

The Life of a Grant-funded Project

- € Submit Application
 - Include all requirements (see grant application checklist)
- € SHPO Reviews Application according to Guidelines
- € SHPO places application on next available Historic Preservation Council (HPC) agenda for recommendation
 - HPC meets the first Wednesday of the month
- € Once HPC Recommends approval, application is placed on the next available Advisory Committee agenda for final approval
 - Advisory Committee meets approximately once a month
- € Upon final approval, SHPO creates contract and sends to grantee for signature
 - Three copies sent, grantee signs all three and returns all three to SHPO
 - Include ACH Form for Direct Deposit
- € Contracts are signed by DECD and one fully executed copy is returned to grantee
- € Project is bid out—Please refer to posted bidding requirements
 - RFP drafted by grantee (SHPO can advise) and approved by SHPO
 - Consultant is approved by SHPO before final selection
 - Contract between grantee and consultant approved by SHPO
- € Project begins
 - Changes in the scope have to be approved in writing by SHPO
- € Project completed
- € Product/Project reviewed and approved by SHPO
 - Product/Project must comply with Park Service/SOI standards
 - Printed products must contain funding acknowledgement and logo
- € Grantee submits reimbursement request
 - SHPO processes reimbursement through Finance Office
 - Payment received within 4-6 weeks

