

Grant-Funded Project Lifecycle

1. Application

- a. Discuss project with SHPO staff
- b. Submit application at least 4 weeks prior to Historic Preservation Council (HPC) meeting. This is not a guarantee that your application will be on the next agenda. Depending on the number of applications and other potential HPC business, you may not get on an agenda for one or two months. The 4 weeks are required to give staff time to review the application, get any clarification necessary from the applicant and prepare it for submittal to the HPC at least one week prior to the meeting.

2. HPC Meeting

HPC meets on the first Wednesday of the month to award grants

3. Assistance Agreement

Once grant is awarded SHPO sends an assistance agreement for signature.

4. Request for Proposals (RFPP)

Once agreement is signed by all parties, grantee drafts a Request for Proposals for SHPO Review and approval. SHPO can provide a template for the RFP
The RFP can also be sent directly to qualified consultants depending on the amount of the grant award.

5. Proposals Received

SHPO must approve consultant selection before the project is given to the consultant. Grantee executes a contract with consultant-reference state contract and RFP. SHPO must review and approve the contract.

6. Project begins

In some cases interim payments can be made. SHPO pays the grantee and then the grantee pays the consultant. SHPO does not pay the consultant directly.

7. Project Closes

As project closes a draft deliverable is sent to SHPO for review and approval. Once draft is approved, the final deliverable is submitted

8. Close Out and Final Payment:

Once final deliverable is submitted the final report (see website) is completed and submitted along with the final payment or full reimbursement request.