on historic resources (as applicable)
- Who will manage the project?
- What product will be produced with the grant funds (what is the "deliverable")?
- How will the grant-funded product be shared with the public (as applicable)?
- How will you measure the success or impact of the project?

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**C. Photographs:**

- Please provide photographs as applicable. Color photographs must be no smaller than 4x6". Photographs can be printed on regular copy paper from a digital source
- Please label Photographs for identification

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**D. Project Timeline:**

- Detailed schedule of project timeline, including estimated start and completion dates

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**E. Budget:**

- Please provide a detailed budget, using the budget form in Appendix A, for the proposed project. The budget should account for the total project cost and delineate between grant and non-grant shares.

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**F. Budget Narrative:**

- Provide a brief explanation of each line item in the budget. For example, if you list printing costs, specify the product that is printed, number of pages, number of copies, whether they will be printed in black and white or color, etc.

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**G. Certified resolution:**

- Certified resolution authorizing the grant and contract signatory. The resolution must predate the application and the subsequent contract, but not by more than 6 months. A template is included here as Appendix B.

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**H. Vendor Profile and W-9 Forms**

- If you have not submitted these forms previously, please fill out the forms, which can be found on our website or obtained from SHPO. These forms are completed with your organization's information and are used to set you up as a vendor with the Office of the State Comptroller so that you can receive state funds. The forms can be found on our website: [https://portal.ct.gov/DECD/Content/Historic-Preservation/02\\_Review\\_Funding\\_Opportunities/Grant-Opportunities/Survey-and-Planning-Grants](https://portal.ct.gov/DECD/Content/Historic-Preservation/02_Review_Funding_Opportunities/Grant-Opportunities/Survey-and-Planning-Grants)

## Contact SHPO

**For questions, contact:**

Mary Dunne  
*Architectural Historian*  
[mary.dunne@ct.gov](mailto:mary.dunne@ct.gov)  
(860) 500-2356

**Mail applications to:**

DECD/State Historic Preservation Office  
Attn: Mary Dunne  
450 Columbus Boulevard, Suite 5  
Hartford, CT 06103

## Historic Preservation Enhancement Grant Application Cover Sheet

## GRANT INFORMATION

### **Non-Matching Federal Funds up to \$20,000**

## APPLICANT INFORMATION

Name of Municipality:

### Chief Elected Official:

**Federal Employer ID Number:**

DUNS Number:

Street Address:

**Municipality:**

Contact Name:

## Daytime Phone

Email Address:

**Website:**

Mailing address:

### Municipality:

## PROJECT INFORMATION

Brief explanation of the project including address and date of construction of the historic resource, if applicable:

Grant Amount Request: \$

Has the applicant received a grant from SHPO in the past:

yes  no

Is this a subsequent phase of a project:

yes  no

Is this a new initiative:

yes  no

## Historic Preservation Enhancement Grant Application Cover Sheet

List any previous grants received from SHPO (include grant type, date awarded, and award amount):

### LEGISLATIVE INFORMATION

U.S Representative's Name:	District #
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State Senator's Name:	District #
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State Representatives Name:	District #
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### AUHTORIZATION

Name of Authorized Official:
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Title
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Signature:	Date:
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## Historic Preservation Enhancement Grant Application Checklist

Required Items	Included	N/A	Comments
Application Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Budget	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
W-9	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	
Direct Deposit Forms Incl. copy of cancelled check or Deposit Slip	<input type="checkbox"/>	<input type="checkbox"/>	

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

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

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

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

Date \_\_\_\_\_

## Appendix A: Budget

	Grant Share	Applicant Share	Total
<b>Consultant Fees (list type of consultant)</b>			
<b>Supplies</b>			
<b>Printing/Copying</b>			
<b>Postage</b>			
<b>Advertising</b>			
<b>Other (Specify)</b>			
<b>Total</b>			

## Appendix B: Certified Resolution

### Instructions for Certified Resolutions

The certified resolution should name an individual (or individuals) authorized to sign contracts with the State of Connecticut on behalf of the grantee. A new resolution (with original signature) must accompany every grant contract. Grantees may use the template provided or reproduce the template on organization letterhead. Please follow these instructions closely.

If the secretary is not available, or the secretary is the “authorized official,” then another officer of the board may sign the certification.

The meeting date must be BEFORE the contract is signed. There is no need to hold another board meeting or to pass another resolution if the individual named continues to be authorized. If that is true there is no time limit on this date.

Affix corporate seal if the organization has one. If not, write “L.S.” inside a circle signifying “in lieu of seal.”

This date must be current. It can be the same date the accompanying contract is signed or within a few weeks BEFORE the contract signature date.

#### **CERTIFIED RESOLUTION** (to accompany contract)

I, **NAME OF SECRETARY (OR OTHER BOARD OFFICER)**, Secretary of **NAME OF ORGANIZATION AS INCORPORATED**, a Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on **DATE** of board meeting (*held BEFORE contract is signed*), at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

**RESOLVED**, that **NAME OF OFFICIAL**, who is the **TITLE** of this corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

(Signature)

**NAME OF SECRETARY**

**DATE (BEFORE contract is signed)**

A person cannot certify him or herself as the authorized official of an organization, i.e. the signature on the resolution and contract must be two different people. If the organization wishes the board secretary to sign the contracts, then another officer of the board should sign the resolution.

## Template for Certified Resolutions

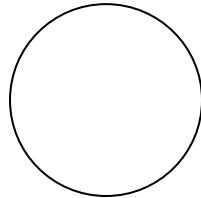
*\*the following should be printed on organizational letterhead*

### Certified Resolution

I, **NAME OF SECRETARY (OR OTHER BOARD OFFICER)**, Secretary of **NAME OF ORGANIZATION AS INCORPORATED**, a Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on **DATE** of board meeting (**held BEFORE contract is signed**), at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

**RESOLVED**, that **NAME OF OFFICIAL**, who is the **TITLE** of this corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
(Signature)

**NAME OF SECRETARY**

**DATE (BEFORE contract is signed)**