

RESILIENT LAKESHORE HERITAGE GRANT PROGRAM

Grant Manual and Application Instructions

Updated June 1, 2022



APPLICATION DEADLINE

September 1, 2022

APPLICATION WEBSITE

www.miplace.org/historic-preservation/programs-and-services/lakeshore-heritage-grant/



RESILIENT LAKESHORE HERITAGE GRANT PROGRAM

IMPORTANT DATES

June 1, 2022	Online application portal opens
TBD	Informational program webinar
July 18, 2022	Deadline for preliminary review (optional)
September 1, 2022	Final application DEADLINE – 11:59 p.m.
Fall 2022	Grant Agreements executed
September 30, 2024	Deadline for project completion

APPLICATION ASSISTANCE

SHPO encourages applicants to discuss their project with SHPO staff prior to submitting a grant application to ensure the project is eligible for potential grant funding.

Please direct all questions to:

Alan Higgins
Certified Local Government Coordinator
Michigan State Historic Preservation Office
HigginsS3@michigan.gov
517.256.4358

IMPORTANT! Grant applications will only be accepted via an online application portal linked at www.michigan.gov/shpo. Neither hardcopy nor email submissions will be considered.

A PDF copy of the application, this grant manual, and all required forms are also available at this site or by contacting Alan Higgins at higginsS3@michigan.gov.

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This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or you desire further information, please write to: Chief, Office of Equal Opportunity Programs, United States Department of the Interior, National Park Service, 1849 C Street, NW, MS-2740, Washington, DC 20240.

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1. INTRODUCTION

The Resilient Lakeshore Heritage Grant Program is a competitive grant program intended to support long-term investment in the irreplaceable heritage assets of Michigan’s rural lakeshore communities. Program funding is specifically for building rehabilitation (i.e., “bricks and mortar”) projects and associated pre-development work (not to exceed 20% of the grant award). The program places a particular focus on economic impact and projects that positively contribute to the economic, social, and/or cultural life of a community and promote reinvestment in historic properties. Economic impact can mean different things depending on the property and the community. Examples include but are not limited to:

- Creation of new permanent jobs
- Creation of new businesses, enhancement of existing businesses, or diversification of businesses
- Creation of upper-story (market rate or affordable) housing units in mixed-use properties
- Activation of underutilized space
- Returning a vacant or dilapidated structure to active use
- Stabilizing a building or eliminating blight that detracts from community character
- New or expanded heritage tourism opportunities
- Revitalization of a community anchor (e.g., community theater or library) that brings people downtown

Projects that benefit underserved or disadvantaged communities (map is available [here](#)) are also a priority.

The program is supported through a one-time grant from the [Paul Bruhn Historic Revitalization Grants Program](#), established under the Historic Preservation Fund (HPF) administered by the [National Park Service](#), U.S. Department of the Interior. The Resilient Lakeshore Heritage Program is administered by the [Michigan State Historic Preservation Office \(SHPO\)](#), Michigan Strategic Fund.

Grant funding is available to local units of government, non-profit organizations, public entities, business owners, and non-residential property owners in select communities. Specifically, these include rural communities along or in proximity to the Great Lakes that participate in SHPO’s [Certified Local Government \(CLG\) program](#) or the Michigan Economic Development Corporation’s (MEDC) [Michigan Main Street \(MMS\) program](#) or communities that have been certified as a [Redevelopment Ready Community \(RRC\)](#). For the purposes of this program, rural is defined as cities, townships, or villages with populations of less than 50,000 persons according to 2020 census data from the U.S. Census Bureau; proximity to the Great Lakes is defined as communities within ten (10) miles of a Great Lake that have an economy dependent, in part, on their proximity to the lakeshore.

As of the date of this manual, June 1, 2022, select communities eligible for this program include:

- | | | |
|---------------|-------------------|-------------------|
| • Alpena | • Hart | • Muskegon |
| • Bay City | • Holland | • Oscoda Twp |
| • Boyne City | • Houghton | • Petoskey |
| • Calumet | • Manistee | • Rogers City |
| • Charlevoix | • Mackinac Island | • Saginaw |
| • Cheboygan | • Marquette | • Sault Ste Marie |
| • Escanaba | • Menominee | • South Haven |
| • Grand Haven | • Monroe | • Traverse City |

Any additional community that meets grant program requirements and becomes a participant in one of the above-referenced programs before the application due date also becomes an eligible community. Applicants in communities not listed above are encouraged to confirm program eligibility before submitting an application.

This manual is intended to familiarize applicants with grant program requirements and to provide guidance for the application process. This manual and all related documents are available at SHPO’s website, www.michigan.gov/SHPO, or by contacting Alan Higgins, CLG Coordinator, at HigginsS3@michigan.gov. Document links are embedded throughout this manual, which should take you to the appropriate information. In the event of an error, refer to the above-referenced website for all applicable guidance and documents.

GRANT PROGRAM BASICS

Who May Apply?

The following entities in the communities identified on page 1 are eligible to apply:

- Local units of government (village, township, city, or county)
- Non-profit organizations
- Public entities
- Business owners (Michigan-based)
- Property owners who own an eligible property type

The applicant must be the legal owner of the property and must provide proof of ownership with the application. If an applicant is not the property owner, they must have approval from the property owner and include a notarized letter of authorization with the application (a template is provided in the application instructions). Residential property owners are not eligible for this program.

Non-profits and public entities (e.g., economic development organization) may also elect to administer a project on behalf of a private property or business owner, so long as the project meets grant program eligibility. When an entity sponsors an application on behalf of an owner, the sponsoring entity is the applicant. If a grant is awarded, the sponsoring entity is the grant recipient unless otherwise determined by SHPO. Written documentation must exist between the sponsoring entity and the owner that clearly states the project responsibilities of each party (see application instructions).

Which Properties Are Eligible for a Grant?

To apply for a grant, the property must meet the following criteria:

- Be located in an eligible community as defined on page 1.
- Be a commercial, industrial, civic, educational, or community-oriented building. Owner-occupied residential and religious properties are not eligible. Multi-family and mixed-use properties that include residential units are eligible.
- Be located in a traditional downtown, along a prominent community corridor, or related area that contributes to the economic, social, and/or cultural vitality of the community.
- Be listed in the National Register of Historic Places, either individually or as a contributing property to a historic district **OR** be determined eligible for listing by SHPO and have property owner consent, in writing, to list the property before the end of the project **OR** be a property that is currently non-contributing to a National Register district but would become eligible as a result of the project.

To confirm the National Register status or eligibility of a property, please contact Alan Higgins at HigginsS3@michigan.gov. Properties that are not currently listed in the National Register or identified as a contributing resource to a historic district must confirm their eligibility prior to submission of the grant application, and the property must be listed in the National Register by the end of the project. See Appendix A for additional instructions for properties that are not currently listed.

To successfully list a property within the timeframe of the program, the applicant will likely need the assistance of a preservation consultant. Costs associated with hiring a professional to prepare a nomination for the property are reimbursable and can be included in the grant request, if needed.

How Much Funding Is Available? Approximately \$750,000 will be available to fund projects. SHPO anticipates that 7-12 projects will be awarded, although the number of awards is dependent on the range of funding requested and the competitive selection of grant applications.

How Much Funding Can Be Applied For? The minimum grant award is **\$30,000**. The maximum grant award is **\$100,000**.

Is Match Funding Required? To stimulate local investment, grants require a minimum 10% match of the grant amount requested. For example, if you request a grant of \$30,000, your total project budget must be at least \$33,000 (\$30,000 grant request plus \$3,000 match); if you request a grant of \$75,000, your total project budget must be at least \$82,500 (\$70,000 grant request plus \$7,500 match).

Applicants may opt to include match funding beyond the 10% requirement to show additional local investment. Match amount may be taken into consideration by the review team during project selection.

The total match must be available and reserved for the project at the time of application, and proof of match must be included with the application. Match can be in the form of cash, in-kind donation/labor, or necessary costs associated with pre-development work (e.g., plans and specifications) or National Register designation. The match can be from private funds, donations, local grant funds, general organizational funds, or other such sources.

Note that other federal funds, including CLG grants, cannot be used as a match, except for funds derived from the Community Development Block Grant (CDBG) program.

What Types of Projects Are Funded? Grant funds are for rehabilitation of historic properties (i.e., “bricks and mortar” projects) and are intended to promote long-term use of heritage assets in Michigan’s lakeshore communities. Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values. Examples of qualified projects include but are not limited to:

- Structural repairs and stabilization
- Roof and cornice repair/replacement
- Gutter systems
- Masonry repair
- Wood siding and trim repair/replacement
- Window and door repair/replacement
- Storefront rehabilitation
- Replacement of documented but missing historic features
- Exterior and interior finishes and features
- Building system upgrades (e.g., HVAC, fire suppression, etc.)
- Painting (as part of a larger project)
- Accessibility improvements
- Energy efficiency upgrades

Projects may include interior work, but all projects must include an exterior component. If a project includes the interior of a property or work on functional systems (e.g., fire suppression or energy efficiency upgrades), the application must specifically address why the proposed work is critical to meeting long-term goals and how it will help ensure continued active use of the property.

All projects must meet the Secretary of the Interior’s Standards for Rehabilitation (the “Standards”) (see Appendix C or available [here](#)). Generally speaking, the Standards are common sense principles that provide guidance for protecting the historic character of a property and help to ensure that changes do not negatively impact

historic resources. **Applications must be accompanied by sufficient information to allow SHPO to generally understand the feasibility and appropriateness of the project in consideration of the Standards.** Examples of such documentation include but are not limited to:

- Architectural renderings
- Façade studies
- Schematic/conceptual drawings
- Design development drawings
- Working (i.e., for construction) drawings
- Full construction documents (i.e. plans and specifications)
- Photographs documenting current conditions (see Photographs and Supporting Documentation)

Applicants have the option to request a preliminary review of project plans by SHPO prior to applying for funding to gauge whether changes may be necessary for the project to meet the Standards. Applicants requesting this optional review must submit their request to Alan Higgins at higginsS3@michigan.gov, no later than July 18, 2022.

If your project is selected for award, you will be required to have a set of construction drawings and specifications prepared by a licensed architect or engineer, as appropriate based on type of project. If you do not already have them, **grant dollars (no more than 20%) can be set aside for architectural/engineering fees to produce such documents.**

All final plans must be approved by SHPO before any work can begin. As needed, SHPO will work with you to identify modifications required to bring a project into compliance with the Standards before work starts.

What is the Grant Timeline?

Funding is officially awarded through a grant agreement with SHPO. Project costs must be incurred between the date the agreement is executed and the end date specified in the agreement. Work may not be initiated prior to the grant agreement. **Costs incurred outside of the grant period are not eligible and will not be reimbursed.**

Awardees will have until September 30, 2024 for project completion. Projects are anticipated to start in winter 2022, but the start date is dependent upon the execution of the grant agreement with the applicant. The end date of September 30, 2024 is a federally mandated deadline; all work must be complete and reimbursement requests made by this date.

GENERAL CONDITIONS

Grant Funding:	<p>In accordance with federal requirements, all grant funds are paid on an expense reimbursement basis only. The applicant must demonstrate the availability of 100% of project funds, including match, as part of the application. The grant recipient must pay, in full, all costs of the project as they become due and payable.</p> <p>The grant recipient will be reimbursed for eligible expenses incurred (up to the grant amount). A reimbursement request may be made at 50% completion, so long as the reimbursement request is at least \$10,000. The remainder will be held until satisfactory completion of all project work is confirmed.</p> <p>To request reimbursement, invoices must be paid, and completion of satisfactory work must be demonstrated. All invoices and supporting documentation must be approved by SHPO before the subgrantee receives reimbursement. All work must be complete and all project costs must be paid out by the end date mandated by the grant agreement. See <i>Section 7. Project Completion</i> for more information.</p>
Treatment of Historic Properties:	<p>All work must comply with the Secretary of the Interior's Standards for Rehabilitation. The Standards present concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions and making alterations. View the Secretary of the Interior's Standards for Rehabilitation by clicking here. SHPO will work with awardees to ensure projects appropriately meet the Standards. Plans and specifications must be reviewed and approved by SHPO and the National Park Service prior to the initiation of any physical work.</p>
Historic Preservation Easement Requirement:	<p>In accordance with National Park Service requirements, a historic preservation easement is required for all projects funded under this program to protect the grant-funded investment in the property's historic character. The length of the easement is dependent on the amount of grant funding provided. Property owners must be willing to enter into an easement per the requirements described in <i>Section 6. Historic Preservation Easement</i>.</p>
Project Readiness:	<p>The project must generally be ready to proceed at the time of grant award. The grant recipient will be solely responsible for ensuring all local permits and other approvals have been secured prior to starting work. If the property is in a local historic district, this includes receiving a Certificate of Appropriateness (COA) from the historic district commission prior to the start of work.</p>
Multiple Projects:	<p>Applicants may submit more than one application but in no instance will one applicant be awarded more than one grant unless excess funding is available. Applicants are strongly encouraged to focus on a single project.</p>
Ineligible Funding Activities:	<p>Activities ineligible for grant funding include but are not limited to:</p> <ul style="list-style-type: none">• Acquisition• Relocation• Routine maintenance• Development of residential or church-owned properties• New construction or additions• Total reconstruction• Archaeological excavations• Mothballing of vacant buildings with no anticipated use• Major landscaping• Site improvements associated with parking lots, sidewalks, etc.• Mitigation activities as a condition or precondition for obtaining a federal permit, license, or funding

For a more comprehensive list of ineligible activities, see *Appendix B*.

Project/Grant Modifications:	If awarded a grant, the applicant will enter into a grant agreement with SHPO. Once the agreement is executed, no modifications can be made to the project (including scope of work and budget) unless approved by SHPO. It will be at the sole discretion of SHPO to approve or deny any proposed modifications. A grant agreement amendment may be required for SHPO-approved modifications.
Grant Funding Acknowledgments:	In all publications and media, the subgrantee is required to acknowledge financial support by the Paul Bruhn Historic Revitalization Grants Program and administration by the National Park Service and the State Historic Preservation Office. The full text acknowledgment to be used will be included in the grant agreement.
Project Reporting, Monitoring, and Grant Completion:	During a project, the subgrantee will be required to provide brief quarterly reports to SHPO. SHPO may also coordinate with the property owner to view in-progress work and to take photographs for promotional purposes. At the conclusion of the project, the subgrantee will be required to prepare a Completion Report and Final Reimbursement Request. Materials will include items such as photographs of the project sign, work in progress, completed work, and a written description of the project's accomplishments. See <i>Section 7. Project Completion</i> for more information.
Allowability of Federal Costs:	The principles governing allowable direct costs are determined in accordance with 2 CFR 200, the National Park Service's Historic Preservation Fund Grants Manual .
Program Audit Requirements:	2 CFR 200.501 requires that local units of government, non-profits, and educational institutions expending \$750,000 or more in federal funds have a single audit completed annually.
Record Accessibility Retention:	Grant recipients will submit program, financial, or other reports as required by SHPO. Records of the grant recipient and any subcontractor shall be kept for a minimum of three (3) years after funds have been reimbursed to the grant recipients or until all claims or audit findings have been resolved.
Disclosure of Information:	Financial records, supporting documents, statistical records, and all other records pertinent to a grant provided by the National Park Service are subject to disclosure to others under the federal Freedom of Information Act , 5 USC 552. They are also available to the public under the Michigan Freedom of Information Act , 1976 PA 442, MCL 15.231 et seq.
Safety:	The State of Michigan assumes no responsibility with respect to accidents, illnesses, or claims arising out of any work performed under a grant-supported project. The grantee is expected to take necessary steps to insure itself and its personnel and to comply with the applicable local, state, or federal safety standards, including standards established pursuant to the National Occupational Safety and Health Act of 1970 .
National Environmental Policy Act (NEPA) and Section 106 Review:	Projects are subject to NEPA and Section 106 review. Following the award of a grant, SHPO will coordinate a review of environmental impacts on cultural resources with National Park Service on behalf of the subgrantee. Approval from National Park Service must be issued before grant-funded work can begin. Projects that would have adverse effects or negative impacts on historic properties will not be considered. National Park Service review can take a minimum of three (3) months, which should be accounted for when planning projects.
Coastal Zone Management:	The Coastal Zone Management Act of 1972 prohibits federal assistance to local governments for projects that are inconsistent with the requirements of an approved Coastal Zone Management Plan. Further information is available here .

Civil Rights Act: As mandated under Title VI of the [1964 Civil Rights Act](#) and in Executive Directive 1979-4, the policy of the State of Michigan is to assure that all Michigan citizens receive full and equal access to benefits provided by state-supported programs and services without discrimination based upon race, color, creed, religion, national origin, height, weight, marital status, age, sex, or disability. SHPO requires compliance with the non-discrimination laws in connection with the use of grant funds. In furtherance of this policy, the SHPO shall not enter into any contract, nor fund nor serve as a conduit for funding, programs that may have the effect of creating or perpetuating patterns of discrimination. If determined that the applicant is not in compliance as established by the Michigan Department of Civil Rights, the project will not be funded.

Barrier Free Access: State and federal laws, including the [Americans with Disabilities Act \(ADA\)](#), concerning barrier free designs that facilitate access to grant-assisted properties by persons with disabilities are applicable. SHPO strongly urges each applicant contemplating rehabilitation of a historic structure to consider the implications of such compliance at the earliest possible stage. Note that not all preservation work involving extant buildings or structures will trigger the need to meet the barrier-free design requirements.

Should a determination be made that barrier-free design requirements are applicable, the [Michigan Barrier-Free Design Board](#) is empowered to grant a variance to the Michigan requirements when an applicant sufficiently shows that: 1) the proposed repairs, alterations or additions are to be performed on a building or structure listed in or eligible for listing in the National Register of Historic Places or the State Register of Historic Sites; and that 2) adherence to the barrier-free design provisions would destroy or diminish a significant feature of the building's or structure's historic character or physical integrity or both. The applicant will demonstrate these exceptions at an administrative hearing conducted in Lansing, Michigan by a hearings officer for the Design Board.

Hatch Political Activity Act: No officer or employee whose principal employment is connected with any activity which is financed in whole or in part with grant assistance shall take part in any of the political activity proscribed in the Hatch Political Activity Act, 5 USC 1501 et seq., as amended, with its stated exceptions.

Conflict of Interest: A conflict of interest in the selection, award, or administration of a grant or contract is prohibited. A grant recipient and any member of the immediate family shall not enter into any contract for the performance of project work whereby the following individuals or immediate family have a financial or other interest in the recipient selected for the award:

- Any current or former employee;
- Officer;
- Agent of the federal and state government; or
- The grant recipient who has or had authorization to plan, develop, negotiate, accept, approve, or take part in decisions regarding subcontracts, or other agreement in connection with the particular grant.

All subcontracts awarded pursuant to a grant must be accomplished free from bribery, graft, kickbacks, and other corrupt practices. Employees, officers, and agents of the grant recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The grant recipient bears the primary responsibility for the prevention and detection of prohibited conduct and shall promptly notify SHPO when such conduct becomes known.

2. COMPLETING THE GRANT APPLICATION

GRANT APPLICATION INFORMATION

Grant Application Submission, Manual, and Forms:	SHPO will receive applications through an online application portal linked at www.michigan.gov/shpo . Only applications submitted through this portal by the due date will be considered. Neither hardcopy nor email submissions will be considered. A PDF copy of the application, the grant manual, and all required forms are also available at this site or by contacting Alan Higgins at higginsS3@michigan.gov .
Application Due Date:	Completed applications must be received by SHPO via the online portal no later than 11:59 p.m. on Thursday, September 1, 2022 . No extensions will be granted.
Application Assistance:	Applicants are <u>encouraged but not required</u> to consult with SHPO as part of the application process. SHPO is available to answer questions, provide clarifications, and address technical questions. Inquiries should be directed to Alan Higgins at higginsS3@michigan.gov . If you would like SHPO to provide an optional preliminary review of your application, you must submit the draft application to SHPO no later than July 18, 2022 .
Application Scoring:	Applications are first reviewed for completeness and compliance with program requirements. Applications determined to be satisfactorily complete are then competitively scored by an interdisciplinary review panel based on the identified selection criteria. See <i>Section 3. Grant Application Scoring</i> for additional details.

GRANT APPLICATION INSTRUCTIONS

General Instructions

- Applications will only be accepted through SHPO's online portal linked at www.michigan.gov/shpo. You will first create an applicant profile and then you will provide details about your proposed project.
- Before completing the grant application, please read this manual and the application instructions with care. If you have questions, please contact SHPO **prior** to submitting an application.
- Applicants are encouraged to review the PDF application and gather appropriate materials prior to starting the online application. This will help to ensure a cohesive, complete application. Note, however, that you can save an in-progress application in the online portal and return to it later.
- Applicants are encouraged to be succinct but clear in their applications so that the interdisciplinary review panel has a full understanding of the project. Applicants should not assume that they will have the opportunity to clarify or provide additional information following initial SHPO review. Applications that are incomplete or not completed correctly may be ineligible for funding consideration.
- Many application fields are character limited. As such, applicants are encouraged to prepare their answers in a word processing program (e.g., Microsoft Word) and check for length and clarity before entering information into the online application.
- Prepare required exhibits in accordance with the instructions provided in this section. Exhibits must be uploaded to the online application portal to be considered part of the application.
- While not required, applicants are encouraged to use the checklist provided [here](#) as a guide to ensure they have provided all required application materials.

Completing Your Applicant Profile

To access the application, you will first create an applicant profile including the following information.

1. Applicant Information

- *Applicant Name:* Provide the name of the person/entity applying for the grant.
- *Applicant Type:* Indicate the type of applicant (e.g., non-profit organization or business owner) by checking the appropriate boxes.
- *Contact Person/Project Coordinator:* Identify the person who will serve as the day-to-day local project coordinator and primary point of contact with SHPO. This person should have familiarity with the project, be prepared to answer questions about the application, if needed, and be prepared to work with SHPO throughout the project.
- *Contact Phone Number:* Provide the primary telephone number for the contact person.
- *Contact Email:* Provide the primary email address for the contact person.
- *Mailing Address:* Provide the complete mailing address for the applicant.

2. Sponsorship Information (if applicable)

Only complete this section if a non-profit or public entity is applying on behalf of a private property or business owner and will be responsible for administering the grant, if awarded. Otherwise, leave all fields in this section blank.

- *Entity the Application is Being Submitted on Behalf Of:* Provide the name of the person/business entity who the sponsoring organization is supporting.
- *Contact Person:* If the application is being sponsored on behalf of a business, provide the name of the primary contact person for the business.
- *Contact Phone Number:* Provide the primary telephone number for the contact person.
- *Contact Email:* Provide the email address for the contact person.
- *Mailing Address:* Provide the complete mailing address for the contact person.

Completing Your Application

Once you have completed your applicant profile, you can complete the project application. While basic guidance is provided on the application portal, additional detail and guidance is provided below for each question.

1. Basic Project Information

- *Project Name:* Provide a brief, descriptive name for your project (e.g., Storefront Rehabilitation of 151 Water Street or Masonry Repair at the Waterfront Heritage Museum).
- *Project Summary:* Provide a brief (1-2 sentence) summary statement for your project that describes its general focus and goal(s). For example, "The DDA will hire a contractor to rehabilitate the storefront of 151 Water Street. This work will contribute to the vitality and character of the downtown while enhancing business operations."
- *Property Name:* Identify the resource that is the focus of your project (e.g., East End Museum or Mark's Candy Store). If the property is currently vacant or does not have a name, leave this field blank.
- *Property Address:* Provide the complete street address and county for the property.
- *Property Ownership:* Identify if the applicant is the owner of the property. If the applicant is not the property owner, the applicant will also be required to complete the following questions and provide proof of owner permission for the project as part of the exhibits that accompany the application.

- *Property Owner Name:* Provide the name of the person/entity that owns the property.
- *Owner Phone Number:* Provide the primary telephone number for the property owner.
- *Owner Email:* Provide the primary email address for the property owner.
- *Mailing Address:* Provide the complete mailing address for the property owner.

2. Historic Designation

- *Designation Status:* Using the checkboxes, indicate if the property is individually listed in the National Register of Historic Places, part of a historic district, or has been determined eligible for listing in the National Register of Historic Places. If applicable, identify the name of the associated historic district. Applicants are strongly encouraged to confirm the status of their property with SHPO prior to applying to ensure eligibility for grant funding.
- *Local Designation:* Indicate if the property is located in a locally designated historic district. If yes, identify the name of the local district, if known.
- *Tax Credit Info:* Using the checkboxes, indicate if you anticipate pursuing state and/or federal historic preservation tax credits for your property.

3. Grant Funding Request

- *Grant Request:* Identify the amount of grant funding requested from SHPO. Grant requests must be between \$30,000 and \$100,000.
- *Project Match:* Identify the amount of match funding being provided by the applicant. Applicants must provide a minimum 10% match for their project. Applicants may opt to include additional match funding to show local investment, which may make the application more competitive.
- *Total Project Cost:* The total project budget will automatically calculated based on the identified grant request and match.

4. Detailed Property Information

- *Construction Date:* Identify the year (or approximate year) the building was constructed.
- *Length of Ownership:* Identify how long the current owner has owned the property. If the applicant is a business or organization that leases the building, also identify how long the applicant has occupied the building.
- *Current Building Use:* Briefly describe the current use of the building (e.g., restaurant, office space, art gallery, museum, warehouse, etc.) and how long it has been used for this purpose. If the building has multiple tenants/uses, describe all uses associated with the building. If the building is fully or partially vacant, please identify how much of the building is vacant and describe how long it has been vacant.
- *Existing Restrictions:* Briefly identify any liens, covenants, or restrictions currently placed on the property. If not applicable, leave this field blank.
- *Total Square Footage:* Identify the total square footage of the building.
- *Square Footage/Area Activated and/or Rehabilitated:* Identify the approximate square footage or area anticipated to be rehabilitated and/or activated by the proposed project.
- *Current Condition:* Briefly describe the current character and condition of the property. Start by providing a general statement and then focusing on those areas that will be addressed by the proposed project. Identify any deficiencies (e.g., structural issues, deteriorating materials, lack of fire protection, etc.) to be addressed by the proposed project. Finally, briefly describe any other work recently completed to preserve the building.
- *Planning and Pre-Development Documents:* If applicable, briefly describe any planning or pre-development studies (e.g., engineering studies, façade studies, structural reports, etc.) that have been prepared for the property. Include a copy with the application. If not applicable, leave this field blank.

5. Project Detail

- *Goals and Measurable Outcomes:* Briefly identify your primary project goals and the outcomes you hope to achieve through the project. If changes or enhancements in use are anticipated, identify them. For example, a project might return a vacant property to active use, increase operating space for a business, add affordable housing to a downtown, or enhance a non-profit's operations.
- *Work Description:* Clearly describe the work to be done and the major activities needed for the project to be successful. Please break out your description into major categories of work proposed (e.g., "roof repair," "window replacement," and "installation of fire suppression system"). As appropriate, briefly describe the techniques (e.g., repair or replacement) and materials to be used in the work. The work description should correspond to the project information (e.g., conceptual drawings, renderings, plans and specifications, etc.) included with the application, as well as the budget sheet. Because the program places an emphasis on investing in and protecting the historic character of properties, the description should be sufficient to allow SHPO to be confident that the project will meet the Secretary of the Interior's Standards. If your project is selected for award, the provided work description will form the basis of your grant agreement documents.
- *Future Work:* Identify if the proposed work is part of a phased or long-term project, including a brief summary and general timeline for anticipated future work outside of this grant. If not applicable, leave this field blank.

6. Project Need

- *Needs Statement:* Briefly and explicitly explain why the project is needed. Describe the problems, issues, deficiencies, or challenges the project will address. If your project faces unique issues because of its proximity to the shoreline (e.g., erosion and flooding), please describe those challenges.
- *Community Identity:* Briefly describe how your project contributes to the identity and success of the rural lakeshore community. For example, is your project for work on an iconic building in the community, on a building important to a commercial corridor serving rural areas, and/or on a building critical to understanding the heritage of the community?
- *Project Funding:* Briefly describe why these grant funds are needed for your project to be successful. For example, identify if a lack of other grant funding opportunities exists or if other available programs do not provide enough capital. If applicable, identify any other efforts to acquire funding for the project and the results of those efforts. Identify what would happen to this project if it were not funded.
- *Project Urgency:* Briefly describe the urgency/timeliness of the project, including any immediate needs, and/or threats. For example, address if the project is related to an immediate structural threat, related to the ability of a business to stay in operation, related to the revitalization of a property that otherwise might be lost, or more broadly related to ongoing rehabilitation efforts and property stewardship.

7. Project Impact

This section is the most important part of your grant application. It is your opportunity to provide the scoring committee with an understanding of the impacts and benefits of your project. While the application needs to show sufficient detail, please be clear, concise, and explicit in describing anticipated impacts.

- *Property Impact:* Briefly describe how the project will positively impact the property. Identify how the project will preserve or rehabilitate the physical features of the building that make it a unique element of the community and describe how the project will contribute to long-term resiliency, investment in, and preservation of the building.
- *Applicant Impact/Future Use:* Briefly describe how the project will support continued and/or enhanced use of the property by the applicant (or business or property owner). For example, identify if the project will result in a change of use, new use, or expanded use. Identify the project's anticipated impact on the applicant (e.g., business growth, operational efficiencies, increased attendance at

events, etc.). If a project will help return a vacant property to active use, identify if tenants have already been identified or what steps are needed to provide for active use of the building.

- *Community Impact:* Briefly describe the potential economic, social, and/or cultural impacts of the project in the community. For example, identify if the project will support job creation or retention, bring new or diversified businesses to a community, allow for expanded operations, add affordable housing to a downtown, support heritage tourism, remove a blighted building, or spur other development.
- *Project Support:* As relevant, briefly describe the relationship of the project to other community planning, economic development, revitalization initiatives, and/or cultural tourism efforts and/or support from community organizations such as a Main Street organization, downtown development authority, historical society, historic district commission, chamber of commerce, or municipality. If not applicable, leave this field blank.

8. Project Feasibility

- *Project Timeline:* Briefly describe how the applicant will successfully complete the project within the given timeframe (approximately 2 years) and with the given resources while meeting all program requirements and guidelines. This brief narrative should correlate to the draft work schedule that is uploaded with the application. If the property is not currently listed in the National Register, please account for this in your timeline.
- *Budget:* Briefly describe how you determined the amount of grant funding to request, including cost estimates received. Because this is a reimbursement program, the applicant must demonstrate the availability of 100% of project funds as part of the application. Briefly describe the source (e.g., city, non-profit, private funds, etc.) and kind (e.g., general fund, cash, etc.) of the project funding that will be used to pay for expenses as they become due. Also identify whether those sources have been secured or if additional steps are needed to secure the funding.
- *Experience:* Briefly describe any previous experience the applicant has with historic preservation and/or completing grant projects. Include any relevant experience of individuals associated with the project and describe their role. Indicate your willingness to comply with program guidelines and requirements. Otherwise, leave this field blank.
- *Readiness:* Briefly describe if the applicant is immediately ready to proceed with the project if a grant is awarded. If not, identify what would need to happen to be ready to proceed.

EXHIBIT INSTRUCTIONS

EXHIBIT A. PROJECT BUDGET WORKSHEET

Using the [provided template](#), develop a project budget that correlates with the major activities necessary to successfully complete the project as described in the work description. Common unallowable costs are described in **Appendix B**. If your property is not currently listed in the National Register either individually or as part of a historic district, please make sure to account for necessary costs associated with getting the property listed.

SHPO will review the proposed budget and may request changes to budget line items prior to executing a grant agreement to ensure eligibility of included costs. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

IMPORTANT! Applicants should include copies of quotes or estimates from contractors/consultants or other such data with their application to demonstrate the reasonableness of the anticipated costs associated with the project. Recent (within the last 6 months) estimates are most appropriate.

Example budget:

WORK ITEMS	GRANT FUNDS REQUESTED	CASH MATCH	IN-KIND MATCH	TOTAL COST
Hire a contractor to complete roof repairs	\$25,000	\$0	\$0	\$25,000
Hire a contractor to partially rebuild 8 windows	\$15,000	\$0	\$0	\$15,000
Hire a preservation consultant to individually list the property in the National Register of Historic Places	\$0	\$5,000	\$5,000	\$10,000
Total Costs	\$40,000	\$5,000	\$5,000	\$50,000

If you are proposing in-kind (donated) labor, materials, or equipment for your project, please also complete the in-kind expenses worksheet on the provided budget template. For each in-kind item, briefly identify the type and dollar value, such as “one week rental of a scissor lift valued at \$200/day.”

Values assigned to donated material may not exceed current market values at the time the donation is committed to the project. Grant recipients must provide documentation of their reasoning for determining current market values with their application, such as an invoice or estimate from a vendor. Grantees must also maintain records to support their reimbursement claims as to the actual use of donated labor, materials, and equipment.

In-kind labor should be valued at \$26.93/hour unless a higher rate is documented and is approved in writing by SHPO. If a volunteer is a professional and is performing professional duties for the project, then their normal rate of pay will be accepted. A written justification of volunteer rates must accompany the grant application. If awarded, all volunteer services must be substantiated by time sheets that are signed by both the volunteer and his/her supervisor. Such records must show the actual hours worked, the rate of pay, and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer’s contribution and such documentation must be available for audit by SHPO.

EXHIBIT B. DRAFT WORK SCHEDULE

Using the [provided template](#), develop a draft work schedule that includes the major milestones associated with successful completion of the project. Schedules must allow appropriate time for SHPO review and approval of project components as further described on the template. The draft work schedule will become an attachment to the grant agreement, but SHPO will work with the awardee during the project to verify the ongoing feasibility of the projected timeline. Modifications may be made by mutual agreement of SHPO and the awardee.

IMPORTANT! If you anticipate needing architecture/engineering services to produce plans and specifications and/or a consultant to prepare National Register documentation as part of your project, make sure to account for the selection of such contractors in your project timeline.

Projects cannot start until a grant agreement has been executed with SHPO. Awardees should generally anticipate a grant agreement date of November 1, 2022. All project work must be completed by **September 30, 2024**. Grant funds cannot be used to reimburse work completed or costs incurred prior to execution of a grant agreement or after the end date specified in a grant agreement.

EXHIBIT C. CERTIFICATION OR RESOLUTION

Depending on the applicant—private/business owner or an organization/unit of government—a letter of certification or resolution must be provided with the application indicating that the applicant agrees to comply with applicable program requirements.

- Private property and business owners: Private owners must include a signed letter indicating that they understand and agree to program requirements before a grant agreement can be executed. Two templates are available—one for applicants who are property owners ([here](#)) and one for applicants who are lessees ([here](#)).
- All other applicants: Organizational and government applicants must include a resolution authorizing acceptance of the grant and designating all authorized contract signatories. The resolution must include the name(s)/title(s) of the individuals authorized to sign the grant agreement and any necessary amendments, as well as the individual authorized to sign and record the historic preservation easement. Applicants should use the template resolution available [here](#).

IMPORTANT! If an organization is sponsoring an application for a private individual, additional requirements apply. Specifically, the application must include both a letter of certification from the individual and a resolution from the organization. Additionally, documentation will need to be provided prior to the start of the project that identifies the following:

- The roles of each party relative to the grant project
- The fiscal and administrative relationship between the parties
- The party that will provide the project funds
- The party that will administer the grant project
- The party that will pay vendors

EXHIBIT D. DEED AND OWNERSHIP INFORMATION

All applicants must include verification of property ownership before a grant agreement can be executed.

- Submit a complete and accurate copy of the property deed showing the Register of Deeds recordation markings and sufficient documentation that discloses all present and future interests in the land, together with a statement of each lien, change, and liability, if any.
- If a copy of the deed is not available, sufficient documentation may include a title commitment, abstract of title, or legal opinion from an attorney.
- If a previous historic preservation easement or other covenant or restriction exists on the property, submit a copy with the application.

IMPORTANT! If the applicant is not the property owner (e.g. a business owner who leases space), the application must also include a notarized authorization from the property owner agreeing to the project and applicable program requirements, including execution of a historic preservation easement following completion of the project. A template is available [here](#).

EXHIBIT E. FINANCIAL VERIFICATION

Applicants must submit verification of the availability of funds to pay for 100% of the total project cost at the time of application. Verification may be a statement from a banker that funds are available, a copy of a recent bank statement or ledger (within 30 days) showing adequate financial resources, a resolution from the governing body setting aside specific funds, or similar verification. The verification should specifically identify the amount and source of the funding earmarked for the project. Any changes in the availability of project funds must be approved by SHPO.

PHOTOGRAPHS AND SUPPORTING DOCUMENTATION

1. Photographs

All applications must include digital photographs illustrating the existing character and conditions of the building that is the focus of the project. These photographs are intended to provide the review committee with a “virtual tour” of the property and to demonstrate its character and condition, as well as the potential benefit of the project. Photos may be taken on a camera, phone, or tablet so long as they meet the below requirements. Note that submitted photographs may be used by SHPO or the National Park Service for promotional purposes.

- Photographs must be:
 - Taken within the last six months
 - Clear, well-composed, and at least 2000x3000 pixels
 - Submitted electronically in JPEG or TIFF format with the grant application
- Photographs must include, at minimum:
 - One (1) clear photograph of each exterior wall (front, sides, and rear), from straight ahead to the extent feasible.
 - Two (2) clear overview photographs (one from either side) showing the building and its relationship to the streetscape and neighboring properties.
 - Two (2) clear photographs showing the major interior spaces of the building so that SHPO understands how the building is currently used.
 - Clear photographs of all major building features to be addressed by the project. The number of photographs required will be dependent on the size of the resource and the complexity of the project. Photographs must clearly illustrate the current character and condition of the major building components/spaces (exterior and interior) included in the project.
- Optional Photographs:

The applicant may also include historic photographs; however, they cannot be used as a substitute for current photographs. Historic photos should only be submitted if they help convey the intent of the project to protect, rehabilitate, or reintroduce historic character-defining features.

2. Maps

At least one (1) aerial, parcel map, or site plan indicating the property must be included. The map must show the property in its surrounding context. This map does not need to be prepared by a professional. Parcel maps created from online municipal databases and aerials from websites such as Google Maps and Bing Maps are acceptable.

3. Project Documentation

Applications must be accompanied by sufficient information to allow SHPO to generally understand the feasibility and appropriateness of the scope of work. Examples of such documentation include:

- Architectural renderings
- Façade studies
- Schematic/conceptual drawings
- Design development drawings
- Working (i.e., for construction) drawings
- Full construction documents (i.e. plans and specifications)

If applicable, the applicant may also submit copies of any other planning documents that have been prepared for the property (e.g., condition reports, engineering studies, reuse plans, etc.).

4. Cost Estimates

Applicants are strongly encouraged to include copies of quotes or estimates from contractors/consultants or other such data with their application to demonstrate the reasonableness of the anticipated costs associated with the project. Recent (within the last 6 months) estimates are most appropriate.

5. Letters of Support

While not required, applicants can include letters with their application to demonstrate community support for the proposed project. Letters should be relevant to the nature of the project and may be from entities such as a historic district commission, Main Street organization, downtown development authority, historical society, chamber of commerce, state or federal elected official, or municipality. All letters of support must be submitted with the application via the online portal; they should not be sent directly to SHPO. Letters provided to SHPO outside of the online portal will not be considered.

3. GRANT APPLICATION SCORING AND SELECTION

Applications are first reviewed for completeness and program compliance by SHPO staff. Following this compliance check, applications are competitively scored by an interdisciplinary review panel of SHPO and Michigan Economic Development Corporation (MEDC) program staff based on the selection criteria identified on the following page. The review panel's scores will be averaged, and recommendations will be made to the State Historic Preservation Officer for funding. SHPO may elect to offer a full award, a partial award, or no award to applicants. At its discretion, the review panel may elect to coordinate a site visit with a potential awardee prior to making a final determination of award.

Broadly speaking, the application will be evaluated in the categories of project scope, need, impact, and feasibility. Because the priority of the National Park Service's Paul Bruhn Historic Revitalization Grants Program is to enable rehabilitation of historic properties and foster economic development and vitality in rural lakeshore communities, particular consideration will be given to projects that will have a demonstrated economic impact. Economic impact can mean different things depending on the property and the community. Examples include but are not limited to:

- Creation of new permanent jobs
- Creation of new businesses, expansion of existing businesses, or diversification of businesses
- Creation of upper-story (market rate or affordable) housing units in mixed-use properties
- Activation of underutilized space
- Returning a vacant or dilapidated structure to active use
- Stabilizing a building or eliminating blight that detracts from community character
- New or expanded heritage tourism opportunities
- Revitalization of a community anchor (e.g., community theater or library) that brings people downtown

Depending on the number of applications received and amount of funding requested, additional non-scored criteria may be used in the selection. These may include, for example, geographic distribution of funds, benefit to underserved or disadvantaged communities (map is available [here](#)), amount of applicant match, and demonstrated local support.

The narrative components of the application are the applicant's opportunity to fully describe the potential positive impacts of a project. Applicants are encouraged to be succinct but clear in their applications so that the review panel has a full understanding of the project and the anticipated or potential outcomes. Applicants should not assume that they will have the opportunity to clarify or provide additional information prior to the review panel's project selection.

RESILIENT LAKESHORE HERITAGE GRANT PROGRAM SCORING CRITERIA

	Criteria	Available Points	Points Awarded
Project Scope (25 pts)	Application materials, including supporting documentation, are complete and satisfactorily provide a complete understanding of the proposed project	5	
	Project goals, work description, and outcomes are clearly defined and sufficient to successfully achieve the project goals and result in a meaningful project	10	
	Project work meets the Secretary of the Interior's Standards for Rehabilitation or can easily be brought into compliance before project work begins	10	
Project Need (20 pts)	Project need is well demonstrated, and the project is shown to be an appropriate solution to the identified need	10	
	Application addresses why these program funds are critical and how they will be used for the project	5	
	Project addresses an identifiable and urgent threat (e.g., building stabilization, neglect, disinvestment, substantial deterioration, etc.)	5	
Project Impact (35 pts)	Project will have a demonstrated positive impact on the applicant's ability to use the building for the long term	10	
	Proposed work will have a (High/Medium/Low) impact on the resource: <ul style="list-style-type: none"> • <u>High</u>: E.g., Stabilization or correction of deficiencies to prevent future damage, project work to enhance resiliency (e.g., mitigation and prevention of flooding), or activation of vacant or underutilized space • <u>Medium</u>: E.g., Non-critical rehabilitation work that allows for continued use • <u>Low</u>: E.g., Work that is primarily cosmetic in nature 	10	
	Project contributes to the identity of the area as a rural lakeshore community (e.g., will promote awareness or appreciation of the area's heritage, invest in a resource important to the fabric of the community, or contribute to the vitality and success of a critical rural commercial corridor)	5	
	Project has the potential to have a positive economic, social, and/or cultural impact on the corridor and/or community in which it is located (e.g. allow for expanded services, eliminating blight, creating affordable upper-story housing, enhancing opportunities for civic engagement or tourism, etc.)	10	
Project Feasibility (20 pts)	Total project funding, including required match, has been secured	5	
	Project budget is clearly defined and supported by estimates; costs are eligible, reasonable, and sufficient to successfully complete the project	5	
	Project work schedule is appropriately detailed and provides sufficient time to complete the project	5	
	Applicant is ready to proceed and has the capacity to successfully complete the project	5	
	Total Points	100	

4. PROJECT IMPLEMENTATION

GRANT TIMELINE

In general, the following timeline is anticipated for grant project selection and award. Note that the start of work is ultimately dependent on SHPO's execution of a grant agreement with the awardee. All specific dates applicable to awarded projects will be detailed in the grant agreement executed with SHPO.

September 1, 2022:	Applications due to SHPO
September 2022:	Applications scored by review panel
October 2022:	Review panel completes site visits (if determined necessary) Funding recommendations made to State Historic Preservation Officer SHPO provides notices of intent to award for selected projects
November 2022:	SHPO executes grant agreements with awardees
November 2022:	Project work begins
September 30, 2024:	All project work must be completed and reimbursement requests made

AWARD NOTIFICATIONS

Once projects are selected and approved for funding, SHPO will send the applicant a notice of intent to award letter identifying the anticipated funding amount. Awardees will be required to respond to SHPO and formally accept the grant offer, or to let SHPO know that the applicant does not wish to accept the award, in which case SHPO will make alternate arrangements with another applicant.

Alongside the notice, SHPO will provide the awardee with a grant recipient packet including helpful guidance, such as setting up a payment account with the State of Michigan, and forms that will require completion to develop the grant agreement and ultimately reimburse project costs. These forms include:

- *Assurances—Construction Projects*
- *W-9 Request for Taxpayer Identification Number and Certification*

THE GRANT AGREEMENT

All projects—regardless of size, dollar amount, or complexity—require a fully-executed grant agreement. Grant agreements will be executed electronically via DocuSign.

IMPORTANT! The grant is formally awarded at the time the grant agreement is executed by all parties. No work—including soliciting bids from or executing contracts with contractors—can proceed until the agreement is fully executed. Any work done prior to the execution of the grant agreement with SHPO is **not eligible** for reimbursement as part of the grant expenditures, and any procurement actions taken in advance of the grant agreement may have to be redone before project work can begin.

The grant agreement for each project will specify:

- Project work to be accomplished with the grant award
- Method of and requirements for the disbursement of funds
- Period for the completion of the project
- State and federal statutes, regulations, and requirements that must be followed

Attachments to the agreement will include:

- Detailed work description (based on the information provided in the application)
- Work schedule detailing major project milestones (based on work schedule included in the application)
- SHPO approved budget (based on the budget included in the application)

PROJECT BIDDING AND PROCUREMENT

Because projects are funded through federal monies, all projects must use procurement processes that are conducted in a manner that provides open, transparent, and free competition. In addition, before contracts can be executed, all contractors/consultants must be approved by SHPO to verify they have the necessary qualifications to successfully complete the project. This includes making sure any consultants used in the project meet the appropriate professional qualification standards ([36 CFR 61 qualifications](#) or Appendix D) for their respective field (e.g., architecture, history, architectural history), as appropriate.

Awardees are required to select contractors/consultants through one of the two processes below, which is determined by the total project cost (not the grant amount). Note that SHPO will provide additional information to awardees following grant award and work closely with them to help make sure that the procurement process and project are successful.

IMPORTANT! If you are a government entity and your local procurement standards require a more stringent or alternative process, SHPO will work with you to identify an appropriate procurement process.

FOR PROJECTS TOTALING LESS THAN \$100,000

An awardee that has a total project cost of less than \$100,000 can use small purchase procedures to solicit and secure a contractor or consultant. These procedures include soliciting bids from at least three (3) qualified contractors/consultants. The required steps are as follows:

- **Invitation to Bid:** Awardees must develop an invitation to bid describing the scope of work, schedule, and necessary qualifications, which will be sent directly to prospective contractors/consultants. Awardees must also prepare a list of qualified contractors/consultants that they anticipate contacting about the project. At least three (3) qualified parties must be identified.

All documents related to the invitation to bid must be submitted to SHPO for review and approval prior to their release/use. This includes, at minimum, the following:

- Draft and final copies of the invitation
- List of prospective contractors/consultants and copies of letters or emails to be sent to prospective contractors/consultants with the invitation to bid
- **Bid Solicitation:** Once the materials are approved by SHPO, the awardee may send the invitation to bid to identified contractors/consultants. Contractors/consultants should be given sufficient time to respond, at least twenty (20) to thirty (30) days. Following the awardee's review of bids, the following must be provided for SHPO review and approval so that SHPO can confirm that the selected contractor/consultant has the qualifications necessary to successfully complete the project:

- Copies of responses received
 - The name of your preferred contractor/consultant
 - Brief description of the justification for the identified contractor/consultant
 - Signed copy of the awardee's bid tabulation sheet (template available [here](#))
 - Copy of the draft subcontract for the project
- **Subcontract Execution:** Once SHPO has approved the awardee's contractor, the awardee may move forward with executing a contract with them. The subcontract must include all work as outlined in the grant agreement with SHPO. Including the grant agreement as an attachment to the subcontract is recommended. At minimum, a copy of the grant agreement must be made available to all contractors/consultants to assure that work meets the contractual requirement. All parties have the responsibility to review the terms of the grant agreement and assure compliance with all state and federal requirements. A copy of the executed contract must be returned to SHPO.

FOR GRANT PROJECTS TOTALING \$100,000 OR MORE

Activities associated with a project having a total cost of \$100,000 or more must use competitive negotiation procedures to solicit and secure a contractor/consultant. These procedures include issuing a publicly advertised request for proposals (RFP) and receiving sealed bids. The required steps are as follows:

- **Request for Proposals:** Awardees must develop a comprehensive Request for Proposals (RFP) that includes a detailed scope of work and all criteria and requirements that must be addressed in a bid proposal. The RFP must also include the required federal credits/disclaimers, which will be supplied in the grant agreement.

All documents related to the RFP process must be submitted to SHPO for review and approval prior to their release/use. This includes, at minimum, the following:

- Draft and final copies of the RFP
 - List of prospective contractors/consultants and copies of letters or emails to be sent to prospective contractors/consultants (if also doing direct mailings/email notifications)
 - List of locations where the RFP will be advertised (see below)
- **Bid Solicitation:** All work must be formally advertised for bids either three (3) times in one (1) advertising source of general circulation (e.g., newspaper, physical or online) or one (1) time in at least three (3) different advertising sources of general circulation. Posting the RFP at one (1) or more online posting services such as Builders Exchange or Dodge Reports is allowable. Sufficient time must be given for prospective contractors to prepare and submit bids, at least thirty (30) days.

Formally advertised procurements must use sealed bids, public opening of bids, and fixed-price type subcontracts. Solicitation materials must include a declaration of the date, location, and time of the public opening. Documentation of the solicitation process must be submitted to SHPO at each stage. This documentation includes:

- A copy of the publisher's affidavit, as relevant
- A copy of the online advertisement posting, as relevant
- A confirmation of the time and location for the RFP's posting

Following the awardee's review of bids, the following must be provided for SHPO review and approval so that SHPO can confirm that the selected contractor/consultant has the qualifications necessary to successfully complete the project:

- Copies of all bid responses received
 - The name of your preferred contractor/consultant
 - Brief description of the justification for the identified contractor/consultant
 - Signed copy of the awardee's bid tabulation sheet (template available [here](#))
 - Copy of the draft subcontract for the project
- **Subcontract Execution:** Once SHPO has approved the awardee's contractor, the awardee may move forward with executing a contract with them. The subcontract must include all work as outlined in the grant agreement with SHPO. Including the grant agreement as an attachment to the subcontract is recommended. At minimum, a copy of the grant agreement must be made available to all contractors/consultants to assure that work meets the contractual requirement. All parties have the responsibility to review the terms of the grant agreement and assure compliance with all state and federal requirements. A copy of the executed contract must be returned to SHPO.

IMPORTANT! The cost of supplies necessary to carry out the grant work is allowable. Purchases under \$5,000 made specifically for the grant work shall be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received by the grant recipient; they do not need to be bid out, but backup documentation (e.g., invoice, receipt, etc.) must be retained for reimbursement. Supplies exceeding \$5,000 must be competitively bid per the above and required documentation of the competitive bid process should be determined in consultation with SHPO.

5. PROJECT SIGN

A sign acknowledging support from the National Park Service and Historic Preservation Fund must be placed at the project site before work begins and be maintained for at least the duration of the project. Whenever possible, it should be displayed so it is clearly readable from the public right-of-way.

The grant recipient has the responsibility to coordinate manufacture and installation of the required sign. **The cost of the sign is an allowable project expense.** The sign should be a minimum of 4' x 3', be located in a publicly accessible location, and identify the project and its sponsors.

Two color photographs of the installed site must be submitted to the SHPO upon its installation. One photo should show a “zoomed out” view of the sign clearly showing its relationship to the overall property, and one photo should be a closer view of the sign and its installation.

An example of a typical funding sign is provided below. Upon execution of the grant agreement, SHPO will provide a digital file of the exact sign to be installed to the grant recipient.



6. HISTORIC PRESERVATION EASEMENT

In accordance with federal program requirements, a historic preservation easement must be executed to protect the grant-funded investment in the historic character of the property. The length of the easement is determined by the amount of the grant funding (not the total project cost).

Grant Funding Amount	Length of Easement
\$1 - \$50,000	5-year minimum
\$50,001 - \$100,000	10-year minimum

The easement will be prepared by SHPO and must be recorded with the Register of Deeds for the county in which the property is located by the grant recipient before final grant funds can be reimbursed.

- The property owner must advise the SHPO about any entity that may have an interest in the property, and all must consent to the historic preservation easement.
- Present owner(s) and successor(s) must be bound by the historic preservation easement.

The historic preservation easement will include the following provisions:

- The property must be maintained in such a way as to ensure its historical and architectural integrity;
- No major visual or structural changes may be made without the written approval of the SHPO;
- The grounds must be maintained in keeping with the historical integrity of the property;
- Equal opportunity standards regarding race, color, religion, national origin, age or sex in relation to any program or activity directly or indirectly related to the structure must be adhered to; and
- Public access for twelve days a year to the exterior is required where funds are used for exterior work, and to the interior where funds are used for interior work.

View a **Sample Historic Preservation Easement** [here](#).

The procedures for executing the historic preservation easement are as follows:

- Acknowledgement of the requirement for a historic preservation easement must be provided in the letter of certification or resolution included with the application.
- The easement is prepared by SHPO and approved by the Office of the Attorney General.
- The authorized individuals who have signed must appear before a Notary Public for the purpose of acknowledging the signing.
- The Notary Public before whom the individuals appear must execute a Certificate of Acknowledgment.
- The historic preservation easement must be recorded by the property owner at the Register of Deeds for the county in which the property is located. There will be a fee for recording at the register's office. The original historic preservation easement will be numbered and stamped by the Register of Deeds. The stamp reflects the date and time of recording. The historic preservation easement will be copied and placed with the deed and other documents of record concerning the property.
- The original easement, after recording, must be returned to SHPO for filing with the Department of State, Office of the Great Seal. Copies for your use should be made prior to returning the original.

7. PROJECT COMPLETION

PROGRESS REPORTS

SHPO staff will remain engaged with grant recipients throughout the duration of their projects to help ensure successful projects. SHPO may also coordinate with grant recipients to view in-progress work and take photographs for promotional purposes. In addition, the subgrantee is required to provide brief quarterly progress reports (January 15, April 15, July 15, and September 15) that provide a snapshot of the status of the project, any issues encountered, proposed changes to the work schedule (if any), and a budget update showing any paid and unpaid invoices, and their relation to total anticipated project expenditures. SHPO will send reminders about the quarterly reports as they become due. An example quarterly progress report is available [here](#).

REIMBURSEMENT REQUESTS AND FINAL COMPLETION REPORT

Grant funds will be disbursed to the grant recipient only on an expense reimbursement basis upon SHPO receipt of a complete reimbursement request. All documents and supporting entries on the accounting records must be available for inspection by authorized representatives of SHPO. An initial reimbursement request may be made at 50% completion, so long as the reimbursement request is at least \$10,000. The remainder will be held until satisfactory completion of all project work is confirmed. No advances will be made under any circumstances.

To receive 50% reimbursement, the subgrantee must submit a 50% Reimbursement Request Form to SHPO. This form includes a brief description of activities completed to date, project expenditures, and a list of invoices received and paid. This form must be signed by the individual who signed the grant agreement; the chief financial officer of an organization can also sign the form. Proof of payment must be included with the request form. Such proof can be a canceled check, bank ledger showing payment, or similar. Payment cannot be processed until the report is completed in whole. A template for the 50% Reimbursement Request is available [here](#).

To receive final reimbursement upon completion of the project, the subgrantee must submit a Completion Report. This report includes a final discussion of the project, the results, any issues encountered and how they were resolved during the project, as well as a final list of project expenditures, invoices received and paid, and backup documentation. The report must also include:

- Color photographs documenting the site, the environment, and the exterior and interior conditions of the project areas prior to the start of work.
- Color photographs of the project work in progress at various stages.
- Clear photographs of completed work. The photographs must document the site and the environment and the exterior and interior conditions of the areas of completed rehabilitation. To the extent practical, these photographs should be taken from the same vantage points as the photographs taken prior to rehabilitation work.
- A color photograph of the project sign.

A template for the Completion Report is available [here](#).

APPENDIX A. NATIONAL REGISTER GUIDANCE

While all applicants are **encouraged** to verify the National Register status of their property with SHPO prior to applying for grant funding, if the subject property is not known to be listed in the National Register of Historic Places either individually or as a contributing resource to a historic district, the applicant **must** confirm eligibility with SHPO prior to applying for funding. This is intended to ensure that applicants do not waste valuable time and resources preparing an application for an ineligible property.

Requests to verify the eligibility of a property must be submitted to Alan Higgins at HigginsS3@michigan.gov by **July 18, 2022**, which is approximately 45 days prior to the application deadline. This deadline allows time for SHPO to satisfactorily complete its review and for the applicant to complete their application. SHPO cannot guarantee the return of any requests received after this date.

If SHPO identifies that your property is not yet listed in the National Register or has not been previously determined eligible for listing by SHPO, additional information will be required to confirm eligibility. This includes the following:

- A complete National Register of Historic Places Preliminary Questionnaire, available [here](#)
- A complete historic property identification form, available [here](#)
- An aerial map showing the property boundary
- Digital photographs that provide a sufficient understanding of the building's historic character, inclusive of both the interior and exterior
- For properties that are currently non-contributing to a historic district but would become eligible as a result of the project, the applicant must provide sufficient documentation to demonstrate to SHPO that enough historic material remains for eligibility.

Properties that are determined eligible for listing but are not currently listed in the National Register are eligible to apply for funding, but the property must be listed by the end of the project, either individually or as a contributing resource to a historic district. Listing is a federal program requirement, and no exceptions are allowed.

The costs associated with preparing the documentation necessary to list a property in the National Register are eligible for reimbursement and can be included in the grant request. Although not required, use of a consultant is recommended. A list of qualified professionals who may be able to assist is available [here](#). While SHPO cannot recommend a consultant and any consultants will have to be competitively selected according to the guidelines outlined in this manual, SHPO can, upon request, provide guidance in putting together a request for bid for a National Register nomination.

When preparing the draft project schedule for a property that will need to be listed in the National Register, the applicant should take into consideration the time to complete the necessary documentation and work through the nomination process. Generally speaking, this process takes approximately 12-15 months to complete, although the length is dependent on factors such as the complexity of the property, the amount of revisions required, and upcoming meeting dates for the State Historic Preservation Review Board, which is required to review all nominations to the National Register of Historic Places; applicants are encouraged to review [upcoming meeting dates](#) and [deadlines for submissions](#). Awardees are encouraged to start the process of preparing any necessary National Register documentation as soon as possible upon execution of the grant agreement to minimize the potential for delays or complications. Any work done prior to the execution of the grant agreement with SHPO is **not eligible** for reimbursement as part of the grant expenditures.

For additional guidance on the National Register of Historic Places and the listing process, please see the materials available at www.michigan.gov/NRHP.

Any questions about these requirements should be submitted to Alan Higgins at HigginsS3@michigan.gov.

APPENDIX B. UNALLOWABLE EXPENDITURES

All grant funds are paid on an **EXPENSE REIMBURSEMENT** basis only. The grantee will be reimbursed for eligible expenses incurred (up to the grant amount). The SHPO will review and may make changes to the budget line items as submitted in the application. The final budget approved by the SHPO will become an attachment to the grant agreement. SHPO will review your project budget and, if necessary, identify any project expenses that are not eligible for reimbursement under this program. Common unallowable expenditures include:

- Personal/staff time for preparing a grant proposal
- Property acquisition
- Routine maintenance and utilities
- Projects that result in only temporary improvements
- Development of residential or church-owned properties
- New construction or additions
- Non-historic site features including, but not limited to, parking lots, sidewalks, and paving
- Furnishings
- Major landscaping not directly related to a property's active use
- Landscaping that is not historically documented
- Certain environmental cleanup activities required under federal law
- Reconstruction of demolished buildings, structures, or objects (Reconstruction of certain missing elements may be allowable if based upon historical documentation, such as photographs.)
- Relocation of buildings, structures, or objects
- Mothballing of vacant buildings with no anticipated use
- Mitigation activities as a condition or precondition for obtaining a federal permit, license, or funding
- Expenses and costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions
- Fines, penalties, debts or losses arising from non-collectable accounts and other claims, and related collection costs
- Interest and other financial costs; interest on borrowing
- Cost-plus subcontracts, unlimited time and materials sub-contracts, and contingency fees
- Entertainment, costs of amusements, social activities, and related incidental cost such as meals, beverages, lodgings, rentals, transportation, and gratuities
- Costs of meals for employees when they are not in travel status
- Historical markers or plaques
- Archaeological excavation or salvage
- Museum exhibits and curation of collections
- Lobbying, costs associated with activities to influence legislation
- Use of equipment or premises for political purposes, political activities sponsoring or conducting candidates' meeting(s), engaging in voter registration activity or voter transportation activity, or other partisan political activities
- Costs incurred before the project starting date or after project completion date
- Costs over the approved grant amount
- Costs for work not included in the scope of work or not approved by SHPO
- Work not in compliance with the Secretary of the Interior's Standards
- Demolition unless necessary for repair or rehabilitation of the property (e.g., removing roofing to inspect and repair underlayment)

APPENDIX C. SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The intent of the Standards is to assist the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior, related landscape features and the building's site and environment as well as attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

APPENDIX D. 36 CFR 61 PROFESSIONAL QUALIFICATIONS STANDARDS

Used by the National Park Service, the following requirements define the minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field with coursework in American architectural history or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture area professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.