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| **RESILIENT LAKESHORE HERITAGE GRANT PROGRAM**  **DRAFT WORK SCHEDULE** |
| **Instructions:** On the following page, provide a draft work schedule that identifies major project milestones for your project. Remember that work cannot begin until the grant agreement is executed. Assume a **November 1, 2022** grant agreement date. Projects will have until **September 30, 2024,** to complete the project work. This deadline is federally mandated. All project work must be completed, including billing and reporting, by this date. No extensions will be given.  The draft work schedule will serve as the basis for your grant agreement; however, SHPO will work with awardees throughout the course of a project to evaluate the feasibility of proposed schedules in consideration of the actual date that grant agreements are executed. Schedules may be modified by mutual agreement of SHPO and the subgrantee.  Projects must account for the following:   * Procurement * Project kickoff meeting * Development/finalization of plans and specifications * SHPO approval of plans and specifications (allow 30 days) * Submit draft procurement materials to SHPO for approval * SHPO approves procurement materials (allow 14 days) * Solicit bids * Submit bids to SHPO with rationale for contractor selection for approval (allow 14 days) * Submit subcontract to SHPO for approval (allow 14 days) * Execute subcontract and submit a copy to SHPO * Project Work * SHPO pre-work site inspection and coordinating of NEPA/106 review with NPS * Install project sign and submit photo documentation of sign to SHPO * Begin construction (if multiple phases are anticipated, identify them) * Finish construction * Execution of preservation agreement or historic preservation easement and submission to SHPO * SHPO final on-site inspection * Submission of completion report and reimbursement request to SHPO   If applicable to your project**:**   * National Register Designation (applicants are strongly encouraged to get ballpark costs and timelines from consultants and talk with SHPO to assist in preparing information for the application if a National Register nomination is needed) * Solicitation of consultant to prepare the National Register nomination (as necessary) * Submit bids to SHPO with rationale for bidder selection for approval (as necessary) (allow 14 days) * Submit draft nomination to SHPO for review (allow 30 days) * Submit final nomination to SHPO * Presentation of the nomination to the State Historic Preservation Review Board (SHPRB) (calendar [here](https://www.miplace.org/historic-preservation/review-board/)) * Revise the final draft nomination to incorporate SHPRB revisions and submit to SHPO * A/E Services to prepare plans and specifications * Solicitation of consultant to prepare the plans and specifications * Submit bids to SHPO with rationale for bidder selection for approval (allow 14 days) |

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| **Applicant Name:** |  |
| **Project Address:** |  |
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| **DATE** | **Grant Agreement** |
| November 1 2022 | Grant agreement executed |
| **DATE** | **Grant Project Work Items** |
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| **DATE** | **Project Reporting** |
| January 15, 2023 | Quarterly Progress Report |
| April 15, 2023 | Quarterly Progress Report |
| July 15, 2023 | Quarterly Progress Report |
| September 15, 2023 | Quarterly Progress Report |
| January 15, 2024 | Quarterly Progress Report |
| April 15, 2024 | Quarterly Progress Report |
| July 15, 2024 | Quarterly Progress Report |
| **DATE** | **Project Close-Out** |
| September 30, 2024 | Submit Completion Report |