

CLG Development Grant Checklist/Recommended Known Project Timeline

Complete this check list before work can begin on the project.

- Complete CLG Development Project Packet
 - Complete packet cover sheet (provided by SHPO)
 - Current photographs (1 full façade view, 1 full view of the elevation proposed work area, at least one detail of the proposed work area)
 - Historic photographs (if available)
 - Other (design plans, product information, estimates or bids)

- SHPO signature on CLG Development Project Packet coversheet.

This affirms that the project plans meet the Secretary of the Interior’s Standards for Rehabilitation and is eligible for Historic Preservation Fund grant dollars pending the comments in the NEPA process. SHPO will upload the signed document to the project in OPRD Grants Online within 14 days.

- Fully executed Preservation Agreement

Submit the document signed by the property owner. SHPO will upload a fully executed document to the project in OPRD Grants Online within 14 days of submission.

- Email with date to proceed

SHPO is required to complete the NEPA process, which includes public, Tribal and National Park Service notification and comment periods. Once the public and tribal comment period is complete and any issues resolved, the documents will be sent to the National Park Service for review. The CLG will receive notification, including a project start date, that the documentation has been submitted to NPS.

Suggested Timeline for Development projects known at the time of the CLG grant application—

Last Friday in February : CLG grant applications due, completed CLG Development Project Packet included in the application

February, year 1: projects reviewed by SHPO for funding eligibility and standards

April 1, year 1: CLG grant agreement documents sent by SHPO

May, year 1: owner signed preservation agreement submitted to SHPO, completed preservation agreement uploaded to OPRD Grants Online, SHPO begins NEPA process, 30 public and tribal comment period begins.

June, year 1: documentation sent by SHPO to National Park Service (30 day period begins), CLG notified of start date

July, year 1: Project can begin, after start date

August 15, year 2: projects complete, reporting materials submitted to CLG from grantee

September 15, year 2: CLG complete grant report and reimbursement submitted to SHPO



Questions? Contact: Tracy Schwartz, 503-986-0677 Tracy.Schwartz@oregon.gov or Kuri Gill, 503-986-0685 Kuri.Gill@oregon.gov