

# State Historic Preservation Office

## Certified Local Government Historic Preservation Enhancement Grant Program Guidelines

July 2013

## Table of Contents

Historic Preservation Enhancement Grant Overview.....	3
Applicants .....	3
What We Fund.....	4-5
Ineligible Expenses .....	5
Application Information.....	6
Selection Process .....	6
Grant Administration.....	7
Request for Reimbursement .....	7
Grant Cancellation.....	8
Connecticut Certified Local Governments.....	Appendix A

## **Historic Preservation Enhancement Grant Overview**

The State Historic Preservation Office (SHPO) offers non-matching, Historic Preservation Enhancement Grants (HPEG) to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Grants may be used to support activities sponsored by municipal historic district commissions that enhance the historic district commission's administrative capabilities, strengthen local preservation programs and produce public education materials and activities.

### ***Historic Preservation Enhancement Grants are funded by the Historic Preservation Fund of the US Department of the Interior, National Park Service.***

Historic Preservation Enhancement Grants are awarded in amounts of up to \$5,000 and do not require a match. A proposed project budget can exceed the total amount of the grant; however, additional sources of non-federal funding must be identified on the Financing Plan and Budget. HPEG grants will be available on an annual basis thus allowing certified local governments and historic district commissions to develop multi-year work plans. Municipalities, however, may have only one HPEG grant at a time.

The grant recipient must expend the total project cost and final reimbursement will be made upon approval of the final product.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

### **Applicants:**

Eligible applicants are strictly limited to municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Municipalities that are interested in the Certified Local Government program should contact Mary Dunne, Local Government Grants Coordinator of the DECD, at telephone 860-256-2756 or mary.dunne@ct.gov.

**No agency or organization can act as a fiscal agent to receive or disburse Historic Preservation Enhancement Grant Funds**

## **What We Fund:**

The following are examples of initiatives, projects or programs that would qualify for funding. This is intended as guidance to assist in the development of an appropriate application:

### **Public Education and Awareness**

- State Archaeological Preserve booklets that present well-illustrated and informative text on a designated preserve for the general public to encourage participation in efforts to preserve the designated resource.
- Historic preservation public education events or publications
- Historic district commission training
- Development and publication of design review guidelines
- The “architectural history” portion of a town major anniversary celebration (e.g 350<sup>th</sup>).
- Technical booklets on various preservation topics

### **Promotion**

- Historic preservation publications, including books, brochures, and magazine features
- Town website development or updates to promote historic preservation and architectural history
- Heritage tourism materials, including mobile applications, that emphasis historic preservation
- Walking tours of historic districts
- Historic preservation awards program honoring property owners for appropriate restoration
- Historic Preservation Month (May) activities.

### **Outreach**

- Workshops that provide technical assistance to owners of historic properties
- Public presentations on local historic preservation issues and tools

### **Visioning**

- Publications that result from preservation problem-solving activities
- Preservation “tool kits” that can provide a roadmap with resources to help local communities identify and protect their local resources

### **Small Planning Projects**

Historic Preservation Enhancement Grants can be use to hire a qualified consultant to complete smaller scale (\$10,000 or less) pre-development studies on historic resources owned by the municipality *or* if the municipality has a financial or planning interest in the resource. The role of the resource in any current or future preservation planning of the town must be clearly indicated in the narrative.

**Other**

- Computer indexing of surveyed historic properties;
- Outdoor Sculpture Condition Assessment Reports and Conservation Reports;
- Pre-selection for National Historic Landmark Nominations and National Register of Historic Places Nominations
- Connecticut State Register of Historic Places Nominations
- Local Historic District or Properties Reports
- Consulting services from qualified experts for single issues

**Ineligible Activities and Costs:**

- Costs incurred prior to the contract start date
- Costs incurred after to the contract expiration date
- Acquisition of real estate
- Archaeological salvage
- Capital expenses
- Construction, restoration, rehabilitation
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel

## Application Information

Applications are due by the 10<sup>th</sup> of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.

Please visit our website for the Historic Preservation Enhancement Grant application.

## Selection Process

The following criteria are the basis for the review of Historic Preservation Enhancement Grant applications:

- Clear narrative describing the proposed project
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- The benefit of the project to the town, if the property is not owned by the municipality
- Evidence that the product will do one or more of the following:
  - a. Inventory and survey the state's cultural resources
  - b. Encourage new awareness of historic preservation at the local level
  - c. Expand the scope of current public education outreach
  - d. Produce written or website materials for property owners and/or town officials
  - e. Nomination of historic resources to the State or National Registers of Historic Properties
  - f. Produce high-quality pre-development documents

## **Grant Administration**

Once a grant is awarded by the Advisory Committee on Culture and Tourism, SHPO will send the grantee an Assistance Agreement between DECD and the grantee. These contracts must be signed and returned to SHPO within 30 days. Grantees are required to credit SHPO, the National Park Service, and the Historic Preservation Enhancement Grant program in all print, audio, video, internet and publicity materials. As stated above, eligible expenses must be pre-approved by SHPO.

SHPO has the right to withhold, reduce, or cancel grants if the grantee:

- Owes a final report from a previous SHPO grant
- Fails to comply with the terms of the grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO's support
- Experiences significant changes in programs or services
- Cancels or suspends a grant funded project

## **Request for Reimbursement**

50% of the Historic Preservation Enhancement Grant will be paid upon execution of the Assistance Agreement. Once the project is complete, a close-out package must be submitted to SHPO for review and approval. Upon approval, SHPO will submit a request for final reimbursement to the DECD Office of Financial Administration.

## Grant Cancellations

SHPO has the right to cancel grants if an organization:

- Fails to comply with the terms of the grant contract
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO support
- Experience significant changes in the scope of work
- Completes work without prior approval of SHPO
- Experiences significant delays in the grant project

If you have questions regarding the CLG Historic Preservation Enhancement Grant program please contact Mary Dunne at [Mary.Dunne@ct.gov](mailto:Mary.Dunne@ct.gov) or 860-256-2756



## APPENDIX A

### Connecticut CLGS AS OF JULY 2013

Berlin	Plymouth
Bridgeport	Ridgefield
Brookfield	Roxbury
Canton	Salisbury
Chaplin	Simsbury
Clinton	Southbury
Colchester	Stamford
Colebrook	Suffield
Danbury	Tolland
East Hartford	Vernon
East Lyme	Waterford
Fairfield	Westport
Glastonbury	Windham
Greenwich	Windsor
Groton	Woodbury
Guilford	Woodstock
Hamden	
Harwinton	
Hebron	
Killingly	
Ledyard	
Lyme	
Milford	
New Fairfield	
New Haven	
New London	
New Milford	
Norwich	
Old Lyme	
Orange	