



Michigan Certified Local Government Program
 FY2024 CLG Grant Application
 Rehabilitation Planning and Rehabilitation Projects

PROJECT INFORMATION	
Certified Local Government:	
Project Name:	
Property Name:	
Property Address:	
Historic Designation: <i>Rehabilitation Projects: Provide the name of the resource individually listed in the National Register of Historic Places or, if the resource is listed as a contributing resource, provide the name of the National Register-listed district.</i> <i>Rehabilitation Planning Projects: Provide the name of the resource that is listed in the National Register or has been determined eligible for listing by SHPO. If the latter, also provide the approximate date (if known) that the resource was determined eligible.</i>	
Property Owner Name:	
Primary Telephone Number:	E-mail:
Brief Project Summary (no more than 1-2 sentences):	

GRANT FUNDING REQUEST		
CLG Grant Request:	\$	Grants are reimbursable, and the applicant must demonstrate availability of the total project cost. Briefly describe the project funding source and kind:
CLG Match (NOT REQUIRED):	\$	
Total Project Amount:	\$	

CLG INFORMATION	
Federal ID (EIN) Number:	
UEI Number:	
Certified Local Government Street Address:	
City:	Zip Code:
Project Coordinator Name: <i>This individual must have complete knowledge of the day-to-day activities with the proposed grant-funded work.</i>	
Primary Telephone Number:	E-mail:
Project Coordinator Street Address:	
City:	Zip Code:

CLG LEGISLATIVE INFORMATION

This information is used to notify your elected officials if a grant is awarded.

U.S. Congressional District Number:

State Senate District Number:

State House of Representative District Number:

CLG SPONSORSHIP APPLICANT INFORMATION (IF APPLICABLE)

Complete ONLY if the CLG is applying on behalf of a non-profit organization or public entity.

Name of Non-profit or Public Entity:

Federal ID (EIN) Number:

Nonprofit or Public Entity Contact Name:

Telephone Number:

E-mail:

Street Address:

City:

Zip Code:

PROJECT INFORMATION

A. PROJECT GOALS

Empty text area for project goals.

B. SCOPE OF WORK

C. PROJECT NEED

D. PROJECT URGENCY

E. PROJECT IMPACT

F. PROJECT CONSIDERATIONS

Is the project related to one or more of the CLG's goals and priorities as 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.

If applicable, describe the relationship of the project to other community planning and development, economic development, revitalization initiatives, and/or cultural tourism efforts.

Are there other entities or partnerships that will benefit from the project?

How will the value of historic preservation be articulated through the project and how will the public be informed about the project?

PROJECT BUDGET

Provide a project budget that matches the items described in the scope of work. All grant funds are paid on an expense reimbursement basis only. The applicant must have funds available for expenditures amounting to 100 percent of the project cost at the time of submittal. The subgrantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the project. SHPO will review and may make changes to the budget line items as submitted in the application. The final budget, as approved by SHPO, will become an attachment to the grant agreement.

WORK ITEMS	CLG FUNDS	CASH MATCH	IN-KIND MATCH	PROJECT TOTAL
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
TOTAL COSTS:	\$	\$	\$	\$

WORK SCHEDULE

On the following page, provide a work schedule that includes major project milestones. Remember that work cannot begin until the grant agreement is executed. Assume a **July 2024** grant agreement date. Projects will have until **August 31, 2026**. All project work, including billing and reporting, must be completed by August 1, 2026, to facilitate project close-out by August 31. No extensions will be given.

Rehabilitation Planning Projects must include:

- Procurement
 - Submit draft procurement materials to SHPO for approval (allow 14 days for review)
 - Solicit bids
 - Bids due
 - Submit bids and rationale for bidder selection to SHPO for approval (allow 14 days for review)
 - Submit draft consultant contract to SHPO for approval (allow 14 days for review)
 - SHPO comments and recommends changes, as necessary, for consultant contract
 - Executed contract submitted to SHPO
- Project Work
 - Quarterly progress reports (due dates are January 15, April 15, July 15, and October 15)
 - 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

Rehabilitation Projects must include:

- Procurement
 - SHPO pre-work site inspection
 - Submit draft procurement materials to SHPO for approval (allow 14 days for review)
 - Solicit bids
 - Bids due
 - Submit bids and rationale for bidder selection to SHPO for approval (allow 14 days for review)
 - Submit draft consultant contract to SHPO for approval (allow 14 days for review)
 - SHPO comments and recommends changes, as necessary, for consultant contract
 - Executed contract submitted to SHPO
- Project Work
 - Quarterly progress reports (due dates are January 15, April 15, July 15, and October 15)
 - 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

Date	Grant Agreement
July 2024	Grant agreement executed
Date	Grant Project Work Items
Date	Project Reporting
Every January 15, April 15, July 15, and October 15	Submit Quarterly Progress Report to SHPO for review while project is active
Date	Project Close-Out
August 1, 2026	Submit Completion Report and Reimbursement Request
August 31, 2026	SHPO review and approval of Completion Report and Reimbursement Request
September 2026	Subgrantee receives reimbursement

CERTIFIED LOCAL GOVERNMENT AUTHORIZED SIGNATORY

Signature:

Date:

The grant application form must be signed and dated by the authorized contract signatory or another appropriate individual.

Printed Name and Title:

CLG Sponsorship (if applicable)

Signature:

Date:

The grant application form must be signed and dated by the authorized contract signatory or another appropriate individual.

Printed Name and Title:

APPLICATION CHECKLIST

Include the following exhibits to complete the CLG grant application and check the appropriate boxes to indicate included exhibits. Please refer to the CLG Grant Manual for instructions.

- Exhibit A: Financial Certification
- Exhibit B: Resolution
- Exhibit C: Tax Incentive Certification
- Exhibit D: Deed and Ownership Information
- Exhibit E: Floodplain Certification
- Exhibit F: Letters of Support
- Exhibit G: Photographs, Maps, and Supporting Documentation