

Project:  
Amount:  
Contact:  
Award Date:

National Register Status:

- Listed
- Bruhn Nomination
  - Individual
  - District

*PTV will hire a consultant to complete the National Register nomination and will put them in touch with the project proponent to work through the nomination process.*

Easement:

- Existing PTV easement
- Pending easement with VHCB
- Pending/potential CDS easement
- Bruhn term easement

*PTV will work with sub-grantee on the easement requirements and will hire a consultant to complete the associated Baseline Documentation Report*

### **A. Review and Approval**

Construction cannot begin until the Review and Approval section has been completed. Reviews can take 4-6 months to complete from the time the forms are submitted to the Park Service.

- Signed Subgrant Agreement
  - Provided by PTV, please refer to your Grant Agreement for additional information on grant requirements.*
- Proof of ownership
- Proof of 501c status (if applicable)
- Unique Entity Identifier (corporation, non-profit, or municipality)
- Completed Work Plan (*Attachment G*)
- NEPA and Section 106 Review

*NEPA form (provided by PTV, draft completed by sub-grantee), description of project, project map, plans, photos, etc. PTV will work with the sub-grantee to assemble the review documentation package, which is submitted to the National Park Service*

- Release from NPS:  
*PTV will inform sub-grantees when NPS completes the project review*
- Release from Division for Historic Preservation:  
*PTV will inform sub-grantees when SHPO/DHP completes the project review*
- Final approval letter with conditions for bid documents and contracts (NEPA & 106)  
*Determined through the review process*
- Review and approve bid documents/procurement process  
*Bid documents must include any relevant conditions from the NEPA and Section 106 reviews*
- Completed procurement documentation sheet (*Attachment F*)
- Review and approve contracts  
*Contracts must include any relevant conditions from the NEPA and Section 106 reviews*
- Approve Project Sign  
*See Attachment C, Project Sign Guidance*

## **B. Progress Reporting**

- Report 1: due August 31, 2025
- Report 2: due February 28, 2026
- Report 3: due August 31, 2026
- Report 4: February 28, 2027
  
- Final report: due June 30, 2027

## **C. Final Reporting**

- Final narrative report  
*Form will be provided by PTV and completed by the sub-grantee*
- Proof of Insurance
- National Register Listing  
*To be completed by PTV consultant*
- Executed Easement  
*Materials assembled by PTV staff in coordination with sub-grantee*

- Baseline Documentation

*Completed by the PTV consultant in coordination with the easement process*

#### **D. Reimbursements**

The grant is paid on a reimbursement basis and can be paid in three installments or more:

1. The first installment of up to 50% of the Grant will be reimbursed following receipt by the Grantor of this fully executed Agreement, NEPA and Section 106 approval, invoices, proof of payment, and all required documentation (Section A, Review and Approval).

2. The second installment of up to 30% of the Grant will be reimbursed when the Grantee has submitted a 75% completion report, invoices, and proof of payment, which demonstrates the Grant Project is 75% complete

3. The third and final installment of 20% of the Grant will be reimbursed within sixty (60) days after the Grantee has submitted a 100% final report, invoices, and proof of payment, which demonstrates the Grant Project is 100% complete, and the additional reporting requirements listed in Section C. Final Reporting.

#### **E. Public Announcements**

At a minimum, public announcements about the project must include the following language:

*[Project Name] is being supported in part by a Paul Bruhn Historic Revitalization Grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior*

Please consult with PTV on any press releases prior to publication to ensure the language meets NPS requirements.

#### **F. Basic Procurement Guidance**

1. Procurement practices must follow 2 CFR 200.317-327
2. Retain records of procurement actions for audit purposes
3. Informal v. Formal Procurement:

Informal Procurement may be used for contracts and purchases that fall below the \$250,000 Simplified Acquisition Threshold.

- Small purchase: “3 Bids and Buy”

Small Purchase Must Include:

- Verbal or written solicitation document
- Free and open competition (i.e. 2-3 price quotes)
- Documentation of the procurement process (vendor name, contact method, name of person providing price quote, price quoted, date price quote obtained, durations of price quote) (*Attachment F*)

Formal Procurement is required for contracts and purchases equal to or greater than \$250,000.

Formal Procurement includes Sealed Bids and Proposals.

*Refer to 2 CFR 200.317-327 for additional guidance*