

Connecticut State Historic Preservation Office

Historic Restoration Fund Pre-Application Instructions

June 2024

Introduction

- The Connecticut State Historic Preservation Office (CT SHPO) administers the Historic Restoration Fund program (HRF), a 50% matching reimbursement grant program for the preservation of historic properties and sites that are listed in the State or National Register of Historic Places, either individually or as part of a district. Properties must be owned by a municipality or non-profit 501c3 or 501c13 to qualify.
- 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.

General Information for 2024-2025

- It is anticipated that funding for this round will be in the range of \$1,000,000.
- Applications are due October 18, 2024 and grant awards will be announced by January 17, 2025.
- The date for project completion will be March 26, 2027.

Schedule for 2024- 2025

- January 1, 2024 through March 1, 2024:** Schedule an online preliminary meeting to discuss the proposed project with program administrator, Erin Fink.
- March 29, 2024:** Complete an online letter of intent.
- May 10, 2024:** Organizations will be notified regarding the status to submit a full application.
- June 25, 2024:** Applicants must attend a virtual pre-application workshop.
- October 18, 2024:** Full online applications are due by midnight.
- January 2025:** Funding allocations will be made by the Connecticut Historic Preservation Council. Written notification regarding award status will follow.
- February 18, 2025:** Applicants must attend a virtual post-award workshop.
- March 28, 2025:** Deadline to submit signed contract and final scope of work.
- April 28, 2025:** Deadline to submit final bid-level construction documents.

- **June 30, 2025:** Deadline for completion of procurement process and selection of construction contractor.
 - **June 30, 2025- January 2027:** Targeted construction period.
 - **March 2027:** Final site visit scheduled with program administrator Erin Fink.
 - **March 26, 2027:** Deadline to submit final close-out documentation for all CT SHPO funding work.
 - **June 2027- July 2027:** Anticipated reimbursement of grant by CT SHPO.
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Guidelines

1. The property must be owned or have a long-term lease (20 year minimum) by a municipality or a non-profit 501c3 or 501c13.
 2. The property must be listed in the State or National Register of Historic Places, either individually or as part of a district. To confirm, please visit: **conncris.ct.gov**
 3. The minimum grant request is \$5,000 resulting in a total project cost of at least \$10,000. The maximum grant request is \$200,000, resulting in a total project cost of at least \$400,000.
 - *Note: Due to the reimbursement nature of the program, the total cost of the project must be in place at the time the application is submitted.
 4. Requests may be submitted for construction activities including stabilization, protection, rehabilitation and restoration. Grant funding (grant plus matching share) can only be used to cover costs of materials and construction labor necessary to ensure the preservation, safety, and accessibility of historic cultural resources. Eligible interior work will generally be limited to restoration based upon documented historic evidence.
 - Architectural and engineering fees relating to the development of a conditions assessment, plans and specifications and a detailed scope of work are not eligible.
 - Architectural and engineering fees relating to the development of bid documents and project management can be used as a match.
 5. Project work involving routine maintenance, acquisition, renovation of non-historic spaces, moving of historic buildings, or construction of additions are not eligible. For buildings actively used for religious purposes, projects involving religious symbols on the interior of buildings, stained glass windows or other features are not considered eligible.
 - *Questions about the project's scope of work can be discussed at the virtual preliminary project meeting.
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Preservation Restriction

As a condition of funding, grant applicants must agree to execute and record an interior and exterior preservation restriction and maintenance agreement on the property's deeded parcel of land (i.e., the restriction will cover the interior and exterior of the resource as well as the parcel of land associated with the resource).

The duration of a preservation restriction is determined by the amount of grant funds awarded upon completion of the project. The duration of the easement follows the below schedule.

Grant award:

- \$0-\$20,000: five year preservation restriction
- \$20,0001 to \$50,000: ten year preservation restriction
- \$50,0001 to \$100,000: fifteen-year preservation restriction
- \$100,000 to \$200,000: twenty-year preservation restriction

Please see appendix A for the Sample Preservation Restriction

Please see appendix B for a Sample Legal Opinion for the Application

Project Evaluation

CT SHPO staff and Preservation CT staff will review each application. Projects will then be recommended to the Historic Preservation Council, who will provide comments and issue the final approval.

The scoring criteria for the CT SHPO and Preservation CT is as follows:

+5 Criteria 1: The scope of work consists of technical information including:

- project description,
- design development drawings, plans and specifications,
- budgetary breakdown,
- the project meets the Secretary of the Interior's Standards. *Please see appendix C for the Standards.*
 - the use of traditional materials and historically appropriate building techniques

+3 Criteria 2: The applicant demonstrates clear preservation priorities including:

- documentation of the building or site's condition,
- a list and corresponding timeline of necessary rehabilitation or restoration,
- documentation of an ongoing maintenance plan.

+3 Criteria 3: The applicant demonstrates the extent and nature of public support including support from:

- appropriate users,
- community leaders,
- public officials

+1 Criteria 4: The project complies with relevant state laws and policies. (Projects involving ground disturbance must contact CT SHPO staff archaeologists.)

- evidence that the applicant has approached the local historic commission (if applicable) for comment and consideration.

- +3 Criteria 5: The applicant demonstrates fiscal and administrative capability by including:
- authorization to apply by the board or governing body, (*Certified Resolution appendix D*)
 - a legal opinion that the organization may place the required preservation restriction on the parcel (*Appendix B*)
 - documentation of funding available to complete the project in its entirety. (Copy of the organization's operating budget)

= A maximum of 15 points total.

Additional points will be given to (SHPO will confirm, applicant not required to):

+1 first time grants in a community.

+1 projects in an underserved community.

= A maximum of 2 additional points.

Scoring sheets will be provided to each applicant by the CT SHPO after reviews are completed.

The Historic Preservation Council will evaluate the projects recommended to them based on:

+1 The project meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

+1 The project will have a substantial positive impact on the community and leverage funding.

Frequently Asked Questions

1. Can the contractor be pre-selected? "I've already promised a carpenter the job."
Answer: The contractor is the professional who performs the actual grant-assisted work. The contractor becomes involved only after the grant allocation is made and cannot be pre-selected. The contractor must be chosen in accordance with competitive procurement requirements and should be experienced in historic preservation.
2. I already completed the restoration, can I apply for reimbursement?
Answer: No costs that were incurred before the grant award will be reimbursed and can't be used as a match.
3. Can I apply for multiple grants from CT SHPO at once?
Answer: An organization should apply for a Survey and Planning grant prior to applying for a Historic Restoration Fund grant. An organization can't have two open SHPO grants at one time.
4. If our organization is awarded a grant, how long do we need to wait to apply again?
Answer: As soon as an organization completes a grant, they may submit a letter of intent for the following funding round.
5. What are the next steps if our organization is awarded a grant?
Answer: A post-award workshop will be held to cover municipal bidding procedures, competitive bidding procedures, contracting, CHRO compliance, Local Historic District

approvals, and project sign production, financial management/record-keeping, progress reporting, site visits, and the completion report.

Accessing the Application

Please visit: [Log in - Connecticut Office of the Arts: On-line Application](#)

[Platform](#) Username: Email address

Password: If a password needs to be reset, be sure to check SPAM/JUNK folders.

Appendix A:
Preservation Restriction
Sample

EASEMENTS, DECLARATION OF COVENANTS, AND DECLARATION OF PRESERVATION RESTRICTIONS

This grant of Easements, Declaration of Covenants, and Declaration of Preservation Restrictions, executed the _____ day of _____, 2020 by the [Legal Name of Your Organization] (hereinafter referred to as Grantor”) and in favor of the STATE OF CONNECTICUT (hereinafter referred to as “Grantee”), acting by the STATE HISTORIC PRESERVATION OFFICE (SHPO), an agency of the State of Connecticut having its offices at 450 Columbus Blvd., Suite 5, Hartford, Connecticut 06103.

WITNESSETH THAT,

WHEREAS, the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of buildings, structures, objects, districts, areas and sites significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and in particular the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the site and improvements thereon (hereinafter referred to cumulatively as the “Property”) which are described in Exhibits A and B hereof, together with any further exhibits to which Exhibit B may refer, attached thereto and made a part hereof, which site and improvements are hereby declared to be significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantee wishes to protect and further such interest by acquiring legally enforceable rights, running with the land, to ensure that the Grantor and its successors in title to the Property use and maintain said Property in a way which will advance and further such interest; and

WHEREAS, the Grantor likewise has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the Property, which the Grantor acknowledges to be significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantor has represented itself as the owner in fee simple of the Property subject only to the encumbrances recited in Exhibit A hereof; and

WHEREAS, the Grantor wishes to impose certain limitations, restrictions, obligations and duties upon itself as the owner of the Property and on the successors to its right, title or interest thereon, with respect to maintenance, protection, preservation, restoration, stabilization and adaptive use of said Property in order to protect the historical, architectural, archaeological and cultural qualities of the Property; and

WHEREAS, the grant of easements in gross from the Grantor, its heirs, successors and assigns to the Grantee, and the declaration of covenants and preservation restrictions by the Grantor on behalf of itself, its heirs, successors and assigns in favor of the Grantee, its successors and assigns, will assist, advance and protect the interests recited above; and

WHEREAS, among the purposes of this instrument is the purpose of the Grantor to guarantee the

preservation of the historical and architectural qualities of the Property, as provided in Section 10-411 of the Connecticut General Statutes and as set forth in Section 10-411(b)(3) of said Statutes, and to impose on the Property “preservation restrictions” as that term is used in Section 47-42a(b) of the Connecticut General Statutes;

NOW, THEREFORE, the Grantor, declaring its intention that it, its heirs, successors and assigns be legally bound hereby, in favor of the Grantee, its successors and assigns, and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations, the receipt of which is hereby acknowledged, does hereby give, grant, bargain, sell and confirm to said Grantee, its successor’s and assigns forever, easements in gross and the benefit of covenants, preservation restrictions and obligations (all as more particularly described herein and in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto and made a part hereof) in and to the Property. The easements, covenants, preservation restrictions, and obligations herein described shall constitute binding restrictions, servitudes and obligations upon the Property of the said Grantor and upon the Grantor and its successors in title and interest for the benefit of the Grantee, its successors and assigns; and to that end the Grantor hereby grants and covenants as follows on behalf of itself, its heirs, successors and assigns, jointly and severally, to and for the benefit of the Grantee, its successors and assigns, it being the intent of the Grantor and Grantee that said grants and covenants shall run as a binding servitude with the land:

1. The Grantor agrees to assume and pay the total costs of the continued maintenance, good and sound repair, and administration of the Property, whether now existing or henceforth constructed, so as to preserve and maintain the historical, architectural, archaeological and cultural qualities of the same for a period of [fifteen (15)] years in a manner satisfactory to the Grantee, its successors and assigns. For this purpose, the historical, architectural, archaeological and cultural qualities of the Property shall be deemed to be those qualities described in Exhibits A and B hereof.
2. Without express prior written permission of the Grantee, signed by its duly authorized representative, or the express written permission of the Grantee’s successors or assigns, signed by their duly authorized representative or representatives, no building or other structure or improvement shall be built or maintained on the Property site other than those buildings, structures and improvements which are as of this date located on the site, as shown in Exhibits A and B hereof, together with any further exhibits to which Exhibits A and B may refer, attached hereto and made a part hereof; and no alteration or any other thing shall be undertaken or permitted to be undertaken on said site which would affect more than marginally and insignificantly the appearance or the historical, architectural, archaeological and cultural qualities of the Property; PROVIDED, HOWEVER, that the maintenance, repair and preservation of the Property may be made without the written permission of the Grantee or its successors or assigns, and PROVIDED FURTHER, HOWEVER, that the Grantor may and shall, at its own expense, restore the existing buildings, structures and improvements on the Property site as provided in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto. The express prior written permission of the Grantee or its successors or assigns as provided in this Section 2 shall not be unreasonably withheld. Upon written request for such permission submitted via certified mail, return receipt requested or by recognized overnight courier service by the then owner or owners of the Property site and the buildings, structures and improvements thereon, the Grantee, or its successors or assigns,

shall act upon such request within ninety days of the receipt thereof, and if such request for permission is not denied in writing mailed to the said requesters at the address or addresses set forth in the request within said ninety days, such request shall be deemed approved and such permission shall be deemed granted.

3. The Property shall not be subdivided.

4. Representatives of the Grantee may inspect the Property at reasonable intervals upon reasonable notice to the possessor thereof in order to determine whether or not the covenants, restrictions, agreements and obligations recited herein are being adhered to and observed.

5. In the event of the nonperformance or violation of any duties of the Grantor, its successors, heirs or assigns, under any easement, covenant or preservation restriction provided herein, the Grantee may bring a legal action for money damages. In addition, the Grantee may institute suit to enjoin such violation and to require the restoration of the Property site, buildings, structures, or improvements thereon to the condition required by this instrument and the attachments hereto. In addition, representatives of the Grantee may do whatever is reasonably necessary, including entering upon the Property, in order to correct any such nonperformance or violation, and the Grantee may then recover the cost of said correction from the then owner or owners of the Property, site, buildings, structures and improvements. Should the Grantee resort to any of the remedies set forth in this paragraph, it may recover from the legally responsible parties all costs and expenses incurred in connection with such remedies including, but not limited to, court costs and reasonable attorney's fees.

6. The Grantee may assign the benefit of the easements, covenants, restrictions, obligations and duties set forth in this instrument to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of buildings, structures and sites significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and such assignee may act under this instrument in the same way that the Grantee would have acted, and such assignee shall have a like power of assignment.

7. Without the express prior written permission of the Grantee, its successors or assigns, the Property shall be used for the following purposes and no other

[For example, "Historic House Museum" "Municipal Services" "Social Services"]

The procedure for the requesting and granting of such express prior written permission under this section 7 shall be the same as that set forth in Section 2 of this instrument and such permission shall not be unreasonably withheld.

8. The Grantor covenants for itself, its heirs, successors and assigns that the Property shall be open to the public for viewing of its exterior and interior(s) at least twelve days a year on an equitably spaced basis between the hours of [X:XX am and X:XX pm] and at other times by appointment. The Grantor shall publish notices, giving dates and times when the Property will be open to the public, in newspapers of general circulation in the

community or area in which the Property is located. Documentation of such notices will be furnished annually to the State Historic Preservation Officer during the term of this instrument. No charges shall be made for the privilege of such viewing except to the extent that such charges have been approved in advance and in writing by the duly authorized representative or representatives of the Grantee. The procedure for submitting and responding to any request to the Grantee or its successors or assigns for permission to make such charges (which request shall include a proposed schedule of such charges) shall be the same as the procedure set in Section 2 of this instrument.

9. The Grantor, its heirs, successors and assigns, shall maintain for the Property such public liability and fire and extended coverage insurance, and flood insurance if the same is available, as shall, from time to time, be required by the Grantee, its successors or assigns, and shall provide them with satisfactory evidence of such insurance. It is contemplated by the parties hereto that the proceeds of such fire and extended coverage and flood insurance shall be used to repair and restore the Property site, buildings, structures and improvements should they be damaged or destroyed by any peril which the Grantor, its successors, heirs and assigns are required to insure against or which they have insured against. To the extent that the Property is destroyed or damaged by any casualty which the Grantor or its heirs, successors or assigns are not required to insure against and have not insured against, the Grantee, its successors and assigns shall have none of the remedies set forth out in Section 5 of this instrument for failure to repair such damages. The Grantor, its heirs, successors and assigns shall also maintain sufficient liability insurance to render the Grantee, its successors and assigns, harmless in any action arising from the acquisition, restoration, operation, maintenance, alteration or demolition of the Property or any portion of the Property, and shall provide them with satisfactory evidence of said insurance.

10. The Grantor warrants and represents that it is the owner in fee simple of the Property and all appurtenances thereto, and no other person or entity has any interest therein, except as set forth in Exhibit A hereof.

11. The Grantor shall comply with Title VI of the Civil Rights Act of 1964 [42 USC 2000(d)] and Section 504 of the Rehabilitation Act of 1973 [29 USC Section 794]. These laws prohibit discrimination on the basis of race, religion, national origin, or handicap. In implementing public access, reasonable accommodation to qualified handicapped persons shall be made in consultation with the Grantee. The Grantor, its heirs, successors and assigns agree that discrimination on the basis of race, color, national origin or disability will not occur in implementing public access provisions in accordance with 43 CFR 17.260.

12. The Grantor shall insert the provisions of this instrument into any subsequent deed or instrument of conveyance whereby it transfers title to or any interest in the Property or any portion of the Property.

13. Wherever the context of this instrument would reasonably be deemed to so require, any gender shall include any other gender, the plural shall include the singular and the singular shall include the plural.

14. The rights, remedies, privileges, duties and obligations set forth in this instrument shall inure to the benefit of, and be binding upon, as the case may be, the heirs, successors and assigns of the Grantor and Grantee, and the duties set forth herein shall run with the land.

15. The easements, covenants and restrictions set forth herein shall terminate [fifteen (15)] years from the date of this instrument, but such termination shall not affect rights accrued under this instrument prior to such termination.

16. The parties deem this instrument to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the instrument to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the Grantee, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Grantor waives any objection which it may now have or will have to the laying of venue of any claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

17. The parties acknowledge and agree that nothing in this instrument shall be construed as a modification, compromise or waiver by the Grantee of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the Grantee or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the instrument. To the extent that this section conflicts with any other section, this section shall govern.

18. (a) All references in this instrument to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the instrument at any time during its term, or that may be made applicable to the instrument during its term. This instrument shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Grantor is not relieved of its obligation to perform under this instrument if it chooses to contest the applicability of the Enactments or the Grantee's authority to require compliance with the Enactments.

(b) This instrument is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this instrument as if they had been fully set forth in it.

(c) This instrument may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and

services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this instrument as if fully set forth in it.

19. Non-discrimination. [NOTE: THIS PROVISION SHOULD ONLY BE INCLUDED IF THE GRANTOR IS NOT A MUNICIPALITY OR OTHER SUBDIVISION OF THE STATE]

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and "contract" mean this instrument and include any extension or modification of the Contract or contract;
- iii. "Contractor" and "contractor" mean the Grantor and include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and
- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real

property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (2) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (3) the federal government, (4) a foreign government, or (5) an agency of a subdivision, state or government described in the immediately preceding enumerated items (1), (2), (3), or (4).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes § 46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.
- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may

prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.
- (h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a

result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

- (i) Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by (A) having provided an affirmative response in the required online bid or response to a proposal question which asks if the contractor understands its obligations under such sections, (B) signing this Contract, or (C) initialing this nondiscrimination affirmation in the following box:

Signed, sealed and delivered

In the presence of:

Grantor Name:

Witness

By: _____
Name

Name:

Title:

Witness

Name:

STATE OF CONNECTICUT)

) ss. TOWN/CITY
COUNTY OF _____)

On this _____ day of _____, _____, before
me, the undersigned

officer, personally appeared _____, who acknowledged

herself/himself to be the _____ of _____

and that she/he, as such _____, being authorized so to do,

executed the foregoing instrument for the _____, by signing the

name of the corporation as such _____.

IN WITNESS WHEREOF, I hereunto set my hand.

Commissioner of the Superior Court/Notary Public

STATE OF CONNECTICUT BY THE
CONNECTICUT STATE HISTORIC
PRESERVATION OFFICE

_____ By: _____
Witness Name: Jonathan Kinney
State Historic Preservation Officer

STATE OF CONNECTICUT)
) Hartford
COUNTY OF HARTFORD)

On this _____ day of _____, _____, before me, the undersigned officer,
personally appeared Jonathan Kinney, who acknowledged that she is the State Historic Preservation
Officer and that she, as such SHPO being authorized so to do, executed the foregoing instrument for the
State of Connecticut by signing her name as such SHPO.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND.

Commissioner of the Superior Court/Notary Public
Name

Statutory Authority: C.G.S. § 10-411

Approved as to form:

Attorney General Date

EXHIBIT A

Exhibit A to an instrument entitled: EASEMENTS, DECLARATION OF COVENANTS, DECLARATION OF PRESERVATION RESTRICTIONS, executed on the [] day of [], 2020 by the [Legal Name of Your Organization] and the STATE OF CONNECTICUT, acting by the CONNECTICUT STATE HISTORIC PRESERVATION OFFICE and made a part thereof.

The property encompassed by the term of this Preservation Restriction includes all the land with the buildings, structures and appurtenances thereon commonly known as

[See directions.]

"As that certain piece or parcel of land, together with the buildings and improvements located thereon, situated in the [See Note Below.], County of [property in which county is located] and the State of Connecticut, bounded:

NORTHERLY: [SEE DIRECTIONS FOR COMPILING EXHIBIT A]

EASTERLY:

SOUTHERLY:

WESTERLY:

SUBJECT TO:

As recorded in Volume _____, Page _____ of the _____ Land Records.

EXHIBIT B

Exhibit B to an instrument entitled: EASEMENTS, DECLARATION OF COVENANTS, DECLARATION OF PRESERVATION RESTRICTIONS, executed on the _____ day of _____, 2020, by the [Legal Name of Your Organization] and the STATE OF CONNECTICUT, acting by the CONNECTICUT STATE HISTORIC PRESERVATION OFFICE and made a part thereof.

MAINTENANCE STANDARDS FOR NAME OF HISTORIC RESOURCE

[SAMPLE.: The following four paragraphs must have your property's information in place of the sample.]

Shortly after Cedar Hill Cemetery was established in 1864, Oswin and his two brothers, Leonard and John, purchased a large lot in Section 1. In 1873, just two years before Oswin died, the brothers erected what is known as the OSWIN WELLES MONUMENT, a bronze, life-size, female sculpture atop their granite monument. The sculpture was created and signed by noted 19th century sculptor Carl Conrads. The monument was restored in its entirety to preserve its historic integrity.

Attached hereto and made a part hereof are two photographs of the exterior showing the present appearance of the OSWIN WELLES MONUMENT.

The basic exterior dimensions of the structure were not altered. The exterior of the sculpture was restored and maintained as closely as possible to its original appearance. The intent was to preserve the sculpture and monument by removing harmful deposits, repairing cracks, and eliminating the streaks that had disfigured this historic bronze monument. All work was completed with appreciation within the framework of historical accuracy.

The Grantors herein will preserve and maintain the structure as described in good condition during the life of this Preservation Restriction.

Appendix B: Sample Legal
Letter

Sample Form of Letter Of Intent and Legal Opinion

Re: Preservation Restriction: LETTER OF INTENT

[Date]

Dear: On behalf of [owner of record of property], I by this letter confirm our intention to record a permanent Preservation Restriction and maintenance agreement on the [property name] in [town], should [applicant] be awarded a grant from the Connecticut State Historic Preservation Office, Historic Restoration Fund program.

There is no mortgage on the property. [If others have an interest in the property, (i.e., mortgagees), attach or include their intent to sign the Preservation Restriction.]

Sincerely, [Authorized Signer]

[Attach copies of the following:]

- a. A copy of the deed, with the owner's deed citation for the transfer of property from previous owner (i.e., registry, book and page number, and date the deed was recorded).
- b. The legal boundary description.
- c. Any legally recorded plot plans or surveys that might exist.
- d. A copy of the current Assessor's map.
- e. A copy of any existing restrictions.
- f. List the correct names of the owners, and the correct names of all those who have an interest in the property who should be signatories to the Preservation Restriction, including mortgagees, if any

Appendix C:
The Secretary of the Interior
Standards

APPENDIX B. THE SECRETARY OF THE INTERIOR'S STANDARDS

September 1995

The Secretary of the Interior's Standards for the Treatment of Historic Properties(abridged) **1995**

**U. S. Department of the Interior
National Park Service
National Center for Cultural Stewardship
& Partnership Programs
Heritage Preservation Services
Washington, D.C.**

The Secretary of the Interior is responsible for establishing professional standards and providing advice on the preservation and protection of all cultural resources listed in or eligible for the National Register of Historic Places.

Treatments

There are Standards for four distinct, but interrelated, approaches to the treatment of historic properties-- Preservation, Rehabilitation, Restoration, and Reconstruction. **Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. (Protection and Stabilization have now been consolidated under this treatment.) **Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. **Restoration** is undertaken to depict a property at a particular period of time in its history, while removing evidence of other periods. **Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

In summary, the simplification and sharpened focus of these revised sets of treatment Standards is intended to assist users in making sound historic preservation decisions. Choosing an appropriate treatment for a historic property, whether preservation, rehabilitation, restoration, or reconstruction is critical. This choice always depends on a variety of factors, including the property's historical significance, physical condition, proposed use, and intended interpretation.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

Standards for Preservation

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

Rehabilitation is defined as 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.

Standards for Rehabilitation

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration is defined as 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.

Standards for Restoration

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials.

7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

10. Designs that were never executed historically will not be constructed.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

Standards for Reconstruction

1. Reconstruction will be used to depict vanished or non-surviving portions of a property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.
2. Reconstruction of a landscape, building, structure, or object in its historic location will be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures will be undertaken.
3. Reconstruction will include measures to preserve any remaining historic materials, features, and spatial relationships.
4. Reconstruction will be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties. A reconstructed property will re-create the appearance of the non-surviving historic property in materials, design, color, and texture.
5. A reconstruction will be clearly identified as a contemporary re-creation.
6. Designs that were never executed historically will not be constructed.

Preservation as a Treatment. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations, Preservation may be considered as a treatment. Prior to undertaking work, a documentation plan for Preservation should be developed

Rehabilitation as a Treatment. When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.

Restoration as a Treatment. When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned, Restoration may be considered as a treatment. Prior to undertaking work, a particular period of time, i.e., the restoration period, should be selected and justified, and a documentation plan for Restoration developed.

Reconstruction as a Treatment. When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation

exists to ensure an accurate reproduction, Reconstruction may be considered as a treatment. Prior to undertaking work, a documentation plan for Reconstruction should be developed.

The Secretary of the Interior's Standards for the Treatment of Historic Properties may be applied to one historic resource type or a variety of historic resource types; for example, a project may include a complex of buildings such as a house, garage, and barn; the site, with a designed landscape, natural features, and archeological components; structures such as a system of roadways and paths or a bridge; and objects such as fountains and statuary.

Historic Resource Types & Examples

Building: houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, hotels, theaters, stationary mobile homes, schools, stores, and churches.

Site: habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, ruins, gardens, grounds, battlefields, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.

Structure: bridges, tunnels, gold dredges, fire towers, canals, turbines, dams, power plants, corn-cribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.

Object: sculpture, monuments, boundary markers, statuary, and fountains.

District: college campuses, central business districts, residential areas, commercial areas, large forts, industrial complexes, civic centers, rural villages, canal systems, collections of habitation and limited activity sites, irrigation systems, large farms, ranches, estates, or plantations, transportation networks, and large landscaped parks.

The Technical Preservation Services Branch (TPS), Heritage Preservation Services Division, prepares illustrated guidelines to assist property owners and others in applying the treatment Standards to specific property types, such as historic buildings and landscapes. Guidelines establish a model process to follow when planning for treatment, providing technical and design recommendations within a consistent philosophical context. Please write: Technical Preservation Services, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127 for further information as well as order forms.

TPS publishes other educational information on preserving, rehabilitating, and restoring historic buildings and landscapes. Many TPS publications, such as the *Preservation Briefs* series, are available from the Superintendent of Documents, Government Printing Office. Write to TPS at the above address for a free copy of the current *Catalog of Historic Preservation Publications*, which includes stock numbers, prices, and a convenient order form.

<https://www.nps.gov/subjects/taxincentives/secretarys-standards-rehabilitation.htm>

Appendix D:
Sample Certified
Resolution

Sample of Certified Resolution

Connecticut State Historic Preservation Office Historic Restoration Fund Program

Certified a true copy of a resolution adopted by [The Town/City or Organization] at a meeting of its [Town Council/Board] on [Date] and which has not been rescinded or modified in any way whatsoever.

Clerk / Board Chairman/Signatory Signature

Date

Printed Name of Clerk/ Board Chairman/ Signatory Signature

WHEREAS, it is desirable and in the public interest that the [The Town/City or Organization] will make an application to the State for [Grant Request Amount] in order to undertake a Historic Restoration Fund grant program and to execute an Assistance Agreement therefore, should one be offered.

Appendix E:
Sample Application
(THE APPLICATION MUST BE SUBMITTED USING THE
ONLINE PORTAL)

Application: HRFOct2024-0000000001

Erin Fink - erin.fink@ct.gov
2024 CT SHPO Historic Restoration Fund Application

Summary

ID: HRFOct2024-0000000001

Guideline Compliance

Incomplete

Please confirm compliance with the HRF guidelines

Form for "Please confirm compliance with the HRF guidelines"

Guideline compliance.

Is the property owned by a non-profit 501c3 or 501c13?

(No response)

Is the property listed in the State or National Register of Historic Places, either individually or as part of a district?

To confirm, please visit: conncris.ct.gov

(No response)

Please indicate that your organization understands that this is a reimbursement grant. The total project cost must be in place at the time this application is submitted. The project must be paid for, completed and closed-out before the state will reimburse half of the project cost.

For example, if the minimum grant request is \$5,000, the total project cost must be at least \$10,000. If the maximum grant request is \$200,000, the total project cost must be at least \$400,000.

(No response)

Total grant request from CT SHPO:

(No response)

How will the project be paid for?

Keep in mind, the project can't be match with any State funding.

Federal funding, private foundation funding, private donations, endowment funds and fundraising campaigns are acceptable matches.

(No response)

4. Requests may be submitted for construction activities including stabilization, protection, rehabilitation and restoration. Grant funding (grant plus matching share) can only be used to cover costs of materials and construction labor necessary to ensure the preservation, safety, and accessibility of historic cultural resources. Eligible interior work will generally be limited to restoration based upon documented historic evidence.

Please identify the category your project belongs in:

(No response)

Applicant Information

Incomplete

Form for "Applicant Information"

Applicant Information

Organization name:

Example: The Benson Historical Society

(No response)

Building or site name:

Example: The General Piper House

(No response)

Please write the current use of the organization. Please list any other organizations that utilize the building or site.

The building is used as a house of worship. The building is also used by Alcoholics Anonymous.

(No response)

Building or site address:

15 Percy Drive, Plainville, CT. 06062

(No response)

Scoring Criteria #1

Incomplete

+5 Points

The scope of work consists of technical information including:

- project description,
- design development drawings, plans and specifications,
- budgetary breakdown,
- the project meets the Secretary of the Interior's Standards: the use of traditional materials and historically appropriate building techniques

Form for "Scoring Criteria #1"

Project description:

Please describe the proposed work in order of priority with a short explanation of what the work is and why it is being proposed. Please reference the drawings, plans and specifications.

Example:

Masonry

Displaced brick masonry at south corner and masonry/beam repair along full length of south elevation.

- Remove Second Floor ceiling plaster in south corner to expose soffits of steel beams that support brick bearing wall above.
- Expose embedded structural steel and perform structural steel repairs as outlined in the "structural repairs" section below and noted on the drawings.

(No response)

Please upload:

Design Development Drawings, Plans and Specifications, Construction Documents (if available), Bid Documents (if available), any other relevant project information (this may include hazardous materials testing including lead, pcbs, etc.)

This is an optional space for any additional comments about the uploaded documents.

(No response)

Please describe how the project meets the Secretary of the Interior's Standards.

This explanation should include what traditional materials will be used and the historically appropriate building techniques that will be used. If substitute materials are proposed, please explain the reason.

Example: The work for this project consists of temporary repairs and modifications to prevent continued water ingress and long-term structural and masonry repairs where water ingress has caused masonry cracking due to corrosion of the embedded structural steel frame. The scope of work aligns with the Secretary of the Interior Standards because all repairs/replacement of select roofing and drainage components, repair and protection of embedded structural steel, flashing installation, masonry rebuilding, stone pinning and crack repairs, and miscellaneous interior and exterior finish work at repair areas will be in-kind.

(No response)

Budget:

Requests may be submitted for construction activities including stabilization, protection, rehabilitation and restoration.

Grant funding (grant plus matching share) can only be used to cover costs of materials and construction labor necessary to ensure the preservation, safety, and accessibility of historic cultural resources. Eligible interior work will generally be limited to restoration based upon documented historic evidence.

•Architectural and engineering fees relating to the development of a conditions assessment, plans and specifications and a detailed scope of work are not eligible.

•Architectural and engineering fees relating to the development of bid documents and project management can be used as a match.

Example:

- Item #1, Repoint brick chimney, \$1,148.00, Mason
- Item #2, Perform sheet metal roof seam patch, \$641.00, Roofer
- Item #3, Project management, \$2,500, Architect
- Item #4, Scaffolding, \$13,500, General Contractor

	Item	Cost	Trade
Item #1			
Item #2			
Item #3			
Item #4			
Item #5			
Item #6			
Item #7			
Item #8			
Item #9			
Item #10			
Item #11			

Item #12			
Item #13			
Item #14			
Item #15			

Photographs

Incomplete

Please include the following photographs:

- Front of building
- Back of building
- Exterior side 1
- Exterior side 2
- Building within the streetscape
- Interior photograph 1st floor
- Interior photograph basement (optional)
- Interior photograph 2nd floor (optional)
- Interior photograph additional floors (optional)
- Representative project photograph (Example: if window restoration of 38 windows, include 1 photograph of the window in the worst condition)
- Additional project photograph (optional)

Scoring Criteria #2

Incomplete

- +3 The applicant demonstrates clear preservation priorities including:
- documentation of the building or site's condition,
 - a list and corresponding timeline of necessary rehabilitation or restoration,
 - documentation of an ongoing maintenance plan.

Form for "Scoring Criteria #2"

Please explain the current condition of the building or site:

At a minimum, a condition assessment should include:

A brief description of the architectural style

A brief landscape description

A description of the features on each elevation

A description of significant materials

A list of deteriorated conditions

A list of any major alterations

A description of the features on each interior floor or space

A list of prioritized needs

An explanation of any potential loss or destruction

(No response)

Please list the building or site's preservation priorities for rehabilitation and restoration.

(No response)

Please explain the organization's plan and commitment to ongoing maintenance of the building or site.

(No response)

Please upload relevant documents such as a prepared condition assessment, a list of preservation priorities with corresponding timeline of necessary rehabilitation, and/or a written maintenance plan.

Scoring Criteria #3

Incomplete

+3 The applicant demonstrates the extent and nature of public support including support from:

- appropriate users,
- community leaders,
- public officials

Please upload letters of support for the project from:

- A person/group that uses the building
- A community leader (local mayor, select-person)
- A State Representative or Senator

Scoring Criteria #4

Incomplete

+1 The project complies with relevant state laws and policies. (Projects involving ground disturbance must contact CT SHPO staff archaeologists.)

- evidence that the applicant has approached the local historic commission (if applicable) for comment and consideration.

If site disturbance required, please upload a letter for the staff archaeologist. Catherine.Labadia@ct.gov

If the property is in a local historic district, please include a letter from the commission stating that they have been approached for comment and consideration of the proposed project.

Scoring Criteria #5

Incomplete

+3 The applicant demonstrates fiscal and administrative capability by including:

- authorization to apply by the board or governing body,
- a legal opinion that the organization may place the required preservation restriction on the parcel, and,
- documentation of funding available to complete the project in its entirety.

Please upload:

- Legal opinion
- Certified Resolution
- Copy of the organization's operating budget

Project Team

Incomplete

CT SHPO recommends that the applicant retain an architect, engineer or related professional to outline plans and specifications for the proposed project work.

If funded, most projects will continue to require a design professional (preferably the same person) to prepare bid-level (full) construction documents by April 28, 2025.

CT SHPO recommends the applicant consider a design professional with previous experience with historic buildings and the Secretary of the Interior's Standards for the Treatment of Historic Properties and if appropriate, with Guidelines for the Treatment of Cultural Landscapes.

The design professional should then be responsible for seeing that the contractor carries out all work satisfactorily.

Form for "Project Team"

Project Team

Please list the name and role of each person involved in the management of the HRF grant.

Example:

- Avery Ryan, Project Architect at Fox Designs LLC

	Name	Role
Item #1		
Item #2		
Item #3		
Item #4		
Item #5		

Contact Information:
Erin Fink at Erin.Fink@ct.gov
Program administrator for the Historic Homes
Rehabilitation Tax Credit and Historic
Restoration Fund grant program.