

State Historic Preservation Office

Threatened Properties Fund Grant Pre-Application Guidelines

September 2014

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Threatened Fund Grants Overview (TPF)

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

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

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

TPF Grants are funded by the Community Investment Act. The Community Investment Act (also known as Public Act 05-228) was signed into law on July 11th, 2005 and provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

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

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

The use of state and/or federal funds requires an open bidding process. Contractors cannot be pre-selected and any potential contractor cannot play any role in the design of the project or application.

Grantees may only have one active SHPO construction grant at a time. Any existing construction grants must be officially closed before a new application is submitted to SHPO.

Application Information

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

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

Preservation Restriction

TPF Grantors are required to provide the State Historic Preservation Office (SHPO) with a Preservation Restriction of limited duration on the property that is the beneficiary of funding from either of these programs. The Preservation Restriction is placed on the entire legal parcel.

Under the terms of the Preservation Restriction, the property owner agrees:

1. Not to perform any work on the property other than routine maintenance without the permission of the SHPO
2. To ensure reasonable opportunities for the public to view the property which has benefited from an infusion of state dollars; and not to change the use of the property without the prior consent of the SHPO.

The timeframe for SHPO Preservation Restrictions is determined by the amount of grant funds actually received and utilized to complete the project in accordance with the following schedule:

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

If the property has an active Preservation Restriction, the applicant will complete an amendment to the existing Preservation Restriction. The amendment extends the existing Preservation Restriction according to the schedule above.

**A sample of the Preservation Restriction can be found on
our website**

Application Guidance and Instructions

The Threatened Properties Fund grant application is an online application.

The application can be found at shpo.myreviewroom.com

Applicant Information

Please complete each section

Project Site Information

Please complete each section

Legislative Information

Please complete each section

Project Information

1. Please provide a narrative of the project including
 - a description of the existing condition
 - a description of the damage and how it occurred
 - a description of the work proposed
 - the need for the project
 - explanation of why is this project the applicant's highest priority
2. Grant awards range from \$2,500-100,000
3. Is the project listed on the State or National Register of Historic Places or is the project a National Historic Landmark? Contact Stacey Vairo, State and National Register Coordinator, with any questions at Stacey.Vairo@ct.gov

A list of current National Historic Landmarks can be found at:

<http://www.nps.gov/nhl/designations/listsofNHLs.htm>

4. Copy the Statement of Significance from the National or State Register Nomination Form

Most National Register Nomination Forms can be found on the National Park Service's website:

<http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome>

State Register Nominations Forms are located at the SHPO office. Please contact Laura to set up an appointment to make a copy of the nomination

5. Name the architect or builder, if known. This information should be found in the State or National Register Nomination Form
6. TPF grants are available to municipalities and 501(c)(3) or 501(c)(13) nonprofit organization only. Identify the applicant type.
 - i. Upload a copy of the IRS determination letter if the applicant is a nonprofit organization
7. The Certified Resolution sample document and instructions can be found on our website
 - i. Upload the certified resolution on the main page of the website
 - ii. Submit the original, notarized document to SHPO
8. Identify the current use of the property
9. Identify the future use of the property
10. Identify if the applicant owns or leases the property. In order to be eligible for this program, if the property is leased, the lease must be for at least 20 years as of the date of the application.
11. The TPF program requires that the property is insured
 - a. Upload a copy of the property's insurance policy on the main page of the website
12. Please explain how the applicant will pay for the project prior to reimbursement

25% of the grant award will be paid to the grantee at the time of the execution of the grant Assistance Agreement, subsequent progress payments will be made on a payment schedule developed between the grantee and SHPO.

- a. Upload the last three year's financial statements and the current year and next year's projections on the main page of the website. (if the files are too large, please submit the hard copies to SHPO)

13. State funds cannot be used to match the TPF grant

14. All TPF projects must be shovel ready and the projects should go out to bid as soon as the contracts are fully executed. Projects that do not begin within 90 days of the contract execution are subject to cancelation

15. Does the applicant agree to comply with all provisions of applicable Local, State, and Federal laws and approvals and Executive Orders?

16. The W-9 and Vendor Profile can be found on our website

- a. Upload the W-9 and Vendor Profile on the main page of the website
- b. Submit the original W-9 and Vendor Profile to SHPO

17. Please complete the Commission on Human Rights and Opportunities Form (CHRO) which can be found on our website

- i. Upload the CHRO Form
- ii. Submit original signed CHRO Form to SHPO

18. All projects funded by SHPO should have public support

- a. Upload any letters of support on the main page of the website

19. Click Submit

Additional Information Required

1. Provide a disk or USB drive with photographs of the property

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

Threatened Properties Fund Application Checklist

Required Items	Included	N/A	Comments
501(c)3 or 501(c)13 IRS tax status determination letter	<input type="checkbox"/>	<input type="checkbox"/>	
Certified Resolution	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Lease	<input type="checkbox"/>	<input type="checkbox"/>	
Proof of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
Past 3 years financial statements	<input type="checkbox"/>	<input type="checkbox"/>	
W-9 Form	<input type="checkbox"/>	<input type="checkbox"/>	
Vendor Profile Form	<input type="checkbox"/>	<input type="checkbox"/>	
Commission on Human Rights and Opportunities Form	<input type="checkbox"/>	<input type="checkbox"/>	
Photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Letters of Support	<input type="checkbox"/>	<input type="checkbox"/>	

Applicant Name: _____

Project Name: _____

Amount Requested: \$ _____

Signature: _____

Date _____

**If you have questions regarding the Threatened Properties Fund
Grant Application please contact**

Laura Mancuso at Laura.Mancuso@ct.gov or 860-256-2757