

Department of Economic and  
Community Development

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State Historic Preservation Office



# State Historic Preservation Office

## Threatened Properties Fund Grant Application Guidelines

September 2014

State Historic Preservation Office

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## Threatened Fund Grants Overview (TPF)

The State Historic Preservation Office (SHPO) offers Threatened Properties Fund Grants (TPF) for historic resources which have been damaged by unanticipated man-made or natural acts and circumstances beyond the owner's control, including: acts of nature, fire, vandalism, etc. TPF grants are available to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits to be used for the restoration, rehabilitation, or stabilization of Connecticut's historic resources which are listed in the State or National Registers of Historic Places.

TPF grants are accepted by invitation only. Pre-Applications will be accepted on a rolling basis and will be reviewed by SHPO staff. If a pre-application is approved, an invitation to apply will be provided to the applicant. The formal TPF grant application will be reviewed and approved by the Historic Preservation Council.

- Grant awards range from \$2,500-\$100,000, based on funding availability;
- Grant awards must be matched on a one-to-one basis;
- In-kind services and donations can be used toward the matching amount-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;
- Pre-development costs and architectural fees are eligible expenses;
- Contractors and consultants must be publically bid according to DECD procedures;
- Work completed prior to the execution of the Assistance Agreement is not eligible toward this grant;
- Facilities must be open to the public or work must be visible to the public;
- A preservation easement of limited duration must be placed on the property following completion of the project;
- 25% of the grant award will be paid to the grantee at the time of the execution of the grant Assistance Agreement, subsequent progress payments will be made on a payment schedule developed between the grantee and SHPO; and
- Project work must be consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties

TPF 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 and provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

TPF grants require a preservation consultant, either a Historical Architect or Structural Engineer who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. These grant funds can be used to hire a preservation consultant according to DECD's Professional Services Selection Process (see Appendix C). The consultant will design plans and specifications to be reviewed and approved by SHPO before construction begins.

Contractors must also be publically bid according to DECD's Bidding, Contracting & Construction Guidelines (see Appendix D).

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 construction grant at a time. Any existing construction grants must be officially closed before a new application is submitted to SHPO.

### **Application Information**

Pre-applications are accepted on a rolling basis. SHPO staff will review each pre-application and successful applicants will be provided an invitation to apply. Only complete pre-applications will be considered for funding.

Once a pre-application is approved, applicants will complete the full TPF application. The applications must be received by the 10<sup>th</sup> of a month to be considered for approval by the Historic Preservation Council, which meets the 1<sup>st</sup> Wednesday of each month. Applications received after the 10<sup>th</sup> of a month, will be placed on the following month's agenda. Only complete applications will be considered for funding.

### **Selection Process/Scoring**

SHPO staff scores each TPF application according to a pre-determined set of criteria.

The Scoring Sheet and Scoring Guidance can be found in Appendix A.

## Preservation Restriction

TPF 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:

1. Not to perform any work on the property other than routine maintenance without the permission of the SHPO
2. 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:

- (a) grant assistance from \$0 to \$20,000: five-year Preservation Restriction;
- (b) grant assistance from \$20,001 to \$50,000: ten-year Preservation Restriction;
- (c) grant assistance from \$50,001 to \$100,000: fifteen-year Preservation Restriction;
- (d) grant assistance in excess of \$100,000: twenty-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**

## Application Guidance and Instructions

The Threatened Properties Fund grant application is an online application.

### Applicant Information

Please complete each section

### Project Site Information

Please complete each section

### Legislative Information

Please complete each section

### Project Information

1. Please provide a narrative of the project including
  - a description of the existing condition
  - a description of the damage and how it occurred
  - a description of the work proposed
  - the need for the project
  - explanation of why is this project the applicant's highest priority
  
2. **Project Type**
  - a. Choose the project type
    - i. 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.
    - ii. 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.

- iii. Stabilization-the act of structurally stabilizing a building, based on a professional condition assessment
3. Grant awards range from \$2,500-100,000
  4. The applicant must submit a letter from an attorney licensed to practice in the State of Connecticut is required which identifies the following:
    1. Properties Legal Owner of Record
    2. Names of Other Parties Holding Interest
    3. A Preservation Restriction Can Be Placed on the property
      - a. Include the names and contact information for the owner and anyone with a legal interest in the property
      - b. Can a Preservation Restriction be placed on the property according to the legal opinion
      - c. Upload the legal opinion on the main page of the website
      - d. Submit the original, signed legal opinion to SHPO
  5. Identify if the applicant owns or leases the property
    1. If the property is leased, the applicant must hold a long-term lease of at least 20 years at the time of application.
      - a. Upload a copy of the lease on the main page of the website
    2. If the property is leased, the applicant must submit notarized letters from the owner/s of the property granting permission to the applicant to submit the application
      - a. Upload a copy of the Certificate of Title on the main page of the website
      - b. Upload any notarized letters
      - c. Submit the original notarized letters to SHPO
  6. Check yes if the applicant has received a grant from SHPO in the past

- a. list any grants previously received from SHPO including the type of grant, award date, and amount
7. List any state grants for capital projects in the last three years
8. All SHPO construction grants require an easement/restriction. A copy of the Preservation Restriction can be found on our website. Please contact Julie Carmelich, Preservation Restriction Administrator, at [Julie.Carmelich@ct.gov](mailto:Julie.Carmelich@ct.gov) with any questions.
9. Identify if the property has had a Preservation Restriction in the past
  - a. if so, for what project and is it still active
10. 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 on our website
11. A signed Financing Plan & Budget and a detailed budget completed by the project consultant are required with the application. The Financing Plan & Budget can be on our website. Please note there are six tabs on the form
  - a. Upload the Financing Plan & Budget on the main page of the website
  - b. Submit original signed Financing Plan & Budget to SHPO
12. If the project involves any ground disturbance, an archaeological survey or monitoring may be required. If the project will involve ground disturbance, please contact Daniel Forrest, Staff Archaeologist, at [Daniel.Forrest@ct.gov](mailto:Daniel.Forrest@ct.gov) prior to submitting an application for guidance
  - a. Please indicate the recommendation from Daniel Forrest
13. A long-term preservation plan for the property is required for this grant program. The plan should include a list of prioritized projects, expected start and completion dates, existing conditions, the current and projected use, and plans for compliance with the Americans with Disabilities Act

- a. Upload a copy of the long-term preservation plan on the main page of the website (if the files are too large, please submit the hard copies to SHPO)
  
14. If the property is located within a Local Historic District, the applicant must submit a Certificate of Appropriateness for the project from the Local Historic District Commission
  - a. Upload the Certificate of Appropriateness on the main page of the website
  - b. Submit an original Certificate of Appropriateness to SHPO
  - c. If the property is located within a Local Historic District, but the Certificate of Appropriateness has not been applied for, does the applicant agree to apply for one?
  
15. Universal access is enabling every citizen an opportunity to experience a property in the same manner. This can be achieved in a variety of ways including adding ADA accessibility including ramps, elevators, entrances, etc. or comparable viewer experience.
  - a. If the project will improve universal access please explain how this will occur
  
16. Please indicate how many, if any, permanent jobs will be added by the project and what types of jobs they will be
  
17. The State Historic Preservation Plan *Investment in Connecticut: State Historic Preservation Plan 2011-2016*, provides an overview of the state's architectural, archaeological and historical heritage and the diversity of these resources. The Plan also outlines the goals for SHPO which are:
  - Promote identification and recognition of a wide range of cultural resources that reflect the historical development of the state and its individual communities, and the heritage of a multi-cultural society.
  - Implement programs and policies to protect Connecticut's diversity of heritage resources.
  - Promote statewide adoption of an historic preservation ethic.
  - Encourage heritage resource planning at the state and local government levels.

A copy of the Plan can be found at:

[http://www.ct.gov/cct/lib/cct/state\\_historic\\_preservation\\_plan\\_ic.pdf](http://www.ct.gov/cct/lib/cct/state_historic_preservation_plan_ic.pdf)

18. A stipulation of the Preservation Restriction is that all projects funded with this grant program must be visible and open to the public at least twelve days a year on an equitably spaced basis and available by appointment. Please review the Preservation Restriction which can be found on our website

- a. Upload a copy of the visitation schedule on the main page of the website

19. Will additional visitors/residents be able to use the property?

- a. If yes, please explain how this will occur

20. Is the property used on a regular basis by the community for example a town hall, post office, library, police or fire station, etc.

- a. If yes, please explain how this will occur

21. Certified Local Governments are municipalities that have a preservation partnership with the SHPO and the National Park Service. A list of Certified Local Governments can be found at [http://grants.cr.nps.gov/CLG\\_NEW/CLG\\_REVIEW/search.cfm](http://grants.cr.nps.gov/CLG_NEW/CLG_REVIEW/search.cfm)

22. The mission of the Office of the Arts is to develop and strengthen the arts in Connecticut and to make artistic experiences widely available to residents and visitors. Information on the Office of the Arts can be found at:

<http://www.cultureandtourism.org/cct/cwp/view.asp?a=3948&q=464520>

The mission of the Office of Tourism is to make tourism a leading economic contributor and a source of pride for Connecticut. Information on the Office of Tourism can be found at

<http://www.cultureandtourism.org/cct/cwp/view.asp?a=3948&q=464698>

- a. If yes, please explain

23. FEMA flood maps

Create a FEMA Flood Insurance Rate Map (FIRM)

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

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

- a. Upload the FEMA FIRM map on the main page of the website

24. Please identify if the property is within one of the following areas:

- Neighborhood Revitalization Zones- areas identified through a collaboration of the Connecticut Office of Policy and Management, residents, businesses, and local governments to determine the vision and priorities of neighborhoods. Information regarding Neighborhood Revitalization Zones can be found at <http://www.ct.gov/opm/cwp/view.asp?a=2985&q=383116>
- Main Street Communities- communities that have formed a partnership with the Connecticut Main Street Center and the National Main Street Center. A list of Main Street Communities can be found at <http://ctmainstreet.org/our-communities/>
- National Heritage Areas- areas designated by Congress where natural, cultural and historic resources combine to form a cohesive, nationally important landscape. A list of National Heritage Areas can be found at <http://www.nps.gov/history/heritageareas/INDEX.htm>
- State and Federally recognized Heritage Trails in Connecticut include:
  - The Connecticut Freedom Trail <http://www.ctfreedomtrail.org/>
  - The Farmington Canal Trail <http://www.farmingtoncanal.org/>
  - The Connecticut Women's Heritage Trail <http://www.cwhf.org/educational-resources/heritage-trail>
  - The Washington-Rochambeau Revolutionary Route <http://www.w3r-us.org/>

25. Click Submit

## Additional Information Required

1. Provide a disk or USB drive with photographs of the property
  - a. For buildings or structures-please include photographs of each elevation of the building and detailed photographs of the project areas
  - b. For landscapes or archaeological sites-please include photographs of the entire property and detailed photographs of the project areas

**Threatened Properties Fund Grants Application Checklist**

Required Items	Included	N/A	Comments
Project Narrative	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Long-Term Preservation Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Letter from an attorney	<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"/>	
Certificate of Appropriateness	<input type="checkbox"/>	<input type="checkbox"/>	
Certificate of Title	<input type="checkbox"/>	<input type="checkbox"/>	
Long-Term Lease	<input type="checkbox"/>	<input type="checkbox"/>	
Financing Plan & Budget	<input type="checkbox"/>	<input type="checkbox"/>	
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 \_\_\_\_\_