



Michigan Certified Local Government Program FY2025 CLG Project Grant Application Checklist

The State Historic Preservation Office (SHPO) is accepting fiscal year (FY) 2025 Certified Local Government (CLG) grant project applications through **February 3, 2025**. Funds are available for documentation, education, and community-based preservation planning projects, as well as pre-development and development activities.

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

Webinar: An informational webinar will be held on October 22, 2024, at 1:00 p.m. Registration is required and is available [here](#).

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. 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 by **December 6, 2024**.

This checklist is provided for the benefit of applicants only and should not be included with the grant application. **Please note: Exhibits may take time to gather, particularly required resolutions. Applicants are encouraged to start gathering materials early in the grant application to ensure timely submission.**

Required for all Projects:

- Complete application form
- Signed certifications and signature page
- Exhibit A: Financial Verification
 - Verification of Availability of Funds (documentation showing 100% of project costs are available)
 - Financial Management certification
- Exhibit B: Resolution from the CLG
- Exhibit C: Support letter from the Historic District Commission

Exhibit D Photograph Requirements

- Required for:
 - Historic Resource Surveys (5-10 photos of representative properties and streetscapes)
 - Study Committee Reports (5-10 photos of representative properties and streetscapes)
 - National Register Nominations (5-10 photos for individual properties and 10-15 photographs for historic districts)
 - Planning projects (5-10 photos of representative properties/areas to be included in the study)
 - Archaeological Studies (3-5 photographs showing conditions at the property)
 - Hands-on Trades Training (5-10 photographs showing conditions at the property)
 - Heritage Tourism Materials (5-10 photos of representative properties/areas to be included in the materials)
 - Pre-development Project (5-15 photos showing existing character and conditions at the property)
 - Development Project (5-15 photos showing existing character and conditions at the property)
- Submitted electronically as individual files in JPEG or TIFF format

Exhibit D Map Requirements

- Required for:
 - Historic Resource Surveys
 - Study Committee Reports
 - National Register Nominations
 - Planning Projects
 - Archaeological Studies
 - Pre-development Projects
 - Development Projects

Additional Requirements for Pre-Development and Development Projects:

- Letter from the property owner stating no tax incentives have been or will be taken for the proposed work
- Letter from the property owner indicating they are the legal owner of the property and support the grant application and proposed work
- Copy of the property deed or other sufficient documentation showing property ownership
- Designated flood area certification
- DEVELOPMENT ONLY: Copies of plans, drawings, and/or specifications for the proposed work

Additional Requirements for Sponsored Projects

- Resolution from the CLG's partner entity
- Memorandum of Understanding outlining responsibilities

Optional Documentation

- Additional support letters from other groups (e.g., historical society, Main Street organization, planning commission, community groups, etc.)
- Cost estimates or quotes for the proposed work (not formal bids)
- Copies of relevant documents (e.g., condition assessments or structural analysis), documents to be updated (e.g. old design guidelines to be updated through the grant), mock-ups, or models that serve as reference for the proposed project