

HPF: “Brick and Mortar” Application Submission Checklist

Use this checklist to make sure you have completed and acquired all necessary material for a final grant application submission. Have all items ready to go when you start your digital application because your application must be filled out in one sitting.

- UEI - Already have or have applied for a Unique Entity Identifier (UEI) Number and have your entity fully registered
 - Apply for the number and full registration on [SAM.gov](https://sam.gov)
- Verified property is on the National Register of Historic Places, or the nomination is in the process of being written, by contacting the SHPO
 - SHPO Contact: hn.hp@nebraska.gov
- Evidence of ownership: current titles or deeds, title insurance, or other documentation attesting to current ownership.
 - If a city owns the property, please include a letter of support from the City Council for the project.
- Documentation of match: bank statement, loan guarantee letter, evidence of donation, or other confirmed funding source
- Photographs of property: **at least 5 images** but no more than 20, illustrating the condition and concerns to address. Photos should be submitted in one large PDF or Word Document
- Signed [SF-424D \(click here\)](#)
 - Please contact SHPO if you have any issues loading the file.
- Read the Grant Packet
- Answer all application questions
- Write a complete outline of the proposed work with estimated costs
- The grant request is no more than 80% of the total project cost with the request being no greater than \$35,000.
- Reasonable Completion Date: project work can and will be completed by August 2026.

Optional material to gather and/or look over:

- Letters of Support: no more than 3 letters of support
- Additional budget information; more proposed work items, previous work estimates
- Single Audit: If you are subject to an audit, please upload it as part of your application
- 501(c)(3) status
- Existing architecture/engineering planning documents being referenced
 - A preference in the application scoring criteria.
- Watch the SHPO application tutorial (to be posted early November 2023)
- 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>