



MICHIGAN LIGHTHOUSE ASSISTANCE PROGRAM

Michigan State Historic Preservation Office
Michigan State Housing Development Authority

www.michigan.gov/shpo

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INTRODUCTION

The Michigan Lighthouse Assistance Program (MLAP) was established to assist in the preservation, rehabilitation and protection of historic lighthouses in Michigan.

This grant program is managed through the State Historic Preservation Office (SHPO), Michigan State Housing Development Authority (MSHDA).

Funding for the MLAP comes from the sale of lighthouse license plates. For more information on these plates, contact your local Secretary of State office. You can also purchase the lighthouse license plate when renewing by mail or by logging on to www.michigan.gov/sos.

GENERAL CONDITIONS

Historic Eligibility:	The light station must be listed or be eligible for listing in the National Register of Historic Places. The National Register of Historic Places is the official list of the Nation's historic places worthy of preservation.
Fresnel Lens Planning:	MLAP grant funds may be used for an analysis and evaluation of an existing, historic lens that results in a report, but not actual work on the lens. The analysis and evaluation must be completed by a qualified Coast Guard lampist who has documented training and experience related to the lens work.
Fresnel Lens Rehabilitation:	<p>MLAP grant funds may be used for the rehabilitation of a Fresnel lens. In order for the lens work to be eligible as a grant expense, the lens must be permanently located in its original location in the lantern room, on permanent display in the tower or attached keeper's quarters, or permanently displayed in a structure on the light station site in close proximity to the location of its original installation. If the lens is located in such a structure, it must be a documented historic structure, and must have been in existence during the period of significance for the light station and during the time period in which the lens was in use.</p> <p>The lens work must be completed by a qualified Coast Guard lampist who has documented training and experience related to the lens work.</p>
Fresnel Lens Replacement:	<p>MLAP grant funds may be used to purchase a replacement lens for the lighthouse. In order for a replacement lens to be eligible as a grant expense, the lens must be permanently located in the location of the original lens in the lantern room. Any work on historic features associated with the installation of the replacement lens may also be an eligible expense. All work related to the replacement lens installation will be reviewed and must comply with the <i>Secretary of the Interior's Standards for Rehabilitation</i>.</p> <p>For example, work on the original lens pedestal or lantern vents can be considered eligible expenditures.</p>
Fresnel Lens Display or Interpretation:	<p>Any work on non-historic features associated with the display or interpretation of the lens is not an eligible expense.</p> <p>For example, creating permanent display cases, structural reinforcement, and contemporary lighting will all be considered non-eligible expenditures. However, all work associated with the lens such as creating permanent display cases, structural reinforcement, and contemporary lighting will be reviewed as part of the overall project. All work must comply with the <i>Secretary of the Interior's Standards for Rehabilitation</i>.</p>
Life Saving Stations:	Resources that were historically part of a U.S. Lifesaving Service station may be eligible for an MLAP grant. The lifesaving station must be immediately adjacent to the light station and share a property line or both must be part of one large parcel. Lifesaving station buildings that are relocated to the historic light station or lifesaving station site may be eligible for MLAP grants. Costs of acquiring or moving those buildings are not eligible MLAP expenditures. The SHPO will evaluate each situation separately and will confer with the applicant to make a determination on eligibility. Resources that were not

historically part of or are not immediately adjacent to a light station will not be considered eligible for an MLAP grant

The Treatment of
Historic Properties:

The Secretary of the Interior's Standards for the Treatment of Historic Properties are common sense historic preservation principles in non-technical language. They promote historic preservation best practices that will help to protect **our nation's irreplaceable** cultural resources. The Standards are a series of concepts about maintaining, repairing, and replacing historic materials, as well as designing new additions or making alterations. The Standards can be applied to historic properties of all types, materials, construction, sizes, and use. They include both the exterior and the interior and extend **to a property's landscape features, site, environment, as well** as related new construction.

All MLAP project work must comply with the Secretary of the Interior's Standards for Rehabilitation. Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties changes over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired



PROJECT APPLICATION

MLAP 2017

CHAPTER 1

APPLICATION INFORMATION

Who can apply?	Nonprofit organizations and state or local governments that own (or are in the process of acquiring) or have long-term leases on a lighthouse are eligible to apply for these funds. Private individuals are not eligible for these grants.
What qualifies?	These grant dollars are exclusive to light station rehabilitation and planning projects for light station resources listed or be eligible for listing in the National Register.
Planning Projects:	These grant dollars can be used to complete a lighthouse planning project. Planning projects would include Historic Structure Reports (HSR), Condition Assessment Reports (CAR), plans and specifications, and construction administration services. Planning projects must be completed by a consultant who has experience with historic resources, and ideally with maritime resources. The consultant must demonstrate that they meet or exceed the professional requirements for "Historic Architecture" as stated in 36 CFR Part 61.
Rehabilitation Projects:	These grant dollars can be used to complete a bricks and mortar rehabilitation project. A rehabilitation project could include work such as masonry repair, exterior painting, and replacement of missing features. Rehabilitation plans and specifications must be submitted with the application. All rehabilitation project work must comply with the Secretary of the Interior's Standards for Rehabilitation.
Project Readiness:	The project must be ready to proceed at the time of application and must not be dependent on future actions, approval, or cooperation from other organizations before the project can begin.
How much?	A minimum grant award of \$7,500 and a maximum award of \$60,000.
What is the match requirement?	Grants must be matched equal to 50% of the grant amount awarded. For example, in a \$30,000 project, a \$20,000 grant request must be matched by a \$10,000 available cash match. The cash match may be in any form, including savings, loans or other private, state, or local grants. Federal funds are not eligible to be used as match.
Where are the instructions?	The MLAP grant manual is available on the SHPO website at www.michigan.gov/shpo . Applications must be prepared according to the instructions provided.
When is it due?	Completed applications must be received and date stamped by the SHPO <u>no later than 5:00 p.m. on</u> November 18, 2016.
How to apply:	Send one original application to: Joelle Letts, Grants Manager/Budget Analyst Michigan State Housing Development Authority State Historic Preservation Office PO Box 30740 702 West Kalamazoo Street Lansing, Michigan 48909-8240 For UPS, Federal Express or DHL deliveries please call or email for instructions: Joelle Letts, Grants Manager/Budget Analyst LettsJ1@michigan.gov 517-373-1904
Application scores:	SHPO Staff will review and competitively score all applications. Greater scores will be given to projects that fulfill the program requirements. Final selections will be based on the highest scores as adjusted by administrative capability. (See Chapter 4: Scoring Criteria)
Grant timeline:	If an application is selected for funding, MSHDA prepares a grant agreement officially awarding the funds. Project costs must be incurred between the date the grant agreement is executed (signed and dated by MSHDA) and the end date specified in the agreement. Costs incurred prior to the execution of the grant agreement or after the end date of the grant agreement are not eligible project costs and will not be considered part of the grant or the matching share. Awarded grants will have until September 30, 2018 to complete the project work.

Grant modifications:	Prior to implementing any changes to the grant agreement, i.e. scope of work or project budget, the grant recipient must notify the SHPO in writing. It will be at the sole discretion of the SHPO to approve or deny any proposed amendments.
Payments:	All grant funds are paid on an EXPENSE REIMBURSEMENT basis only. The grantee must have funds available for expenditure amounting to 100% of the entire project cost at the time of a grant application submittal. The grantee will be reimbursed for eligible expenses incurred (up to the grant amount) at the end of the grant process. All project work must be complete, all invoices must be paid, all financial documentation must be audited and all must be approved by the SHPO before the grantee receives any reimbursement. If a historic preservation easement is required, reimbursement will only occur after the easement is recorded at the Register of Deeds and the original recorded easement is submitted to SHPO.
Historic Preservation Easement:	<p>When rehabilitation or stabilization work is performed, a historic preservation easement (easement of maintenance and public accessibility) must be executed to protect the historic resource.</p> <p>The historic preservation easement will be prepared by MSHDA. Before grant funds will be released, the grant recipient must record the easement with the Register of Deeds and the original documentation must be submitted to the SHPO. An individual easement will be created specifically for each resource. (See Chapter 10: Historic Preservation Easement)</p>
Completion:	The completion report will be specified in the grant agreement. Review this section of the agreement carefully. For rehabilitation projects, completion materials will include items such as photographs of the project sign, work in progress, completed work, and a written description of the project's accomplishments.
Acknowledgments:	In all publications, reports, and newsletters, the grantee shall acknowledge financial support by the Michigan Lighthouse Assistance Program. They should also acknowledge administration by the State Historic Preservation Office, Michigan State Housing Development Authority. The full text acknowledgment to be used is included in the grant agreement.
Open Grants:	Grant recipients are limited to having two open MLAP grants at one time: one planning and one rehabilitation. Grant recipients cannot have an open MLAP grant project and submit another application of the same type. One grant must be closed before another grant will be awarded.
Record Accessibility and Retention:	Grant recipients will submit program, financial, or other reports as required by MSHDA. On-site documentation, papers and records of the grant recipient and any subcontractor shall be kept for a minimum of three years after funds have been reimbursed to the grant recipients or until all claims or audit findings have been resolved.
Civil Rights Act:	As mandated under Title VI of the 1964 Civil Rights Act and in Executive Directive 1979-4, it is the policy of the State of Michigan to assure that all Michigan citizens receive full and equal access to benefits provided by State-supported programs and services without discrimination based upon race, color, creed, religion, national origin, height, weight, marital status, age, sex, or disability. MSHDA requires compliance with the non-discrimination laws in connection with the use of grant funds. In furtherance of this policy, it is appropriate that MSHDA not enter into any contract, nor fund or serve as a conduit for funding, programs which may have the effect of creating or perpetrating patterns of discrimination. If it's determined that the applicant is not in compliance as established by the Michigan Department of Civil Rights, the project will not be funded.
Barrier Free Access:	<p>State and federal laws, including the Americans with Disabilities Act (ADA), concerning barrier free designs which facilitate access to grant-assisted properties by persons with disabilities are applicable to the MLAP. MSHDA strongly urges each applicant contemplating rehabilitations of historic structures to consider the implications of such compliance at the earliest possible stage. It should be kept in mind that not all preservation work involving extant buildings or structures will trigger the need to meet the barrier-free design requirements.</p> <p>Should a determination be made that barrier-free design requirements are applicable, the Michigan Barrier-Free Design Board is empowered to grant a variance to the Michigan requirements when an applicant sufficiently shows that: 1) the proposed repairs, alterations or additions are to be performed on a building or structure listed on or eligible for listing on the National Register of Historic Places or the State Register of Historic Sites; and that 2) adherence to the barrier-free design provisions would destroy or diminish a significant feature of the building's or structure's historical character or physical integrity or both. The applicant will make this showing at an administrative hearing conducted in Lansing, Michigan by a hearings officer for the Design Board.</p>

Safety:

The State of Michigan assumes no responsibility with respect to accidents, illnesses, or claims arising out of any work performed under a grant-supported project. The grantee is expected to take necessary steps to insure itself and its personnel and to comply with the applicable local, state, or federal safety standards, including standards established pursuant to the National Occupational Safety and Health Act of 1970 (see CFR 1910).

You are encouraged to discuss your proposed project with SHPO staff! SHPO staff will be able to provide guidance and recommendations according to your project needs.

CHAPTER 2

GRANT APPLICATION INSTRUCTIONS

The application should be submitted on 8½ x 11 plain white paper. The application must follow the itemized format shown below. Submit one copy of the application to the SHPO. Applications must be received and date stamped by the SHPO no later than 5:00 p.m. on Friday, November 18, 2016.

1. PROJECT NAME AND ADDRESS

2. PROJECT COORDINATOR CONTACT INFORMATION

The Project Coordinator must be an individual directly associated with the project and must have complete knowledge of the day-to-day activities associated with the proposed grant-funded work.

- Name and title
- Address
- Telephone number
- Fax number
- Email address

3. GRANT RECIPIENT CONTACT INFORMATION

Indicate if the grant recipient is a unit of government (local or state) or a private, nonprofit organization.

- Name
- Address
- Telephone number
- Fax number
- Email address
- Tax ID number of the organization that the SHPO will be reimbursing at the end of the grant project.

4. PROPERTY OWNER CONTACT INFORMATION

- Indicate if the applicant is the property owner
- List Property Owner Information
- Name
- Address
- Telephone number
- Email address

5. LEGISLATOR INFORMATION

- U.S. Congressional District Number
- Name of U.S. Congressman or Congresswoman
- State Senate District Number
- Name of State Senator
- State House of Representative District Number
- Name of State Representative

6. SCOPE OF WORK

Planning Projects

- Describe in detail the reason the project is needed, the benefits of the work, and what will be produced as a result of the project.
- Plans and specifications may be included so that work can be done at a later date. Perhaps a total building study or historic structures report is needed to prioritize work and provide estimates of costs.
- If a project is logically phased over a period of years, and the project phasing is clearly delineated, then that project may be awarded two grants. For example, under one grant a Historic Structures Report (HSR) may be completed, and under the second grant project specific plans and specifications may be completed.

- Only one planning grant may be open at any time.

Architectural consultants to be hired must meet the federal standards for Historical Architect listed below.

- **All consultants must demonstrate that they meet or exceed the professional qualifications for “Historic Architecture” as stated in 36 CFR Part 61.**
- The minimum professional qualifications for a Historical Architect are a professional degree in architecture or a state license to practice architecture, plus one of the following: (1) at least one year of graduate study in architectural preservation; or (2) at least one year of full-time professional experience on preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Rehabilitation Projects

- Describe in detail the work that will be completed as a part of the proposed grant project. The description must provide a complete explanation of the existing conditions and the work to be performed. The description should clearly illustrate all materials, methods and techniques within the provided budget, to be used for the rehabilitation project. If possible, include a vendor quotation for the work/services to be completed. Any historic materials to be removed and disposed of should be clearly identified. This work description will complement the required photographs to give a complete accounting of the proposed rehabilitation work.
- Plans and specifications must be submitted with the application for rehabilitation work and approved by SHPO. All plans and specifications and project work must meet the *Secretary of the Interior’s Standards for Rehabilitation*.
- If you do not have plans and specifications or you desire a complete building assessment with priorities and estimates of cost, you may wish to apply for a planning grant to prepare them.

7. BUDGET

The budget should be detailed and describe the work to be done and include all estimated costs. The SHPO will review and may make changes to the budget line items as submitted in the application. The final budget approved by the SHPO will become an attachment to the grant agreement.

E X A M P L E	PLANNING PROJECT	Grant	Match	Total
	Architectural services for plans and specifications to conduct masonry rehabilitation at the keeper’s dwelling.	\$20,000	\$10,000	\$30,000
	Total Costs	\$20,000	\$10,000	\$30,000

E X A M P L E	REHABILITATION PROJECT	Grant	Match	Total
	Paint analysis to determine historic colors	\$2,000	\$0	\$2,000
	Repaint tower using historic colors	\$10,000	\$6,000	\$16,000
	Total Costs	\$12,000	\$6,000	\$18,000

Allowable Costs

- Bidding and construction administration by a 36 CFR 61 qualified architect can be an eligible expense as part of a rehabilitation project.
- Transportation, lodging, subsistence and related items for project personnel who are in travel status for project related work is allowable. Such costs are charged on an actual basis and must be consistent with the Standard State of Michigan rate. Documentation and invoices must be provided for each cost. First-class airfare is not allowable.
- The cost of supplies necessary to carry out the grant work is allowable. Purchases under \$500.01 made specifically for the grant work shall be charged at their actual prices after deducting all cash discounts, trade discounts, rebates and allowances received by the grant recipient. Supplies exceeding \$500.01

must be competitively bid and required documentation of the competitive bid process should be determined in consultation with the SHPO.

- Donated material and equipment use are acceptable if documentation substantiates the fair market value of the donation.

Unallowable Costs

- Acquisition
- Non-historic site features such as parking lots
- Certain environmental cleanup activities required under federal law
- Reconstruction of demolished buildings (reconstruction of certain missing elements may be allowable if based upon historical documentation, such as photographs)
- Fundraising
- Fines, penalties, debts or interest
- Operational expenses
- Volunteer labor of professionals, such as roofers, painters, electricians, plumbers
- Cost-plus subcontracts, unlimited time and materials sub-contracts, and contingency fees

8. GRANT REQUEST

Reminder: The grant request must be between \$7,500 and \$60,000. Grants must be matched equal to 50% of the grant amount awarded.

List the grant amount being requested and include the amount of matching share. Indicate the source of the matching share in the following format:

- Donor organization (city, nonprofit, etc.)
- Source (private, city general fund, etc.)
- Kind: (cash, donated material, donated equipment, etc.)
- Total Amount

9. WORK SCHEDULE

Provide a work schedule with dates for the items listed below. Please consider that work cannot begin until the grant agreement is executed. Awarded grants will have until September 30, 2018 to complete the project work.

Quarterly Progress Reports must be submitted to the SHPO every January 15, April 15, July 15 and September 15 during the grant period.

Planning Projects

- Execute grant agreement
- Individually list due dates of the Quarterly Progress Reports
- Submit draft Request for Proposal (RFP), draft solicitation letter and list of bidders to SHPO for approval
- SHPO approves RFP, solicitation letter, and list of bidders (allow 4 weeks)
- Solicit bids (allow 4 weeks)
- Submit bids to SHPO with rationale for bidder selection
- SHPO approves bidder selection (allow 4 weeks)
- Submit subcontract to SHPO for approval
- SHPO approves subcontract (allow 4 weeks)
- Execute subcontract and submit copy of executed subcontract to SHPO
- Submit 75% draft of planning documents to SHPO for review and comment
- SHPO comments on 75% draft of planning documents (allow 4 weeks)
- Submit 95% draft of planning documents to SHPO for review and comment
- SHPO comments on 95% draft of planning documents (allow 4 weeks)
- Submit final draft of planning documents to SHPO for review and approval (allow 4 weeks)
- Submit final planning documents to SHPO
- Submit final Completion Report and reimbursement request with financial documentation to SHPO
- SHPO anticipates review of completion report and reimbursement (allow 4 weeks)

Rehabilitation Projects

- Execute grant agreement
- Date the SHPO is to conduct pre-work site inspection
- Individually list due dates of the Quarterly Progress Reports
- Submit draft Request for Proposal (RFP) and draft solicitation letter for construction to the SHPO for approval
- Date the SHPO is to approve RFP and solicitation letter (allow 30 days)
- Post RFP and solicit bids (allow 4 weeks)
- Submit bids to the SHPO with rationale for bidder selection
- SHPO approves bidder selection (allow 4 weeks)
- Submit construction subcontract to the SHPO for approval
- SHPO approves construction subcontract (allow 4 weeks)
- Execute construction subcontract
- Submit copy of executed subcontract to the SHPO
- Install project sign
- Submit photographic documentation of the project sign to the SHPO
- Deadline for the SHPO to prepare historic preservation easement (allow 90 days)
- Begin construction
- Finish construction
- Sign easement, record at Register of Deeds, submit original recorded easement to SHPO
- SHPO staff is to conduct final on-site inspection
- Submit final completion report and reimbursement request with financial documentation to SHPO
- SHPO anticipates review of completion report and reimbursement (allow 4 weeks)

Rehabilitation projects including Construction Administration Professional Services

Include dates for these items in the work schedule above **before "Submit draft Request for Proposal (RFP) for construction to SHPO for approval":**

- Submit draft Request for Proposal (RFP), draft solicitation letter, and list of bidders for construction administration professional services to SHPO for approval
- SHPO approves RFP, solicitation letter and list of bidders (allow 4 weeks)
- Solicit bids (allow 4 weeks)
- Submit bids to SHPO with rationale for bidder selection
- SHPO approves bidder selection (allow 4 weeks)
- Submit subcontract to SHPO for approval
- SHPO approves subcontract (allow 4 weeks)
- Execute subcontract
- Submit copy of executed subcontract to SHPO
- *Construction administration documents:*
 - Submit 75% draft of documents to SHPO for review and comment
 - SHPO comments on 75% draft of documents (allow 4 weeks)
 - Submit 95% draft of plans and specifications to SHPO for review and comment
 - SHPO comments on 95% draft of plans and specifications (allow 4 weeks)
 - Submit final draft plans and specifications to SHPO for review and approval (allow 4 weeks)
 - Submit final plans and specifications to SHPO.

10. ADDITIONAL INFORMATION

- What are the present and planned uses for the property?
- Please submit letters or other evidence of community support for this project.

11. GRANT FUND ADMINISTRATION

Provide a brief description of the experience your organization has in administering grant funds.

12. FINANCIAL CERTIFICATION

Under this program, the recipient must provide match equal to fifty percent of the grant award.

- Certification of the availability of funds to pay for 100% of the total project cost must be provided with the application. Using the example of a \$20,000 grant with a \$10,000 match, you must demonstrate in your grant application that you have \$30,000 available at the time of application to pay the entire cost of the grant project. Funds to pay for 100% of the entire project cost must be documented and verifiable at the time of application. Any changes in the availability of project funds and/or matching share must be approved by the SHPO

Certification may be a statement from a banker that funds are available, a resolution from the governing body setting aside specific funds, or similar verification. The certification and resolution should specify the amount and source of the funding, and that the funds are earmarked for the project.

Matching funds for projects may include the following:

- Private Funds
 - Local Government Funds
 - State Funds
- Include a letter from your financial manager that your organization has in place an adequate accounting system with appropriate internal controls to assure accuracy and reliability of accounting data. The financial management system shall:
 - Provide accurate, current and complete disclosure of the financial results of each grant;
 - Provide records that identify the source and application of funds for grant supported activities;
 - Provide for effective control of all grant assets;
 - Compare actual and budgeted amounts for the grant;
 - Establish procedures for determining reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable cost principles and terms of the grant agreement;
 - Support accounting records by source documentation such as canceled checks, paid bills, payrolls, and subcontract documents. Separate project records must be established and identified by the grant name and number.

Federal funds are not allowable as a matching share. The SHPO uses the MLAP grant and matching funds as **match to the SHPO's annual federal Historic Preservation Fund grant. Therefore the grant recipient cannot use the MLAP grant and matching funds as match for any other federal grant received by the grant recipient.**

13. DEED AND OWNERSHIP INFORMATION.

Submit a copy of the deed showing the Register of Deeds recordation markings and sufficient documentation which discloses all present and future interests in the land, together with a statement of each lien, change, and liability, if any.

If a copy of the deed is not available sufficient documentation may include:

Title commitment or an abstract of title.
OR
Legal opinion from the local unit's attorney.

If a previous historic preservation easement exists on the property, submit a copy with the grant application.

For leased or licensed property please submit a copy of the lease/license, the name of the owner, and any additional documentation, as necessary. Also, submit a letter of support from the property owner granting permission and stating that they support the grant application.

If the applicant is not the owner of the light station, there must be a written agreement between the owner and the applicant. The agreement must clearly delineate the authority and responsibilities of both organizations relative to the light station. Submit a copy of the written agreement with your MLAP grant application. A grant agreement cannot be executed if there is not a written agreement between the owner and applicant.

For offshore light stations where bottomlands regulations are in effect, provide a copy of the Michigan Department of Environmental Quality (MDEQ) Offshore Light form and survey. Please provide both the name of the county the offshore light station resides in and the latitude and longitude coordinates.

14. PHOTOGRAPHS

Photographs may take the place of a reviewer site visit. All photographs must clearly explain and **demonstrate the project in its entirety**. **Due to the geography and difficulty of access to many of Michigan’s** lighthouses, photographs taken within the last six months or after seasonal work has been completed will be acceptable.

Printed Photographs

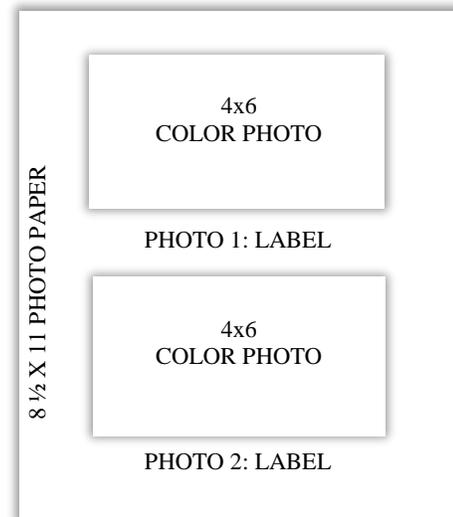
- **4" x 6" color prints or 4" x 6"** printed on photo quality paper
- Photographs must not be mounted or affixed by any means (staples, tape, glue, etc.) to any surface
- Must clearly and sufficiently illustrate the existing conditions of the light station resource that will be the focus of the work undertaken utilizing grant funds
- All photographs submitted must be clearly and sufficiently labeled (The preferred method is graphically demonstrated to the right)
- Labels must include the following information:
 - Name of property / grant application
 - Photograph number
 - Photograph date
 - Brief description

Digital Photographs

- Images must be digital versions of the printed photographs
- Digital images must be written to a CD in uncompressed TIFF format
- Minimum of 1500 x 2100 pixels (this is equal to **5" x 7"** at 300 dpi.)

Aerial Photograph or Sketch Map

Include an aerial photograph or sketch map of the light station property with all of the buildings, structures and features labeled, and the property boundaries clearly delineated. Please make sure the aerial photograph or sketch map lists the date it was taken or prepared.



15. RESOLUTION ON

Include a resolution authorizing acceptance of the grant under the conditions attached thereto, and designating all authorized contract signatories. The resolution must include the names/titles of the individuals authorized to sign the grant agreement and any grant agreement amendments.

For rehabilitation projects the resolution must also include the name/title of the individual property owner authorized to sign and record the historic preservation easement.

If the grant applicant is not the property owner, submit two resolutions - one from the owner and one from the applicant. Both resolutions must describe the following:

- **The owner’s project contact name, title and contact** information
- **The applicant’s project contact name, title and contact** information
- The fiscal and administrative relationship between the applicant and the owner

- The roles of each organization relative to the grant project
- The organization that will provide the match funds
- The organization that will administer the grant project
- The organization that will pay vendors
- For rehabilitation projects identify who will sign the required historic preservation easement and provide authorization

View an Example Resolution by [clicking here](#)

16. BYLAWS AND ARTICLES OF INCORPORATION

Grant applicant must submit copies of bylaws and articles of incorporation. The bylaws and articles of incorporation typically designate certain individuals that have the power to execute contracts, contract amendments and historic preservation easements on behalf of the organization.

17. SIGNATURES

Have all authorized signatories sign the application. They must also type their names, titles, addresses (including city or town, state, and zip code), and telephone numbers.

Failure to submit a timely application or failure to provide all information requested above may result in your application not being scored.

CHAPTER 3**APPLICATION CHECKLIST**

1.	<input type="checkbox"/>	Project Name and Address
2.	<input type="checkbox"/>	Project Coordinator Contact Information
3.	<input type="checkbox"/>	Grant Recipient Contact Information
4.	<input type="checkbox"/>	Property Owner Contact Information
5.	<input type="checkbox"/>	Legislator Information
6.	<input type="checkbox"/>	Scope of Work
		<input type="checkbox"/> Rehabilitation Projects – Plans and Specifications
7.	<input type="checkbox"/>	Budget
8.	<input type="checkbox"/>	Grant Request
9.	<input type="checkbox"/>	Work Schedule
10.	<input type="checkbox"/>	Additional Information
11.	<input type="checkbox"/>	Grant Fund Administration
12.	<input type="checkbox"/>	Financial Certification
		<input type="checkbox"/> Certification of available funding
		<input type="checkbox"/> Certification of an adequate accounting system
13.	<input type="checkbox"/>	Deed and Ownership Information
		<input type="checkbox"/> Copy of recorded deed
		<input type="checkbox"/> Copy of deed is unavailable; submitting title commitment or abstract of title
		<input type="checkbox"/> Copy of lease/license and letter of support from the property owner
		<input type="checkbox"/> Offshore light stations copy of MDEQ Offshore Light form and survey
		<input type="checkbox"/> If previous historic preservation easement exists on property, submit a copy
14.	<input type="checkbox"/>	Photographs
15.	<input type="checkbox"/>	Resolution
16.	<input type="checkbox"/>	Bylaws and Articles of Incorporation
17.	<input type="checkbox"/>	Signatures

CHAPTER 4

SCORING CRITERIA

Criteria	Available Points
Resource is threatened by Coast Guard disposal or is a newly transferred light	0-10
Scope of work is clearly defined through plans and specifications and work is eligible; Project is ready to proceed at time of application and not dependent on future actions, approval or cooperation from other organizations before the project can begin.	0-20
Proposed work will have a (high/medium/low) impact on the resource <ul style="list-style-type: none"> • High – structural stabilization or correct deficiencies to prevent further damage • Medium - planning to allow continued use (proposed planning work is needed and will be used as basis for rehabilitation work) • Low – interior cosmetics 	0-15 0-10 0-5
Project budget is clearly defined and costs are eligible; project exceeds \$7,500 in grant costs; Costs are reasonable for the proposed work	0-10
Match is cash or donated materials; value of donated materials is substantiated; application demonstrates availability of 100% of the entire project expense up front.	0-10
Applicant has experience in managing grants; Applicant is a unit of government or other clearly defined organization with administrative ability; <i>Planning applications only</i> : Organization has administrative ability and capacity to use plan for future rehabilitation work; for previous grantees, applicant is prompt with quarterly report submissions and complying with grant requirements.	0-10
Project work meets the Secretary of the Interior's Standards for Rehabilitation	0-10
Application materials are complete and includes all required documents	0-15
Total	100



PROJECT IMPLEMENTATION

MLAP 2017

CHAPTER 5

NOTIFICATION OF AWARD

If an application is selected for a grant award, the grant recipient must submit any additional information found to be deficient in the application and/or any information requested by the SHPO.

IF AN APPLICATION IS SELECTED, THE GRANT RECIPIENT MUST SUBMIT A GRANT RECIPIENT PACKET THAT INCLUDES:

- **Certification Regarding Debarment, Suspension, Ineligibility And Voluntary Exclusion**
The Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion must be signed and dated by the authorized contract signatory or another appropriate individual and returned to SHPO. Signature of this form provides for compliance with Federal certification requirements for new restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace.
- **Certificate Verifying Key Persons Of The Subgrantee/Contractor**
The Certificate Verifying Key Persons of the Subgrantee/Contractor must be completed, signed and dated by the authorized grant agreement signatory or another appropriate individual. This form acknowledges that only Key Persons shall perform the services under this Agreement. Key Persons include the names of all employees, agents and independent contractors who will perform or render services pursuant to the grant agreement.
- **W-9 Request For Taxpayer Identification Number And Certification**
Complete the W-9 Request for Taxpayer Identification Number and Certification form. List the name and federal identification number of the organization that will receive MLAP grant funds. This form is used for payment purposes following the completion of the project.
- **Civil Rights Certification**
MSHDA requires compliance with the non-discrimination laws in connection with the use of grant funds. All grant recipients shall submit the appropriate documentation pledging a reasonable representation of minority group representatives, and women, in all levels of their work force and that there exists equal opportunity to participate in and enjoy the benefits of programs and activities without regard to race, color, creed, religion, national origin, height, weight, marital status, age, sex, or disability.

The following documents must be submitted to demonstrate civil rights compliance:

1. Workforce Status Report
2. Affirmation of Equal Opportunity

Recipients employing 25 or more persons or submitting grant applications for \$25,000 or more must submit:

3. Work Force Analysis
4. Written Equal Opportunity Plan

Organizations that do not have employees on payroll or a written Equal Opportunity Plan must submit a formal letter stating Civil Rights Compliance.

The Grant Recipient Packet is available on the [SHPO website](#).

CHAPTER 6

GRANT AGREEMENT

The grant is formally awarded at the time the grant agreement is signed and dated by MSHDA, after it has been signed by an authorized representative of the grant recipient.

Any work done prior to the execution of the grant agreement with MSHDA is not eligible as a part of the grant or matching state expenditures.

The agreement will specify:

- Exact work to be accomplished with the grant award
- Method of and requirements for the disbursement of funds
- Period for completion of the project
- State and Federal statutes, regulations, and requirements which must be followed
- The content required for the completion report

Attachments to the agreement include:

- Work schedule detailing when various tasks will be completed
- The approved budget
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Certificate Verifying Key Persons

Make copies of the grant agreement available to project staff and to consultants to assure that work meets the contractual requirement.

CHAPTER 7

GUIDELINES FOR BIDDING AND PROCUREMENT

All planning and rehabilitation grant projects must be competitively bid in an open and transparent manner. Bidding and procurement requirements are different for planning projects and rehabilitation projects. All steps below must be followed for each project type in order to ensure the open and competitive bid process. The SHPO must receive documentation of and approve the procurement at each step as outlined below.

PLANNING PROJECTS

Request for Proposal

The Request for Proposal (RFP) is a bidding solicitation document that includes a detailed scope of work and all criteria and requirements that are necessary to address in a bid proposal. The following information must be included in the RFP:

- Include the **following sentence: "Compliance with all applicable federal, state, and local laws, rules, and regulations is required."**
- Acknowledge the funding source **for this project: "This project is partially funded by a Michigan Lighthouse Assistance Program grant through the State Historic Preservation Office, Michigan State Housing Development Authority. Funding for this program comes from the sale of Michigan's specialty lighthouse license plate available through the Secretary of State."**

Documentation of the competition and a copy of all documents must be submitted to the SHPO at each stage of the bidding process. The documentation must include:

- List of prospective consultants.
- Copies of letters to be mailed to prospective consultants.
- Copy of RFP.

Bid Solicitation

Professional architectural or engineering services must have a minimum of three proposals solicited. The proposal that is selected must be from the responsible bidder whose proposal is most advantageous to the grantee. Documentation of the competition and a copy of all documents must be submitted to the SHPO at each stage of the bidding process. The documentation must include:

- Copies of responses received.
- Method and justification for contractor selection.
- A signed copy of the bid tabulation sheet.
- A copy of a draft subcontract.

The subcontract must be awarded to the lowest bidder whose bid is responsive to the project specifications. A copy of the signed subcontract must be submitted to the SHPO immediately after it is executed. The subcontract must include all work as outlined in the grant agreement with MSHDA, it is also recommended that the grant agreement be an attachment to the subcontract.

REHABILITATION PROJECTS

Request for Proposal

The Request for Proposal (RFP) is a bidding solicitation document that includes a detailed scope of work and all criteria and requirements that are necessary to address in a bid proposal. The following information must be included in the RFP:

- If the project cost is over \$100,000, a bid guarantee is required from each bidder equal to five-percent of the bid price.
- If the project cost is over \$100,000, a performance and payment bond for the amount of the total fixed-price bid is required from each bidder.

- Include the following sentence: **“Compliance with all applicable federal, state, and local laws, rules, and regulations is required.”**
- Acknowledge the funding source for this project: **“This project is partially funded by a Michigan Lighthouse Assistance Program grant through the State Historic Preservation Office, Michigan State Housing Development Authority. Funding for this program comes from the sale of Michigan’s specialty lighthouse license plate available through the Secretary of State.”**
- Formally advertised procurements must use sealed bids, public opening of bids, and fixed-price type subcontracts, and a declaration of the date, location, and time of the public opening of the bids must be included.

Bid Solicitation

- All work must be advertised for bids either three times in one newspaper of general circulation or one time in at least three newspapers of general circulation. Sufficient time should be given for contractors to prepare and submit bids, preferably thirty days.
- It is recommended that the RFP be posted at one or more of the online posting services such as Builders Exchange or Dodge Reports. The web addresses for these services are:
 - <http://support.fwdodge.construction.com/support/GetYourProject.asp>
 - <http://www.grbx.com>
 - <http://www.bxlansing.com>
 - <http://www.bxtvc.com>
 - <http://www.cam-online.com>
 - <http://dickinsonchamber.com/pages/Economic%20Development/Builders%20Exchange.htm>
 - <http://www.buildersexchange.com>
 - <http://www.tricitybx.com>

Documentation of the solicitation process shall be submitted to the SHPO at each stage of the process. That documentation shall include:

- A copy of the advertisement.
- **A copy of the publisher’s affidavit.**
- A copy of the online posting.
- A description of the time and location for posting of the RFP.
- Copies of responses received.
- Method and justification for contractor selection.
- A signed copy of the bid tabulation sheet.
- A copy of a draft subcontract.

The subcontract must be awarded to the lowest bidder whose bid is responsive to the project specifications. A copy of the signed subcontract must be submitted to the SHPO immediately after it is executed. The subcontract must include all work as outlined in the grant agreement with MSHDA, it is also recommended that the grant agreement be an attachment to the subcontract.

View an Example bid tabulation sheet by [clicking here](#)

CHAPTER 8

PROJECT SIGN

When rehabilitation work is performed, a sign at the project site acknowledging support from the Michigan Lighthouse Assistance Program shall be placed before work begins and be maintained for one year after work is completed. Whenever possible, it should be displayed so it is clearly readable from the public right-of-way.

SHPO will provide the project sign image and language. The sign shall be obtained and installed by the grant recipient. The cost of the sign is an allowable project expense. The sign should be a minimum of 4' x 6' and be located in a publicly accessible location.

One photograph of the sign in its location on site must be submitted to the SHPO prior to project completion.



SAVE OUR LIGHTS™

The **Title of Awarded Organization** is saving the **Name of Historic Resource** by **description of MLAP funded work** with a grant from the Michigan Lighthouse Assistance Program.

YOU can **SUPPORT** the program and **HELP SAVE** Michigan lighthouses by purchasing your fundraising plate through the Secretary of State.

This project is funded and administered through:





PROJECT COMPLETION

MLAP 2017

CHAPTER 9

HISTORIC PRESERVATION EASEMENT

When rehabilitation or stabilization work is performed a historic preservation easement (easement of maintenance and public accessibility) must be executed to protect structures. The historic preservation easement will be prepared by MSHDA and be recorded with the Register of Deeds by the grant recipient before grant funds can be released. With the grant application, local units of government must submit a legal opinion from the local unit's attorney.

- Nonprofit groups must submit a title commitment or an abstract of title. A copy of the deed must also be attached to the application.
- It is the obligation of the property owner to advise the SHPO about any entity which may have an interest in the property and all must consent to the historic preservation easement.
- Present owner(s) and successor(s) must be bound by the historic preservation easement.

The historic preservation easement will include the following provisions:

- The property must be maintained in such a way as to ensure its historical and architectural integrity;
- No major visual or structural changes may be made without the written approval of the SHPO;
- The grounds must be maintained in keeping with the historical integrity of the property;
- Equal opportunity standards regarding race, color, religion, national origin, age or sex in relation to any program or activity directly or indirectly related to the structure must be adhered to;
- Public access for twelve days a year to the exterior is required where funds are used for exterior work, and to the interior where funds are used for interior work.

The procedures for executing the historic preservation easement are as follows:

- A resolution authorizing execution of a historic preservation easement must be provided in the grant application.
- The historic preservation easement is prepared by MSDHA and approved by the Office of the Attorney General.
- The historic preservation easement must be signed by the authorized individuals in the presence of two witnesses. The name of each witness must appear below his/her signature. The full address of each witness must appear below the printed name.
- The authorized individuals who have signed must appear before a Notary Public for the purpose of acknowledging the signing. The witnesses need not appear before the Notary.
- The Notary Public before whom the authorized individuals appear must execute a Certificate of Acknowledgment.
- The historic preservation easement must be recorded at the Register of Deeds for the county in which the property is located. There will be a fee for recording at the **register's** office. The original historic preservation easement will be numbered and stamped by the Register of Deeds. The stamp reflects the date and time of recording. The historic preservation easement will be copied and placed with the deed and other documents of record concerning the property.
- The original historic preservation easement, after recording, must be returned to the MSHDA for filing with the Department of State, Office of the Great Seal. Copies for your use should be made prior to returning the original.

View an Example Historic Preservation Easement by [clicking here](#)

CHAPTER 10

COMPLETION REPORT AND REIMBURSEMENT REQUEST

The Completion Report and Reimbursement Request form must be submitted at the end of the project. Grant funds will be disbursed to the grant recipient only on an expense reimbursement basis once the project is complete. No advances will be made under any circumstances. All documents and supporting entries on the accounting records must be available for inspection by authorized representatives of the SHPO.

Complete the Completion Report and Reimbursement Request by [clicking here](#)

REHABILITATION PROJECTS

- Photographs for rehabilitation projects shall include the following:
 - Refer to Chapter 2, Item 14 and the grant agreement for photograph requirements.
 - Color photographs documenting the site, the environment, and the exterior and interior conditions of the prospective project areas prior to the start of work.
 - Good, clear photographs of completed work must be submitted with the Completion Report. The photographs must document the site and the environment and the exterior and interior conditions of the areas of completed rehabilitation. These photographs should be taken from the same vantage points as the photographs taken prior to rehabilitation work.
 - Color photographs of the project work in progress.
 - A color photograph of the project sign.

Return the Completion Report and Reimbursement Request form to:

Joelle Letts, Grants Manager/Budget Analyst
State Historic Preservation Office
Michigan State Housing Development Authority
PO Box 30740
702 West Kalamazoo Street
Lansing, Michigan 48909-8240

For UPS, Federal Express or DHL deliveries please call or email for instructions:

Joelle Letts, Grants Manager/Budget Analyst
LettsJ1@michigan.gov
517-373-1904