IMPORTANT DEADLINES

Applications Due to SHPO: October 1, 2020
Anticipated Notice of Award: Spring 2021
Anticipated Grant Period: Summer 2021 to September 30, 2022

SHPO must receive applications by 5:00 p.m. on October 1, 2020.

APPLICATION ASSISTANCE

The Michigan SHPO strongly advises applicants to consult with staff when developing project proposals and to discuss the project scope of work prior to submitting a grant application to ensure the project is eligible and/or appropriate for potential grant funding.

Please direct all questions to:

Joelle Letts
Grants Manager/Budget Specialist
Michigan State Historic Preservation Office
LettsJ1@michigan.gov
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INTRODUCTION

The Certified Local Government (CLG) program is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. The program is jointly administered by the National Park Service (NPS) and the State Historic Preservation Office (SHPO) in each state, with each local community working through a process to become certified. Once certified, a CLG becomes an active partner in the Federal Historic Preservation Program and can take advantage of the benefits thereof. This includes grant funds that are made available from NPS through SHPO for CLGs to initiate and support historic preservation activities at the local level.

The National Historic Preservation Act of 1966 (Chapter 16, U.S. Code, section 470 et seq.) provides matching funds for projects designed to facilitate the preservation of historic resources significant in American history, architecture, archaeology, engineering, and culture. In Michigan, the program is administered by the SHPO pursuant to Public Act 271 of 1913, section 399.1 et seq. of the Michigan Compiled Laws. Federal law requires that 10% of SHPO’s annual federal Historic Preservation Fund allocation be set aside for CLGs to initiate and support historic preservation activities at the local level. It is estimated that $1,000,000 will be allocated to the SHPO and approximately $100,000 will be sub-granted to CLGs. CLGs are not required to provide a match for subgrants.

CATALOG OF FEDERAL DOMESTIC ASSISTANCE #15.904

This grant program has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

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
GENERAL CONDITIONS

Who Can Apply: Only active Certified Local Governments (CLG) in good standing may apply for CLG grant funding. CLGs must have an annual report on file for the previous year to be eligible for consideration. Private individuals and non-CLG organizations are not eligible for these grants. A list of current CLGs in Michigan can be found at www.Michigan.gov/CLGrants.

CLGs may sponsor projects for nonprofit organizations and public entities within their jurisdictions, so long as the project meets CLG grant program eligibility. For example, a CLG could partner with a local historical society (if certified as a non-profit) to complete an architectural survey or with a school district to prepare a Teaching with Historic Places lesson plan for local schools. This also allows the nonprofit or public entity to provide project funding in place of the CLG.

When a CLG sponsors an application on behalf of a nonprofit organization or public entity, the CLG is the applicant. If a grant is awarded, the CLG is the grant recipient unless otherwise determined by SHPO. A written agreement must exist between the CLG and the nonprofit organization or public entity that clearly states the responsibilities of each party in regard to the project.

How to Become a CLG: To become a CLG, a local unit of government must apply to the SHPO and be certified by the National Park Service. Before it can be certified the local government must have in place a local historic district ordinance pursuant to Michigan’s Local Historic District Act, Public Act 169 of 1970, as amended, and a historic district commission with binding design review authority. A full description of the CLG program and how to apply for certification is found in SHPO’s program manual, “The Certified Local Government Program in Michigan,” available at www.Michigan.gov/CLGrants.

Eligible CLG Funded Projects: Grant funds can be used for a variety of preservation planning and education projects that facilitate the ability of a CLG to move forward its preservation program and effectively identify, plan for, protect, and celebrate important historic places in the community. Innovative projects are encouraged.

Eligible project activities include but are not limited to:
- Reconnaissance-level, intensive-level, or thematic surveys of historic resources
- Archaeological studies
- Historic context studies
- National Register of Historic Places nominations (individual, district, and multiple property nominations)
- Study Committee reports for local historic district designation
- Writing or amending local historic district ordinances
- Community preservation plans
- Revitalization plans
- Design guidelines and related technical materials
- Educational activities such as workshops and special events or the preparation of booklets, brochures, websites, applications, or other media that promote heritage tourism, educate the public about preservation, or provide access to information on historic resources in the community
- Studies on economic and other factors that impact preservation
- Hands-on educational activities such as window repair workshops
- Training activities that support the capacity of CLG staff and HDC commissioners

Ineligible CLG Funded Projects: Activities determined by the U.S. Department of the Interior to be ineligible for funding include but are not limited to: ongoing public education efforts such as operation of a house museum; extensive survey, testing, and data recovery of archaeological sites beyond necessary to determine National Register eligibility; curation of objects outside of grant-assisted projects; archival and collections management; operating or overhead support; exhibits; and commemorative markers and plaques.

Project Readiness: The project must be ready to proceed at the time of application and must not be dependent on future actions, approval, or cooperation from other organizations before the project can begin.

Grant Funding: All grant funds are paid on an EXPENSE REIMBURSEMENT basis only. The grantee must have funds available for expenditure amounting to 100 percent of the project cost at the time of a grant application submittal. The grantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the grant process. All project work must be complete, all invoices must be
paid, all financial documentation must be audited, and all must be approved by the SHPO before the grantee receives any reimbursement.

Grant Award Amount: The minimum grant award for planning, documentation, and education projects is $5,000.

Grant Match Requirement: SHPO is not requiring match for 2021 CLG grant projects.

CLG Program Funding Priorities: Greater scores will be given to projects undertaken in association with one or more of Michigan’s Historic Preservation Goals identified by the SHPO in Michigan’s Historic Preservation Plan and projects that address one or more of SHPO’s funding priorities for 2021. Click on the titles to view: Michigan’s Historic Preservation Plan SHPO’s Fiscal Year 2021 Funding Priorities

National Environmental Policy Act (NEPA) Review: Archaeological projects are subject to NEPA review. NEPA requires review of all Federal, federally assisted, and federally licensed actions that may impact the environment and provides safe environmental alternatives.

Following the award of a CLG grant SHPO will prepare a detailed summary of the environmental impacts on any impacted cultural resource. This summary is submitted to the National Park Service (NPS) for review and approval before CLG funded work can begin. NPS review can take a minimum of three months. It is important to consider NEPA review when planning your CLG project.

Program Audit Requirements: Federal Circular A 133 requires that local units of government, nonprofits, 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 years after funds have been reimbursed to the grant recipients or until all claims or audit findings have been resolved.

Allowability of Federal Costs: The principles governing allowable direct costs are determined in accordance with federal Management and Budget Circular A 87 and A 102, and the National Park Service’s Historic Preservation Fund Grant Manual.

Disclosure of Information: Financial records, supporting documents, statistical records, and all other records pertinent to a grant provided by NPS 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.

Civil Rights Act: As mandated under Title VI of the 1964 Civil Rights Act and in Executive Directive 1979-4, it is the policy of the State of Michigan 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, it is appropriate that SHPO 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 it’s 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 to the CLG. 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.

Coastal Zone Management: 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 may be obtained by CLICKING HERE.

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.

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;
- 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 the SHPO Grants Manager/Budget Analyst when such conduct becomes known.

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.

PROJECT ELIGIBILITY

Public Education

Public Education projects are diverse and should be tailored to the specific needs of the CLG and its efforts to raise awareness of historic resources and/or the importance of historic preservation and its relationship to activities such as community revitalization, economic development, heritage tourism, and education. Programs or materials developed under this category must be accessible to persons with disabilities. Applicants also must ensure that any materials produced with CLG funds include the language concerning federal funding and unlawful discrimination.

Public education projects may include, but are not limited to, the following. Applicants should consult with the SHPO CLG Coordinator prior to completing a CLG grant application for a public education project to ensure project eligibility. Innovative projects and collaborations with other community organizations (e.g., Main Street organizations) are strongly encouraged.

- Design, research, and/or printing of publications (booklets, pamphlets, etc.) designed to enhance the knowledge and appreciation of historic preservation. Such topics could include, for example, local historic district designation and property owner requirements; design considerations for historic properties; the history of the community; preservation techniques; and weatherization and energy efficiency.
- Design and creation of videos, websites, e-Learning programs, and other audio-visual materials designed to provide access to information and educate the public about preservation-related subjects, issues, and/or techniques.
- Teaching with Historic Places lesson plans that teach students about historic resources in the community.
- Heritage tourism programs and materials such as brochures, guidebooks, videos, and apps for tours of historic districts, byways, cultural districts, heritage trails, etc.
• Conferences, seminars, or workshops that discuss preservation-related subjects or issues and increase the knowledge, skills, and abilities of a specific audience (e.g., historic district commissioners, planning staff, realtors, contractors, property owners, etc.)
• Development of mobile applications and other information technology that makes information about local historic resources available to the public.
• Hosting a “how-to” workshop on topics such as window repair or property maintenance.

Archaeological Projects

Archaeological projects are diverse and may include, for example, surveys that involve the identification, documentation, and evaluation of archaeological resources; geophysical studies; nomination of archaeological sites to the National Register; predictive models; and development of management plans for protection of archaeological sites. Applicants should consult the State Archaeologist prior to completing a grant application to ensure project eligibility. Archaeological projects must meet the following requirements:

• Work must be conducted according to The Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.
• Archaeological projects are subject to National Environmental Protection Act (NEPA) review. NEPA requires review of all Federal, federally assisted, and federally licensed actions that may impact the environment and provides safe environmental alternatives.
  o Following the award of a CLG grant SHPO will prepare a detailed summary of the environmental impacts on any impacted cultural resource. This summary is submitted to the National Park Service (NPS) for review and approval before CLG funded work can begin. NPS review can take a minimum of three months. It is important to consider NEPA review when planning your CLG project.
• Each report will include a table of contents, a list of tables, figures and plates, a report abstract, and list of references supporting the report narrative. Reports must be in American Antiquity style (see American Antiquity, 1979, 44:193-205). One hardcopy and one electronic copy of the final report shall be provided to SHPO.

Above-ground Survey Projects

Survey projects directly relate to the identification and evaluation of buildings, structures, objects, landscapes, and historic districts. Surveys may fall under one of three categories, each of which is eligible for grant funding.

• Reconnaissance Survey identifies the general distribution, location, and character of historic resources in a given area, providing a baseline level of information about individual resources that can be used to inform future survey and/or planning activities. It includes photographic documentation and basic research to sufficiently place the inventoried properties in historic contexts and to suggest which may warrant future investigation.

• Intensive Level Survey provides in-depth documentation of individual resources ideal for determining individual eligibility to the National Register and/or supporting informed decision-making related to local designation and planning. It includes photographic documentation of the historic resources in specified area accompanied by detailed research on individual properties that results in historic contexts and the determination of which properties are eligible for the National Register of Historic Places.

• Thematic Survey is the same as intensive-level survey except that the study focuses on a specific property type (for example, lighthouses or bridges) or one historic context (for example, agriculture in Lapeer County from 1830 to 1945). Proposals for thematic surveys must include a detailed description of how the properties to be surveyed were identified and selected.

All survey projects must meet the following requirements:

• All survey work must meet the requirements set for in the Michigan Above-Ground Survey Manual.
• Identification activities must be conducted, supervised or reviewed by one or more persons who together meet the professional qualifications (36 CFR 61) defined by the National Park Service.
• Eligibility determinations for historic resources must use The Secretary of the Interior’s National Register Criteria for Evaluation.
• A MS Access or Excel file including data for each historic resource identified during the survey, which shall include minimum items of information appropriate to the type of survey conducted, whether or not they are found in a district. If applicable, ArcGIS shapefile data including the same information is acceptable.
• One CD/DVD of digital images that meets the criteria described in Chapter 1, Exhibit F.
• Readable maps representing of the areas surveyed and indicating the accurate location of all sites and districts recorded during the survey. Corresponding Google Earth KMZ files or ArcGIS shapefiles should also be provided.
• A final report that meets the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation and shall include the following sections: title page, credits and credentials, overview statement, methodology, project area surveyed, acres surveyed, property totals, data location, previous surveys, contexts, property types, summary of results, post field work evaluations, assets and problems encountered, planning needs
summary, recommendations for future work, and bibliography. The report must be illustrated with photographs and maps, as appropriate, and include inventory forms for surveyed properties.

- SHPO retains the right to have the grant recipient submit its final report while it is still in draft form for editing and correction. All research materials shall be transferred to SHPO as part of the final submission.

**National Register Nominations**

The National Register of Historic Places is the federal government’s official list of districts, sites, buildings, structures, and objects deemed worthy of preservation for their historical, architectural, and/or cultural significance. The National Register is a critical planning tool that serves as a research resource; provides for recognition of designated properties; and forms the basis for tax credit projects and economic revitalization.

Properties that have been identified as eligible for listing in the National Register as a result of past activities (e.g., intensive-level survey, completion of a Preliminary Questionnaire to SHPO, etc.) can be nominated for listing in the National Register through the grant program. New nominations can be submitted for individual resources, archaeological sites and districts, urban or rural historic districts, and rural or cultural landscapes. The property, district, or group of properties to be nominated by the project must have an “Eligible” determination on file with SHPO prior to submission of the grant application. For questions regarding eligibility, please contact the SHPO National Register Coordinator.

Amendments for existing historic districts can also be completed through the program to update documentation to comply with current standards, revise district boundaries, and/or update counts of contributing and non-contributing resources. Preparation of a Multiple Property Documentation Form (MPDF), which is used to facilitate National Register designation of historically-related properties (e.g., mid-century bank buildings, public housing, etc.), is also an eligible activity. MPDFs describe the themes, trends, and patterns of history shared by the identified property type in a series of contexts, define the applicable property types associated with the contexts, and establish registration requirements for nominating such property types to the National Register. Applicants interested in applying for a grant for development of a MPDF must contact the SHPO National Register Coordinator prior to submitting an application to discuss project appropriateness and eligibility.

All National Register projects must meet the following requirements:

- National Register nominations must be written in accordance with National Register Bulletin 16A: Guidelines for Completing National Register of Historic Places Forms.
- Nominations must be prepared in accordance with Michigan SHPO standards, guidelines, and documentation requirements available at [www.michigan.gov/NRHP](http://www.michigan.gov/NRHP).
- If not the owner of the property to be nominated, the CLG must provide a letter from the property owner supporting the nomination and listing in the National Register.
- The nomination must be completed for presentation at a meeting of the State Review Board prior to the end of the grant cycle in which the project was awarded.

**Local Historic District Study Committee Reports**

A local historic district is a historically significant area that is protected by a local historic district ordinance. Michigan’s Local Historic Districts Act, Public Act 169 of 1970, as amended, provides the legal foundation for the local designation of historic districts in Michigan and establishes the process a community must follow to establish a local historic district. A summary of this process is available at [www.michigan.gov/shpo](http://www.michigan.gov/shpo). A key component of the process is the preparation of a Study Committee report, which discusses the character and integrity of the area being studied, evaluates the area using the National Register Criteria for Evaluation, and presents recommendations for historic district boundaries and ordinance language. CLGs may use grant funds to support preparation of a Study Committee Report and associated ordinances.

All Local Historic District projects must meet the following requirements:

- The procedures for establishing a local historic district as outlined in Section 399.205 of Michigan’s Local Historic Districts Act, Public Act 169 of 1970, as amended, must be followed.
- The Study Committee Report must be written in accordance with the SHPO’s guidance document, “Local Historic Districts in Michigan” available on the SHPO website at [www.michigan.gov/shpo](http://www.michigan.gov/shpo).
- Preparation of the Study Committee Report must be supported by sufficient documentation and assessment of resources within the study area. If such data does not exist and a historic resource survey is to be undertaken as part of the grant project, it must be conducted in accordance with the [Michigan Above-Ground Survey Manual](http://www.michigan.gov/shpo).
- A Final Study Committee Report must be submitted prior to the end of the grant cycle in which the project was awarded.
- A countywide CLG may sponsor a grant application for a community within its jurisdiction. For example, Washtenaw County as a CLG community could submit a CLG grant application for the Village of Manchester to conduct a Local Historic District Study. If a countywide CLG is sponsoring such an application, the non-CLG community must adopt a local historic district ordinance pursuant to Public Act 169 of 1970 prior to establishment of a district. If the non-CLG community already has a historic district ordinance in place, a copy of the ordinance must be submitted to SHPO for review no later than at the time of application for CLG funds (earlier submission for review is encouraged). If the non-CLG community has not yet adopted a local historic district ordinance, a final draft of the proposed ordinance must be submitted to SHPO for review no later than at the time of application for CLG funds (earlier submission for review is encouraged).
submitted with the local historic district study report. The application for CLG funds must include a letter of support from the non-CLG unit of government for the adoption of the local historic district ordinance.

Preservation Planning

Preservation Planning projects are diverse and are intended to move forward local preservation programs and enhance the ability of the CLG to effectively plan for, protect, celebrate, and incentive historic resources in the community. Preservation planning projects may include, but are not limited to, the following. Applicants should consult the SHPO CLG Coordinator prior to completing a CLG grant application for a preservation planning project to ensure project eligibility. Preservation planning activities are most effective when coordinated with other community planning, development, and revitalization activities. As such, collaborations with other community entities (e.g., Main Street organizations, planning and zoning staff, etc.) are strongly encouraged. Innovative projects that establish models for other community programs are also encouraged.

- Community preservation plans that provide long-range guidance for protection of a community’s historic character and resources. Preservation plans summarize the history of the community and past preservation efforts, identify needs, goals, and strategies, and establish priorities for future work. They are typically a collaborative effort between the CLG, historic district commissioners, planning staff and zoning, property owners, historical organizations, and other such stakeholders. Preservation plans may be prepared as a standalone document or as a component of a municipal or county comprehensive plan.
- Historic context statements, which provide the foundation for preservation planning and are critical to making informed decisions related to the identification, evaluation, and treatment of historic resources in the community. Context statements may be based on one or more themes, periods of significance, property types, or geographic areas.
- Preparation or updating of local historic district ordinances to comply with current standards.
- New design guidelines or revision of existing design guidelines for local historic districts. Design guidelines supplement the Standards identified in the local historic district ordinance and provide the basis for historic district commission review of work in designated areas.
- Studies on social, economic, legal, environmental, or other factors affecting historic preservation efforts in the local community or the social, fiscal, or other impacts of historic preservation activities.
- Studies and research supporting the development of revitalization plans for historic commercial corridors or residential neighborhoods.
- Information management and technology projects that facilitate a CLG’s ability to collect, manage, utilize, and distribute information about historic resources in the community, particularly if related to other community planning activities.

All Preservation Planning projects must meet the following requirements:

- Planning documents produced must conform to federal standards contained in The Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation and must be developed in coordination with the Michigan SHPO.
- Preservation planning projects must include a substantial public outreach/participation component.
- Planning projects must be designed to meet a specific goal that moves forward the local preservation program.
CERTIFIED LOCAL GOVERNMENT
GRANT APPLICATION
CHAPTER 1
GRANT APPLICATION INFORMATION


Applications Due: Completed applications must be received by SHPO via e-mail no later than 5:00 p.m. on October 1, 2020.

Applications are strongly encouraged to consult with SHPO staff. Applicants may submit draft applications for review by SHPO prior to the submission of the final application. Although draft applications are not required, they are highly encouraged. SHPO will review the draft application for omissions or inconsistencies and provide preliminary feedback on any concerns with the scope of work. Draft applications must be submitted to the SHPO by September 1, 2020, if the CLG would like preliminary feedback. Draft applications should be submitted in Microsoft Word or Portable Document Format (PDF) to Joelle Letts, Grants Manager/Budget Specialist, at LettsJ1@michigan.gov.

Application Submission: Submit one electronic grant application in PDF via e-mail to: LettsJ1@michigan.gov

Application Scores: SHPO staff will review and competitively score all applications. Greater scores will be given to projects undertaken in association with one or more of Michigan’s Historic Preservation Goals identified by the SHPO in Michigan’s Historic Preservation Plan and projects that address one or more of SHPO’s funding priorities for 2021. Final selections will be based on the highest scores (See Chapter 3: Scoring Criteria).

Grant Timeline: If an application is selected for funding, SHPO prepares a grant agreement officially awarding the funds. Project costs must be incurred between the date the grant agreement is executed (signed and dated by SHPO) and the end date specified in the agreement. Costs incurred prior to the execution of the grant agreement or after the end date of the grant agreement are not eligible costs and will not be considered part of the grant share. Awarded grants will have until September 30, 2022 to complete the project work.

Grant Modifications: Prior to implementing any changes to the grant agreement (e.g., scope of work or project budget) the grant recipient must notify the SHPO in writing. It will be at the sole discretion of the SHPO to approve or deny any proposed amendments.

Grant Completion: The contents of the completion report will be specified in the grant agreement and Chapter 7 Completion Report and Reimbursement Request. Review this section of the agreement carefully.

Acknowledgments: In all publications, reports, and newsletters, the grantee shall acknowledge financial support by the Certified Local Government Program. They should also acknowledge administration by the National Park Service, and the State Historic Preservation Office. The full text acknowledgment to be used is included in the grant agreement.

GRANT APPLICATION INSTRUCTIONS:

1. Complete and print the CLG Grant Application Form by CLICKING HERE. Use the most current CLG Grant Application Form version.
   o Electronically complete the entire form and sign electronically.

2. Complete and attach all Exhibits to the CLG Grant Application Form.
   o Follow the Exhibit Instructions when completing the required application materials.
   o All required Exhibits must be completed electronically, not handwritten.
   o Grant applicants must organize their grant applications to include all required Exhibits labeled in the same order as listed in the CLG Grant Manual.

3. Submit the signed Grant Application Form with the required Exhibits to LettsJ1@michigan.gov.
EXHIBIT INSTRUCTIONS:

EXHIBIT A: FINANCIAL CERTIFICATION

1. **Submit a certification of the availability of funds** to pay for 100 percent of the total project cost. Funds to pay for 100 percent of the entire project cost must be documented and verifiable at the time of application.

   Certification may be a statement from a banker that funds are available, a resolution from the governing body setting aside specific funds, or similar verification. The certification and resolution should specify the amount and source of the funding, and that the funds are earmarked for the project.

   Under this program, the recipient must provide 100 percent of the total project cost. Project funds may include the following:
   - Private Funds
   - Local Government Funds
   - State Funds
   - Federal Community Development Block Grant (CDBG) funds. Note that provisions of the Davis-Bacon Act apply if CDBG funds are used.
   - Paid Staff Time and In-Kind Services: Compensation for project personnel during the project period including wages, salaries, and supplementary compensation and benefits are allowable costs, but additional materials must be submitted with the CLG grant application. These additional materials include:
     - A current resume of the project personnel demonstrating that they meet or exceed the professional requirements as stated in 36 CFR Part 61.
     - A current earnings statement from the project personnel reflecting the hourly rate of pay.
     - Fringe benefits for paid or in-kind employees in the form of employer’s contributions to social security, life and health insurance plans, unemployment insurance coverage, worker’s compensation plans, and pension plans are allowable, provided costs are distributed equitably to grant costs and other activities.

   Any changes in the availability of project funds must be approved by the SHPO

2. **Submit a letter from your financial manager** that your organization has in place an adequate accounting system with appropriate internal controls to assure accuracy and reliability of accounting data. The financial management system shall:
   - Provide accurate, current and complete disclosure of the financial results of each grant;
   - Provide records that identify the source and application of funds for grant supported activities;
   - Provide for effective control of all grant assets;
   - Compare actual and budgeted amounts for the grant;
   - Establish procedures for determining reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable cost principles and terms of the grant agreement;
   - Support accounting records by source documentation such as canceled checks, paid bills, payrolls, and subcontract documents. Separate project records must be established and identified by the grant name and number.

EXHIBIT B: 36 CFR 61 PROFESSIONAL QUALIFICATIONS STANDARDS

A minimum of one individual working on the grant project must meet the project appropriate National Park Service 36 CFR 61 Professional Qualification Standards. A complete listing on the 36 CFR 61 Professional Qualifications can be found in Chapter 2, 36 CFR 61 Professional Qualification Standards.
Submit the following information:

- **For hiring a 36 CFR 61 Professional Consultant:** Submit a signed letter with the CLG grant application acknowledging that any professional consultants hired as part of the grant project work will meet the project appropriate 36 CFR 61 Professional Qualifications.

- **For Paid Staff Time and In-Kind Services:** Compensation for project personnel during the project period including wages, salaries, and supplementary compensation and benefits are allowable costs, but additional materials must be submitted with the CLG grant application. These additional materials include:
  - A current resume of the project personnel demonstrating that they meet or exceed the professional requirements as stated in 36 CFR Part 61.
  - A current earnings statement from the project personnel reflecting the hourly rate of pay.
  - Fringe benefits for paid or in-kind employees in the form of employer’s contributions to social security, life and health insurance plans, unemployment insurance coverage, worker’s compensation plans, and pension plans are allowable, provided costs are distributed equitably to grant costs and other activities.

**EXHIBIT C: RESOLUTION AND/OR MEMORANDUM OF UNDERSTANDING**

Submit a resolution authorizing acceptance of the grant under the conditions attached thereto, and designating all authorized contract signatories. The resolution must include the names/titles of the individuals authorized to sign the grant agreement and any grant agreement amendments.

**VIEW A SAMPLE RESOLUTION BY CLICKING HERE.**

- **For a CLG sponsoring a grant application for a nonprofit organization or other public entity** submit one signed Memorandum of Understanding (MOU) and two resolutions—one from the non-profit organization or other public entity and one from the CLG.
  1. The two resolutions must describe the following:
     - The owner’s project contact name, title and contact information
     - The applicant’s project contact name, title and contact information
     - The roles of each organization relative to the grant project
     - Authorization of the MOU
  2. The MOU between the CLG and the nonprofit organization or other public entity should include:
     - The roles of each organization relative to the grant project
     - The fiscal and administrative relationship between the applicant and the owner
     - The organization that will provide the project funds
     - The organization that will administer the grant project
     - The organization that will pay vendors

**VIEW A SAMPLE MOU BY CLICKING HERE.**

**EXHIBIT D: GRANT APPLICATION SUPPORT LETTERS**

1. Submit a letter from the Historic District Commission supporting the CLG grant application.
2. Submit a letter from the Property Owner supporting the CLG grant application (if applicable, e.g., National Register projects).
3. Submit any additional support letters.

**EXHIBIT E: BYLAWS AND ARTICLES OF INCORPORATION**

Submit copies of bylaws and articles of incorporation. The bylaws and articles of incorporation typically designate certain individuals that have the power to execute contracts, contract amendments and historic preservation easements on behalf of the organization.
• If the CLG is sponsoring an application for a nonprofit or other public entity, the application must include documents from both entities.

EXHIBIT F: PHOTOGRAPHS AND OTHER SUPPORTING INFORMATION

1. Photographs

Submit 4 to 10 digital photographs illustrating the specific or representative properties to be addressed by the project. For example, an application for a National Register nomination should include 4 to 10 digital photographs showing current conditions of the property(ies) to be nominated; an application for a survey project should include 4 to 10 digital photographs showing representative properties and streetscapes in the area to be studied; an application for a design guidelines project should include 4 to 10 digital photographs showing representative properties in the area to be covered by the guidelines. Applications for public education projects are not required to submit photographs with the application. If you are unsure of the types of photographs to be included with your application, contact the SHPO Grants Manager.

• Digital images must be in uncompressed TIFF format and e-mailed with the grant application
• Minimum of 1500 x 2100 pixels (this is equal to 5” x 7” at 300 dpi.)
• Name all digital images using the following standard format:
  - Property Name_Date_View Description
  - For example: Irvington neighborhood_July 2020_Olive Street facing east

2. Supporting Documentation

If the application is to update an existing document (e.g., existing design guidelines or existing National Register nomination), submit a copy of the current document with your application. Additionally, if you have mock-ups or example models you intend on using for a project such as a public educational program or material, submit a copy of the example with your application.

EXHIBIT G: DEED AND OWNERSHIP INFORMATION

Applicable only for single resource National Register Nominations

• Submit a copy of the 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:
  - Title commitment or an abstract of title.
  - OR
  - Legal opinion from the local unit’s attorney.

• If a previous historic preservation easement exists on the property, submit a copy with the grant application.

• If the CLG is not the property owner, submit a letter of support for the nomination and listing of the property to the National Register.
CHAPTER 2

36 CFR 61 Professional Qualifications Standards

The following requirements are those used by the National Park Service and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define 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.

**Archaeology**

The minimum professional qualifications in archaeology 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 are a 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 graduate 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.
CHAPTER 3
GRANT APPLICATION SCORING CRITERIA

The following table outlines the criteria that will be used in the scoring and evaluation process. All CLG grant applications will be competitively scored. Both small and large projects will be evaluated using the same criteria. The SHPO Scoring Committee’s scores will be averaged and recommendations will be made to the State Historic Preservation Officer for funding.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Available Points</th>
<th>Points Awarded</th>
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<tbody>
<tr>
<td>Project scope, audience, schedule, and methodology are clearly defined and sufficient to achieve the project goals and to result in a meaningful product.</td>
<td>0-15</td>
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<td>Project need is well demonstrated, and the project is related to one or more community goals identified in the CLG’s annual reports and/or four-year evaluations.</td>
<td>0-10</td>
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<td>Project will promote informed decision-making related to the identification, evaluation, and/or treatment of historic above-ground or archaeological resources; and/or substantially contribute to local knowledge, understanding, and appreciation of the importance of historic preservation.</td>
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<td>Project will enhance the capacity and effectiveness of the CLG to address historic preservation needs in the community.</td>
<td>0-10</td>
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<td>Project meets one or more of Michigan’s Historic Preservation Goals identified in Michigan’s Historic Preservation Plan and/or addresses one or more of SHPO’s funding priorities.</td>
<td>0-15</td>
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<td>Project furthers linkages between preservation and broader community planning activities. For example, identification and designation in support of economic development activities or revitalization of traditional downtowns; support of cultural heritage tourism initiatives; efforts to coordinate preservation with a community’s master planning or zoning processes; or efforts to build effective partnerships with other community entities (e.g., Main Street organizations).</td>
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<td>Project has the potential to lead to additional concrete preservation activities to document, protect, and celebrate historic resources in the community (e.g., National Register nominations, local district designations, public education projects, tax credit applications, revitalization strategies, etc.).</td>
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<td>Project will have a demonstrated public benefit and includes a defined approach to making information accessible to and educating the public.</td>
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<td>Project has the potential to serve as a model for future preservation activities in the community or for other CLGs.</td>
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<td>Application materials are complete and include all required documents.</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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PROJECT IMPLEMENTATION
CHAPTER 4
CERTIFIED LOCAL GOVERNMENT GRANT AGREEMENT

If a grant application is selected for a grant award, the grant recipient must submit any information found to be deficient in the application and/or any information requested by the SHPO before a grant agreement can be executed.

The grant is formally awarded at the time the grant agreement is signed and dated by SHPO, after it has been signed by an authorized representative of the grant recipient. No work can proceed until the agreement is executed, including soliciting bids from or executing contracts with consultants or contractors.

Any work done prior to the execution of the grant agreement with SHPO is not eligible as a part of the grant expenditures.

The agreement will specify:
- Exact work to be accomplished with the grant award
- Method of and requirements for the disbursement of funds
- Period for completion of the project
- State and Federal statutes, regulations, and requirements that must be followed
- The content required for the completion report

Attachments to the agreement include:
- Work schedule detailing when various tasks will be completed
- The approved budget
  - In-Kind Services must be documented using the SHPO Historic Preservation Project Timesheet included in Chapter 7.
  - In-Kind Services must be supported by daily time and attendance records that shall indicate the date, a description of the work performed, and the time worked (in hours).
  - The timesheet must be signed by both the employee and direct supervisor.
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Certificate Verifying Key Persons
CHAPTER 5
GUIDELINES FOR PROJECT BIDDING AND PROCUREMENT

All CLG grant projects must be competitively bid in an open and transparent manner following the execution of a grant agreement between the SHPO and CLG grant recipient. All steps below must be followed for each project type in order to ensure the open and competitive bid process. The SHPO must receive documentation of and approve the procurement at each step as outlined below.

REQUEST FOR PROPOSAL

The Request for Proposal (RFP) is a bidding solicitation document that includes a detailed scope of work and all criteria and requirements that are necessary to address in a bid proposal. The following information must be included in the RFP:

- Federal regulations require that all subcontractors certify that they have not been prohibited from participation in federal programs. Please require all bidders to complete and return the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form with their proposals. The SHPO can provide the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form upon request.

- Include the following credits/disclaimers that read verbatim as follows:

  The activity that is the subject of this project has been financed in part with Federal funds from the National Park Service, U. S. Department of the Interior, through the Michigan State Historic Preservation Office. However, the contents and opinions herein do not necessarily reflect the views or policies of the Department of the Interior or the Michigan State Historic Preservation Office, nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan State Historic Preservation Office.

  This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U. S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, sex, marital status, or disability. If you believe you have been discriminated against in any program, activity, or facility as described above, or if 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

Documentation of the competition and a copy of all documents must be submitted to the SHPO at each stage of the bidding process. The documentation must include:

- List of prospective consultants.
- Copies of letters or emails to be mailed to prospective consultants.
- Copy of RFP.

BID SOLICITATION OF PROJECTS

All work must be advertised for bids either three times in one advertising source of general circulation or one time in at least three advertising sources of general circulation. It is allowable to post the RFP at one or more of the online posting services. Sufficient time should be given for contractors to prepare and submit bids, preferably thirty days.

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

- A copy of the advertisement.
- A copy of the publisher’s affidavit.
- A copy of the online advertisement posting.
- A description of the time and location for posting of the RFP.
- Copies of responses received.
- Method and justification for contractor selection.
- A signed copy of the bid tabulation sheet.
- A copy of a draft subcontract.

The subcontract must be awarded to the lowest bidder whose bid is responsive to the project specifications. A copy of the signed subcontract must be submitted to the SHPO immediately after it is executed. The subcontract must include all work as outlined in the grant agreement with SHPO, it is also recommended that the grant agreement be an attachment to the subcontract.

View a **Sample Bid Tabulation Sheet** by [CLICKING HERE.](#)

**SUPPLY PURCHASES UNDER $500.01**

The cost of supplies necessary to carry out the grant work is allowable. Purchases under $500.01 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. Supplies exceeding $500.01 must be competitively bid and required documentation of the competitive bid process should be determined in consultation with the SHPO.
CHAPTER 6
SUBCONTRACT REQUIREMENTS

Subcontracts may not be procured or executed until the grant agreement has been executed between the Michigan State Historic Preservation Office and CLG grant recipient.

Copies of the grant agreement must be made available to project staff and to consultants to assure that work meets the contractual requirement.

Subcontract Requirements

All professional service subcontracts must include or state:

- That work is accomplished in accordance with contract specifications.
- A provision for compliance with the Copeland “Anti-Kick Back” Act (18 USC 874).
- That the terms of all negotiated contracts meet contract specifications.
- Provisions or conditions that will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
- A requirement that contractors maintain all required records for three years after grant end date, or until any audit questions are resolved.
PROJECT COMPLETION
CHAPTER 7
COMPLETION REPORT AND REIMBURSEMENT REQUEST

Grant funds will be disbursed to the grant recipient only on an expense reimbursement basis once the project is complete. No advances will be made under any circumstances. All documents and supporting entries on the accounting records must be available for inspection by authorized representatives of SHPO.

The Completion Report and Reimbursement Request Form must be submitted at the end of the project to receive reimbursement. The contents of the completion report will be specified in the grant agreement. This form must be signed by the individual who signed the grant agreement or the chief financial officer. Payment cannot be processed without the federal identification number.

Complete the Completion Report and Reimbursement Request by CLICKING HERE.

- **In-Kind Services Reimbursement**
  - In-Kind Services must be documented using the SHPO Historic Preservation Project Timesheet in Chapter 7.
  - In-Kind Services must be supported by daily time and attendance records that shall indicate the date, a description of the work performed, and the time worked (in hours).
  - The timesheet must be signed by both the employee and supervisor.

Return the Completion Report and Reimbursement Request form via e-mail to:
LettsJ1@michigan.gov
# Michigan State Historic Preservation Office
## Historic Preservation Project Timesheet

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<td>Project Name:</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Work Description</th>
<th>Preservation Project Hours</th>
<th>Non-Preservation Project Hours</th>
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**Total Hours Worked**

**x Rate Per Hour**

**Total Value of Labor**


dl / 20
ddl / 20

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de Date  

de /

de /

de Supervisor Signature  

de Date  

de /

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