



**Survey and Planning Grant:
Planning and Pre-Development Projects**
Application Guidelines
2019

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Grant Overview

The State Historic Preservation Office (SHPO) offers matching, reimbursement Survey and Planning (S&P) grants of up to \$20,000.00 to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits for a variety of historic preservation planning and predevelopment purposes.

Survey and Planning 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.

Eligible Applicants

Eligible Applicants:

- Municipalities
- 501(c)(3) or 501(c)13 nonprofit organizations that have had tax-exempt status for at least two years
- 501(c)(3) or 501(c)13 nonprofit organizations that have had tax-exempt status for less than two years but can demonstrate at least a 5-year history of sustainable historic preservation program activity
 - Must be individually approved as eligible for funding by the Historic Preservation Council
- “Friends” groups or other non-profit organizations applying for grant funds to **survey archaeological resources on state land**

** No agency or organization can act as a fiscal agent to receive or disburse S&P grant funding.*

Eligible Activities

Historic Resources Inventories

Historic Resources Inventories create detailed record of historic buildings, sites, structures, and/or objects within a defined geographical area, or multiple resources related to a theme, throughout the state. These documents are based on archival research, field work, and photography.

Historic Designation Reports are completed by an Architectural Historian or a Historian who meets the Secretary of the Interior’s Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

Archaeological Surveys and Reports

The principal objective of an archeological investigation is to identify potentially significant archeological deposits located in a certain area to guide future development projects. The consultant will perform background research to identify archeologically sensitive areas and to establish a context for any archeological resources that may be identified. The investigation will include a subsequent Phase I (reconnaissance) level archeological survey which will provide systematic coverage of the property to locate evidence of archaeological deposits. It is expected that the reconnaissance survey will not only

determine the presence of archaeological deposits, such as artifacts, features, and/or structural remnants; but also determine the nature and extent of those deposits by performing shovel tests and excavations as part of the investigation.

Intensive-level surveys are generally conducted in order to collect sufficient archaeological data to evaluate the National Register eligibility of an identified site.

Archeological surveys shall be conducted by a consultant, as approved by the SHPO, who meets the professional qualifications standards of the U.S. Department of the Interior, National Park Service, as stated in 36 CFR 61 Appendix A for Archeology. All work should be in compliance with our *Environmental Review Primer for Connecticut's Archaeological Resources*.

Historic Designation Reports

Survey and Planning Grants can be used to fund a variety of historic designation reports including:

- National Historic Landmark Nominations
- National Register of Historic Places Nominations
- Connecticut State Register of Historic Places Nominations
- Local Historic District or Properties Reports
- Archaeological Preserves

Historic Designation Reports are completed by an Architectural Historian or a Historian who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

Municipal Historic Preservation Planning Reports

Historic Preservation Planning Reports can assist a municipality with integrating historic preservation and a community's cultural resources into the local planning and design process. These plans can be used to assist in developing reports that involve land use, streetscapes, traffic, and signage. These reports can also be developed to assist a municipality in creating historic preservation plans or chapters of a plan of conservation and development. An analysis of the physical, social, and economic characteristics of the area serves as a basis for recommendations which may include rehabilitation guidelines, overlay zoning, or historic designations. Municipal Historic Preservation Planning Reports should be completed by a Historic Preservation Planner with municipal planning credentials; however other consultants may be used with approval from SHPO.

Pre-Development Studies

Survey and Planning Grants can be used to hire a qualified consultant to complete pre-development studies on historic resources owned by Connecticut 501(c)3 or 501(c)13 nonprofits or municipalities, or if a municipality has a financial or development interest in the resource. A "Historic Resource" is defined as a property or site listed on the State or National Register of Historic Places.

Eligible activities in this program area include:

- **Historic Structures Reports-** document the history and existing physical condition of a property through research, photographs, physical exploration, etc. The report also provides guidance for the future use, repair, maintenance, etc. of the property. These reports are completed by a 36 CFR Part 61 qualified Historical Architect or an engineer.
- **Feasibility or Adaptive Reuse Studies-** analyze the reuse potential of an existing building and identify possible new uses, financial strategies, and cost estimates. A feasibility or adaptive reuse study may include preliminary architectural plans completed by a 36 CFR Part 61 qualified Historical Architect.

Structural Soundness Studies- assess a structure's physical stability. Structural Soundness Studies are conducted by a 36 CFR Part 61-Qualified structural engineer.

- **Condition Assessment Reports-** assess a resource's current, existing conditions on a comprehensive basis. Condition assessments can be prepared for a variety of resources including buildings, monuments, objects, bridges, etc. A condition assessment will prioritize the work necessary to rehabilitate or restore a property and will also include cost estimates and/or a proposed budget. These reports include a discussion on building materials, failure of those materials, code violations, and ADA accessibility. For reports on buildings, the condition assessment should be prepared by a 36 CFR Part 61 qualified Historical Architect.
- **Architectural Plans and Specifications-** must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a 36 CFR Part 61 qualified Historical Architect or an engineer. If the applicant is planning on using the plans and specifications for a Historic Restoration Fund grant application, the documents should be prepared to Design Development Level.

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

Funding Details

- Grants range from \$1,000 to \$20,000
- Grants must be matched on a dollar for dollar basis with cash
 - Federal funds and other non-state funds can be used as a match
 - State of Connecticut funds cannot be used as a match
 - In-kind services cannot be used as a match
- Grant funds are paid to grantees on a single-payment reimbursement basis following the completion of the project and approval of all work by SHPO staff

- Funding for Historic Resources Inventories **does not** require a match.

Grant Specifications

State Procurement:

- The use of state funds requires a competitive bidding process. Contractors cannot be pre-selected and potential contractors cannot play a role in the design of the project or application. *Bidding, Contracting, and Construction Guidelines* can be found here: <http://www.cultureandtourism.org/cct/cwp/view.asp?a=3933&q=317350>

Publicity:

- Grantees are required to credit SHPO and the Community Investment Act in all print, audio, video, internet, and publicity materials.

Grant Cancellations:

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

Grant Administration

1. Application

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

2. Assistance Agreement

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

3. Procurement

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

4. Closeout

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

5. Reimbursement

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

Application Requirements

The application can be found at: [LINK HERE](#)

Application Materials Must Include the Following:

A. Project Abstract (No more than 1 page)

- Briefly describe the proposed project.

B. Project Narrative (5-10 pages)

Please address the following points in your narrative:

- Briefly describe your organization and primary mission.
- For Planning and Pre-development grants, please discuss the resource and its significance. Is it listed on the State or National Register of Historic Places?
- What issue will your project address? How was this issue identified?
- Who will manage the project?
- What specific activities will you carry out with the grant funds?
- Who will benefit from your project?
- What product will be produced with the grant funds (what is the “deliverable”)?
- How will the grant-funded product be shared with the public (as applicable)?
- How will you measure the success or impact of the project?

C. Photographs:

- Color photographs must be no smaller than 4x6”. Photographs can be printed on regular copy paper from a digital source
- Photographs should be labeled for identification
- For buildings or structures – photographs of each elevation and detailed photographs of the project area(s)
- For landscapes or archaeological sites – photographs of the entire property and detailed photographs of the project area(s)
- For Historic Resources Inventories – include a map of the proposed survey area and representative photographs of streetscapes

D. Project Timeline:

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

E. Budget:

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

F. Budget Narrative:

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

G. Long-Term Preservation Plan (for Pre-development projects)

- Include the preservation plan that guides the organization's/municipality's stewardship of the subject property.
- In lieu of a formal preservation plan, describe major preservation projects undertaken in the last 3-5 years and any projects in the pipeline. If applicable, also describe the maintenance/preservation staff and/or committees responsible for caring for the building.

H. 501(c)3 or 501(c)13 IRS tax status determination letter:

- Confirmation from the Internal Revenue Service that your organization is a 501(c)3 or 501(c)13. If you are unsure of your organization's IRS status, you can look it up here: <https://apps.irs.gov/app/eos/>.

I. Certified resolution:

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

J. Vendor Profile and W-9 Forms

- If you have not submitted these forms previously, please fill out the forms, which can be found on our website or obtained from SHPO. These forms are completed with your organization's information and are used to set you up as a vendor with the Office of the State Comptroller so that you can receive state funds.

Contact SHPO

For questions, contact:

Mary Dunne
Architectural Historian
mary.dunne@ct.gov
(860) 500-2356

Mail applications to:

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

Appendix A: Budget

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

Appendix B: Certified Resolution

Instructions for Certified Resolutions

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

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

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

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

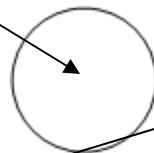
This date must be current. It can be the same date the accompanying contract is signed or within a few weeks BEFORE the contract signature date.

CERTIFIED RESOLUTION (to accompany contract)

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

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

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



(Signature)

NAME OF SECRETARY

DATE (*BEFORE contract is signed*)

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

Template for Certified Resolutions

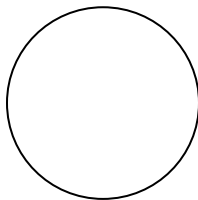
**the following should be printed on organizational letterhead*

Certified Resolution

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

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

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



(Signature)

NAME OF SECRETARY

DATE (*BEFORE contract is signed*)