**APPLICATION GUIDELINES**

**Grant Overview**

* **The State Historic Preservation Office (SHPO) offers matching, reimbursement Historic Restoration Fund (HRF) grants of up to $100,000 to Connecticut municipalities and 501 ©3 and 501 ©13 nonprofits for capital projects or archaeological site preservation, protection and stabilization at historic properties listed on the State or National Register of Historic Places.**
* **HRF grants are funded by the Community Investment Act (also known as Public Act 05-228), which was signed into law on July 11, 2005. The Act provides increased funding for historic preservation as well as open space, farmland preservation, and affordable housing.**
* **The SHPO office strongly recommends contacting Erin Fink at** [**Erin.Fink@ct.gov**](mailto:Erin.Fink@ct.gov) **to schedule a site visit or phone call before beginning an application.**

**Eligible Applicants:**

* **Municipalities**
* **501©3 or 501©13 nonprofit organizations that have had tax-exempt status for at least two years**
* **No agency or organization can act as a fiscal agent to receive or disburse HRF grant funding.**

**Eligible Projects:**

* **Buildings, structures, objects, and sites listed on the State or National Registers of Historic Places.**
* **Properties must be owned by the eligible applicant. Properties that are owned by a municipality but leased to a 501©3 or 501©13 nonprofit organization are eligible but the nonprofit organization must have a long-term lease of at least 20 years at the time of the application.**

**Eligible Activities and Costs:**

**Historic Structures**

* **Hard costs associated with restoration or rehabilitation that meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties.**
* **Mechanical, electrical, and/or plumbing upgrades as well as ADA accessibility are eligible.**
* **Applications must be composed of single or multiple discrete capital projects. Work that is a subset of a larger construction project where historic preservation is not the primary focus is not eligible.**

**Archaeological Sites**

* **Archaeological Investigation.**
* **Activities that preserve, protect, and/or stabilize an archaeological site against nature, human, or other causes.**
  + **Examples include, but are not limited to, game cameras, site capping and erosion control.**

**Ineligible Activities and Costs**

* **Soft costs.**
* **Pre-development costs.**
* **Costs associated with a project already underway.**
* **Costs incurred prior to the contract start date or after the contract expiration date.**

**Funding Details**

* **Grants range from $5,000 to $100,000.**
* **Grants must be matched on a one-to-one basis with cash.**
  + **Federal funds and other non-state funds can be used as a match.**
  + **In-kind services cannot be used as a match.**
* **Grant funds are paid to grantees on a single-payment reimbursement basis following the completion of the project and approval of all work by SHPO staff.**

**Grant Specifications**

**Historic Architect, Engineer, or Consultant: At the discretion of the SHPO, applicants may be required to hire an historic architect, engineer, or other qualified preservation consultant to define the scope of work and/or create design development level plans that meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties.**

**State Procurement: The use of state funds requires an open bidding process. Contractors cannot be pre-selected and potential contractors cannot play a role in the design of the project or application. Bidding, contracting and construction guidelines can be found here:** [**https://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350**](https://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350)

**Preservation Restriction**

* **Grantees are required to provide SHPO with a preservation restriction on the property that benefited from HRF grant funding.**
* **The restriction is placed on the entire legal parcel.**
* **The duration of the restriction is determined by the amount of grant funding received:**
  + **$0- $20,000, five year restriction**
  + **$20,001 to $50,000, ten year restriction**
  + **$50,001 to $100,000, fifteen year restriction**
  + **\*If the property has an active preservation restriction, the applicant will complete an amendment to the existing restriction that extends it according to the schedule above.**

**Under the terms of the restriction, the property owner agrees:**

* **Not to perform work other than routine maintenance without SHPO permission.**
* **To ensure reasonable opportunities for the public to view the property.**
* **Not to change the use of the property without prior consent from SHPO.**

**Reapplication**

* **Grantees can apply for HRF grant funding multiple times.**
* **Grantees may only have one active HRF grant at a time; existing grants must be closed before a new application is submitted.**

**Publicity**

**Grantees are required to credit SHPO and the Historic Restoration Fund grant program in all print, audio, video, internet and publicity materials.**

**Insurance**

* **Grantees are required to hold insurance starting with construction through the expiration of the preservation restriction.**
* **State of Connecticut Department of Economic and Community Development must be listed as additionally insured.**
* **Non-profits: insurance requirements are outlined in the Assistance Agreement executed upon grant award, a template of which can be found on the program website:** [**http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350**](http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350)
* **Municipalities: current insurance held by municipality is sufficient.**

**Grant Cancellations**

**SHPO has the right to withhold, reduce, or cancel a grant 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 go out to bid within 120 days of the grant contract execution.**
* **Demonstrates inadequate financial management or oversight.**
* **Does not properly credit SHPO financial support.**
* **Experience significant changes in the scope of work.**
* **Completes work without prior approval of SHPO.**
* **Experiences significant delays in the grant project.**
* **Does not adhere to the Secretary of the Interior’s Standards for the Treatment of Historic Properties.**

**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.**
* **To be considered for the next available HPC meeting, applications must be submitted by the 10th of the previous month.**

**Assistance Agreement**

**Once the grant is awarded, an assistance agreement is executed between the grantee and SHPO/Department of Economic and Community Development.**

* **This contract must be signed and returned to SHPO within 30 days of receipt.**
* **It can take 2-3 months before the contract is fully executed.**

**Procurement**

* **Once the contract is fully executed, the project can be put out to bid.**
* **Invitation to bid package must be submitted to SHPO for review and approval at least two weeks before advertisement.**
* **After the grantee advertises the project, bid results must be submitted to SHPO for review and approval before a contractor is chosen.**
* **Contract between the grantee and contractor must be submitted to SHPO for review and approval before executed.**
* **More details regarding the procurement process can be found in the Bidding, Contracting, and Construction Guidelines:**
* **http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350**

**Change Order(s)**

* **Any changes to the proposed scope of work must be submitted to SHPO for review prior to being carried out.**

**Grant**

**Administration**

**Closeout**

* **Once the project is complete, a site visit must be scheduled and a closeout package submitted to SHPO for review and approval. Closeout guidelines can be found here:**
* **http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350**

**Reimbursement**

* **Upon approval of the closeout package, and once the preservation restriction is filed on the local land records, SHPO will submit a grant reimbursement request to the Office of Financial Administration. Reimbursement usually takes 4-6 weeks.**





