

## RNHP Application Submission Checklist

Use this checklist to make sure you have completed and acquired all necessary material for a final RNHP grant application submission.

- ☐ UEI - Already have or have applied for a Unique Entity Identifier (UEI) Number.
  - ☐ Apply for number on SAM.gov
- ☐ Verified property is on the National Register of Historic Places
  - ☐ Eligible Properties: Have requested and received a letter of eligibility from the State Historic Preservation Office
- ☐ Evidence of ownership: current titles or deeds, title insurance, or other documentation attesting to current ownership
- ☐ Documentation of match: bank statement, loan guarantee letter, evidence of donation, or other confirmed funding source
- ☐ Letters of Support: at least 3 (up to 5)
- ☐ Photographs of property: **at least 5 images** but no more than 20, illustrating the condition and concerns to address
- ☐ Signed SF-424D <https://www.grants.gov/forms/sf-424-family.html>.
- ☐ Verification of community population with the 2020 US Census <https://www.census.gov/quickfacts/fact/table/US/PST045221>
- ☐ Read the RHNP grant manual
- ☐ Answer all application questions
- ☐ Write a complete outline of proposed work with estimated costs
- ☐ Grant request is no more than 90% of the total project cost and the request is not greater than \$75,000.

*Optional material to gather and/or look over:*

- ☐ Additional budget information; more proposed work items, previous work estimates
- ☐ Existing architecture/engineering planning documents being referenced
- ☐ Watch SHPO presented application tutorial (Dec 21, 2022/recorded)
- ☐ Look through the Secretary of the Interior's Standards for the Treatment of Historic Properties, <https://www.nps.gov/tps/standards.htm>
- ☐ Look through NPS Preservation Briefs that may be related to the proposed project work, <https://www.nps.gov/tps/how-to-preserve/briefs.htm>