

Historic Restoration Fund Pre-Application Training

Connecticut State Historic Preservation Office

June 2024

Erin Fink

CT STATE HISTORIC PRESERVATION OFFICE

- SHPO administers a range of federal and state programs that identify, register and protect the buildings, sites, structures, districts and objects that comprise Connecticut's cultural heritage.
- Originally established as the CT Historical Commission in 1955, SHPO is now located within the Department of Economic & Community Development.
- Some of our partners include: NCSHPO, The National Park Service, The National Trust for Historic Preservation, Preservation Connecticut, and more.



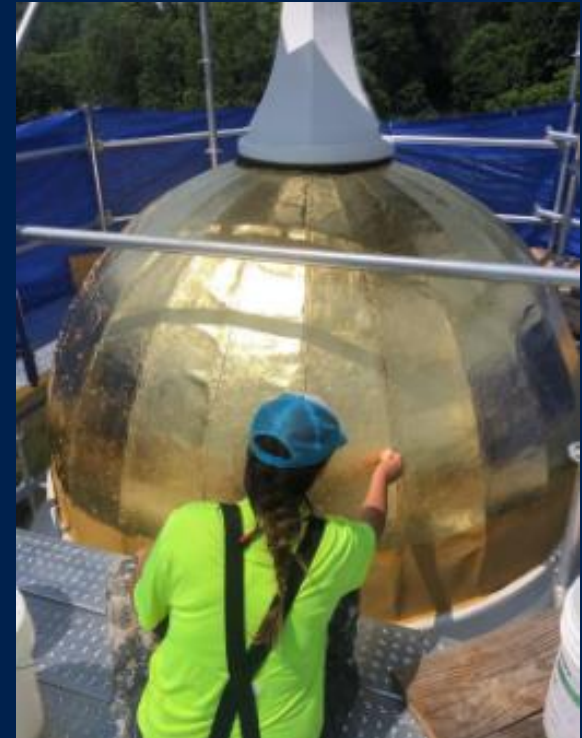
COMMUNITY INVESTMENT ACT

- The majority of SHPO's grant programs 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 funding for historic preservation as well as open space, farmland preservation, and affordable housing.
 - Since the CIA was passed in 2005, SHPO has awarded almost \$35 mil in CIA funds.
 - The CIA quarterly deposits are based upon the total from fees charged on all land transactions.
 - The Historic Restoration Fund budget is determined by CIA quarterly deposits.



GOALS OF GRANT FUNDING:

- Incentivize restoration and repair over replacement,
- Preserve distinctive features, finishes and construction techniques,
- Foster local labor from skilled craftspeople and others employed in the historic trades,
- Encourage sustainability,
- Add to the local economy from materials purchased nearby,
- Many more...



Valley Restoration LLC

GENERAL HRF INFORMATION

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



Pine Orchard Chapel, Branford, CT

FIGURES FROM LETTERS OF INTENT

- 50 organizations submitted a letter of intent.
 - The total funding request was \$7 mil.
- 26 organizations were invited to submit a full application.
 - The total funding request is \$3 mil.
- Projects include:
 - Roof replacement, window restoration, stained glass repairs, carpentry repairs, structural stabilization, remediation of hazardous materials, systems upgrades, and more.



Hazardville Institute Conservancy Society, Inc., Enfield, CT

GUIDELINES

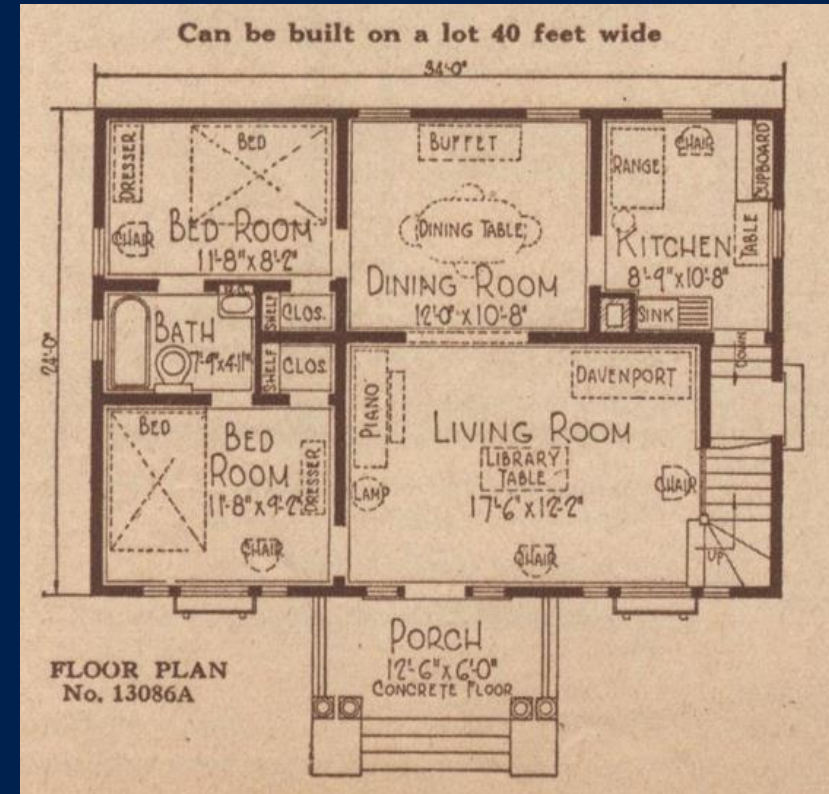
- The property must be owned or have a long-term lease (20 year minimum) by a municipality or a non-profit 501c3 or 501c13 cemetery.
- The property must be listed in the State or National Register of Historic Places, either individually or as a part of a district. To confirm, visit: conncriis.ct.gov
- This is a matching, reimbursement program. The total cost of the project must be in place at the time the application is submitted.
 - The minimum grant request is \$5,000 resulting in a total project cost of \$10,000. The maximum grant request is \$200,000, resulting in a total project cost of \$400,000.



Governor Samuel Huntington House, Scotland, CT.

INELIGIBLE PROJECTS/ACTIVITIES:

- Routine maintenance,
- Acquisition,
- Renovation of non-historic spaces,
- Moving of historic buildings,
- New additions,
- Architectural and engineering fees relating to the development of a conditions assessment, plans and specifications and a detailed scope of work are not eligible,
- Changes to historic floor plans,
- Replacement of historic building fabric unless it is in-kind and the feature is beyond repair,
- Fixtures and new appliances



Sears Kit House "Crescent Model"

TYPES OF PROJECTS FUNDED

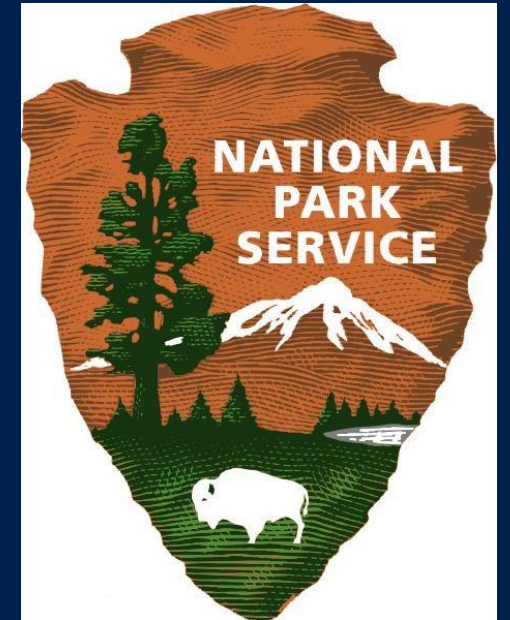
- Construction activities:
 - Stabilization
 - Protection
 - Rehabilitation
 - Restoration
- Examples of past projects: repair and restoration of porches, steps, doors, windows, chimneys, roofs, painting, carpentry, foundations, repointing, structural repairs and stabilization, HVAC, lightning protection, abatement of hazardous materials...



The Barnum Museum, Bridgeport, CT.

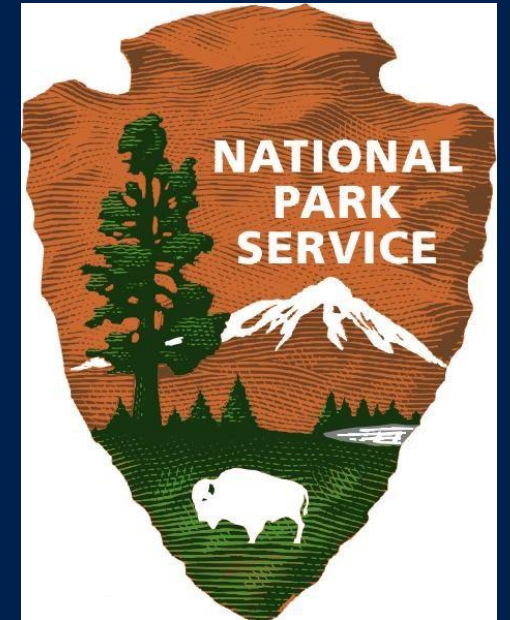
SECRETARY OF THE INTERIOR STANDARDS

- The scope of work in each HRF application will be evaluated using the Secretary of the Interior's Standards.
- The standards include:
 - A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - The historic character of a property shall be retained and preserved.
 - The removal or alteration of features and spaces that characterize a property shall be avoided.
 - Each property shall 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 architectural elements from other buildings, shall not be undertaken.
 - Changes that have acquired historic significance in their own right shall be retained and preserved.
 - ... continued on next slide



SECRETARY OF THE INTERIOR STANDARDS

- The scope of work in each HRF application will be evaluated using the Secretary of the Interior's Standards.
- The standards include:
 - Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 - Deteriorated historic features shall be repaired rather than replaced. Where severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
 - Chemical treatments such as sandblasting that cause damage to historic materials shall not be used.
 - Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be taken.



EVALUATION PANEL

- SHPO STAFF
- PRESERVATION CT Circuit Riders
Michael Forino and Stacey Vairo
- HISTORIC PRESERVATION COUNCIL



Virtual Meeting of the Historic Preservation Council

EVALUATION CRITERIA

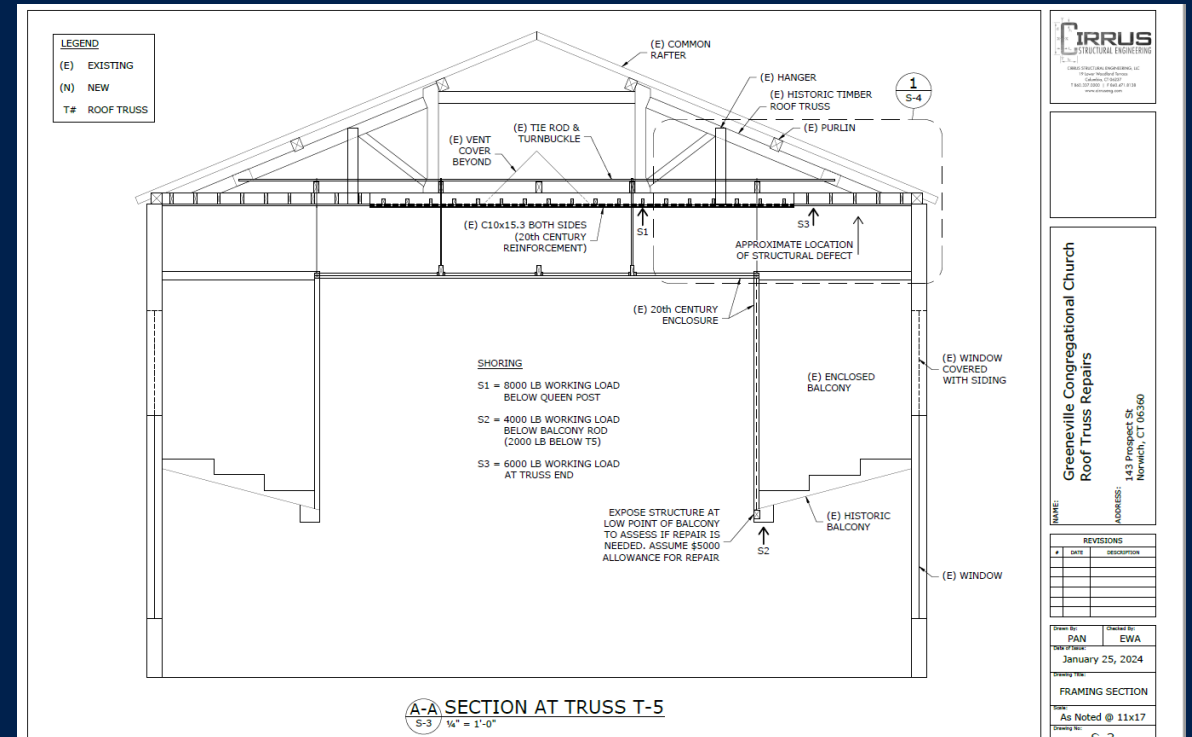
QUALIFICATIONS

- 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.



EVALUATION CRITERIA

- CRITERIA 1:
- The scope of work consists of the following technical information:
 - Project description,
 - Design development drawings, plans and specifications
 - Budgetary breakdown
 - The use of traditional materials and historically appropriate building techniques.



EVALUATION CRITERIA

- CRITERIA 2:
- The applicant demonstrates clear building evaluation and preservation priorities using:
 - Conditions Assessment (Ideally professionally prepared.)
 - Timeline of preservation priorities
 - On-going maintenance plan



Bigelow Boiler Complex, New Haven, CT.

EVALUATION CRITERIA

- CRITERIA 3:
- The applicant demonstrates that the project will have a substantial positive impact on the community and leverage funding by including letters of support from:
 - Appropriate building/site users
 - Community leaders
 - Public officials



Roseland Cottage, Woodstock, CT.

EVALUATION CRITERIA

- CRITERIA 4:
- The project complies with relevant state laws and policies:
 - Projects involving ground disturbance must contact CT SHPO staff archaeologists Catherine.Labadia@ct.gov or Cory.Atkinson@ct.gov
 - Evidence that the applicant has approached the local historic commission (if applicable) for comment and consideration.
 - Evidence the applicant has complied with any other local policies (if applicable).



EVALUATION CRITERIA

- CRITERIA 5:
- The applicant demonstrates fiscal and administrative capability by including:
 - A certified resolution to apply
 - A legal opinion that the organization may place the required preservation restriction on the parcel
 - A copy of the organization's operating budget

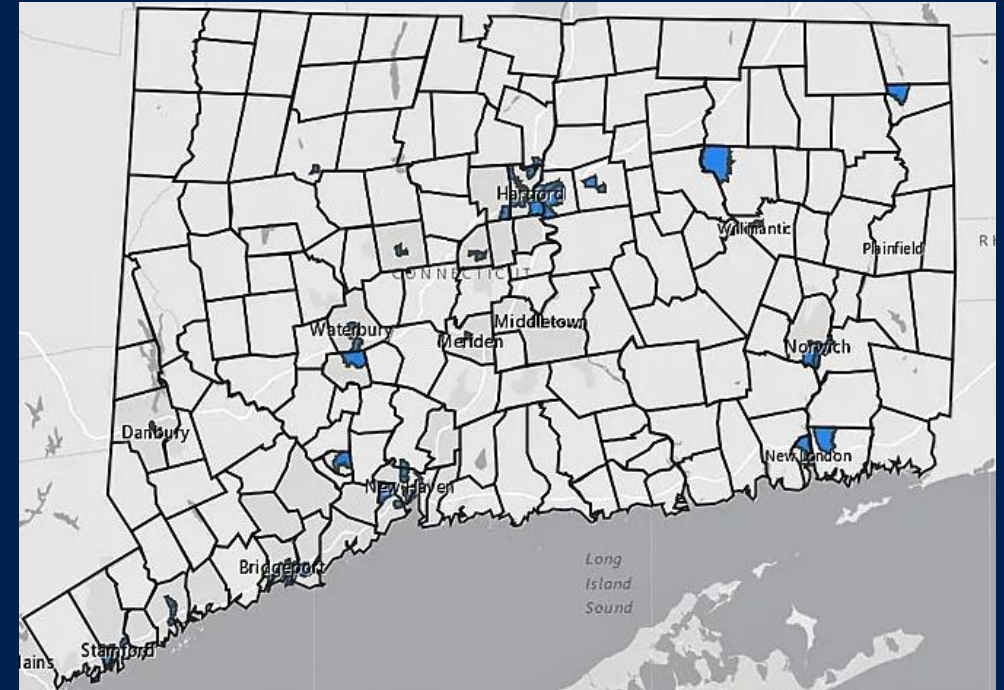
Templates of each are included in the pre-application packet.



Killingworth Congregational Church, Killingworth, CT.

EVALUATION CRITERIA

- CRITERIA 6:
- SHPO will check and award additional points for:
 - First time grants in a community +1
 - Projects in an underserved community +1



EVALUATION CRITERIA

- POINTS BREAKDOWN:

- Technical information in scope of work +5
- Preservation planning +3
- Public support +3
- Compliance with local, state and federal laws and policies. (For applicants that do not need to meet any local laws or policies, a point will be given automatically.) +1
- Fiscal and administrative capability +3

= A maximum of 15 points total

HISTORIC PRESERVATION COUNCIL

- SHPO Staff and Preservation CT Circuit Riders will review and score each application.
 - SHPO will recommend applications to the Historic Preservation Council for funding and final approval allocations will be made.
 - The Historic Preservation Council will review the recommended applications using the following criteria:
 - The project meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - The project will have substantial positive impact on the community and leverage funding.

SCHEDULE

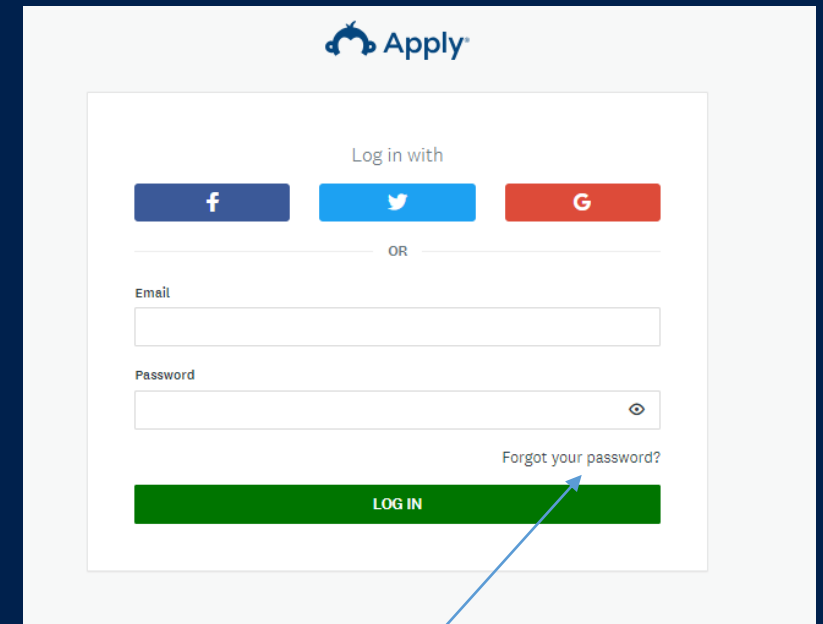
- KEY DATES
- **October 18, 2024:** Full online applications are due by midnight.
- **January 2025:** Funding allocations will be made by the Connecticut Historic Preservation Council. Written notification regarding award status will follow.
- **February 18, 2025:** Successful applicants must attend a virtual post-award workshop.

SCHEDULE

- KEY DATES
- **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 funded work.
- **June 2027- July 2027:** Anticipated reimbursement of grant by CT SHPO.

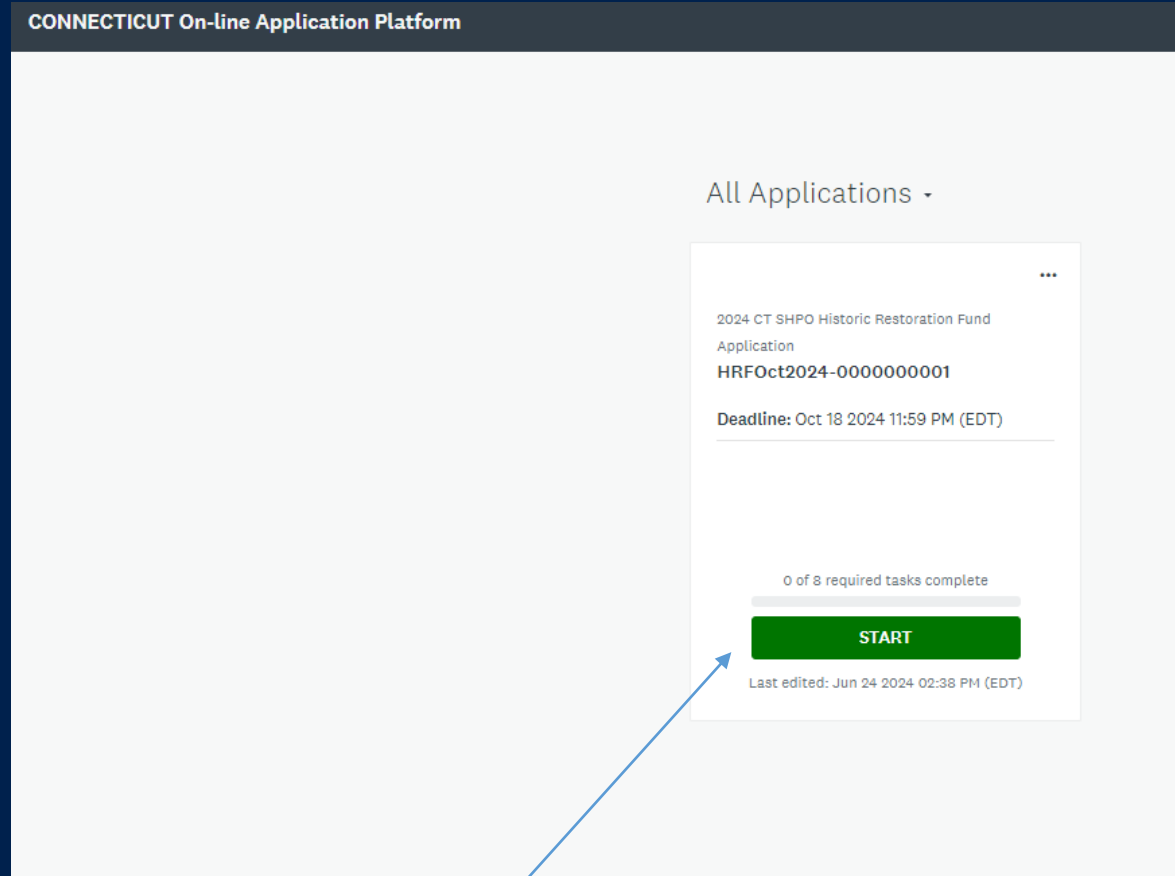
ONLINE APPLICATION

- WHERE TO GO:
<https://ctofficeofthearts.smapply.org/acc/l/?next=/acc/sr/>
- HOW TO LOGIN:
 - Enter your email
 - If it is your first time using Survey Monkey Apply, you will need to select “Forgot your password?” to reset/set-up a password.
 - Password reset and verification links can often end up in SPAM/JUNK filters, so please check there if you haven’t received an email within 30 minutes.



ONLINE APPLICATION

- Once you are logged in, you will see the following screen. Press “Start”



ONLINE APPLICATION

- The next screen will show the application “tasks”.
- It will also give the option to “add collaborator”. If you would like to add someone from your organization or project team such as an architect or engineer, click the “add collaborator” button.
- A window will pop-up with space to add a collaborator’s name and a message. That person will receive an email to login and contribute.

0 of 8 required tasks complete

Last edited: Jun 24 2024 02:38 PM (EDT)

REVIEW **SUBMIT**

Deadline: Oct 18 2024 11:59 PM (EDT)

EF Erin Fink (Owner)
erin.fink@ct.gov

Add collaborator

2024 CT SHPO Historic Restorati... [Preview](#) ...

HRFOct2024-0000000001
ID: HRFOct2024-0000000001

APPLICATION **ACTIVITY**

Your tasks

- Guideline Compliance >
- Applicant Information >
- Scoring Criteria #1 >
- Photographs >
- Scoring Criteria #2 >
- Scoring Criteria #3 >
- Scoring Criteria #4 (optional) >
- Scoring Criteria #5 >
- Project Team >

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Mary.Dunne@ct.gov

Type of access

View & edit

View only

Message (optional)

Please help me with this HRF application

SEND INVITE

ONLINE APPLICATION

- To begin the application, click on any of the “tasks”. For example, guideline compliance.
- As you work through the application, a draft will automatically save. You can also select the option to “save & continue editing”. You do not need to mark as complete or submit the full application until you have thoroughly reviewed it.

2024 CT SHPO Historic Restoration F...
HRFOct2024-0000000001
ID: HRFOct2024-0000000001

- Guideline Compliance
- Applicant Information
- Scoring Criteria #1
- Photographs
- Scoring Criteria #2
- Scoring Criteria #3

0 of 8 required tasks complete

Last edited: Jun 24 2024 02:38 PM (EDT)

REVIEW SUBMIT

Deadline: Oct 18 2024 11:59 PM (EDT)

Guideline Compliance

Task instructions [Hide](#)

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?

Yes

The property has a 20+ year lease

Clear

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: connrcis.ct.gov

State Register- Individually

National Register- Individually

State Register- District

National Register- District

Please indicate that your organization understands that this is a reimbursement grant.

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:

Stabilization

Protection/Rehabilitation/Restoration

SAVE & CONTINUE EDITING MARK AS COMPLETE

ONLINE APPLICATION

- The application “tasks” are setup to mirror the HRF evaluation criteria. Instructions, descriptions and examples are listed throughout the application.

The screenshot displays a user interface for an online application. On the left, a sidebar titled "Your tasks" lists several items: "Guideline Compliance", "Applicant Information", "Scoring Criteria #1", "Photographs" (with a green progress indicator and "Last edited: Jun 24 2024 09:44 PM (EDT)"), "Scoring Criteria #2", "Scoring Criteria #3", "Scoring Criteria #4 (optional)", "Scoring Criteria #5", and "Project Team" (with a green progress indicator and "Last edited: Jun 24 2024 09:47 PM"). A blue arrow points from the "Photographs" task in the sidebar to a larger, detailed view of a form on the right.

The detailed view is titled "Form for 'Scoring Criteria #1'" and is marked as a "Draft". It contains the following text:

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.

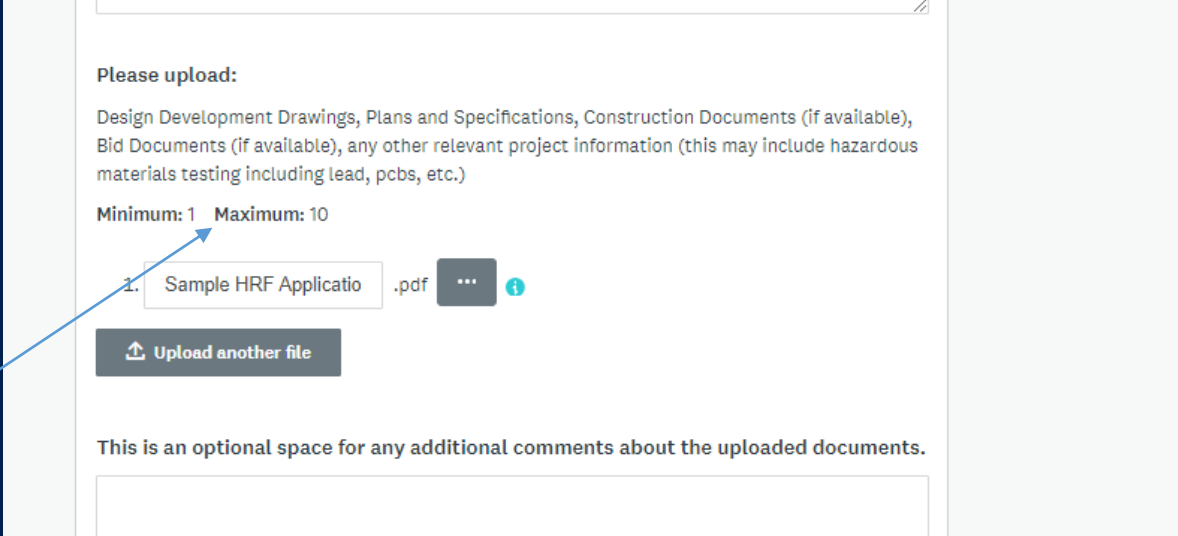
Example:
Masonry
Displaced brick masonry at south corner and masonry/beam repair along full length of south elevation.

- 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.

Below the text is a large empty rectangular box for input.

ONLINE APPLICATION

- TIPS:
- Several sections will require documents to be uploaded. In each section, you can upload one document at a time, up to the maximum amount (in this case 10).



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.)

Minimum: 1 Maximum: 10

1. Sample HRF Applicatio .pdf

Upload another file

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

The screenshot shows a web interface for uploading documents. It includes a heading 'Please upload:', a list of acceptable document types, and a range of 1 to 10 documents. A single file named 'Sample HRF Applicatio .pdf' is shown in a list. Below the list is a button labeled 'Upload another file'. At the bottom, there is a text area for optional comments.

ONLINE APPLICATION

- TIPS
- In the budget breakdown section, please write directly in the rows and columns. It will automatically save.

	Item	Cost	Trade
Item #1	TEXT	TEXT	TEXT
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			

ONLINE APPLICATION

- TIPS
- Only JPG and PDFs can be uploaded in the photography section.
- There is also an option to upload a link to a video, but it is not required and may take significant time to upload a large file.

Back to application

2024 CT SHPO Historic Restoration E...
HRFOct2024-0000000001
ID: HRFOct2024-0000000001

- Guideline Compliance
- Applicant Information
- Scoring Criteria #1
- Photographs**
- Scoring Criteria #2
- Scoring Criteria #3

0 of 8 required tasks complete

Last edited: Jun 24 2024 02:38 PM (EDT)

REVIEW SUBMIT

Deadline: Oct 18 2024 11:59 PM (EDT)

Photographs

Task instructions [Hide](#)

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)

ATTACH FILE LINK TO VIDEO

NPS Standards
Filename: NPS_Standards.pdf Added: Jun 25 2024

Minimum: 7 | Maximum: 20

MARK AS COMPLETE

ONLINE APPLICATION

- TIPS
- In the project team section, please write directly in the rows and columns. It will automatically save.

	Name	Role
Item #1	<input type="text" value="Buff Orpington"/>	<input type="text" value="Lead architect at Fox Designs LLC"/>
Item #2	<input type="text"/>	<input type="text"/>
Item #3	<input type="text"/>	<input type="text"/>
Item #4	<input type="text"/>	<input type="text"/>
Item #5	<input type="text"/>	<input type="text"/>

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).
- A sample can be found in the pre-application packet.
- The easement program manager is Julie.Carmelich@ct.gov

PRESERVATION RESTRICTION

- 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

NEXT STEPS

- Please submit the application by October 18, 2024.
- SHPO will provide comments and score sheets to each applicant after review.
- If an applicant is recommended to the Historic Preservation Council for final funding, we request that you be at the January virtual meeting with your project team.
- A post-award workshop will be held to cover municipal bidding procedures, competitive bidding procedures, contracting, CHRO compliance, Local Historic District approvals, project sign production, financial management/record-keeping, progress reporting, site visits, and the completion report.

Questions?

- Please share your questions in the chat.
- Use the raise hand feature.
- Email Erin Fink at Erin.Fink@ct.gov
 - CT SHPO is happy to provide sample condition assessments and other planning documents as reference.

THANK YOU!

CT SHPO has revamped the HRF process and we appreciate your patience as we move towards a more streamlined, transparent, and straight-forward system.