



Michigan Certified Local Government Grant Application Planning, Documentation & Education



Grant Application Form Instructions:

1. Use the most current Grant Application Form version.
2. Electronically complete the entire Grant Application Form, electronically sign, and submit with the required Exhibits to LettsJ1@michigan.gov.
3. Follow the Exhibit Instructions in the CLG Grant Manual.

PROJECT INFORMATION

Grant Project Name: Irvington Neighborhood Intensive-Level Survey

Identify the project type covered by the grant application:

- Above-Ground Survey
 Archaeological Study
 Local Historic District Study
 National Register Nomination
 Preservation Planning [Specific type:]
 Public Education [Specific type:]

APPLICANT INFORMATION

Certified Local Government: City of Evanston

Grant Recipient Name: City of Evanston

This must be an active CLG in good standing with SHPO.

Federal ID Number: 99-9999999

DUNS Number: 99-999-9999

The Federal Funding Accountability and Transparency Act, P.L. 109-282, as amended by section 6202(a) of P.L. 110-252, Subaward Reporting System requires the SHPO to utilize the DUNS Number to report first-tier subaward federal contracts and grants.

Certified Local Government Street Address: 9999 West Monroe Street

City, State: Evanston, Michigan

Zip Code: 99999

Project Coordinator Name: Ms. Alyssa Rawlinson

This individual must have complete knowledge of the day-to-day activities with the proposed grant-funded work.

Telephone Number: 555.555.5555

Mobile Telephone Number: 555.555.5555

Email Address: rawlinson@evanstonmi.org

Project Coordinator Street Address: 9999 West Monroe Street

City, State: Evanston, Michigan

Zip Code: 99999

CLG Sponsorship Applicant Information (if applicable)

Nonprofit or Other Public Entity:

Federal ID Number:

DUNS Number:

The Federal Funding Accountability and Transparency Act, P.L. 109-282, as amended by section 6202(a) of P.L. 110-252, Subaward Reporting System requires the SHPO to utilize the DUNS Number to report first-tier subaward federal contracts and grants.

Nonprofit or Other Public Entity Contact Name:

Telephone Number:

Mobile Telephone Number:

Email Address:

Street Address:

City, State:

Zip Code:

CLG LEGISLATIVE INFORMATION

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

U.S. Senator Name: Mr. Roger Smith

U.S. Senator Name: Ms. Margaret Peters

U.S. Congressional District Number: 99

Name of Congressman or Congresswoman: Mr. Landon Porter

State Senate District Number: 99

Name of State Senator: Mr. Joseph Peters

State House of Representative District Number: 99

Name of State Representative: Ms. Sarah Martin

SCOPE OF WORK

On page 6, describe in detail the scope of work for your project. The narrative should:

- State the goals of the project;
- Identify the project need and provide an explanation of how the project activity addresses the need;
- Describe in detail the work activity(ies) and anticipated outcome(s); and
- Provide a list of the final products that will be provided to SHPO and indicate the medium. Example:

National Register Nomination for <i>Willenholly Building</i>	One or more flash drives, as necessary, including all items identified in SHPO's National Register Submission Checklist.
<i>Willenholly Building</i> Survey Data	2 sets of CDs/DVDs or flash drives containing survey data in MS Access, Excel or GIS shapefile – 1 for NPS and 1 for SHPO.
<i>Willenholly Building</i> Survey Report	2 printed spiral bound original reports and 2 sets of CDs/DVDs or flash drives containing survey report in Word - 1 for NPS and 1 for SHPO.
<i>Willenholly Preservation Plan</i>	2 printed spiral bound plans and 2 sets of CDs/DVDs or flash drives containing a PDF copy of the plan – 1 for NPS and 1 for SHPO.

The scope of work demonstrates to reviewers how the project will proceed and that you have considered all elements of a successful project. The scope should complement the timeline and be sufficiently detailed so that the reviewers have a full understanding of the need of your project, activities to be completed, and the anticipated impact of the project. Additional guidance on describing the scope of work for particular project types is provided below:

Public Education Projects

- Describe the type of education project, program, or publication (e.g., heritage tourism program, K-12 lesson plan, pamphlet for property owners in local districts, workshops, etc.) to be produced or coordinated.
- Describe the purpose of your project, including the need it addresses.
- Describe the targeted audience(s) and how the project is appropriate for the targeted audience(s).
- Describe the methodology for developing the project, program, or publication and achieving your goals.
- Describe the anticipated content of your project, program, or publication.
- Describe the anticipated format for your project, program, or publication, including any physical or digital products that will be produced and how they will be distributed or made available to the public. Identify if it is intended for one time or continued use.
- Describe any examples of similar projects previously completed by the community and/or models from other communities to be used, if applicable.
- Describe the anticipated outcome and benefits of the project.

Archaeological Projects

- Projects involving excavation and planning studies should be discussed with the State Archaeologist prior to submission of an application.
- State the objectives of the project and the research, management and/or planning needs the project will address. Specify whether the project is an archaeological survey or a testing project.
- 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 (site file searches, historical records etc.). 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.
- Provide a map with the specific project area clearly outlined and estimate the number of acres to be field checked and number of sites anticipated to be found (example: 10,000 + 500 acres; 100 + 15 sites).
- 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*.

Above-ground Survey Projects

- Describe the type of survey (reconnaissance, intensive, or thematic) to be undertaken.
- Describe the need for the project and identify the goals of the survey.
- Describe the geographic area or theme to be surveyed and explain how they were chosen. Provide a brief summary of the overall appearance and history of the survey area, discussing such things as: population; development patterns; and urban, rural, or neighborhood characteristics.
- Include a map clearly showing the proposed survey boundaries (not applicable for thematic surveys) and a verbal description of the project's boundaries. If the project covers an entire city or county, include a written statement of this fact.
- Identify the number of resources to be surveyed and the estimated acreage covered by the survey.
- For thematic surveys, describe the significance of the property type and/or context to be studied. Include a list of resources anticipated to be surveyed as part of the project.
- Describe the survey methodology or research design. Projects must comply with the [Michigan Above Ground Survey Manual](#). Topics to address include, at a minimum, how fieldwork will be conducted, what sources will be utilized for research, and how assessments of the documented properties shall be conducted (use of the National Register selection criteria). Describe any known sources of information that may be useful in completing the survey and developing related historic context(s).
- Describe the anticipated products and contents of products, including how they will be distributed and/or how the resulting information will be shared with the public. Provide a list of the proposed themes that will be addressed in the historic context. A historic context is information about historic trends and properties organized by theme, time period and geographic area. Projects must use the themes listed in *National Register Bulletin 15: How to Apply National Register Criteria for Evaluation* but may tailor them further as appropriate.
- Describe how the survey results will be used for subsequent preservation activities and/or anticipated subsequent phases of the project.
- If available, include ballpark cost estimates from qualified professionals for completing the proposed project. When computing budget costs, include at least one public meeting and plan on preparing three sets of survey data; one will be kept at the local level and two will be submitted to the SHPO.

National Register of Historic Places Nominations

- Describe the proposed project, including the type of nomination and number and types of resources to be nominated. Identify whether the project is to produce a new nomination or amend existing documentation.
- Describe the need for the project and identify the goals of nominating the property. Describe the reasons for seeking nomination of the property to the National Register (e.g., public recognition or potential to spur economic investment). If the project is being undertaken as part of a larger community revitalization or economic development program, describe how the project will benefit those activities.
- Describe the resource(s) to be nominated, including a summary of current conditions and significance. 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 amendments).
- If more than one nomination is to be prepared by the project, provide a tentative list of all the proposed nominations to be prepared, indicating for each, the type of nomination (individual property, district, or multiple property) and the approximate number of resources of each type (buildings, structures, objects, or sites) that each area contains.
- If the application is to prepare a Multiple Property Documentation Form (MPDF), identify the property types and/or themes to be addressed.
- Summarize known resources that may be useful in preparing the nomination and summarize additional documentation and research that may be necessary.
- Provide a list of the proposed areas of significance that will be addressed in the historic context. A historic context is information about historic trends and properties organized by theme, time period and geographic area. Projects must use the themes listed in *National Register Bulletin 15: How to Apply National Register Criteria for Evaluation*.
- Identify any documentation to be completed of the property (e.g., digital photographs, site plans, etc.), including if survey records are to be updated as part of the project.
- Provide a locational map and verbal description of the area to be nominated. For historic districts, describe the boundaries and explain how they were chosen.
- For individual resources: if the CLG is not the property owner, summarize property owner support or opposition for the nomination. Include a letter from the property owner supporting the nomination.
- For historic districts: summarize efforts to engage property owners and known support or opposition for the nomination.

Local Historic District Studies

- Describe the purpose of the project, the anticipated products and outcomes, and the proposed use of the products. Describe what the CLG hopes to accomplish through the process of establishing a local historic district.
- Describe the area to be studied, including a summary of the area's history, current conditions, and significance. Explain how the boundaries were chosen. Provide a map clearly outlining the boundaries of the area to be studied.
- Summarize any previous studies or previous efforts to designate the area and/or protect the property.
- Summarize the nature of survey records and report available to support the information to be presented in the Local Historic District Study. Identify additional work that will be necessary to sufficiently and appropriately make recommendations in consideration of the National Register Criteria and the requirements of Public Act 169 of 1970, as amended.
- Identify the steps to be completed during the project. Projects must comply with the requirements of Public Act 169 of 1970, as amended.
- Describe the project's relationship to broader community planning activities. If the project is being undertaken as part of a larger community revitalization or economic development program, describe how the CLG project will contribute to the goals of the community program revitalization or economic development program.
- Describe any public and/or local government support for the potential establishment of the local historic district, and identify any public outreach that the CLG has already initiated regarding a proposed study of the area (e.g., community meetings or discussions at historic district committee meetings).
- Provide a copy of the resolution from the local unit of government authorizing the creation of the historic district study committee.
- Provide a list of the names of the historic district study committee members and short description of their history or preservation affiliation. Resumes may be submitted.

Preservation Planning Projects

- Describe the type of planning activity (e.g., preservation plan, design guidelines, economic impact study, etc.) being pursued. Note: Applications for planning documents for specific properties (e.g., historic structure reports, feasibility studies, engineering studies, etc. should use the grant manual for Rehabilitation and Rehabilitation Planning Projects available at www.michigan.gov/CLGgrants).
- Identify whether the project is to produce a new planning study or to update an existing study. If the project is to update an out-of-date or deficient planning document currently being used by the community, describe the issues to be addressed by the current project and include a copy of the current document being used.
- Describe the purpose of the project, including the need it addresses. Identify any local stresses, threats, or weaknesses in the local preservation program that will be addressed by the project.
- Describe the targeted audience(s) and how the project is appropriate for the targeted audience(s).
- Identify the boundaries of areas and/or the types of resources to be covered by the project, as applicable.
- Describe the methodology for achieving your project goals.
- Describe the project's relationship to previous and/or ongoing preservation planning activities.
- Describe how the project will relate to other community planning or development activities (e.g., community planning, zoning, economic revitalization, etc.).
- Describe how the project will contribute to the protection of significant historic resources in the community.
- Describe anticipated public outreach and engagement activities associated with development of the project.
- Describe the anticipated products and contents of products, including how they will be distributed or made available to the public.
- Describe the anticipated outcome and benefits of the project.

Project Objectives

All applications, regardless of project type, must also address the following questions:

- How will the project enhance the effectiveness of the CLG's activities and preservation programs? Describe the impact the project will have on the CLG's ability to identify, plan for, protect, and celebrate historic resources.
- What is the relationship of the project to the CLG's planning goals and priorities as identified in the CLG's annual reports and/or four-year evaluation?
- What is the urgency of the project? For example, does it address an immediate threat to certain properties? Does it address a weakness of current preservation activities in the community? Is it related to forthcoming community planning, economic development, or revitalization activities?
- Identify if the project meets one or more of Michigan's Historic Preservation Goals identified by the SHPO in Michigan's Historic Preservation Plan and/or one or more of SHPO's funding priorities for 2021.
- Describe the public or community benefit resulting from the project. Are there local partnerships between the CLG and other organizations that will be addressed? Which community stakeholders will potentially benefit from the activity?
- How will the public be informed about the purpose of this project and the value of historic preservation through the project?

SCOPE OF WORK

Project Summary

The City proposes to hire a professional preservation consultant to complete an intensive-level architectural survey of the Irvington neighborhood, bounded roughly by Madison Avenue to the east, Franklin Boulevard to the north, Washington Avenue to the west, and the former Red and Golden Railroad to the south (see Boundary Map, Figure 1). Previously identified for further investigation as part of a community-wide reconnaissance survey undertaken by the City in 2010, the Irvington neighborhood is comprised of approximately 600 parcels totaling 580 acres. Based on previously collected data and parcel records, approximately 85% of properties (510 properties) were constructed prior to 1975; the remainder (15% or 90 properties) were constructed post-1975. This survey will enhance the City's ability to make informed planning decisions about the future of this neighborhood—and potential future preservation strategies—in the face of encroaching development pressure as further described below. The survey will also provide the opportunity to build upon recent efforts by the City to engage property owners and other community stakeholders in this quadrant of the city in discussions related to long-term revitalization plans and the role of preservation in those activities.

Project Need and Goals

The Irvington neighborhood is a fragile historic resource that reflects the growth of the industrial-based economy of the late 19th and early 20th centuries, which spurred an influx of immigrant workers that supported nearby manufacturing hubs. These workers largely settled in the Irvington neighborhood, which quickly became a center of cultural activity on the periphery of the city center. By 1920, the neighborhood was home to the largest immigrant population in the city. Population increase in turn drove the establishment of community infrastructure such as a small commercial node and churches, which further cemented the distinctive identity of the community. While the industrial ventures that once sustained the neighborhood are mere ghosts of the landscape, the Irvington neighborhood remains as a critical component of the city's industrial and ethnic heritage.

The Irvington neighborhood has a compelling story to tell but has often been overlooked as an area of intrinsic value as part of past community planning and development activities. The result is that, today, the cultural identity and fabric of the Irvington neighborhood is at risk. Over the last 20 years, the integrity of the community has been challenged, particularly as a result of zoning changes that have led to an influx of new mixed-use residential and residential multi-family units, which allow for higher-density occupation and stand in stark contrast to the modest one-story dwellings that have historically characterized the area. Furthermore, redevelopment of both vacant and previously occupied lots is increasingly encroaching on the core of the community, particularly to the north and east. Large projects outside of the neighborhood but along its borders have created additional interest in this area, which has the potential to have a substantial impact on the neighborhood. While developers are currently investigating their options, members of the community are increasingly challenging redevelopment of the area and seeking a means to protect its character. Residents from the neighborhood strongly support this grant application as evidenced by the attached letters of support.

Given the rate of change in and surrounding the neighborhood, intensive-level survey is critical at this time to help coordinate and facilitate future planning activities before additional resources are lost. The survey will follow up on the results of the City's 2010 reconnaissance survey, which preliminarily recommended the neighborhood as significant under Criterion A in the areas of Community Planning and Development and Ethnic Heritage but noted that additional investigations were necessary to determine the overall integrity of the neighborhood and the status of individual resources therein. In accordance with SHPO standards, the project will gather sufficient data on each property to make recommendations of eligibility for listing in the National Register of Historic Places (NRHP), both for individual properties and the overall neighborhood (or portions thereof) as a potential historic district. The resulting report and associated materials will be an invaluable resource that will serve as the foundation for City staff and community stakeholders to make informed land use decisions that have the potential to impact the future existence of this neighborhood and to determine potential preservation activities, including but not limited to potential NRHP listings, local historic district designations, and Section 106 reviews. Even beyond the Irvington neighborhood specifically, conversations resulting from the survey process have the potential to have long-term impacts on future decisions related to redevelopment and revitalization of historic areas in this quadrant of the city.

Summary of Survey Area and Current Conditions

Bounded roughly by Madison Avenue to the east, Franklin Boulevard to the north, Washington Avenue to the south, and the former Red and Golden Railroad to the west (see Boundary Map, Figure 1), the Irvington neighborhood lies at the northern end of the city, approximately 2 miles beyond the downtown core. The neighborhood is comprised of approximately 600 parcels totaling 580 acres. Based on previously collected data and parcel records, approximately 90% of properties (540 properties) were constructed prior to 1975; the remainder (10% or 60 properties) were

constructed post-1975. The boundaries of the Irvington neighborhood as defined for the purposes of this survey are consistent with the historical boundaries for the Irvington community as platted in 1882.

The Irvington neighborhood is one of the City's oldest neighborhoods outside of those situated in downtown, with housing dating primarily between the 1880s and 1920s. Historically an agricultural area with scattered farms and orchards, the partially forested lands had been logged and cleared by 1880. The subsequent extension of the Red and Golden Railroad beyond the northern limits of downtown in 1881 spurred development interest in this quadrant of the city, and, in 1882, the first significant industrial and residential development began in earnest. Nearly concurrent with one another, Randall Irving filed the first residential plat—Irvington—to the east of the railroad while the Reitz Lumber Yard was established to its west. While the prospect of the rail line and industry in this area would lead to additional residential areas, it was the Irvington neighborhood that absorbed the first wave of residents, who came to support the emerging industry. While many residents were native-born Americans from New England, others came from Germany, Ireland, and Denmark and later southern Europe as immigrants flocked to the region's industry, ultimately resulting in the highest density immigrant population in the city. Intense development continued into the 1900s in Irvington and surrounded areas, spurred by the continued role of the railroad and accompanying industry and the addition of nearby streetcar routes, which provided convenient transportation for laborers. Development continued through the next three decades until activity was curtailed by the Great Depression, which had a profound economic impact on the local community and industrial endeavors that supported many of the people living here. By the early 1950s, the Reitz Lumber Yard and nearby industries such as Grant Millwork Company and Langston Forge were all closed.

Today, much of the neighborhood remains a well-established area characterized by the modest primarily vernacular single-family residences and duplexes that date to the original build-out of the community. While no vestiges of the streetcar line that once connected the neighborhood to the city core remain, the street network is intact, as is the overall spatial arrangement of streetscapes and individual lots. Most residential buildings date to the period of significance, although scattered contemporary apartment complexes are located along the periphery and stretching alongside West 13th Avenue into the interior of the neighborhood. This later development primarily evolved in the late twentieth century as vacant lots were infilled at the edges and as a first wave of demolition removed some historic residences from the landscape. Other non-historic buildings include a collection of commercial buildings at the eastern and southern ends of the neighborhood and scattered infill residences. While the neighborhood has witnessed long period of disinvestment in recent years, many dwellings retain a high degree of integrity despite condition issues. Original materials are prevalent throughout the collection of late 19th- and early 20th-century dwellings, although aluminum and vinyl siding, replacement windows, and other such modifications are persistent elements of the landscape. The photographs included with this application include representative properties in the district and also illustrate the degree of change occurring at the periphery of and nearby the neighborhood. The included map (Figure 1) shows the distribution of the age of buildings in the neighborhood based on assessor data.

Proposed Methodology

The survey project will be carried out in accordance with the standards and guidelines of the *National Register Bulletin 24: Guidelines for Local Surveys: A Basis for Preservation Planning* and SHPO's *Michigan Above-Ground Survey Manual*. The project will be coordinated by the City's Preservation Officer. She will work closely with the selected consultant and SHPO to ensure that the grant requirements and purpose of the project are appropriately met. The City anticipates that the project will proceed according to the timeline outlined in the Work Schedule.

1. **RFP and Consultant Selection:** Once a grant agreement is executed with SHPO, the City will begin working on the Request for Proposals (RFP), which will be used to competitively select a consultant who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) for Architectural Historian and/or Historian and possesses the following: (1) thorough knowledge of and familiarity with late 19th and early 20th century architecture; (2) demonstrated experience in completing primary and secondary research, conducting architectural survey, and writing historic contexts; and (3) familiarity with documenting and evaluating Michigan's historic resources in accordance with Michigan State Historic Preservation Office (SHPO) standards and guidelines and the National Register Criteria for Evaluation. The City will work closely with SHPO for review and approval of the RFP, as well as selection and approval of the consultant for the survey. The selected consultant will ultimately be responsible for all technical work associated with the project, including conducting research, completing the survey, and preparing the survey report and related materials.
2. **Consultant Kick-Off Meeting and Initial Public Meeting:** At the start of the project, the City, SHPO, and selected consultant will participate in a kick-off meeting to discuss the goals of the project, tasks to be completed, and anticipated timelines. In advance of any survey work, the City and consultant will also coordinate to host a public meeting in or nearby the Irvington neighborhood. Information on the meeting will be sent to property owners in the survey area and advertised on the City's website, on the community notice board at City Hall, and on social media. The purpose of this meeting will be to introduce the project to property

owners and other stakeholders, discuss the proposed methodology and goals of the project, and summarize potential future actions that may result from the survey, depending on the results. This meeting at the outset of the project also will present an ideal opportunity for soliciting input from property owners, particularly those that may have historical information related to their properties or the overall neighborhood.

3. **Archival Research:** The City anticipates the consultant will proceed with archival research following the initial meetings, to include as appropriate, a SHPO file search and a review of published resources such as community histories; archival resources such as development plats, company records, tax records, and city directories; and historical cartographic resources such as Sanborn maps and historical aerials available through repositories such as the Lawton County Public Library, Western State University, and the files of the local historical society. This research will supplement the initial research on the neighborhood that staff previously completed on the neighborhood as part of the 2010 reconnaissance survey and in preparation for this grant application. Such research included researching building construction dates and documenting the history of the development through historical newspaper articles available on Newspapers.com. Given that basic information on the neighborhood has already been collected, the City anticipates that most of the consultant's research will focus on placing the Irvington neighborhood into the larger context of developmental trends of the period in order to appropriately assess its significance and integrity.
4. **Architectural Inventory and Documentation:** Concurrent with research, the consultant will begin the field survey component. City staff will provide maps, including ArcGIS shapefiles, and addresses for the properties for the consultant to use as their base mapping to enable efficient completion of project work. The field survey will collect baseline information on each property in the survey area, including locational data, architectural characteristics, and historical associations. The collected information will be sufficient for the consultant to prepare a Michigan Architectural Inventory Form for each property in accordance with SHPO standards and to appropriately evaluate the eligibility of each property according to the National Register Criteria for Evaluation. An emphasis will be placed on preparing detailed summaries of architectural character and historical associations for all properties 40 years of age or older while only basic information will be recorded for properties that are less than 40 years of age. Architectural and historical narratives will be completed by digital photographs of each property. At least three photographs—two oblique views and a façade view—will be collected, as feasible, for each property. In addition, representative streetscape views will be captured throughout the survey area for use in the survey report.
5. **Survey Report:** Upon completion of the research and survey components of the project, the consultant will prepare a survey report meeting the content requirements outlined in SHPO's *Michigan Above-Ground Survey Manual*. Broadly speaking, the report will provide a thorough historical background and contexts for the neighborhood; anticipated themes to be addressed include, at minimum, Architecture, Community Planning and Development, Ethnic Heritage, Industry, and Social History. The historic context presented in the report will be sufficient to evaluate the relative significance of surveyed resources, which will be measured against the NRHP Criteria for Evaluation. The report will also include a thorough discussion of the survey results, including narratives on the overall character and integrity of the neighborhood and prevalent building types and architectural styles. The report will also include final recommendations of National Register eligibility for individual resources and the neighborhood and/or portions thereof, as appropriate. If eligible districts are identified, the consultant will be responsible for recommending contributing and non-contributing status for each individual property within the proposed district boundary. The report will also include a discussion of potential next steps, including, for example, preservation planning concerns and potential preservation actions, such as local historic district designation. Narratives will be complemented by photographs and mapping to fully illustrate the character and integrity of the neighborhood and resources therein. The report will also include a bibliography and appendices, including, for example, a table of surveyed properties and inventory forms for individual properties.

The City anticipates that the consultant will submit components of the survey report and associated materials in four intervals: Deliverable #1, report outline and 10 preliminary inventory forms (25% submittal); Deliverable #2, first draft of the inventory forms and survey report (50% submittal); Deliverable #3, revised draft of the inventory form and survey report (95% submittal); and Deliverable #4, final drafts of all materials (100% submittal). The consultant will be required to address all SHPO comments and corrections at each review phase. The City and consultant will meet with SHPO, as necessary, after submission of the deliverables to discuss the comments prior to making adjustments for the remainder of the work.

6. **Public Meeting:** At the conclusion of the project, the City will work with the consultant to host a final public meeting to present the results of the survey and the consultant's recommendations. The final survey report and related materials also will be made available on the City's website and printed copies will be made available at City offices, the Lawton County Library, and the historical society's reference library.

Final Deliverables

Upon completion of the project, the City will provide SHPO with:

- Two (2) hardcopies of the final survey report, including mapping and inventory forms; and
- Two (2) sets of CDs/DVDs or flash drives including electronic copies of the survey reports, mapping, and inventory forms, as well as copies of relevant research, historical photographs and cartographic resources, and related data.

Anticipated Outcomes

Since completion of the City's community-wide reconnaissance survey in 2010, little action has been taken to move forward with additional preservation activities due to a combination of limited municipal resources and a culture of indifference. However, as part of recent master planning processes, the City has begun to re-examine its attitude toward historic preservation, particularly as it relates to economic revitalization. With this has come a realization that the City must make significant progress toward moving forward on some of the recommendations put forth in 2010 before substantial components of the city's historic character are lost through demolition or neglect—the Irvington neighborhood is one such area where time is of the essence. Indeed, previous survey data is now outdated and does not provide a sufficient level of detail on which to make informed decisions. A new survey that accounts for current conditions and more fully explores the ethnic and cultural heritage of the neighborhood will better equip the City to promote responsible stewardship of resources in this part of the city. This is particularly important as development pressures continue to build.

By updating the inventory of this area, staff can more effectively plan for this portion of the community. The survey data and accompanying report will provide an up-to-date baseline against which the significance and integrity of the neighborhood can be evaluated, thus helping the City to make sound decisions about planning and development activities in this portion of the city, including potential protections such as local historic district designation. Equally important, the survey process provides a ready means for publicizing the importance of our city's historic character and the benefits of preservation. Through public meetings and other dialogue, the survey will enhance the ability of City staff to have directed conversations with property owners, investors, developers, and others in the Irvington neighborhood and the broader community about the significance of the area and potential ways to recognize and/or protect community identity and character. As previously mentioned, many residents are very proud of their community's history and have recognized the need for protection. The survey process will further contribute to a well-engaged and informed citizenry and assist property owners in having discussions with community stakeholders.

Budget and Cost Reasonableness

In preparing the budget for this project presented in the Project Budget section, the City requested ballpark estimates from three local preservation consulting firms familiar with completing historic resource surveys to gauge approximate costs. Summaries of the estimates received are attached to this proposal. Based on the collected information and the proposed scope of work, the City believes that the budget is appropriate and sufficient to complete the scope of work in an effective and timely manner.

PROJECT OBJECTIVES

How will the project enhance the effectiveness of the CLG's activities and local preservation programs? Describe the impact the project will have on the CLG's ability to identify, plan for, protect, and celebrate important historic resources.

Completion of the Irvington Neighborhood Intensive-level Survey will directly enhance the City's ability to make informed planning decisions about the future of this historically significant yet threatened neighborhood, including whether it should be protected through local historic district designation. Existing data on this area from the City's 2010 communitywide survey is insufficient to make such decisions; thus, the project will be directed at collecting new data that provides an appropriate baseline for evaluating the significance and integrity of the neighborhood or portions thereof in accordance with professional preservation standards. This will enable the City to make sound decisions about planning and development activities in this portion of the city, which is undergoing tremendous development pressure and will continue to do so for the next few years. This project also has the potential to further enable property owners in this neighborhood to celebrate their history. As mentioned above, property owners are proud of their community's history and are currently working to protect it in the face of advancing development. While the City has been part of ongoing discussions with property owners, developers, investors, and others in this part of the

city, it will allow the City to build upon such efforts to discuss the importance of the neighborhood and its place in long-term revitalization and development plans for this portion of the city.

What is the relationship of the project to the CLG's planning goals and priorities as identified in the CLG's annual reports and/or four-year evaluation?

Intensive-level survey of the Irvington Neighborhood was specifically identified as a goal in the City of Evanston's last two CLG annual reports and was previously discussed with SHPO during the City's most recent evaluation. It is a project that the City recognizes is desperately needed in order to make sure that due diligence is taken in making planning decisions that have the potential to substantially impact the future of this neighborhood. As such, the City has prioritized completion of this project over other long-term goals that have been previously identified by the City that are not as time sensitive. The project also addresses the CLG's stated goals to more specifically address culturally diverse areas of the community in its preservation programming, which have been underrepresented in past activities.

What is the urgency of the project? For example, does it address an immediate threat to certain properties? Does it address a weakness of current preservation activities in the community? Is it related to forthcoming community planning, economic development, or revitalization activities?

The City feels that time is of the essence for this survey. The development pressure being experienced in this part of the city is very real and is already resulting in a dramatic transformation of the broader mixed-use corridors that surround the Irvington neighborhood. While such activity is necessary as part of long-range revitalization activities in this portion of the city, it also needs to be effectively managed so that it does not irreversibly erase historically significant elements of our community. It is this concern that has recently spurred the City to engage a new master planning process, as part of which the City has begun to re-examine its attitude toward historic preservation. The hope is that through such processes the City will take a more direct and consistent approach to careful, informed planning for the city's historic resources.

The effects of development activity are already visible in the Irvington neighborhood and surrounding areas and are anticipated to continue for the next several years as developer and investor interest remains high. Redevelopment of both vacant and previously occupied lots (thus, leading to demolitions) has occurred on the fringes of the community and is starting to move closer toward the core, particularly to the north and east. Given the rate of change, undertaking this project is critical at this time to help coordinate an appropriate response before additional resources are lost.

Identify if the project meets one or more of Michigan's Historic Preservation Goals identified by the SHPO in Michigan's Historic Preservation Plan and/or one or more of SHPO's funding priorities for 2021.

The Irvington Neighborhood Survey directly supports two goals identified in Michigan's Historic Preservation Plan:

- Goal 2. Increase Historic Preservation Education Opportunities: The project will directly provide an opportunity to educate City staff, property owners, investors, and others on the importance of historic preservation in our community, particularly as the City gets further into master planning processes and continues to have discussions about long-term revitalization and development activities in this portion of the city.
- Goal 3. Better Integrate Historic Preservation into Local, Regional, and State Level Planning: Completion of this project will support the City's ability to ensure better decision-making when working with historic properties and neighborhoods and to assist the City and stakeholders in identifying and planning for resources that contribute to our sense of place and history. The decisions made as a result of this project will also directly feed into our long-term revitalization plans for this portion of the city and have the potential to influence planning activities we engage in other areas of the city as part of communitywide master planning processes.

The survey also directly supports one of SHPO's 2021 funding priorities:

- Identification, documentation, evaluation, and National Register nomination of resources associated with underrepresented, minority, or disadvantaged populations: As described in the summary of the study area above, the Irvington Neighborhood was historically home to the largest and highest density immigrant population in the city. Such populations have not historically been addressed in any substantial way by the City's preservation activities or designations. This project will allow the City to take a first and directed step

toward recognizing the significance of the city's immigrant past, a critical component of the success of the city's industrial network that supported its growth during the late nineteenth and early twentieth centuries.

Describe the public or community benefit resulting from the project. Are there local partnerships between the CLG and other organizations that will be addressed? Which community stakeholders will potentially benefit from the activity?

The project will demonstrate the City's desire to engage community stakeholders such as the property owners who are the day-to-day stewards of our historic resources and developers and investors who influence decisions related to such resources. This is particularly important for residents of the neighborhood who are proud of their community's history and have been calling for more substantial conversations about the potential for long-term protections. This project will directly benefit them by coordinating a directed dialogue about this portion of the city, preservation activities that might be possible, and how those related to ongoing planning and development processes in the area. In total, the survey process will contribute to a well-engaged and informed citizenry and assist property owners in having discussions with community stakeholders.

How will the public be informed about the purpose of this project and the value of historic preservation through the project?

The public will be informed about the project in multiple ways. This includes hosting a public meeting at the outset of the project to discuss the project, its goals, and potential outcomes. This will also provide an opportunity to gather feedback from the public about the community and decisions that may result from the study. A second public meeting will be held at the conclusion of the process to present the results of the survey and discuss next steps. In addition to the meetings, the City will post updates about the project on its website, on the community notice board at City Hall, and on the City's social media to keep the public up to date about the project and its purpose. The final survey report and related materials also will be made available on the City's website and printed copies will be made available at City offices, local libraries, and the historical society's reference library.

GRANT FUNDING REQUEST

CLG Grant Funding Request: \$33,000.00
Minimum of \$5,000

Total Project Amount: \$33,000.00

Source of Total Project Amount (City, Nonprofit, etc.): City of Evanston General Fund

Total Project Amount Kind (Cash, In-Kind Services, etc.): Cash

PROJECT BUDGET

All grant funds are paid on an **EXPENSE REIMBURSEMENT** basis only. The grantee must have funds available for expenditure amounting to 100 percent of the project cost at the time of a grant application submittal. The grantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the grant process. Federal funds, excluding Federal Community Development Block Grant (CDBG) funds, are not allowable as CLG grant project funding.

The SHPO will review and may make changes to the budget line items as submitted in the application. The final budget approved by the SHPO will become an attachment to the grant agreement. Allowable costs are listed below:

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.
- 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 Standard State of Michigan rate. 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 \$500.01 made specifically for the grant work shall be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received by the grant recipient. Supplies exceeding \$500.01 must be competitively bid and required documentation of the competitive bid process must be determined in consultation with the SHPO.
- The grant recipient may contract all or part of the project work. 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.

Unallowable Work Items

- Acquisition
- Non-historic site features such as parking lots
- 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.)
- 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
- Volunteer labor of professionals, such as roofers, painters, electricians, plumbers, etc.
- 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 are not an allowable cost
- Students in a federally funded work/study program cannot contribute in-kind services
- Archaeological Salvage
- Lobbying, costs associated with activities to influence legislation
- Political activities or any other, 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

WORK ITEMS	CLG FUNDS	PROJECT TOTAL
Contractual Services (Consultant)	\$53,000.00	\$53,000.00
TOTALS:	\$53,000.00	\$53,000.00

The budget should be detailed and describe the work to be done and include all estimated costs. Applicants are strongly encouraged to include a vendor quotation for the work and services to be completed. Providing estimates with your application helps the reviewers understand the reasonableness of costs associated with the project.

GRANT ADMINISTRATION EXPERIENCE

Provide brief description of the experience your organization has in administering federal grant funds. Specifically identify federal grant funds administered in the last 5 years, including funding program, amounts, and dates of administered grants.

The City's Planning Department routinely administers federal grant funds for projects throughout the community. The City of Evanston is an entitlement community that received Community Development Block Grant (CDBG) and HOME Investment Partnership Program funds on an annual basis. In addition, the City has received and successfully administered several Certified Local Government grants over the last 10 years, which demonstrate our ability to effectively see through the proposed project. Such grants over the last 5 years have included:

- CDBG funds for low-income area improvements, \$652,000, 2011-present
- HOME Investment Partnership Program grants, \$340,000, 2012-present
- Michigan Natural Resources Trust Fund and Recreation Bond Grant for river walkways, \$175,000, 2015
- CLG grant for a National Register nomination for the Downtown Commercial District, \$17,000, 2015
- CLG grant for the Evanston Library Roof Stabilization, \$60,000, 2016
- MSHDA funding for low-income senior housing developments, \$200,000, 2017
- CLG grant for Evanston Art Center Window Rehabilitation, \$75,000, 2018

WORK SCHEDULE

Instructions: On the following page provide a work schedule. Please consider that work cannot begin until the grant agreement is executed. Awarded grants will have until **September 30, 2022**, to complete the project work.

Grant agreements that include the hiring of a consultant or contractor should include dates for the following bidder solicitation activities:

- Execution of grant agreement
- Submit draft RFP, solicitation letter, and advertisement to SHPO for approval
- SHPO approval of RFP, solicitation letter and advertisement (allow 30 days)
- Solicit bids
- Bids due (allow 30 days)
- Submit bids, rationale for bidder selection
- Submit draft consultant contract to SHPO for approval (allow 30 days)
- SHPO comments and recommends changes for consultant contract
- Executed contract submitted to SHPO

Work schedules must also include the following:

- Quarterly progress reports (due dates are January 15, April 15, July 15, and September 15)
- Project kick-off meeting with CLG and consultant(s)
- Completion of major project milestones (e.g., start and completion of fieldwork; preparation of draft and final studies, reports, or other products; etc.)
- Anticipated public meetings and/or presentations
- SHPO review of 75% and 90% draft products (allow 30 days)
- SHPO review of final products (allow 30 days)
- Submission of completion report and reimbursement request to SHPO

DATE	Grant Agreement
May 2021	Grant agreement executed
DATE	Grant Project Work Items
June 3, 2021	Submit draft RFP, solicitation letter, and advertisement to SHPO for review
July 3, 2021	SHPO approval of RFP, solicitation letter, and advertisement
July 5, 2021	City advertises bids (minimum 30 days)
July 15, 2021	Quarterly Progress Report Due
August 5, 2021	Bids due
August 15, 2021	City submits bids to SHPO along with rationale for bidder selection and draft consultant contract
September 15, 2021	SHPO approval of bidder and consultant contract
September 15, 2021	Quarterly Progress Report Due
September 30, 2021	City executes consultant contract and submits copy to SHPO
October 5, 2021	Kick-off meeting with City, SHPO, and consultant
October 10, 2021	Consultant work begins
November 1, 2021	Initial public meeting
November 15, 2021	Consultant starts fieldwork
January 1, 2022	City submits Deliverable #1 (outline and 10 forms) to SHPO
January 15, 2022	Quarterly Progress Report Due
February 1, 2022	SHPO comments on Deliverable #1
February 1, 2022	Consultant completes fieldwork
March 15, 2022	City submits Deliverable #2 (first draft of report and forms) to SHPO
April 15, 2022	Quarterly Progress Report Due
April 15, 2022	SHPO comments on Deliverable #2
July 1, 2022	City submits Deliverable #3 (revised draft of report and forms) to SHPO
July 15, 2022	Quarterly Progress Report
August 1, 2022	SHPO comments on Deliverable #3
September 1, 2022	Submit Deliverable #4 (final draft of report and forms) to SHPO
September 15, 2022	Final public meeting
September 15, 2022	Quarterly Progress Report
DATE	Project Close-Out
September 30, 2022	Submit Completion Report
<p><i>Provide and estimated project schedule based on a September 30, 2022 completion date. Note: this deadline is federally mandated. All project work must be completed, including billing and reporting, by this date. No extensions will be given.</i></p>	

ASSURANCES: FOR NON-CONSTRUCTION PROJECTS

ASSURANCES – NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capabilities (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794) which, prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-554, as amended, 7 U.S.C. §§2132 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1966 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> 	<p>TITLE</p> <p>Planning Director</p>
<p>APPLICANT ORGANIZATION</p> <p>City of Evanston</p>	<p>DATE SUBMITTED</p> <p>09.09.20</p>

Standard Form 424D (Rev. 7-97)

CERTIFICATE VERIFYING KEY PERSONS OF THE CONTRACTOR/SUBGRANTEE

The Certificate Verifying Key Persons of the Grant Recipient/Contractor identifies the key individuals that will be responsible for administering the CLG grant agreement. This form also ensures that Grantee and its employees, agents, and independent contractors acknowledge that 2007 PA 95, MCL 38.68c requires retirees of the State Employees Retirement System ("Pensioned Retirees") who become employed by the State either directly or indirectly through a contractual arrangement with another party on or after October 1, 2007 to forfeit their state pension for the duration of their reemployment.

The Certificate Verifying Key Persons of the Grant Recipient/Contractor must be completed, signed and dated by the authorized grant agreement signatory or another appropriate individual. This form acknowledges that only Key Persons shall perform the services under the CLG grant agreement.

Instructions

- Include the names of all employees, agents and independent contractors who will perform or render services pursuant to the grant agreement.
- The signatory for the grant agreement will be the sole Key Person for the CLG grant project.
- If the Grant Recipient wishes to add an agent, employee, or independent contractor as a Key Person during the term of the grant agreement, they shall complete and submit to SHPO a new Key Persons Form including the names of the additional individuals.

CERTIFICATE VERIFYING KEY PERSONS OF THE GRANTEE

The Grantee acknowledges that the following personnel are Key Persons of the Grantee:

(1) Name Sarah Rawlinson
(Print or type Name above line)

Title with Grantee Planning Director

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No X

(2) Name Patrick Monroe
(Print or type Name above line)

Title with Grantee Planner

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No X

(3) Name _____
(Print or type Name above line)

Title with Grantee _____

Is the Key Person a retiree who receives a pension from the Michigan State Employees Retirement System? Yes _____/No _____

Print or Type Grantee Name Above Line

By:  09.09.20
Signature Date

Name of Signatory for Grantee: Sarah Rawlinson
Print/Type Name of Signatory Above Line

Its: Planning Director

Federal Identification Number: 99-9999999

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion must be signed and dated by the authorized signatory or another appropriate individual and returned to SHPO. Signature of this form provides for compliance with Federal certification requirements for new restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace.

Instructions

- Part A - The authorized Grant Recipient must complete this section.
- Part B - The authorized Grant Recipient must complete this section.
- Part C - If the Grant Recipient is an organization, Part C must also be completed.
 - Part C contains two sections, both of which must be completed if Part C applies.
- Part D - If the Grant Recipient is an individual, Part D must also be completed.
- Part E - The Grant Recipient certifying official must complete the signature section.

This form cannot be altered, amended, changed, or modified in any way.

**U.S. Department of the Interior
Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters-
Primary Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion –Lower
Tier Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

9999 Monroe Avenue, Evanston, Michigan 99999

Check if there are workplaces on files that are not identified here.

PART D:

CHECK IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

DI-2011
June 1995
(This form replaces DI-1953, DI-1954,
DI-1955, DI-1956 and DI-1963)

**PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT, SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

SARAH RAWLINSON, PLANNING DIRECTOR

TYPED NAME AND TITLE

09.09.20

DATE

W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

Complete the W-9 Request for Taxpayer Identification Number and Certification form. This form is used for payment purposes following the completion of the project.

Instructions

- List the name and federal identification number of the organization that will receive CLG grant funds.

EXAMPLE

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Name (as shown on your income tax return)
 City of Evanston, Michigan

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification (required):
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Exempt payee

Other (see instructions) ▶ _____

Address (number, street, and apt. or suite no.)
 9999 Monroe Avenue

City, state, and ZIP code
 Evanston, Michigan 99999

List account number(s) here (optional)

Requester name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line and the social security number to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 3 for guidelines on how to use the number to enter.

Social security number								
Employer identification number								
9	9	-	9	9	9	9	9	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am awaiting for a number to be issued to me), and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must check item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ _____ Date ▶ 09.09.20

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you pay, acquisition or abandonment of secured property, cancellation of debt, contributions made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, if applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign person not subject to backup withholding, give the requester the appropriate Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a portion of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments for fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN and make the proper certifications and report all your tax-exempt interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a civil penalty.

Criminal penalty for falsifying information. Falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TIN information of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as" (DBA) name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as" (DBA) name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 (described in section 4947).

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	Payments are exempt
Interest and dividend payments	Exempt payees except for . . .
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 . . . to be reported and direct sales . . . \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.
² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for Social Security Card, from your local Social Security Administration office or get the form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form SS-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on "Employer Identification Number (EIN) Under Starting a Business." You can get Forms W-7 and Form SS-4 from the IRS by visiting IRS.gov or calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution. A disregarded domestic entity that has a foreign owner must complete the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

- 1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
- 2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
- 3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ³ The actual owner ³
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agriculture program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method (see Regulation section 1.671-4(b)(2)(i)(A))	The trust

¹ List first and last name of the person who is the owner of the account. If one person on a joint account has an SSN, that person's number must be furnished.
² Circle the minor's name and furnish the minor's SSN.
³ You must show your individual name and you must also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one). The IRS encourages you to use your SSN.
⁴ List first and last name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.
 *Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away with the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the Identity Theft Hotline at 1-800-908-4490 or email at idtheft@irs.gov Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, such as seeking help resolving problems that have not been solved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-1099.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to look like legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the TIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CERTIFIED LOCAL GOVERNMENT AUTHORIZED SIGNATORY

Signature:

Date:



09.09.20

The Grant Application Form must be signed and dated by the authorized contract signatory or another appropriate individual.

Printed Name and Title: Sarah Rawlinson, Planning Director

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:

CHECKLIST

Attach the following Exhibits to complete the CLG grant application. Please refer to the CLG Grant Manual for instructions.

- Exhibit A: Financial Certification
- Exhibit B: 36 CFR 61 Professional Qualifications Standards
- Exhibit C: Resolution and/or Memorandum of Understanding
- Exhibit D: Grant Application Support Letters
- Exhibit E: Bylaws and Articles of Incorporation
- Exhibit F: Photographs and Other Supporting Documentation
- Exhibit G: Deed and Ownership Information (single resource National Register nominations only)

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

Submit one electronic Certified Local Government Grant Application Form and Exhibits in Portable Document Format (PDF) to Joelle Letts, Grants Manager/Budget Specialist, at LettsJ1@michigan.gov

Failure to submit a timely application or failure to provide all information requested above may result in your application not being scored.