

CONNECTICUT
STATE HISTORIC PRESERVATION OFFICE
INVESTING IN PRESERVATION SINCE 1955

Survey and Planning Grant
Partners In Preservation Projects
Application Guidelines
2019

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Grant Overview

The State Historic Preservation Office (SHPO) offers matching, reimbursement **Partners in Preservation (PIP) Grants of up to \$20,000** to Connecticut municipalities and 501(c)3 and 501(c)13 nonprofits for projects that advance the goals of the State Historic Preservation Office through a variety of historic preservation education, awareness, promotion, outreach and visioning initiatives.

Partners In Preservation 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

[NEED TO FORMULATE A WAY FOR ORGS TO DEMONSTRATE THIS]

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

Eligible Activities

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
- Exhibit, website, virtual tour, brochure or poster that would highlight Historic Preservation Month (May), Connecticut Freedom Trail Month (September) or Archaeology Awareness Month (October)
- The “architectural history” portion of a town major anniversary celebration (e.g 350th).

Promotion

- Historic preservation publications, including books, brochures, and magazine features
- Town or local non-profit website development or updates to promote historic preservation and architectural history
- Heritage tourism materials, including mobile applications, that emphasize historic preservation
- Walking tours of historic districts
- 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

- Charrettes or other team-approach activities that use public/private/non-profit collaboration to find solutions to local preservation issues
- 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

Where applicable, 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.

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

Ineligible Activities and Costs Include:

- Costs incurred prior to the contract start date or after the contract expiration date
- Acquisition of real estate
- Archaeological salvage
- Construction, restoration, rehabilitation
- Curation/collections management
- Equipment purchase
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties
- Projects already underway

- Regranting
- Scholarships
- Software acquisition
- Travel

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

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 the necessary forms and instructions.

Application Requirements

The application can be found at:
[INSERT URL]

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
- What issue will your project address? How was this issue identified?
- What Goal and/or Objective of the SHPO Statewide Plan will this project address?
- How will this project advance the public’s awareness of historic preservation?
- Who will manage the project?
- What specific activities will you carry out with the grant funds?
- Who will benefit from your project?

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- 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:

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- Please provide photographs as applicable. 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

D. Project Timeline:

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

E. Budget:

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- 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:

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

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- 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/>.

H. Certified resolution:

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- 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.

I. Vendor Profile and W-9 Forms

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- 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.”

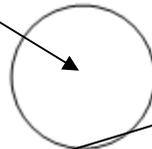
This date must be current. It can be the same date the accompanying contract is signed or within a few weeks BEFORE the contract signature date.

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

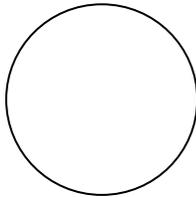
**the following should be printed on organizational letterhead*

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*)