

# State Historic Preservation Office

Hurricane Sandy  
Disaster Relief Assistance Grant  
for Historic Properties  
Program Guidelines  
& Application Instructions  
For Completed Projects

August 2013

## Table of Contents

Grant Overview .....	5
Applicants.....	6
Eligible and Ineligible Properties.....	7
What We Fund .....	8-9
Preservation Restriction.....	10
How to Apply.....	11
Grant Administration .....	12
Project Start and Completion Dates .....	12
Request for Reimbursement.....	12
Grant Cancelation .....	13
Application Instructions and Guidance.....	14-18

## **Hurricane Sandy**

### **Disaster Relief Assistance Grant for Historic Properties**

Public Law 113-2 appropriated \$50 million from the Historic Preservation Fund (HPF) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Virginia, West Virginia, and the District of Columbia caused by Hurricane Sandy, which occurred during 2012. Four Federally-recognized Indian Tribes within the disaster area are also eligible to receive funding. After the mandatory sequestration impacting FY 13 appropriations, the amount of available funds was reduced to \$47.5 million.

FEMA issued major disaster declarations in 12 States and the District of Columbia after Hurricane Sandy. Within those States receiving major disaster declarations, FEMA further designated individual counties as eligible to receive Individual Assistance (IA) and/or Public Assistance (PA). In counties that FEMA declared eligible to receive IA, FEMA will provide direct assistance to individuals and households. In counties that FEMA declared eligible to receive PA, FEMA will provide direct assistance to State and local governments and certain private nonprofit organizations for emergency work and the repair or replacement of disaster-damaged facilities. Among the 12 States and DC that received major disaster declarations, there were only four States in which FEMA made both IA and PA available. These States are Connecticut, New Jersey, New York, and Rhode Island. The remaining eight States and the District of Columbia are eligible for only Public Assistance.

The NPS interprets this as indication from FEMA that the 4 States eligible for both Individual and Public Assistance received the most widespread and significant damage from Hurricane Sandy. In Connecticut the eligible counties are Fairfield, New Haven, Middlesex, and New London.

## Grant Overview and Purpose

The purpose of the Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties is to provide technical assistance and emergency repairs to historic and archaeological resources which were impacted by Hurricane Sandy. Only hurricane-related damage is eligible for grant assistance.

On behalf of the National Park Service, the Connecticut State Historic Preservation Office (SHPO) offers grant assistance for the restoration of properties listed on or eligible for listing on the [National Register of Historic Places](#) which were damaged by Hurricane Sandy.

The grants awards range from \$2,500-\$500,000. Grants will be awarded based on funding availability, scoring criteria and a review by the SHPO staff. Please see our website for the scoring criteria and guidance.

This is a reimbursement grant. 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.

No non-federal match is required for these emergency grant funds and the funds can only be used for eligible predevelopment and development activities.

Due to the length of time between Hurricane Sandy and the introduction of this grant program, SHPO may reimburse property owners who have completed eligible projects that meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. Potential applicants who have completed projects according to the Standards may be eligible for reimbursement and may also apply for additional eligible projects. Please see the Guidelines and Application for Completed Projects on our website.

If awarded a grant, SHPO will review all completed work (in the field), and all required documentation including: invoices, proofs of payment, etc. and will determine the award amount based on eligible projects and expenditures. Please see the [Reimbursement Checklist](#) for additional information.

Properties owned by religious organizations are not eligible this program. Properties owned by religious organizations should contact SHPO for information regarding [the Historic Restoration Fund](#) or [Threatened Properties Fund](#) grant programs.

All projects must meet the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#); any alterations to historic buildings must comply with the provisions of the [Americans with Disabilities Act](#), and requirements regarding post-disaster recovery, specifically the [FEMA guidelines](#) regarding rebuilding within designated floodplains. All Federal, State, and local review and compliance standards and laws must be followed.

In the case of [National Historic Landmarks](#), the plans and specifications must be reviewed and approved by NPS.

If the applicant has completed work on the damaged property and would like to apply for additional projects, the applicant must complete both the Completed Projects Application for Reimbursement and the New Projects Application. See our website for links to the application.

For properties not listed on the National Register of Historic Places, applicants must complete the [Determination of Eligibility Form](#) on our website. The applicant and/or owner must agree to list the property as part of this application. If SHPO determines that the property is eligible for listing, the completion of a National Register nomination will be a part of the grant application and the property will be brought to the CT State Historic Preservation Review Board for recommendation of listing. If the Review Board recommends listing, the Nomination will be sent to the National Park Service for approval and listing. If SHPO determines the property is not eligible for listing on the National Register of Historic Places, the application will be considered ineligible for this program.

This grant program cannot be combined with the Historic Restoration Fund, Threatened Properties Fund, or any Federal Historic Tax Credit programs; however applicants may apply to the State Historic Tax Credit programs.

[Project Signs](#) must be posted in a prominent location at the project site. The signs must identify the project, the historic significance of the property, and the support of the NPS and SHPO. Please see our website for the sign sample. The cost of producing the sign is an eligible reimbursement expense under this grant program.

## Applicants:

### Eligible applicants:

- Owners of properties which were damaged by Hurricane Sandy **AND** listed on the National Register of Historic Places **OR** properties determined to be eligible for listing by SHPO **AND** located within the following counties:
  - Fairfield
  - New London
  - New Haven
  - Middlesex

### Ineligible applicants:

- Federal agencies
- Properties owned by religious organizations

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

### Eligible Properties:

- Properties must be listed on the National Register of Historic Places **OR** determined to be eligible for listing on the National Register of Historic Places by SHPO **AND** located within the following counties:
  - Fairfield
  - New London
  - New Haven
  - Middlesex

### Ineligible Properties:

- Federally-owned properties
- Properties not listed on or not eligible for listing on the National Register of Historic Places
  - To determine if your property is listed on the National Register of Historic Places please visit [http://en.wikipedia.org/wiki/National\\_Register\\_of\\_Historic\\_Places\\_listings\\_in\\_Connecticut](http://en.wikipedia.org/wiki/National_Register_of_Historic_Places_listings_in_Connecticut) or <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome>
  - To determine if your property is eligible for listing on the National Registers of Historic Places, please complete the [Determination of Eligibility Form](#) and return the form to Stacey Vairo, State and National Register Coordinator, at [Stacey.Vairo@ct.gov](mailto:Stacey.Vairo@ct.gov)

## What We Fund:

### Eligible Activities and Costs:

See pages 14-15 for additional information regarding the eligible activities

- Predevelopment
  - Historic Structures Reports
  - Conditions Assessments
  - Plans and Specifications
  - Engineering Studies
  - Landscape Studies
  - Archaeological Surveys
- Archaeological Stabilization
- HABS/HAER Recordation
- Restoration
- Rehabilitation
- Structural Stabilization
- Restoration, rehabilitation, preservation or stabilization of a documented historic landscape
- National Register nominations for properties determined to be eligible by SHPO
- Elevation of Structures per FEMA regulations
- Moving of Structures per FEMA regulations

**Only project specific expenses that have been approved by SHPO are eligible toward the grant.**

**All reports/surveys completed under this program 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**



## What We Fund (Continued):

### Ineligible Activities and Costs:

- Acquisition
- Costs incurred prior to the contract start date
- Costs incurred after to the contract expiration date
- Architectural salvage
- Archaeological salvage
- Total reconstructions
- Additions
- Routine Maintenance
- Archival research
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Work funded by insurance and other recovery entities
- Hospitality expenses including food, beverages, entertainment
- Site work unrelated to the elevation or moving of a structure
- New landscaping
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway (these costs are eligible under the Disaster Relief Assistance Grant for Historic Properties-Completed Projects program)
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel
- Substantial Reconstruction
  - Reconstruction is limited to portions of a historic property that still retain (prior to reconstruction) sufficient significance and integrity to remain listed in or eligible for listing in the National Register of Historic Places. Total reconstructions and major reconstructions are not eligible for grant assistance. If specific features or elements of a building or landscape are missing and thus need to be recreated, this work is potentially eligible for funding (provided adequate historical documentation is available).

## **Preservation Restriction**

Hurricane Sandy Disaster Relief Assistance Grants for Historic Properties grantees are required to provide the 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. For properties owned by a public entity, to ensure reasonable opportunities for the public to view the property which has benefited from an infusion of federal dollars
3. Not to change the use of the property without the prior consent of the SHPO
4. Maintain insurance on the property for the duration of the Preservation Restriction

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.

Please see our website for instructions and samples of the Preservation Restriction.

## How to Apply

### Application Information

There will be two grant rounds and two application deadlines. Awards will be based on funding availability. Applications will be due by **4:00 on Friday, November 15, 2013 for round one and 4:00 on Friday, February 14, 2014 for round two.**

Only complete applications will be considered for funding. If an application is incomplete, the project will be considered ineligible for funding.

The applications for both New Projects and Completed Projects can be found on our website.

### Grant Selection and Scoring Criteria

The Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties is a competitive grant and SHPO staff scores each application according to a pre-determined set of criteria.

The Scoring Sheet and Scoring Guidance can be found on our website.

### Grant Award Notification

Applications will be reviewed and the SHPO staff will score each application. SHPO will notify applicants of the outcome of the selection process.

## **Grant Administration**

Once a grant is awarded SHPO we 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 and the National Park Service in all print, audio, video, internet and publicity materials.

As stated above project signs must be placed at the project site. See our website for the sign sample.

## **Project Completion Dates**

All projects must be completed by August 2015.

## **Request for Reimbursement**

As stated above, once the Assistance Agreement is fully executed, SHPO will schedule a final site visit with the applicant. Upon approval, SHPO will submit a grant reimbursement request to the DECD Office of Financial Administration.

## **Grant Cancellations**

SHPO has the right to withhold, reduce or cancel grants if any of the following occur including, but not limited to:

- Owes final reports from previous non-construction grants that are overdue
- Fails to comply with the terms of the grant contract or guidelines
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO and NPS support
- Experience significant changes in the scope of work
- Completes work without prior approval of SHPO
- Experiences significant delays in the grant project
- The project does not meet the Secretary of the Interior's Standards for the Treatment of Historic Properties

## Application Guidance and Instructions

### Applicant Information

Please complete each section

### Project Site Information

Please complete each section

### Legislative Information

Please complete each section

### Project Information

Please complete each section

1. Has the applicant completed the pre-development studies on the property related to the damage caused by Hurricane Sandy? If so, identify what projects have been completed. In order to be eligible for reimbursement, the projects must have been completed by a Qualified Professional who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61
  1. Determination of National Register Eligibility-if the property is not listed on the National Register of Historic Places, the applicant must receive a formal determination of National Register eligibility from SHPO
  2. National Register Nominations-must be prepared for any property not listed on the National Register of Historic Places
  3. HABS/HAER Recordation-the Historic American Building Survey/Historic American Engineering Record are federal documentation standards of measured drawings, historical reports, and large-format black-and-white photographs of important and/or representative examples of our built environment

4. Conditions Assessment-identifies buildings features, materials and existing conditions. This report is used as a basis for plans and specifications
  5. Engineering Studies-conducted by a structural engineer, this report identifies the structural integrity of a property
  6. Historic Structures Report- provides documentary, graphic, and physical information about a property's history and existing condition
  7. Plans and Specifications-need to be developed for each project in this program that involves a historic building or structure. These will be completed by a Historic Architect who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61 and has been approved by SHPO
  8. Archaeological Surveys-identify any potential for archaeological sensitivity in an area
  9. Landscape Studies-determine the extent to which a historic landscape has been damaged and provides a plan to restore the landscape
2. Has the applicant completed any development/construction projects on the property related to the damage caused by Hurricane Sandy
    - i. Identify the type:
      1. Rehabilitation-the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.
      2. Restoration- the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.
      3. Stabilization-the act of structurally stabilizing a building, based on a professional condition assessment
      4. Archaeological Stabilization- such as site burial, revegetation, or repair of the site's physical/structural integrity to reduce or

eliminate such damaging forces as erosion are eligible activities. If the treatment technique is revegetation to protect the site by stabilizing the soil, this “landscaping” is considered an essential component of the treatment technique, and is an allowable activity.

5. Landscape Restoration, Stabilization, Preservation-for landscapes that are historic and listed on or eligible for listing on the National Register of Historic Places
  
3. Provide a 1 or 2 sentence explanation of the project
  
4. Describe the condition of the property post-storm
  
5. Please list all projects completed
  
6. Grant awards range from \$2,500-\$500,000. The amount of the request should include all eligible expenses incurred during the project (please see pages 8 and 9 for eligible and ineligible activities). Grant awards will be based on eligibility, scoring criteria, SHPO staff review, and funding availability
  
7. In order to be eligible for this program, all properties must be listed or eligible for listing on the National Register of Historic Places. The National Register of Historic Places is the official list of historic resources that have been designated by the National Park Service as having significant historic, architectural, or cultural significance.
  - a. To determine if your property is listed on the National Register of Historic Places, see [http://en.wikipedia.org/wiki/National\\_Register\\_of\\_Historic\\_Places\\_listings\\_in\\_Connecticut](http://en.wikipedia.org/wiki/National_Register_of_Historic_Places_listings_in_Connecticut) or <http://nrhp.focus.nps.gov/natreghome.do?searchtype=natreghome>
  - b. The NPS Identification Number can be found on the National Register Nomination form.
  - c. For properties not currently listed on the National Register of Historic Places, the applicant must complete the Determination of Eligibility Form and include the Form with the completed application.
  
8. A list of current National Historic Landmarks can be found at <http://www.nps.gov/nhl/designations/listsofNHLs.htm>

9. Only applicable for non-profits and municipalities. The Certified Resolution document and instructions can be found on our website
  - a. Upload the certified resolution on the main page of the website
  - b. Submit the original, notarized document to SHPO
  
10. Check yes if the applicant has received a grant from SHPO in the past
  - a. List any grants previously received from SHPO, including the grant type, date awarded and award amount
  
11. List any successfully completed capital projects undertaken by the applicant at the project site.
  
12. All SHPO construction grants require an easement/restriction. A sample of the Preservation Restriction and instructions can be found on our website. Please contact Julie Carmelich, Preservation Restriction Administrator at [Julie.Carmelich@ct.gov](mailto:Julie.Carmelich@ct.gov) with any questions
  
13. Has the property had a Preservation Restriction in the past
  - a. If so, for what project, list the date the restriction was awarded and indicate if the restriction is still active
  
14. The applicant must submit a letter from an attorney licensed to practice in the State of Connecticut is required which identifies the following:
  1. Properties Legal Owner of Record
  2. Names of Other Parties Holding Interest
  3. A Preservation Restriction Can Be Placed on the property
    - a. Include the names and contact information for the owner and anyone with a legal interest in the property
    - b. Can a Preservation Restriction be placed on the property according to the legal opinion
    - c. Upload the legal opinion on the main page of the website
    - d. Submit the original, signed legal opinion to SHPO
  
15. Identify the following:
  - a. owner of the property
  - b. the length of ownership
  - c. if the applicant does not own the property:
    - i. include the owner's name and contact information
    - ii. identify the applicant's relationship to the project.
  - d. upload a copy of the Certificate of Title for the property



16. If other parties have an interest in the property, the applicant must submit notarized letters from each party authorizing the applicant to submit this application and complete the project
  - a. Upload the notarized letters on the main page of the website
  - b. Submit the original, notarized documents to SHPO
17. Identify the current use of the property
18. Identify the future use of the property
19. Check yes if the property is owner occupied
20. This program requires that the property is insured.
  - a. upload a copy of the Insurance Policy for the property
21. Identify if the applicant has received or will receive any insurance proceeds as a result of the damage and the amount of funding expected
22. Identify if the applicant will receive any funding other than insurance as a result of the damage and the amount of funding expected
  - a. Identify the percentage of funding for the project that will from insurance or other sources
23. Does the applicant have a signed contract with a contractor dated prior to September 1, 2013?
  - a. Upload a copy of the signed contract
24. Complete the Hurricane Sandy Related Damage Completed Projects Spreadsheet on our website
25. Does the applicant agree to comply with all provisions of applicable Local, State, and Federal laws and approvals and Executive Orders?
26. FEMA flood maps
  - a. Create a FEMA Flood Insurance Rate Map (FIRM)  
<https://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=1001&catalogId=10001&langId=-1>

- i. If your project will affect a flood plain or will impact storm drainage facilities, we must submit a Flood Management Certification to DEEP
27. Please review the ADA Requirements  
<http://www.ada.gov/publicat.htm>
28. If the project involves any ground disturbance, please contact Daniel Forrest, Staff Archaeologist, at [Daniel.Forrest@ct.gov](mailto:Daniel.Forrest@ct.gov)
29. Not for privately-owned properties--The CHRO form can be found on our website
  - a. Upload the CHRO Form
  - b. Submit original signed CHRO Form to SHPO
30. Not for privately-owned properties--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
31. The Financing Plan & Budget can be found on our website
  - a. Upload the Financing Plan & Budget on the main page of the website
  - b. Submit original signed Financing Plan & Budget to SHPO
32. If members of the public regularly use the property, please explain
33. Please identify if the property is within one of the following areas:
  - Neighborhood Revitalization Zones- areas identified through a collaboration of the Connecticut Office of Policy and Management, residents, businesses, and local governments to determine the vision and priorities of neighborhoods. Information regarding Neighborhood Revitalization Zones can be found at <http://www.ct.gov/opm/cwp/view.asp?a=2985&q=383116>
  - Main Street Communities- communities that have formed a partnership with the Connecticut Main Street Center and the National Main Street Center. A list of Main Street Communities can be found at <http://ctmainstreet.org/our-communities/>
  - National Heritage Areas- areas designated by Congress where natural, cultural and historic resources combine to form a cohesive, nationally important landscape. A list of National Heritage Areas can be found at <http://www.nps.gov/history/heritageareas/INDEX.htm>

- State and Federally recognized Heritage Trails in Connecticut include:
    - The Connecticut Freedom Trail <http://www.ctfreedomtrail.org/>
    - The Farmington Canal Trail <http://www.farmingtoncanal.org/>
    - The Connecticut Women’s Heritage Trail  
<http://www.cwhf.org/educational-resources/heritage-trail>
    - The Washington-Rochambeau Revolutionary Route <http://www.w3r-us.org/>
  - The Conservation and Development Plan-developed by the State to guide development, resource management, and public investment policies in the state. These areas are categorized by four “development” classifications (Regional Centers, Neighborhood Conservation Areas, Growth Areas & Rural Community Centers). The draft version of the plan can be found at [http://www.ct.gov/opm/lib/opm/igp/org/cdupdate/2013-2018\\_draft\\_cd\\_plan.pdf](http://www.ct.gov/opm/lib/opm/igp/org/cdupdate/2013-2018_draft_cd_plan.pdf)
  - Certified Local Governments are municipalities that have a preservation partnership with the SHPO and the National Park Service. A list of Certified Local Governments can be found at [http://grants.cr.nps.gov/CLG\\_NEW/CLG\\_REVIEW/search.cfm](http://grants.cr.nps.gov/CLG_NEW/CLG_REVIEW/search.cfm)
34. Please submit a disk or USB drive with photographs of the property pre- and post-Hurricane Sandy. The photos should be labeled with the property address and indicate the direction the photograph is looking. Please also include a photo-location map which can be placed on an aerial photo or property sketch.
- a. For buildings or structures-please include photographs of each elevation of the building and detailed photographs of damaged areas
  - b. For landscapes or archaeological sites-please include photographs of the entire property and detailed photographs of damaged areas

**If you have questions regarding the Hurricane Sandy  
Disaster Relief Assistance Grant for Historic Properties  
program please contact**

**Laura Mancuso at [Laura.Mancuso@ct.gov](mailto:Laura.Mancuso@ct.gov) or**

**860-256-2757**