

CLG Development Grant Checklist/Pass Through Grant 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) – please describe the work location, proposed changes to historic materials and features, proposed materials if applicable.
 - Current photographs (2 that provide overview of the property exterior, 2 view of the property with neighboring properties, 2 details 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.

- 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.

- Sign installed at work site before work begins.

Sign must include the following language: "Rehabilitation of [name of property] is supported in part by a Historic Preservation Fund grant administered by the National Park Service, Department of the Interior and the Oregon State Historic Preservation Office." Additional information recognizing the city or other contributors can be added. A photo of the sign in place is required for the final report.

- 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 award after the CLG grant application.

Last Friday in February : CLG grant applications due, include application and award process and timeline for the pass through grant.

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

Before June, year 1: Pass-through grant applications open.

Before August, year 1: Pass-through grant application deadline

Before October, year 1: Final project selection provided to SHPO, development packet submitted to and reviewed by SHPO for funding and eligibility standards, owner signed preservation agreement submitted



Questions? Contact:

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to SHPO, complete preservation agreement uploaded to OPRD grantsonline, SHPO beings NEPA process, 30 day public notice period begins.

November, year 1: documentation sent by SHPO to National Park Service (45 day period begins), CLG notified of start date

February, year 2: Project can begin, after start date

June 30, year 2: projects complete, reporting materials submitted to CLG from grantee

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



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