



# MICHIGAN STATE HISTORIC PRESERVATION OFFICE CERTIFIED LOCAL GOVERNMENT FY2025 GRANT PROGRAM

Grant Manual and Application Instructions

**APPLICATION DEADLINE | MONDAY, FEBRUARY 3, 2025**



# CERTIFIED LOCAL GOVERNMENT FY2025 GRANT PROGRAM

## IMPORTANT DATES

October 1, 2024	Application round opens
October 22, 2024	Informational webinar ( <i>optional</i> )
December 6, 2024	Deadline for preliminary review ( <i>optional</i> )
<b>February 3, 2025</b>	<b>Application deadline – 5:00 p.m.</b>
Spring 2025	Anticipated notice of award
July 2025	Anticipated grant agreement execution
August 31, 2027	Deadline for project completion

## APPLICATION ASSISTANCE

SHPO strongly encourages applicants to discuss their project with staff prior to submitting a grant application to ensure the project is eligible for grant funding and to preliminarily discuss any questions or concerns regarding the proposed scope. Applicants may also submit preliminary applications to SHPO for feedback in advance of the final deadline.

### Please direct all questions to:

Alan Higgins  
Grants Manager/Budget Specialist  
Michigan State Historic Preservation Office  
[HigginsS3@michigan.gov](mailto:HigginsS3@michigan.gov)  
517.256.4358

A PDF copy of this grant manual, grant applications, and all required forms are also available at [www.michigan.gov/CLGgrants](http://www.michigan.gov/CLGgrants) or by contacting Alan Higgins at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov).

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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.

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# 1. INTRODUCTION

The Certified Local Government (CLG) program is a partnership between local, state, and national governments focused on promoting historic preservation at the local level. The program is jointly administered by the U.S. Department of the Interior, National Park Service (NPS) and the State Historic Preservation Office (SHPO). Participating communities become an active partner in the federal historic preservation program and gain access to exclusive benefits, including annual grant funding opportunities. For additional information on Michigan's CLG program, please visit [www.michigan.gov/CLGgrants](http://www.michigan.gov/CLGgrants).

Every year, funding is provided through the Historic Preservation Fund (HPF), administered by the U.S. Department of the Interior, for projects that identify, document, preserve, and tell the story of historic properties significant in history, architecture, archaeology, engineering, and/or culture. Each SHPO also receives an annual HPF allocation to assist with preservation programming statewide. Federal law requires that at least 10% of each SHPO's annual HPF allocation be subgranted to CLGs to support preservation activities at the local level.

This manual describes the application process and requirements of the CLG subgrant program. Applicants are strongly encouraged to read the entire manual prior to submitting a grant application. Awardees are responsible for complying with all program requirements as outlined in this manual. All project activities must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, *Secretary of the Interior's Standards for Rehabilitation (Standards)*, and NPS and SHPO standards and guidelines.

## GRANT PROGRAM BASICS

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Who May Apply?	<p>Any local unit of government that has entered the CLG program prior to the grant application deadline (February 3, 2025) may apply for grant funding. CLGs must be in good standing with program requirements to be eligible for consideration. See <a href="http://www.Michigan.gov/CLGgrants">www.Michigan.gov/CLGgrants</a> for a list of current CLGs.</p> <p>CLGs can also sponsor projects for non-profit organizations and public entities (e.g., arts organizations, schools, land banks, community development organizations, etc.) within their boundaries. For example, a CLG could partner with a historical society to complete an architectural survey or with a Main Street organization to do a façade study for downtown properties. When a CLG sponsors an application on behalf of another entity, the CLG is the applicant. If a grant is awarded, the CLG is the grant recipient unless the CLG specifically requests in its application that another party serve as third-party administrator for the grant and the request is approved by SHPO. A written agreement must exist between the CLG and the partner entity that clearly states the project responsibilities of each party. CLGs wishing to partner with another organization are strongly encouraged to contact SHPO prior to submitting their application.</p>
How Much Funding Is Available?	<p>For fiscal year (FY) 2025, SHPO anticipates that approximately \$250,000 will be available to fund CLG projects.</p>
How Much Funding Can Be Applied For?	<p>The minimum grant award is \$2,500. The maximum grant award is \$75,000. However, most awards will fall within the range of \$2,500-\$50,000. Applicants seeking more than \$50,000 must specifically identify why their project needs additional funding (e.g., the project is particularly complex, urgent, and/or impactful). All applicants should carefully consider the scale and scope of their projects to ensure they are feasible and practical, and applicants are encouraged to include cost estimates as part of their application.</p>
Is Match Funding Required?	<p>There is <b>NO</b> match requirement for FY25 CLG grants. However, CLGs may elect to include match funding to show community buy-in, which may make the application more competitive.</p>

## What Types of Projects Are Funded?

Eligible projects include but are not limited to the following. For additional detail, see **Appendix A. Eligible Projects**. Innovative projects, collaborative projects, and projects that can serve as models for other communities are encouraged.

- Preservation Planning
  - Community-wide and neighborhood preservation plans
  - Revitalization plans, reuse studies, and market studies
  - Economic and other planning studies related to preservation
  - Ordinance updates, design guidelines, survey plans, and related materials
- Survey and Designation
  - Historic resource surveys
  - Local Historic District Study Committee reports
  - Historic context studies
  - National Register of Historic Places nominations
  - Archaeological studies
- Educational Activities and Materials
  - Workshops, seminars, lesson plans, and heritage tourism activities
  - Publications (e.g., websites, GIS databases, lesson plans, tours)
  - Hands-on activities such as window repair and trades programs
  - Training for CLG staff and the Historic District Commission

Grant funds may also be used for pre-development and development projects for properties owned by the local unit of government, a non-profit, or a public entity.

- Pre-Development

Properties must be listed in the National Register of Historic Places, either individually or as a contributing resource to a historic district, or determined eligible for listing in the National Register by SHPO **prior to January 1, 2025**.

- Historic Structure Reports (HSRs), Cultural Landscape Reports (CLRs), and Condition Assessment Reports (CARs), and other such reports
- Feasibility studies
- Plans and specifications
- Construction administrative services

- Development

Properties must be listed in the National Register of Historic Places, either individually or as a contributing resource to a historic district, **prior to construction work beginning**. In addition, sufficient plans, drawings, and/or specifications must be submitted with the application to determine compatibility with the [Standards](#).

- Structural repairs and stabilization
- Roof and gutter systems
- Masonry, siding, window, and door rehabilitation
- Rehabilitation of exterior and interior finishes and features
- Replacement of documented but missing historic features
- Building system (e.g., heating, ventilation, fire suppression) upgrades
- Rehabilitation of well-documented historic landscapes

If the project is for the interior of a building, the application must address how the interior contributes to public use of the building and why the project is critical to meeting long-term goals for the property.

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. Costs incurred outside of this period are not eligible and will not be reimbursed. Projects are anticipated to start in **summer 2025**, but the start date is dependent upon receipt of SHPO's HPF allocation from the National Park Service; all work must be complete by **August 31, 2027**.

## GENERAL CONDITIONS

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- Grant Funding:** 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 as part of the application. The grant recipient will be reimbursed for eligible expenses incurred (up to the grant amount) upon completion of the project. All project work must be complete, all invoices must be paid, all financial documentation must be audited, and all work must be accepted SHPO before the subgrantee receives any reimbursement. For development projects requiring a historic preservation easement, reimbursement will only occur after the easement is recorded at the Register of Deeds and the original recorded easement is submitted to SHPO.
- Project Staff:** At least one (1) individual (staff or contractor) overseeing the grant project must meet the project appropriate Secretary of the Interior's Professional Qualification Standards (36 CFR 61). See the National Park Service's [36 CFR 61](#) guidance and **Appendix D. Contractor Qualifications** for additional detail.
- Project Readiness:** The project must be ready to proceed at the time of application and must not be dependent on future funding, actions, or approval from other organizations. For development projects, sufficient plans, drawings, and/or specifications must be submitted with the application to demonstrate that work is ready to proceed.
- Project Standards:** All project activities must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, *Secretary of the Interior's Standards for Rehabilitation*, and SHPO standards and guidelines, as applicable. Projects that do not meet the requisite standards and guidelines will not be funded. This is particularly important to understand for pre-development and development projects as they must comply with the [Secretary of the Interior's Standards for Rehabilitation](#), which establish best practices for maintaining, repairing, and replacing historic materials, as well as designing new additions and making alterations.
- Ineligible Activities:** 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 archaeological work beyond necessary to determine National Register eligibility; curation of objects outside of grant-assisted projects; archival and collections management; operating or overhead support; exhibits; commemorative markers and plaques; total reconstruction; new additions, code improvements, and routine maintenance activities; landscaping in relation to site improvements for parking lots, sidewalks, etc.; and mitigation activities as a condition or precondition for obtaining a federal permit. See **Appendix B. Allowable Work Items** for more information.
- Concurrent Projects and Project Phasing (pre-development and development projects):** Grant recipients are limited to having one open CLG grant for an individual historic property at a time: one pre-development or one development project. One grant must be closed before another is applied for. Projects can be logically phased over a period of years. For example, a CLG grant may fund plans and specifications for a historic property one year, and a second grant may be used the following year to carry out the rehabilitation project utilizing the plans from the previous CLG grant.

Historic Preservation Easement Requirement ( <i>only applicable to development projects</i> ):	When rehabilitation work is performed, a historic preservation easement (easement of maintenance and public accessibility) is required to protect the historic property. The historic preservation easement is prepared by SHPO and must be recorded with the local Register of Deeds by the property owner. Before grant funds are released, the original recorded easement must be submitted to SHPO. See <b>Section 6. Historic Preservation Easement</b> for more information.
Grant Agreement:	All awardees will enter into a grant agreement with SHPO. SHPO uses standard language outlining state and federal requirements for all CLG grant projects. No exceptions or modifications to the grant agreement are allowed. Applicants are strongly encouraged to have their legal counsel review the standard grant agreement prior to applying for a grant to ensure there will be no issues in executing the grant agreement if a project is awarded. Examples of standard language are available <a href="#">here</a> .
Project/Grant Modifications:	Once the grant agreement is executed, no modifications can be made to the project (including scope of work or budget) unless approved by SHPO. It will be at the sole discretion of SHPO to approve or deny any proposed modifications.
Grant Funding Acknowledgments:	In all publications and media, subgrantees are required to acknowledge financial support by the CLG program and administration by the National Park Service and SHPO. The full text acknowledgment to be used will be included in the grant agreement (also see <b>Appendix E. Federal Credit Language</b> ).
Project Reporting and Grant Completion:	During a project, the subgrantee will be required to provide quarterly reports to SHPO. At the conclusion of the project, the subgrantee will be required to prepare a Completion Report and Reimbursement Request. See <b>Section 7. Project Completion</b> .
Reimbursement of Grant Expenses:	Grant expenses will be reimbursed to subgrantees by Electronic Funds Transfer (EFT) through SIGMA, the State of Michigan’s financial payment system. No other forms of reimbursement will be made. SHPO will provide subgrantees with instructions for establishing an account in SIGMA if they are not already registered.
Allowability of Federal Costs:	The principles governing allowable direct costs are determined in accordance with <a href="#">2 CFR 200</a> , and the National Park Service’s <a href="#">Historic Preservation Fund Grant Manual</a> .
Program Audit Requirements:	2 CFR 200 requires that local units of government, non-profits, and educational institutions expending \$1,000,000 or more in federal funds have a single audit completed annually.
Record Accessibility Retention:	Subgrantees will submit program, financial, or other reports as required by SHPO. Records of the subgrantee, any contractor(s), and subcontractor(s) shall be kept for a minimum of three (3) years after funds have been reimbursed to the subgrantee 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 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.
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 subgrantee is expected to take necessary steps to insure itself and its personnel and to comply with the applicable local, state, or federal standards, including standards established pursuant to the National Occupational Safety and Health Act of 1970.

National Environmental Policy Act (NEPA) Review ( <i>only applies to development and archaeology projects</i> ):	Development and archaeological projects are subject to NEPA review. Following the award of a grant for such a project, SHPO will submit a summary of the environmental impacts on any impacted cultural resources to NPS. This summary must be approved before work can begin. NPS review can take a minimum of three (3) months, which should be accounted for when planning such projects.
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 is determined that the applicant is not in compliance as established by the Michigan Department of Civil Rights, the project will not be funded.
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 <a href="#">here</a> .
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.
Barrier Free Access ( <i>development projects</i> ):	<p>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 property to consider the implications of such compliance at the earliest possible stage. All preservation work involving extant buildings or structures will trigger the need to meet barrier-free design requirements.</p> <p>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.</p>
Conflict of Interest:	A conflict of interest in the selection, award, or administration of a grant or contract is prohibited. A subgrantee 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 subgrantee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts. The subgrantee bears the primary responsibility for the prevention and detection of prohibited conduct and shall promptly notify SHPO if such conduct becomes known.



## 2. COMPLETING THE GRANT APPLICATION

### GRANT APPLICATION INFORMATION

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Grant Manual and Required Forms: This manual, the grant application, and all required forms are available on the SHPO website at [www.michigan.gov/CLGgrants](http://www.michigan.gov/CLGgrants).

Application Due Date and Submission: Completed applications must be received by SHPO via e-mail **no later than 5:00 p.m. on Monday, February 3, 2025**. No extensions will be granted, and incomplete or late submissions will not be scored.

A complete application consists of the following:

- CLG grant application form
- Grant application signature page
- Exhibit A. Financial Certification
- Exhibit B. Resolution(s)
- Exhibit C. Support Letter(s)
- Exhibit D. Supporting Documentation

Submit one (1) complete application, inclusive of required exhibits, via e-mail to Alan Higgins at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov). SHPO will confirm receipt of applications within 48 hours. If needed, SHPO can provide a location for uploading large files.

Application Assistance and SHPO Review: Applicants are **encouraged but not required** to discuss their project with SHPO prior to applying for a grant. Applicants may also submit draft applications to SHPO for preliminary review. SHPO will identify omissions and inconsistencies and provide relevant feedback. Requests for draft review of applications must be submitted to Alan Higgins at [higginsS3@michigan.gov](mailto:higginsS3@michigan.gov) by **December 6, 2024**.

Application Scoring: Applications are first reviewed for completeness and compliance with program requirements. Following, all applications determined to be complete and compliant are competitively scored by an interdisciplinary review panel based on the identified selection criteria. Projects that meet annual funding priorities will receive extra points. For additional detail, see **Section 3. Grant Application Scoring**.

### GRANT APPLICATION INSTRUCTIONS

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#### GENERAL INSTRUCTIONS

- Please read this manual and the application instructions with care. If you have questions, please contact SHPO prior to applying for funding. Applications that are incomplete or not completed correctly may be penalized or ineligible for scoring.
- Make sure you are using the most current version of the application ([available here](#)). Complete the application, certifications, and signature page electronically.
- Prepare required exhibits and supporting documentation electronically in accordance with the provided instructions. **Note that some exhibits may take time to gather. Applicants are encouraged to start gathering materials early in the grant application process.**
- Applicants are encouraged to be succinct but clear in their applications so that the review committee has a full understanding of the project. Applicants should not assume that (1) review committee members have prior knowledge of the project or (2) that they will have the opportunity to clarify or provide additional information following initial SHPO review.

## COMPLETING YOUR APPLICATION

### 1. Project Information

- *Certified Local Government:* Identify the CLG that is submitting the application (e.g., “City of Lansing”).
- *Project Name:* Provide a brief, descriptive name for the project (e.g., “Downtown Commercial District Historic Resource Survey”).
- *Project Type:* Identify the type of project being proposed.
- *Project Summary:* Provide a brief (1-2 sentence) summary statement for the project that describes its general focus and goal(s). For example, “The [name of CLG] will hire an architectural historian to complete a survey of the downtown commercial district, which includes approximately 40 properties. This survey will help inform future planning decisions and facilitate future National Register of Historic Places designation.” Or, “The [name of CLG] will hire a contractor to complete necessary stabilization measures at city hall. This work will ensure that city hall is structurally sound and remains viable as a community asset.”
- For pre-development and development projects only:
  - *Property Name:* Provide the general name of the property (e.g., “Lansing Public Library”).
  - *Property Address:* Provide the physical address of the property that is the subject of the project.
  - *Historic Designation:* Provide the formal name of the property that has been determined eligible for listing in the National Register of Historic Places or is individually listed in the National Register. If the property is listed as a contributing resource to a historic district, provide the name of the National Register-listed district.
  - *Property Owner Name:* Identify 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.

### 2. Grant Funding Request

- *CLG Grant Request:* Identify the amount of funding being requested from SHPO.
- *CLG Match:* There is **NO** match required for FY25 CLG grants. However, applicants may opt to include cash or in-kind match to show community buy-in, which may make the application more competitive. If match is being included, identify the amount.
- *Total Project Amount:* This field will automatically calculate based on the grant request and match.
- *Project Funding Source and Kind:* Because all grant funds are paid on an expense reimbursement basis in accordance with federal requirements, applicants must demonstrate the availability of 100% of project funds. Briefly describe the source (e.g., city, non-profit, private donor) and kind (e.g., general fund, cash, in-kind services) of the total project funding, inclusive of any match provided.

### 3. CLG Information

- *Federal ID Number:* Provide the local unit of government’s EIN (federal employer identification number).
- *UEI Number:* Provide the Unique Entity Identifier (UEI) number for the local unit of government.
- *CLG Street Address, City, and Zip Code:* Provide the primary mailing address for the CLG.
- *Project Coordinator Name:* Identify the CLG point of contact who will be responsible for project coordination. This person should be able to answer any questions about the grant application and project.
- *Phone Number:* Provide the primary telephone number for the CLG project coordinator.
- *Email:* Provide the primary email address for the CLG project coordinator.
- *Project Coordinator Street Address, City, and Zip Code:* If different than the primary mailing address for the local unit of government, provide the mailing address for the CLG project coordinator.

#### 4. Legislative Information

SHPO sometimes shares news of preservation awards with elected officials. Using websites such as [www.usa.gov/elected-officials](http://www.usa.gov/elected-officials), provide the community's legislative information.

- *U.S. Congressional Representative*: Provide the district number of your U.S. representative.
- *State Senator*: Provide the district number of your State Senator.
- *State Representative*: Provide the district number of your State Representative.

#### 5. CLG Sponsorship Applicant Information (if applicable)

Only complete this section if the CLG is applying on behalf of a non-profit or public entity within its boundary. Otherwise, leave all fields blank.

- *Third-Party Administration*: Identify if the CLG is requesting that grant, if awarded, be administered by a third party (in such instances, the grant, if awarded, will be issued to the third party and they will be responsible for administering the project). See the additional requirements under Exhibit B.
- *Non-profit or Public Entity*: Provide the name of the entity the CLG is partnering with on the application.
- *Federal ID Number*: Provide the EIN for the identified entity.
- *UEI Number*: Provide the UEI number for the identified entity.
- *Contact Name*: Provide the name of the primary contact for the identified entity.
- *Primary Telephone Number*: Provide the primary telephone number for the contact person.
- *Email*: Provide the primary email address for the contact person.
- *Contact Street Address, City, and Zip Code*: Provide the mailing address for the contact person.

#### 6. Project Information

This is the most important section of the application. It is the applicant's opportunity to provide the grant review committee with a complete and accurate understanding of project need and goals, as well as the steps necessary to successfully complete the project. If the project is selected for award, this information will form the basis of the grant agreement and procurement (i.e., consultant bidding) documents.

Please note that fields are character limited. The provided information should be succinct but clear. Provided information should be directly relevant to the project, and applicants should not assume that (1) review committee members have prior knowledge of the project or (2) that they will have the opportunity to clarify or provide additional information following initial SHPO review. If related information is provided as supporting documentation to the application, please reference it in the narrative in the appropriate location.

- *Project Goals*: Succinctly identify the major goals of the project.
- *Scope of Work*:
  - For pre-development and development projects: Describe the current conditions of the property and how the project relates to those conditions. Describe the major tasks necessary to successfully complete the project. This may include, for example, project management, contractor selection, and a detailed description of the "bricks and mortar" work to be completed or the report to be prepared.
  - For all other projects: Describe the major tasks necessary to successfully complete the project and who will complete the work (e.g., staff or a consultant). This may include, for example, project management, contractor selection, public meetings or engagement, fieldwork, research, and the documents/deliverables that will be produced through the project.
- While all applications must generally detail the tasks to be completed, specific guidance for each project type is provided in **Appendix A. Eligible Project Types**. Note that any contractors to be used must be hired

according to state and federal procurement standards ***after grant award*** (see **Section 4: Project Implementation** for more information).

- **Project Need:** Explain why the project is needed by describing the problems, issues, deficiencies, or challenges the project will address. Also address what would happen if grant funding were not received (i.e., would the project still move forward without a grant award?). If you are requesting more than \$50,000, your application must specifically identify why the extra funding is necessary (e.g., the project is particularly complex, impactful, etc.).
- **Project Urgency:** Describe the urgency of the project. For example, address if the project is related to an immediate structural threat to a property, is critical to remedying issues in local design review processes, or is an essential planning activity needed before future preservation activities can be implemented.
- **Project Benefit and Impact:** Describe the anticipated impact/benefit of the project. For example, identify if the project will support decision-making about important historic places in the community, facilitate the ability of property owners to take advantage of preservation incentives, support local revitalization activities, secure a threatened building, enhance or facilitate public use of a property, or contribute to the CLG’s ability to identify, plan for, and/or tell the story of important historic places.
- **Project Considerations:** All applications must respond to the following prompts:
  - Is the project related to the goals and priorities identified in the CLG’s last three annual reports and/or most recent program evaluation? If so, describe.
  - Is the project related to one or more of the goals identified in the [Michigan Statewide Historic Preservation Plan, 2020-2025](#)? If so, describe.
  - Is the project related to one or more of SHPO’s funding priorities for the fiscal year? See **Section 3. Grant Application Scoring and Selection**. If so, describe.
  - Are there other entities or partnerships that will benefit from the project or is the project related to other community planning and development, economic development, and/or cultural tourism efforts? For example, identify if the project will benefit a Main Street organization, is part of a larger corridor revitalization effort, or will enhance relationships with city planning staff.
  - How will the value of historic preservation be articulated through the project and how will the public be informed about the project?

## 7. Project Budget

Provide a project budget that reflects the activities necessary to successfully complete the project as described in the scope of work. Common allowable and unallowable costs are described in **Appendix B. Allowable Work Items**. SHPO will review and may make changes to budget line items prior to executing a grant agreement for selected projects to ensure eligibility of included costs. The final budget, as approved by SHPO, will become an attachment to the grant agreement. Applicants should carefully consider their ability to meet any match obligations included in the application.

Example budget:

WORK ITEMS	CLG FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Hire a 36 CFR 61-qualified architectural historian to complete a survey of 100 properties in the Broadmoor neighborhood	\$20,000	\$0	\$0	\$20,000
Hire a videographer to produce an educational video on the history of the neighborhood	\$5,000	\$500	\$0	\$5,500
<b>Total Costs</b>	<b>\$25,000</b>	<b>\$500</b>	<b>\$0</b>	<b>\$25,500</b>

**IMPORTANT!** While not required, applicants are **strongly encouraged** to include cost estimates or quotes (not formal bids) from contractors/vendors, or other such data, as supporting material with their application to demonstrate the reasonableness of the projected costs.

## 8. Work Schedule

Provide an anticipated work schedule that includes the major milestones associated with successful completion of the project. Please see **Appendix C: Work Schedule Requirements** for specific items that should be accounted for in the work schedule. While SHPO recognizes that not all project components can be predicted with certainty at the time of application, the schedule should represent the applicant's best estimates as to general timeframes for completion of project activities based on available information. The schedule must include anticipated dates for submission of project components (e.g., bid documents, reports/studies, etc., as applicable) to SHPO for review and allow appropriate time for SHPO review. If a grant is awarded, the applicant's proposed 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.

Keep in mind that projects cannot start until a grant agreement has been executed with SHPO. For the purposes of the work schedule, applicants should assume a grant agreement date of **July 15, 2025**. All project work must be completed, invoiced, and accepted by SHPO by **August 31, 2027**. Work completed or costs incurred prior to execution of a grant agreement or after the end date specified in a grant agreement are ineligible for reimbursement or contribution toward match. Modifications to the schedule included in the grant agreement may only be made by mutual agreement of SHPO and the subgrantee.

## 9. Grant Signature Page

The completed grant application must be signed and dated by the authorized signatory of the CLG, as identified in the resolution accompanying the application. Electronic or wet signatures are acceptable. Unsigned applications will be considered incomplete and will not be scored. If the CLG is applying for a grant on behalf of another party, the application must also be signed by the authorized signatory for that entity.

# EXHIBIT INSTRUCTIONS

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All applications must include the identified exhibits. Failure to provide the exhibits may result in the application being penalized or ineligible for scoring.

## EXHIBIT A. FINANCIAL CERTIFICATION

### 1. Verification of Availability of Funds

Because this is a reimbursable grant program, the subgrantee must pay, in full, all project costs as they become due and payable. As such, the availability of funds to pay for 100% of the project cost must be documented as part of the application. Certification 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 specify the amount and source of the funding and identify that the funds are earmarked for the project. Any changes in the availability of project funds must be approved by SHPO.

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. **No other Federal sources can be used with CLG grants.**

- Paid Staff Time: Compensation for CLG staff 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 qualifications for the applicable field as stated in [36 CFR 61](#).
  - A current earnings statement from the project personnel reflecting the hourly rate of pay to be claimed as part of the project.
  - Fringe benefits for paid or in-kind employees in the form of employer’s contributions to social security, life and health insurance plans, worker’s compensation plans, and pension plans are allowable, provided costs are distributed equitably to the grant and other activities.
- Volunteers: Volunteer time may be accounted for as **project match only**. All volunteer services must be substantiated at the conclusion of the project by time sheets that show the actual hours worked and the specific duties performed. If volunteer time is being shown as match as part of the grant application, the application must include a written justification of the volunteer rates used:
  - If a volunteer is a professional (e.g., an architectural historian meeting 36 CFR 61 qualifications) and is performing duties corresponding to their profession, their normal rate of pay is acceptable as long as it does not exceed the allowable federal maximum.
  - For all other volunteers, time is valued at \$31.59/hour, which is the value assigned to volunteer time in Michigan by the [Independent Sector](#) as of 2023.

## 2. Financial Management

Submit a letter from the organization’s financial manager stating that an adequate accounting system with appropriate internal controls is in place to assure accuracy and reliability of accounting data. A letter template is available [here](#). The financial management system must:

- 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.
- 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 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. RESOLUTION

Submit a resolution from the local unit of government authorizing submission of the grant application, acceptance of the grant under the conditions attached thereto, and the required signatories for the application, grant agreement, and other documents (e.g., historic preservation easement for development projects). The resolution must identify the project and the total authorized project amount; acknowledge that this is a reimbursable grant program; include the name(s)/title(s) of the individual(s) authorized to sign the required documentation; and identify the grant manager.

**Because it may take some time to complete the local processes necessary to secure a resolution, applicants are strongly encouraged to start this process early in the grant application process to ensure they have time to get the resolution before the application due date.**

Applicants are strongly encouraged to use the templates available [here](#). Incomplete or inadequately documented resolutions may result in the application being penalized or ineligible for scoring.

**IMPORTANT!** If the CLG is sponsoring an application on behalf of another party, the application must include two resolutions—one from the CLG and one from the sponsored entity—and an executed Memorandum of Understanding (MOU).

1. The two resolutions must include the following:
  - The applicant’s (CLG) project contact name, title, and contact information
  - The sponsored entity’s project contact name, title, and contact information
  - If applicable, if the CLG is requesting that a third party administer the grant
  - Authorization of the MOU
2. The MOU between the CLG and sponsored entity must describe the following:
  - The roles of each organization relative to the grant project
  - The fiscal and administrative relationship of the organizations
  - The organization that will provide the project funds
  - The organization that will administer the grant project
  - The organization that will pay vendors

An example MOU is available [here](#).

If the CLG is sponsoring an application on behalf of another party, the CLG is strongly encouraged to discuss the application with SHPO before applying to ensure the required documents are complete.

## EXHIBIT C. SUPPORT LETTERS

1. **Required for all applications:** Submit a letter from the CLG’s Historic District Commission (HDC) supporting the grant application.
2. *For National Register nominations for individual properties only*, submit a letter from the property owner indicating that they are the legal owner of the property and support the grant application and nomination.
3. *For pre-development and development projects only*, submit a letter from the property owner indicating that they are the legal owner of the property and support the grant application and proposed work.
4. Additional support letters from other groups (e.g., business owners, homeowner’s association, Main Street organization, historical society, etc.) may be provided as determined appropriate by the applicant.

## EXHIBIT D. PHOTOGRAPHS, MAPS, AND SUPPORTING DOCUMENTATION

### 1. Photographs

- Photographs illustrating the specific or representative properties to be included in a project must be included for all survey, designation, planning, pre-development, and development projects. Photographs must be accompanied by a caption sheet. Note that photographs may be used by SHPO or the National Park Service for promotional purposes.
  - Survey: 5-10 photographs of representative properties and streetscapes
  - Study Committee reports: 5-10 photographs of representative properties and streetscapes
  - National Register nominations: 5-10 photographs for nominations of individual properties and 10-15 photographs for historic districts
  - Planning projects: 5-10 photographs of representative properties/streetscapes to be addressed in the planning study, design guidelines, revitalization plan, or other such project
  - Archaeological studies: 3-5 photographs showing conditions at the property
  - Pre-development and Development projects: 5-15 photographs illustrating the existing character and conditions of the historic property that is the focus of the project. Photographs should be taken within the last six months or after seasonal work has been completed. If the locations from which the photographs were taken are not easily discernible, they should be accompanied by an annotated aerial image, site map, and/or floor plan.
- Photographs are not required for education projects, except for the following:

- Hands-on Trades: If the project will include work on a building as part of a hands-on trades activity, include 5-10 photographs of the property
- Heritage tourism materials (driving tours, web tours, etc.): 5-10 photographs of representative properties to be included in the materials
- Photographs may be taken on a camera, phone, or tablet so long as they meet the below requirements:
  - Clear, well-composed, and at least 2000x3000 pixels
  - Submitted electronically as individual files in JPEG or TIFF format with the grant application

## 2. Maps

At least one (1) aerial or parcel map indicating the project boundaries must be included for the following types of projects. Parcel maps created from online municipal databases and aerials freely available via online sources are acceptable.

- Historic resource surveys
- Local Historic District Study Committee Reports
- National Register of Historic Places nominations
- Preservation plans, revitalization plans, and design guidelines
- Archaeological studies
- Pre-development studies
- Development projects

## 3. Other Supporting Documentation

- For pre-development and development projects, applicants must also include the following:
  - A letter from the **property owner** stating that no state or federal historic preservation tax incentives have been or will be taken for the work proposed under this application.
  - A **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, liability, or easement, 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 the local unit of government's attorney.
  - Documentation indicating **whether the subject property is within a federally designated flood area**. If the property is not located in such an area, the application must include a letter from the municipal planner stating that it is not in a federally designated flood area and a copy of the applicable Federal Emergency Management Agency (FEMA) map (available [here](#)). If the property is located in such an area, the application must include a copy of the property owner's flood insurance policy or other proof of insurance.
- For development projects, applicants must also include the following:
  - **Copies of the plans, drawings, and/or specifications for the proposed work**. The documentation should be sufficient to provide an understanding of the complete scope of work and to demonstrate that the proposed work is ready to proceed and meets the *Standards*. The specific nature of required materials will depend on the project type. For example, an in-kind asphalt shingle roof replacement will not necessarily need full construction drawings; however, construction drawings would be necessary for a structural framing project. If you do not have the necessary documents, please consider applying for a pre-development project to create such documents, which can be used to support a development grant in a future round of funding.
- All applicants are strongly encouraged to include cost estimates or quotes (not formal bids) from contractors/vendors, or other such data, to support their funding request and demonstrate the reasonableness of proposed costs.
- If the grant application is to update an existing document (e.g., design guidelines, master plan, condition assessment, preservation plan), applicants should submit an electronic copy of the current document with your application. Additionally, if you have mock-ups or models you intend to use for a project or other relevant background information that will help the review committee understand your project, submit an electronic copy.



### 3. GRANT APPLICATION SCORING AND SELECTION

Applications are first reviewed for completeness and compliance with program requirements and instructions. Following, applications are competitively scored by an interdisciplinary review panel based on the selection criteria identified below. The review panel's scores will be averaged, and recommendations will be made to the State Historic Preservation Officer for funding. **Projects that meet SHPO's FY25 funding priorities may receive extra points.** For FY25, SHPO's funding priorities are as follows (presented in no certain order):

- Communities that have never had or not had a CLG grant in the last five (5) years
- Historic resource surveys in new CLGs (admitted into the program in the last five (5) years) and CLGs that have not completed a survey in the last ten (10) years
- Community or neighborhood/corridor-level preservation plans that help guide long-term local preservation activities
- Design guidelines for local historic districts
- Thematic nominations (Multiple Property Documentation Forms (MPDFs) to the National Register of Historic Places that can be used to facilitate listing of related properties locally, regionally, or statewide
- Implementation of digital initiatives (e.g., survey methodologies, phone or web applications, archaeological studies, etc.) and projects that can serve as models for other CLGs
- Trades training and hands-on preservation workshops
- Projects that promote long-term partnerships with community organizations (e.g., Main Street/DDA, schools, libraries, etc.)
- Pre-development studies for vacant, underutilized, and/or threatened properties

SHPO may elect to offer a full award, a partial award, or no award to applicants. Depending on the number of applications received and amount of funding requested, additional non-scored criteria may be used in the selection if necessary. These include, for example, equitable geographic distribution of funds, optional match, demonstrated local support, and past CLG performance with grant funds.

Broadly speaking, each application will be evaluated in the categories of project scope, need, impact, and feasibility. 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 members of the review committee know anything about their project or that they will have the opportunity to clarify or provide additional information prior to project selection.

**MICHIGAN STATE HISTORIC PRESERVATION OFFICE  
 FY25 CLG GRANT PROGRAM  
 PLANNING, DOCUMENTATION, AND EDUCATION PROJECTS  
 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 project	5	
	Project goals and scope are clearly defined and will result in a meaningful project with demonstrable benefits	10	
	Project methodology and associated tasks meet applicable standards and are appropriate, realistic, and achievable	5	
	Deliverables are appropriately explained and consistent with expectations	5	
Project Need (20 pts)	Project need is well demonstrated, and the project is shown to be an appropriate solution to the identified need	10	
	Funding is critical to the applicant's ability to complete the project (i.e., the project likely wouldn't be completed without a grant)	5	
	Project is related to one or more community goals identified in the CLG's annual reports and/or four-year evaluations	5	
Project Impact (35 pts)	Project meets one or more of goals identified in Michigan's Statewide Historic Preservation Plan, 2020-2025	5	
	Project will increase the capability and effectiveness of the CLG in addressing historic preservation needs and issues	10	
	Project has the potential to benefit multiple audiences (e.g., residents, commissioners, community organizations, etc.)	5	
	Project has the potential to lead to concrete future preservation activities to document, protect, and tell the story of historic resources in the community (e.g., National Register nominations, local district designations, public education projects, tax credit applications, revitalization strategies, etc.)	10	
	Project will have a demonstrated public benefit and includes a defined approach to making information accessible to the public	5	
Project Feasibility (20 pts)	Project budget is sufficient to successfully complete the project	10	
	Project work schedule is appropriately detailed and provides sufficient time to complete the project	5	
	Types of project personnel (staff, contractors, etc.) are documented and appropriately considered in relation to identified tasks	5	
	<b>Subtotal</b>	<b>100</b>	
	Project meets one or more of SHPO's funding priorities for FY25	10	
	<b>Total Points</b>	<b>110</b>	

**MICHIGAN STATE HISTORIC PRESERVATION OFFICE  
FY25 CLG GRANT PROGRAM  
PRE-DEVELOPMENT AND DEVELOPMENT PROJECTS  
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 project	5	
	Project goals, scope, and methodology 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	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	
	Funding is critical to the applicant’s ability to complete the project (i.e., the project likely wouldn’t be completed without a grant)	5	
	Project addresses an identifiable threat (e.g., disinvestment, neglect, substantial deterioration, etc.)	5	
Project Impact (35 pts)	Project meets one or more of goals identified in Michigan’s Statewide Historic Preservation Plan, 2020-2025	5	
	Project will have a (High/Medium/Low) impact on the resource: <ul style="list-style-type: none"> <li>• <u>High</u>: Stabilization or correction of major deficiencies (<i>up to 20 points</i>)</li> <li>• <u>Medium</u>: Non-critical rehabilitation work or pre-development studies to allow continued use/facilitate future rehabilitation (<i>up to 15 points</i>)</li> <li>• <u>Low</u>: Work that is primarily cosmetic in nature (<i>up to 5 points</i>)</li> </ul>	20	
	Project will have a significant and long-lasting impact on the historic property	10	
Project Feasibility (20 pts)	Project budget is clearly defined; costs are eligible, reasonable, and sufficient to successfully complete the project	10	
	Project work schedule is appropriately detailed and provides sufficient time to complete the project	5	
	Applicant has the capacity to successfully oversee the project and the appropriate type of project personnel will be secured to complete the project	5	
	<b>Subtotal</b>	<b>100</b>	
	Project meets one or more of SHPO’s funding priorities for FY25	10	
	<b>Total Points</b>	<b>110</b>	

## 4. PROJECT IMPLEMENTATION

### GRANT TIMELINE

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In general, the following timeline is anticipated for FY25 CLG grant project selection and award. However, the start of work is ultimately dependent on SHPO's receipt of its federal allocation from the National Park Service. All specific dates applicable to awarded projects will be detailed in the grant agreement executed with SHPO.

February 3, 2025:	Applications due to SHPO
March 2025:	Applications scored by SHPO review panel
May 2025:	Funding recommendations made to the State Historic Preservation Officer SHPO provides letter of intent for projects selected for award SHPO notifies applicants not selected for funding
June 2025:	SHPO drafts grant agreements
July 2025:	SHPO executes grant agreements with subgrantees
August 2025:	Project work begins
August 31, 2027:	All project work must be completed and reimbursement requests made

### AWARD NOTIFICATIONS

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Once projects are selected and approved for funding, SHPO will send selected applicants 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 applicant with a grant recipient packet including helpful guidance and forms that must be completed prior to the execution of the grant agreement. These forms include:

- *Assurances—Non-Construction or Construction Projects*
- *W-9 Request for Taxpayer Identification Number and Certification*
- *SIGMA Account Details Confirmation*

### THE CLG GRANT AGREEMENT

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

**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 or as part of the matching share, 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 of performance
- State and Federal statutes, regulations, and requirements that must be followed

Attachments to the agreement will include:

- Detailed scope of work and deliverables (based on the scope of work included 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)

Please note that SHPO uses standard language outlining state and federal requirements for all CLG grant projects. No exceptions or modifications to the grant agreement are allowed. Applicants are strongly encouraged to have their legal counsel review the standard grant agreement prior to applying for a grant to ensure there will be no issues in executing the grant agreement if a project is awarded. Examples of standard language are available [here](#).

## PROJECT BIDDING AND PROCUREMENT

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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 must be approved by SHPO to verify they have the necessary qualifications to successfully complete the project. This includes making sure any contractors used in the project meet the appropriate professional qualification standards ([36 CFR 61 qualifications](#)) for their respective field (e.g., architecture, archaeology, architectural history), as appropriate. **Project bidding and procurement cannot begin until after the grant award is executed and SHPO has approved bidding documents.**

Subgrantees are required to select contractors 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 successfully implemented.

**IMPORTANT!** If the CLG's local procurement standards require a more stringent process than what is outlined below, the CLG must use the more stringent process.

### FOR NON-DEVELOPMENT PROJECTS TOTALING LESS THAN \$100,000

A subgrantee that has a non-development project with a total cost of less than \$100,000 can use simplified procedures to solicit and secure a contractor. These procedures include soliciting bids from at least four (4) qualified contractors. The required steps are as follows:

- **Invitation to Bid:** Subgrantees must develop an invitation to bid describing the scope of work, schedule, necessary qualifications, and required bid submission materials; it must also include required federal funding credits. This invitation can be sent directly to prospective contractors. Subgrantees must prepare a list of at least four (4) qualified contractors that they will contact about the project, and all documents related to the invitation to bid must be submitted to SHPO for review and approval prior to their release/use. This includes the following:
  - A draft of the invitation to bid, including any attachments
  - List of prospective contractors to be contacted
  - Draft letters or emails to be sent to prospective contractors with the invitation to bid

- **Bid Solicitation and Vendor Approval:** Once the materials are approved by SHPO, the subgrantee may send the invitation to bid to the identified contractors. Contractors should be given sufficient time to respond, at least twenty-one (21) days. Following the subgrantee’s review of bids, the subgrantee must provide SHPO with a completed vendor selection form (available [here](#)) and necessary attachments documenting the bid process. SHPO will use the provided information to confirm compliance with procurement requirements and that the recommended contractor has the qualifications necessary to successfully complete the project.
- **Contract Execution:** Once SHPO has approved the subgrantee’s recommended contractor, the subgrantee must draft a contract for the project and submit it to SHPO for review before it is executed. All professional service contracts must include language ensuring that:
  - All work is as outlined in the grant agreement with SHPO
  - Required federal funding language
  - Work is accomplished in accordance with required specifications identified in the grant agreement as well as applicable SHPO and NPS requirements
  - The terms of all negotiated contracts meet required specifications identified in the grant agreement
  - Contractors maintain all required records for three (3) years after the grant end date or until any audit questions are resolved
  - Contractors comply with Executive Order 12246, “Equal Employment Opportunity” (EEO), as amended by Executive Order 11375, and supplemented in Department of Labor Regulations (41 CFR 60)
  - Administrative, contractual, and/or legal remedies are provided in instances where contractors violate or breach contract terms, and providing for such sanctions and penalties as may be appropriate

Because the grant agreement for a project includes pass-down requirements applicable to contractors retained by the subgrantee, including the grant agreement as an attachment to the contract is strongly recommended. At minimum, a copy of the grant agreement must be made available to all contractors so that they are aware of all applicable provisions. 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 within seven (7) days of its execution.

**IMPORTANT!** The cost of supplies necessary to carry out grant work is allowable. Purchases under \$5,000 made specifically for the grant work (e.g., project sign) 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 policies. Required documentation should be determined in consultation with SHPO.

**FOR ALL DEVELOPMENT PROJECTS REGARDLESS OF COST AND ALL OTHER PROJECTS TOTALING \$100,000 OR MORE**

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

- **Request for Proposals:** Subgrantees must develop a full 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. *For development projects only*, the following requirement must also be included in the RFP documents:

- If the development project is over \$10,000, a bid guarantee is required from each bidder equal to five-percent (5%) of the bid price.
- If the development project is over \$100,000, a performance and payment bond for the total fixed-price bid is required from each bidder.

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

- Draft and final copies of the RFP, including any attachments or exhibits
- List of prospective contractors to be contacted and copies of letters or emails to be sent to prospective contractors (if also doing direct mailings/email notifications)
- List of locations where the RFP will be publicly advertised (see below)
- **Bid Solicitation and Vendor Approval:** Once the materials are approved by SHPO, the subgrantee may post the RFP. 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 also allowable. Sufficient time must be given for prospective contractors to prepare and submit bids, at least thirty (30) days. RFPs must use sealed bids, public opening of bids, and fixed-price type contracts. Materials must include a declaration of the date, location, and time of the public bid opening.

Following the subgrantee's review of bids, the subgrantee must provide SHPO with a completed vendor selection form (available [here](#)) and necessary attachments documenting the bid process. SHPO will use the provided information to confirm compliance with procurement requirements and that the recommended contractor has the qualifications necessary to successfully complete the project.

- **Contract Execution:** Once SHPO has approved the subgrantee's contractor, the subgrantee must draft a contract for the project and submit it to SHPO for review before it is executed. All professional service contracts must include language ensuring that:
  - All work is as outlined in the grant agreement with SHPO
  - Required federal funding language
  - Work is accomplished in accordance with required specifications identified in the grant agreement as well as applicable SHPO and NPS requirements
  - The terms of all negotiated contracts meet required specifications identified in the grant agreement
  - Contractors maintain all required records for three (3) years after the grant end date or until any audit questions are resolved
  - Contractors comply with Executive Order 12246, "Equal Employment Opportunity" (EEO), as amended by Executive Order 11375, and supplemented in Department of Labor Regulations (41 CFR 60)
  - Administrative, contractual, and/or legal remedies are provided in instances where contractors violate or breach contract terms, and providing for such sanctions and penalties as may be appropriate

Contracts for development projects must also include:

- A provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874)
- A requirement that the contractor sign a "Certification of Non-Segregated Facilities" (available [here](#))
- A provision that requires compliance with section 306 of the Clean Air Act (42 USC 1847 (h)), section 508 of the Clean Water Act (33 USC 1368), Executive Order 12738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the Department of the Interior and to the US EPA assistant administrator for enforcement.

Because the grant agreement for a project includes pass-down requirements applicable to contractors retained by the subgrantee, including the grant agreement as an attachment to the subcontract is strongly recommended. At minimum, a copy of the grant agreement must be made available to all contractors so that they are aware of all applicable provisions. 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 within seven (7) days of its execution.



## 5. PROJECT SIGN

### **FOR DEVELOPMENT PROJECTS ONLY**

When “bricks and mortar” work is performed, a sign acknowledging support from the National Park Service and CLG program must be placed at the project site before work begins and be maintained for the duration of the project.

Manufacture and install of the sign must be coordinated by the subgrantee, but SHPO will provide the subgrantee with the sign template. The cost of the sign is an allowable project expense. The sign must be a minimum of 4' x 3', be constructed of durable weather-resistant materials, be 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 within three (3) days of 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 the subgrantee with a digital file of the exact sign to be installed.**



# 6. HISTORIC PRESERVATION EASEMENT

## **FOR DEVELOPMENT PROJECTS ONLY**

When “bricks and mortar” work is performed, 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 by the property owner with the Register of Deeds for the county in which the property is located before grant funds will be reimbursed by SHPO.

- At the time of application, 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 Register of Deeds may charge a fee and/or tax to record the easement. It is the responsibility of the subgrantee (or property owner, if different) to research any applicable costs associated with the easement as all such costs will be the responsibility of the property owner.

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 by parties.
- 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.

SHPO uses a standard template for all easements associated with CLG grants to ensure compliance with federal standards. No exceptions or modifications to the template are allowed. Applicants are encouraged to review an example Historic Preservation Easement (available [here](#)) prior to applying for a grant.

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

- Acknowledgement of the requirement for a historic preservation easement must be provided in resolution included with the grant application for development projects.
- The easement is prepared by SHPO and provided to the subgrantee.
- The property owner must sign the easement, appearing before a Notary Public.
- The Notary Public executes a Certificate of Acknowledgment.
- The property owner must record the easement at the Register of Deeds for the county in which the property is located and pay any applicable fees.
- The Register of Deeds will number and stamp the original historic preservation easement and return it to the property owner.
- The property owner must return the original easement, with wet signatures and recording markings, to SHPO for filing with the Department of State, Office of the Great Seal. The owner should make a copy for their file prior to sending the original to SHPO.

# 7. PROJECT COMPLETION

## PROGRESS REPORTS

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SHPO staff will remain engaged with subgrantees throughout the duration of their projects to help ensure successful completion. In addition, the subgrantee is required to provide brief quarterly progress reports (template available [here](#)) that provide a snapshot of the project’s status, any issues encountered, proposed changes (if any), and a budget update showing expenses to date. Reports are due regardless of activities completed or dollars spent.

Reporting Period	Report Due
January 1 – March 31	April 15
April 1 – June 30	July 15
July 1 – September 30	October 15
October 1 – December 31	January 15

## FINAL COMPLETION REPORT AND REIMBURSEMENT REQUEST

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

To receive reimbursement, the subgrantee must submit a Completion Report and Reimbursement Request Form to SHPO at the end of the project (available [here](#)). The reimbursement request should be submitted no later than August 1 of the year in which the grant agreement terminates to allow for sufficient processing time. This report includes a final discussion of the project, the methodology employed, and the results of the project. The final report also requests a discussion of any issues encountered and how they were resolved during the project, as well as a final list of project expenditures and backup documentation (e.g., invoices and canceled checks). The form must be signed by the individual who signed the grant agreement, the grant manager, or the chief financial officer. Payment cannot be processed until the report is completed in whole.

Requests for reimbursement that include staff and/or volunteer time must be appropriately documented:

- Time spent must be documented using SHPO’s Historic Preservation Project Timesheet, available [here](#).
- Time spent must be supported by daily time and attendance records that indicate the date, a description of the work performed, and the time worked (in hours).
- The timesheet must be signed by both the person completing the work and their supervisor.

For development projects, the completion report must also include a number of photographs documenting the project:

- Color photographs documenting conditions of the project area(s) prior to the start of work.
- Color photographs of the project work in progress at various stages.
- Clear photographs documenting conditions of the project area(s) at the conclusion of work. To the extent practical, these should be taken from the same vantage points as the photographs taken prior to work.

The Completion Report and Reimbursement Request Form is submitted via e-mail to Alan Higgins, Grants Manager, at [HigginsS3@michigan.gov](mailto:HigginsS3@michigan.gov).

# APPENDIX A. ELIGIBLE PROJECT TYPES

The following types of projects are eligible for CLG grant funding. Projects that meet one (1) or more of SHPO's funding priorities for CLG grants may receive extra points during the scoring process. Innovative projects and projects that have the potential to serve as a model for other CLGs are also encouraged. If you have any questions about the eligibility of your project, please contact SHPO prior to submitting an application.

**Please pay special attention to the Scope of Work and Deliverables requirements for each project type as these must be addressed in the grant application.**

## Historic Resource Surveys

Historic resources surveys focus on the identification, documentation, and evaluation of buildings, structures, objects, landscapes, and historic districts. There are three types of survey, each of which is eligible for funding. For more information, see [SHPO's Above-Ground Survey Manual](#).

- **Reconnaissance Survey** identifies the general distribution, location, and character of historic resources in a specific area to collect data to identify which resources warrant future investigation and inform future survey and planning activities.
- **Intensive Survey** provides in-depth documentation of resources in a specific area to determine eligibility for the National Register of Historic Places and/or designation as a local historic district.
- **Thematic Survey** is the same as intensive-level survey except that the study focuses on a specific property type (e.g., lighthouses) or one theme (e.g., agriculture in Lapeer County from 1830 to 1945).

### Scope of Work Instructions:

All surveys must comply with [SHPO's Michigan Above Ground Survey Manual](#) and *The Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

- Identify the survey type (reconnaissance, intensive, or thematic), number of resources, and estimated acreage.
- Describe the geographic area to be surveyed and explain how the boundaries were chosen. Briefly summarize the area's history and characteristics. *For thematic surveys only:* describe the significance of the property type and/or context to be studied and include a list of resources anticipated to be surveyed.
- Describe the survey methodology and identify who will be responsible for work (e.g., staff, volunteers, and/or consultants). At minimum, describe the fieldwork and research to be completed and address how properties will be evaluated (e.g., National Register Criteria). Describe themes to be included in the historic context portion of the survey report and identify known sources of information that may be useful in completing the project. Confirm that the survey report will comply with all SHPO requirements.

### Required Deliverables:

- Survey Report Outline in electronic (Word) format
- First and revised draft survey reports in electronic (Word and PDF) format
- Draft inventory forms
- One (1) bound hardcopy and two (2) electronic copies (Word and PDF) of the final report and forms.
- One CD/DVD or flash drive with digital images
- GIS shapefile or KMZ of surveyed resources
- At least two public meetings, one at the beginning and one at the end of the project

## Local Historic District Study Committee Reports

A local historic district is a historically significant area that is protected by a local historic district ordinance established under Michigan's Local Historic Districts Act, Public Act 169 of 1970, as amended. The act outlines the process a community must follow to establish a local historic district, which includes preparation of a Study Committee report that discusses the character and integrity of the area being studied, evaluates the area's significance, and presents recommendations for the establishment of a historic district. A summary of this process is available at [www.michigan.gov/shpo](http://www.michigan.gov/shpo). CLGs may use grant funds to support preparation of a Study Committee Report and associated ordinances.

### Scope of Work Instructions:

All procedures for establishing a local historic district as outlined in Section 399.205 of PA 169 of 1970, as amended, must be followed, and reports must be prepared in accordance with SHPO guidance for study committee reports.

- Describe the area to be studied, including a summary of the area's history, character, and significance. Summarize the number and types of resources in the boundary, and explain how the boundaries were chosen.
- Summarize previous studies or efforts to designate and/or protect the area, and summarize any previous surveys or information available to support development of the study committee report. Identify additional work that will be necessary to meet the requirements of PA 169.
- Describe the methodology in consideration of the requirements of PA 169.
- Summarize any public support and outreach the CLG has already initiated regarding the proposed study.
- Provide a copy of the resolution from the local unit of government that authorized the creation of the Study Committee and provide a list of the names of the Study Committee members and identify their history or preservation affiliation.

### Required Deliverables:

- Preliminary Study Committee Report in electronic (Word) format
- One (1) bound hardcopy and two (2) electronic copies (Word and PDF) of the final Study Committee Report
- One CD/DVD or flash drive with digital images
- GIS shapefile or KMZ of district
- Public meetings in accordance with PA 169, at minimum

## 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. It is a 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. The following activities are eligible for grant funding:

- New nominations for individual resources, archaeological sites, urban or rural historic districts, and rural or cultural landscapes. The property to be nominated must have an "Eligible" determination on file with SHPO prior to January 1 of the year in which grant applications are due, and such determinations must have been provided within the last ten (10) years. Applicants are **strongly encouraged** to confirm resource eligibility with SHPO prior to applying.
- Amendments for existing historic districts 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 listing of related properties (e.g., mid-century bank buildings). MPDFs describe related historic contexts, define the property types associated with the contexts, and establish registration requirements for nominating such properties to the National Register. Applicants interested in applying for a grant for development of a MPDF must contact SHPO prior to submitting an application to discuss project appropriateness and eligibility.

#### Scope of Work Instructions:

National Register nominations must be prepared in accordance with *National Register Bulletin 16A: Guidelines for Completing National Register of Historic Places Forms* and all Michigan SHPO standards, guidelines, and documentation requirements, which are available at <http://www.michigan.gov/NRHP>.

- Describe the nomination(s), including the type (individual, district, or MPDF) and the number and types of resources to be nominated. Identify if it is a new nomination or an updated nomination.
- Summarize resource(s) to be nominated, including significance. For historic districts, describe the boundaries and explain how they were chosen.
- Describe the methodology, including documentation to be completed and research to be undertaken. Identify the area(s) of significance that will be addressed in the historic context, Section 8 of the nomination, and identify known sources of information that may be useful in completing the nomination.
- Summarize previous determinations of eligibility, previous efforts to nominate and/or preserve the property, and any known changes since the determination of eligibility (or previous listing for updates).
- *For historic districts only:* summarize efforts to engage property owners and known support for or opposition to the nomination. Letters of support may be included.

#### Required Deliverables:

- A complete draft nomination and related materials as outlined SHPO's "National Register of Historic Places Nomination Submission Checklist," available at [www.michigan.gov/NRHP](http://www.michigan.gov/NRHP).
- A complete final nomination and related materials as outlined SHPO's "National Register of Historic Places Nomination Submission Checklist."
- The nomination must be completed for presentation at a meeting of the State Historic Preservation Review Board prior to the end of the grant cycle.

### **Archaeological Studies**

Archaeological projects 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 must contact SHPO prior to preparing an application for an archaeological project to ensure eligibility and verify the appropriateness of the scope of work.**

#### Scope of Work Instructions:

Work must be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and all SHPO requirements and guidelines.

- Specify if the project is for survey, testing, or planning and the research, management, and/or planning need.
- Describe the area to be studied, including a summary of the area's history, character, and significance. Identify the number of acres and number of sites anticipated, as appropriate.
- Describe the research design, including methods and techniques to be used. Sampling methodology, the use of shovel testing and test interval, the use of specialized equipment such as use of sonar equipment for underwater work, and similar topics should be discussed, as applicable. Mention any documentary research to be conducted (e.g., site file searches and historical records). Describe any other sources of information such as oral history, informant interview, and collections study. Types of records to be compiled for the project (e.g., site forms, photographs, USGS maps) should be specified.
- Specify the repository for project collections and records. The repository must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*.

#### Required Deliverables:

- To be coordinated with SHPO during pre-application discussion

## Preservation Planning Projects

Preservation planning projects are intended to move forward the local preservation programs and enhance the ability of the CLG to effectively plan for, protect, celebrate, and incentivize historic resources in the community. 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 are encouraged.

Preservation planning projects are diverse and eligible activities may include but are not limited to the following list. If you have questions about the eligibility of your project, contact SHPO.

- Community-wide and neighborhood/corridor preservation plans that provide long-range guidance for a community's historic resources. Preservation plans may be prepared as a standalone document or as a component of a municipal or county master plan.
- Historic context statements that provide the foundation for making informed decisions related to the identification and evaluation of a specific category of historic resources. Context statements may be based on one or more themes, periods of significance, property types, and/or geographic areas.
- New or updated local historic district ordinances.
- New or updates design guidelines, which provide the basis for review of projects in a designated area.
- 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, market studies, feasibility studies, and related activities 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.

### Scope of Work Instructions:

Preservation planning studies must be conducted in accordance with the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation* and in coordination with SHPO.

- Describe the type of planning activity (e.g., preservation plan, economic impact study, etc.) being pursued.
- Identify if the project is to produce a new study or update an existing study. If the project is to update an existing study, describe the issues to be addressed by the current project (e.g., data is no longer current) and include a copy of the current document.
- Identify local stresses, threats, or weaknesses in the local preservation program that will be addressed.
- Describe the targeted audience(s) and how the project is appropriate for them.
- Identify the boundaries and/or types of resources to be covered by the project, as applicable.
- Describe the methodology and anticipated content of your study.
- Describe the project's relationship, if any, to other planning or community development activities.
- Describe anticipated public outreach and engagement activities associated with the project.
- Describe the anticipated outcome and benefits of the project.

### Required Deliverables:

- Study outline in electronic (Word) format
- First and revised draft studies in electronic (Word and PDF) format
- One (1) bound hardcopy and two (2) electronic copies (Word and PDF) of the final study and materials.
- Preservation planning projects must include a substantial public outreach/participation component. The applicant should define these components in consideration of the project being pursued.

## Educational Activities

Like preservation planning projects, educational projects are diverse and should be tailored to the needs and goals of the CLG and its efforts to raise awareness of historic resources and/or the importance of historic preservation. Projects may relate to heritage tourism activities, training for historic district commissioners and/or staff, hands-on training for the community, and more. Innovative projects are encouraged.

Eligible activities may include but are not limited to the following list. If you have questions about the eligibility of your project, contact SHPO.

- Design, research, and printing of publications designed to enhance the knowledge and appreciation of historic preservation. Such topics could include, for example, local historic district designation and property owner requirements; the history of the community; and weatherization and energy efficiency.
- Creation of videos, websites, e-Learning programs, and other audio-visual materials that 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 mobile applications for tours of historic districts, byways, cultural districts, heritage trails, and more
- 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.). Such workshops can be provided by the Michigan Historic Preservation Network, National Alliance of Preservation Commissions, or other such organizations.
- Development of mobile applications and other information technology that makes information about local historic resources available to the public.
- Hosting a “how-to” or trades workshop on topics such as window repair or property maintenance.

### Scope of Work Instructions:

As appropriate, educational activities must be conducted in accordance with the *Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation* and in coordination with SHPO.

- Describe the type of project, program, and/or publication (e.g., heritage tourism program, K-12 lesson plan, workshops, etc.) to be produced or coordinated.
- Describe the targeted audience(s), and how the project is appropriate for the audience(s).
- Describe the methodology for developing the project, program, or publication.
- Describe the anticipated content and format, including physical and/or digital products that will be produced. Identify if intended for one-time or continued use.
- Describe any examples of similar projects previously completed by the community and/or models from other communities that might be used, if applicable.
- Describe the anticipated outcome and benefits of the project.

### Required Deliverables:

- First and revised draft products in electronic (Word and PDF) format, as applicable
- One (1) bound hardcopy and two (2) electronic copies (Word and PDF) of the final materials, as applicable
- *For conferences, training, and workshops only:* All notices, advertisements, publications, etc. must be provided to SHPO.
- Educational projects must include a substantial public outreach/participation component. The applicant should define these components in consideration of the project being pursued.



## Pre-development Projects

Pre-development projects can include, for example, plans and specifications, Historic Structure Reports (HSRs), Cultural Landscape Reports (CLRs), rehabilitation master plans, condition assessment reports, engineering studies, feasibility studies, façade improvement plans, and marketing studies.

### Scope of Work Instructions:

All work and recommendations made must comply with the *Secretary of the Interior's Standards for Rehabilitation* (available [here](#)). Documents that include language that is incompatible with the *Standards* will not be accepted and associated costs will not be reimbursed.

- Describe the plan, study, or other item to be produced by the grant project.
- Describe current conditions of the subject property.
- Describe anticipated work activities (e.g., photodocumentation, research, etc.). If any destructive testing is to be included, it must be specifically identified.
- Provide a discussion of past preservation activities at the property, if any, and why the proposed planning project is the next logical step in providing for the protection and ongoing use of the property(ies).
- Identify the type of consultant to be retained (e.g., historical architect, architectural historian, or engineer) to complete the study. Acknowledge that any consultants hired as part of the grant project will, as applicable, meet National Park Service 36 CFR 61 professional qualifications. Architectural consultants to be hired must meet the federal standards for “Historical Architect” listed below:
  - All consultants must demonstrate that they meet or exceed the professional qualifications for “Historical Architecture” as stated in 36 CFR Part 61.
  - The minimum professional qualifications for a Historical Architect 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; or (2) at least one year of full-time professional experience on 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.
- If possible, include a vendor quotation for services to be completed. Providing estimates with your application helps the reviewers understand the reasonableness of costs associated with the project.

### Required Deliverables:

- Study outline in electronic (Word) format
- First and revised draft product in electronic (Word and PDF) format
- One (1) bound hardcopy (not needed for plans and specs) and two (2) electronic copies (Word and PDF) of the final product
- One CD/DVD or flash drive with digital images

## Development Projects

Development projects can include, for example, stabilization, roof repair/replacement, window repair, entry rehabilitation, masonry repair and tuckpointing, rehabilitation of specialty materials such as stained glass, and rehabilitation of interior character-defining features. If you have any questions about the eligibility of your project, please contact SHPO prior to submitting an application.

### Scope of Work Instructions:

All work must comply with the Secretary of the Interior's Standards for Rehabilitation (available [here](#)). Projects that propose work that is incompatible with the *Standards* will not be accepted and any work completed during the project that does not meet the *Standards* will be ineligible for reimbursement.

- Describe current conditions of the subject property and the issues to be addressed.
- Describe the work to be completed as part of the grant project, including a succinct list of specific activities to be undertaken. The description should clearly describe all materials, methods and techniques to be used for the rehabilitation project and correlate to the budget. Any historic materials to be removed and disposed of should be clearly identified. This work description should complement the included photographs to give a complete account of the proposed rehabilitation work.
- Briefly describe previous rehabilitation work, if any, at the property and its relationship to this project and/or documents available to guide the rehabilitation work.
- Identify if the proposed project is part of a phased rehabilitation project, including a brief summary of previously completed preservation work and/or relationship to anticipated future work. Plans and specifications must be submitted with the application for rehabilitation work and approved by SHPO.
- If possible, include a vendor quotation for services to be completed. Providing estimates with your application helps the reviewers understand the reasonableness of costs associated with the project.
- Plans and specifications must be submitted with the application and approved by SHPO prior to work. The documentation should be sufficient to provide an understanding of the complete scope of work and to demonstrate that the proposed work is ready to proceed and meets the *Standards*. The specific nature of required materials will depend on the project type. For example, an in-kind asphalt shingle roof replacement will not necessarily need full construction drawings; however, construction drawings would be necessary for a structural framing project. If you do not have plans and specifications or you desire a complete building assessment with priorities and estimates of cost, you should apply for a pre-development grant to prepare them.

## APPENDIX B. ALLOWABLE WORK ITEMS

All grant funds are paid on an **EXPENSE REIMBURSEMENT** basis only. The applicant must have funds available for expenditure amounting to 100% of the project cost at the time of a grant application submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the project upon SHPO review and acceptance of the completed work.

SHPO will review and may make changes to budget line items as submitted in the application to ensure all project costs are eligible. The final budget approved by the SHPO will become an attachment to the grant agreement. Allowable and unallowable expenses are determined in consideration of the *Historic Preservation Fund Grant Manual* and 2 CFR 200. Common allowable and unallowable costs include but are not limited to the following:

### Allowable Work Items

- **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. Project personnel must demonstrate that they meet or exceed the professional requirements as stated in 36 CFR Part 61.
  - 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.
- **Volunteers:** Volunteer time may be accounted for as project match only. All volunteer services must be substantiated at the conclusion of the project by time sheets that show the actual hours worked, the rate of pay, and the specific duties performed. If volunteer time is being included as part of the grant application, the application must include a written justification of the volunteer rates used:
  - If a volunteer is a professional (e.g., an architectural historian meeting 36 CFR 61 qualifications) and is performing duties corresponding to their profession, their normal rate of pay is acceptable as long as it does not exceed the allowable federal maximum.
  - For all other volunteers, time should be valued at the current rate assigned to volunteer time in Michigan by the [Independent Sector](#).
- Contractor services are allowable, and the subgrantee may contract all or part of the project work. Selected contractors must meet the professional qualifications standards identified in 36 CFR Part 61, as applicable to the respective project. Free and open competition must be maintained. The SHPO must receive documentation of the procurement at each stage and must approve the contractor and contract.
- Transportation, lodging, subsistence and related items for project personnel who are in travel status for project-related work is allowable. Costs are charged on an actual basis and must be consistent with the state and federal rates. Documentation and invoices must be provided for each cost. First-class airfare is not allowable.
- 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 policies. Required documentation of the competitive bid process should be determined in consultation with SHPO.

### Unallowable Work Items

- Personnel/consultant/staff time for preparing a grant proposal
- Property acquisition

- Routine maintenance and utilities
- New construction or additions
- Demolition unless necessary for repair or rehabilitation of the property (e.g., removing roofing to inspect and repair underlayment)
- 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 (Reconstruction of certain missing elements may be allowable if based upon historical documentation, such as photographs.)
- 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 commemorative plaques
- Archaeological Salvage
- Museum exhibits and curation of collections
- Lobbying, costs associated with activities to influence legislation
- Political activities, no grant funds may be made for the 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 applicable SHPO and NPS standards and guidelines

## APPENDIX C. WORK SCHEDULE REQUIREMENTS

Applicants must provide an anticipated work schedule that includes the major milestones associated with successful completion of the project. While SHPO recognizes that not all project components can be predicted with certainty at the time of application, the schedule should represent the applicant's best estimates as to general timeframes for completion of project activities based on available information. The schedule must include anticipated dates for submission of project components (e.g., bid documents, reports/studies, etc., as applicable) to SHPO for review and allow appropriate time for SHPO review. See below for requirements for different project types. If a grant is awarded, the applicant's proposed 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.

Keep in mind that projects cannot start until a grant agreement has been executed with SHPO. For the purposes of the work schedule, applicants should assume a grant agreement date of **July 15, 2025**. All project work must be completed, invoiced, and accepted by SHPO by **August 31, 2027**. Work completed or costs incurred prior to execution of a grant agreement or after the end date specified in a grant agreement are ineligible for reimbursement or contribution toward match.

**Pre-Development Projects** must include:

- Procurement
  - Submit draft procurement materials to SHPO for approval (allow 30 days for review)
  - Solicit bids
  - Bids due
  - Submit bids and rationale for bidder selection to SHPO for approval (allow 20 days for review)
  - Submit draft consultant contract to SHPO for approval (allow 20 days for review)
  - SHPO comments and recommends changes, as necessary, for consultant contract
  - Executed contract submitted to SHPO
- Project Work
  - Project kick-off meeting with CLG, SHPO, and consultant(s)
  - SHPO review of first and revised draft products (allow 30 days for review)
  - SHPO review of final products (allow 30 days for review)
  - Submission of completion report and reimbursement request to SHPO

**Development Projects** must include:

- Procurement
  - SHPO pre-work site inspection
  - Submit draft procurement materials to SHPO for approval (allow 30 days for review)
  - Solicit bids
  - Bids due
  - Submit bids and rationale for bidder selection to SHPO for approval (allow 20 days for review)
  - Submit draft consultant contract to SHPO for approval (allow 20 days for review)
  - SHPO comments and recommends changes, as necessary, for consultant contract
  - Executed contract submitted to SHPO
- Project Work
  - Install project sign and submit photo documentation of sign to SHPO
  - Deadline for SHPO to prepare historic preservation easement (allow 90 days)
  - Begin construction
  - Finish construction

- Sign easement, record at Register of Deeds, submit original recorded easement to SHPO
- SHPO final on-site inspection
- Submission of completion report and reimbursement request to SHPO

**All Other Projects** must include:

- Procurement
  - Submit draft procurement materials to SHPO for approval (allow 30 days for review)
  - Solicit bids
  - Bids due
  - Submit bids and rationale for bidder selection to SHPO for approval (allow 20 days for review)
  - Submit draft consultant contract to SHPO for approval (allow 20 days for review)
  - SHPO comments and recommends changes, as necessary, for consultant contract
  - Executed contract submitted to SHPO
- Project Work
  - Project kick-off meeting with subgrantee, SHPO, and contractor(s)
  - Completion of major project milestones (e.g., start and completion of fieldwork, submission of draft and final deliverables, public meetings, etc.)
  - SHPO review of draft deliverables (allow 30 days for review)
  - SHPO review and acceptance of final products (allow 30 days for review)
  - Submission of completion report and reimbursement request to SHPO

## APPENDIX D. PROFESSIONAL QUALIFICATIONS

Developed 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.



# APPENDIX E. FEDERAL CREDIT

## **FEDERAL FUNDING CREDIT AND DISCLAIMER REQUIRED ON ALL MATERIALS**

Acknowledgment of federal assistance and nondiscrimination must be included in each written, audio, visual, or other material, including public announcements and news releases, produced through the funded project. The following must be included in each such material:

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 Strategic Fund, 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 Strategic Fund, State Historic Preservation Office [if applicable, also include: nor does the mention of trade names or commercial products herein constitute endorsement or recommendation by the Department of the Interior or the Michigan Strategic Fund, State Historic Preservation Office].

This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Acts of 1964, 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, disability, or age in its federally assisted programs. Michigan law prohibits discrimination on the basis of religion, 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