

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) – 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 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

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

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

Before January, year 2: Pass-through grant application deadline



Questions? Contact:

Kuri Gill, 503-986-0685 Kuri.Gill@oregon.gov

Before February, year 2: Development packet submitted to and reviewed by SHPO for funding and eligibility standards

June, 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.

Before March, year 2: Final project selection provided to SHPO, owner signed preservation agreement submitted to SHPO, complete preservation agreement uploaded to OPRD grantsonline, SHPO begins NEPA process, 30 day public notice period begins.

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

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

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

September 10, year 2: CLG complete grant report and reimbursement submitted to SHPO



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