

# Notice of Funding Opportunity Baltimore & Potomac Tunnel Replacement Program: Administrator, Historic Preservation Grant Fund

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## Background Information

### FUNDING OPPORTUNITY TITLE:

Baltimore & Potomac (B&P) Tunnel Replacement Program (Program): Administrator of the Historic Preservation Grant Fund

### FUNDING OPPORTUNITY DESCRIPTION:

This Notice of Funding Opportunity (NOFO) details the application requirements to be considered for the role of the Administrator of the Historic Preservation Grant Fund that is required under the Program (Fund Administrator). This NOFO solicits applications from eligible entities to submit an outline of their proposed vision for developing, implementing, and administering the Historic Preservation Grant Fund that is required under the Program (Fund), as described below.

The services to be provided by the Fund Administrator (Services) are in support of the Fund requirements and are described in detail below. Applicant entities should demonstrate experience in grants administration, community outreach, historic preservation, and have the requisite skills and capacity to provide the Services.

### PURPOSE OF FUND:

The primary purpose of the Fund is to mitigate the Program's adverse effects on certain historic properties, fulfilling a stipulation developed as part of the Programmatic Agreement for the Program (PA) entered into by and among the Federal Railroad Administration (FRA), Maryland State Historic Preservation Officer (SHPO), National Railroad Passenger Corporation (Amtrak), and Preservation Maryland (collectively, the PA Signatories), in compliance with Section 106 of the National Historic Preservation Act. As required in the PA, Amtrak will establish the Fund in the amount of \$2.75 million for the purpose of providing direct financial assistance to individuals, organizations, and developers for preservation projects involving exterior stabilization, repair, restoration, and rehabilitation of individual historic properties and contributing elements of

historic districts listed in, or eligible for listing in, the National Register of Historic Places (Preservation Projects). Preservation Projects eligible to receive funds through the Fund will be limited to, and prioritized by, a two-tiered geographic area. First priority properties (Tier 1) will extend to eligible Preservation Projects located within 200 feet of the Program's limits of disturbance at the south portal area, or on certain blocks within the Midtown Edmondson Historic District or the Edmondson Avenue Historic District, where the Program's limits of disturbance extend within 200 feet of parts of these blocks. Second priority properties (Tier 2) will extend to eligible Preservation Projects located inside the boundaries of the Midtown Edmondson Historic District or the Edmondson Avenue Historic District. Please see a map of Tier 1 and Tier 2 properties in the Attachments Section (Attachment A) of this document.

Although the PA identified Preservation Maryland as the Fund Administrator, the PA Signatories later agreed that a competitive selection process is preferred to fill the role of the Fund Administrator. With the selection of Fund Administrator through the competitive process outlined in this NOFO, Preservation Maryland will otherwise continue in its role as a PA Signatory.

The secondary purpose of the Fund is to support projects that:

- A. Serve to stabilize the Midtown Edmondson Historic District and the Edmondson Avenue Historic District (including parts of the Midtown Edmondson, Harlem Park, Sandtown-Winchester, Bridgeview-Greenlawn, Evergreen Lawn, and Rosemont Homeowners/Tenants neighborhoods, noting neighborhood boundaries as defined by the City of Baltimore); or
- B. Support homeownership through prioritization of grants from the Fund to owner-occupied historic residences in the Midtown Edmondson Historic District and the Edmondson Avenue Historic District; or
- C. Provide services to the communities of Midtown Edmondson Historic District and Edmondson Avenue Historic District through the preservation of non-residential properties that are historic; or
- D. Complement Baltimore City's planning goals for the parts of the Midtown Edmondson, Harlem Park, Sandtown-Winchester, Bridgeview-Greenlawn, Evergreen Lawn, and Rosemont Homeowners/Tenants neighborhoods within the Midtown Edmondson Historic District and Edmondson Avenue Historic District; or
- E. Maximize the Fund's effectiveness through coordination with other organizations and programs that provide complementary community services, including job training, salvage of architectural features, social services, community gathering spaces, catalysts for other initiatives, or complementary grant opportunities.

The Historic Preservation Grant Fund is part of the Community Investment Program (CIP), established by FRA's Record of Decision (ROD) for the B&P Tunnel Replacement Program.

**FUNDING OPPORTUNITY TITLE:**

Historic Preservation Grant Fund Administrator

**FUNDING OPPORTUNITY NUMBER:**

0002

**ISSUANCE DATE:**

MARCH 23, 2026

**APPLICATION DEADLINE:**

MAY 8, 2026

Applications under this solicitation are due no later than 5 p.m. ET, May 8, 2026. Applications that are incomplete or received after 5 p.m. ET on May 8, 2026 will not be considered. See *Section IV* of this NOFO for additional information on the application process.

Applications must be submitted on the [Amtrak Grants Portal](https://www.amtrak.com/grants) (Grants Portal) via <https://www.amtrak.com/grants>. Only applicants who comply with all submission requirements described in this NOFO, submit timely applications through the Grants Portal, and meet all other requirements will be eligible for consideration.

**POINTS OF CONTACT:**

For further information related to this NOFO, please contact the Amtrak Program staff by email at [cip.bptunnel@amtrak.com](mailto:cip.bptunnel@amtrak.com).

For ongoing Fund updates, webinar notices, and FAQs, please visit the [CIP webpage](https://amtraknewera.com/fdt/community-investment-program/) (<https://amtraknewera.com/fdt/community-investment-program/>) on the Program website.

## **I. Administrator Opportunity Description**

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Entities interested in applying for the role of Fund Administrator should submit an application in response to this NOFO, no later than the date outlined in the Background Information section of this NOFO. An applicant entity should outline its vision for developing, implementing, and administering the Fund, and must demonstrate prior experience in grants administration, community outreach, and historic preservation, as well as have the requisite skill, capacity and resources to provide the required Services.

The entity selected to serve as the Fund Administrator will coordinate with the PA Signatories to develop, implement, and administer the Fund in accordance with PA, with Amtrak responsible for contract management and direct oversight of the Fund Administrator and the Fund.

Eligible applicants include any type of organization (i.e., non-profit, for-profit, government, etc.) with the needed capacity and experience to administer the Fund. An eligible applicant must be legally formed, in good standing, have good local, municipal, and/or state standing based on applicable municipal or state regulatory oversight.

## II. Award Information

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**Award Amount:** \$2.75 million, to be paid directly into the Fund for the Fund Administrator to administer in accordance with the Fund Agreement to be developed by the Fund Administrator and approved by the PA Signatories. This \$2.75 million is inclusive of the distribution of actual funds to projects and the administrative costs.

**Administrative Costs:** A portion of the Fund may be used by the Fund Administrator to cover the cost of administering the Fund, as agreed to by the PA Signatories. Amtrak will agree to pay administrative costs that are consistent with federal funding guidelines and should be proposed by the applicant in the budget submitted with the application. Regardless of the agreed-upon amount, the administrative costs must be clearly substantiated, relevant to the implementation of the Fund, and maximize the distribution of actual funds to projects that further the purposes of the Fund. The Fund Administrator will also be responsible for providing, at its own cost and expense, insurance and indemnification covering of all PA Signatories.

**Award Type:** Amtrak will provide funding to the selected Fund Administrator through a funding agreement (Award Agreement).

The funds will be distributed according to a schedule agreed upon during the award period and specified in the Award Agreement. An agreement between Amtrak and the Signatories (Preservation Grant Fund Agreement) will also be executed.

The Fund Administrator will be required to certify that the expenditures are allowable, allocable, reasonable, and necessary per the approved project, per the requirements included in the applicable Cost Principles.<sup>1</sup>

**Eligibility:** Any type of organization with the needed capacity and experience can apply (not-for-profit, for profit, etc.) may submit an application to this NOFO. The applicant must be legally formed, in good standing, and have good local, municipal, and/or state standing based on applicable municipal or state regulatory oversight. The applicant must have no financial accounting or reporting lapses recorded with regulators, and no record of any civil or criminal conviction, judgement, or penalties (the organization and the members of its controlling board as individuals).

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<sup>1</sup> 48 CFR Part 31 Subpart 31.2 or 2 CFR Part 200 Subpart E

**Timeframe of Distribution:** All monies distributed to the Fund for award by the Fund Administrator must be distributed and spent, and all funded projects and related administrative tasks will be completed by December 30, 2029, unless the PA signatories amend the PA to establish another distribution schedule completion date.

### III. Scope of Work

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The entity selected to serve as the Fund Administrator will coordinate with the PA Signatories to develop, implement, and administer the Fund. The Scope of Work to be provided by the Fund Administrator, to be conducted in coordination with the PA Signatories, will include the tasks listed below. The applicant's understanding on how to implement each of the following tasks should be detailed in the Preservation Grant Fund Administrator Grant Proposal submitted by the applicant as part of its application:

1. Develop and submit to Amtrak a draft Preservation Grant Fund Agreement (Fund Agreement), a comprehensive document that will govern the implementation, management, and administration of the Fund and the role of the Fund Administrator. The Fund Agreement must include all the elements enumerated in Stipulation V.B.5 of the PA (see Attachment B). Several of the tasks listed below will provide the information needed to develop the draft Fund Agreement. Following review and comment by Amtrak, and revisions by the Fund Administrator, Amtrak will distribute the Fund Agreement to the PA Signatories and the Concurring Parties<sup>2</sup> for their review and comment. When complete, the Fund Administrator and the PA Signatories will execute the final Fund Agreement.
2. Develop and coordinate the work of the voluntary Selection Committee (Voluntary Committee) and define the Voluntary Committee's role, including reviewing and vetting all Fund applications against selection criteria established by the Fund Administrator in coordination with the PA Signatories. Ensure that the Voluntary Committee includes individuals and/or representatives of organizations and agencies knowledgeable about Baltimore City, other related programs, the neighborhoods of the Midtown Edmondson and the Edmondson Avenue Historic Districts, and historic preservation practices and standards.
3. Establish the types, amounts, and durations of each Fund grant award to be made available to:
  - a. Eligible property owners.

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<sup>2</sup> Concurring parties are defined in the PA as consulting parties invited by FRA to become concurring parties and who accepted the invitation by signing the PA. Consulting parties include certain organizations with a demonstrated interest in the Project who participated in the Section 106 process due to the nature of their legal or economic relation to the Project or affected properties, or their concern with the Project's effects on historic properties. Concurring parties are able to review and comment on draft documentation prepared pursuant to stipulations of the PA.

- b. Duly formed and validly existing nonprofit organizations.
  - c. Individuals or duly formed and validly existing for-profit entities, provided that: (i) the committee determines, in its sole discretion, that the project to be carried out by the applicant serves a clearly demonstrable public purpose; and (ii) the project is endorsed by a relevant nonprofit organization or unit of government.
4. For each Fund grant award, establish:
    - a. Application materials, both online and hard copy, including explanation of location and hours of operation during which hardcopies will be made available.
    - b. Criteria and procedures for evaluating and selecting projects to fund, including verification of eligibility, coordination with the Baltimore City Commission for Historical and Architectural Preservation (CHAP) regarding Baltimore City planning initiatives and awarding preservation grant fund awards in support of the same.
  5. Ensure that each Fund grant award is limited to, and prioritized by, a two-tiered priority system, as described below, delineated in the PA, and redefined by the PA Signatories (see map in Attachment A):
    - a. Tier 1: First priority will extend to eligible Preservation Projects located inside the Tier 1 boundary as refined by the PA Signatories.
    - b. Tier 2: Second priority will extend to eligible Preservation Projects located inside the boundaries of the Midtown Edmondson Historic District or the Edmondson Avenue Historic District, as identified in the PA.

All Fund grant awards are to be distributed and spent, and all eligible Preservation Projects receiving awards and related administrative tasks must be completed, by December 30, 2029, unless the PA Signatories amend the PA to establish another distribution schedule completion date. The PA Signatories will guide the development of a schedule that meets this requirement. It is anticipated that Fund awards will be distributed twice per year, with the first one or two groups of awards limited to Tier 1 properties to ensure prioritization as required in the PA.

6. Develop and implement a broad, multi-faceted plan for promoting and advertising the Fund. The marketing should include distributing information about the availability of salvaged material that can be used in Preservation Projects and providing support throughout the application process, as warranted.
7. Develop a process to ensure that all funded work is efficiently conducted in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties. As part of this process, strategies such as arranging for architectural design services for support on an "as-needed" basis, establishing standard scopes of work and specifications, vetting and pre-qualifying contractors, identifying standard products, and

establishing guidelines for common activities anticipated under the Fund should be considered.

8. Explore collaboration with other programs, including, but not limited to, the Baltimore City Historic Preservation Fund, HUD Community Development Block Grants, federal and state tax credits, and Baltimore City Community Catalyst Grants.
9. Develop a Fund grant application form and process, award, award agreement, administer and manage all individual awards, and verify, track/document/audit, and regularly report awardee expenditures and progress.
10. Develop and implement preservation grant close-out procedures, including financial reviews and inspection of Preservation Projects for compliance with the PA, the proposed project scope of work, and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
11. Maintain adequate resources and staff to administer the Fund and fulfill its responsibilities as the Fund Administrator, including compliance with the Agreement, including clerical and administrative staff trained to ensure prompt and efficient (a) processing of applications, disbursement schedules and other grant processing requirements, and (b) monitoring, tracking, documenting, and reporting of the work performed by awardees.
12. Develop and implement procedures to account for the expenditure of both awarded Fund grant funds and administrative costs, including steps for the accounting and auditing of the Fund according to generally accepted accounting principles or any other requirements of the PA Signatories. The Fund must be administered consistent with the terms and conditions of the Agreement as well as Amtrak internal policies.
13. Provide the following reports, in form and content satisfactory to Amtrak:
  - a. Monthly reports, to be submitted to Amtrak, must outline the status of Fund, the administration and status of each individual award and individual projects, including Fund and administrative expenditures. Responsibilities will include meeting attendance, presentations, and response to any inquiries by Amtrak and/or the PA Signatories for information.
  - b. Annual reports, to be submitted to Amtrak, must account for all management and administration of the Fund, including progress reports on individual awards and projects, challenges encountered, opportunities identified, and projected Fund activities and expenditures. Responsibilities will include meeting attendance, presentations, and response to any inquiries for information.
14. Maintain financial records of each award from the Fund for at least three (3) years

following completion of the project for which a grant was awarded. Ensure that the records are available for review by Amtrak upon request.

## IV. Application and Submission Information

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### APPLICATION PACKAGE:

Applicants must submit a complete application package via [Grants Portal | Amtrak](https://www.amtrak.com/grants) (<https://www.amtrak.com/grants>), including all required forms and attachments, by the deadline specified in this NOFO. Please note that applicants **must complete user registration** on the Amtrak Grants Portal in order to gain access to and submit the application. Please refer to the HPGF Administrator QuickStart Guide (located in the resources folder in the zip file for this NOFO) for instructions.

### SAM.GOV:

All applicants must maintain current registrations in the Federal government's free System for Award Management (SAM) database. **An applicant must be registered in SAM in order to be able to receive funding under this NOFO. It is critical for SAM registration to be submitted as soon as possible to ensure that your organization is registered prior to receiving a grant award, if selected.**<sup>3</sup>

The SAM database is the repository for standard information about Federal financial assistance applicants. Organizations that have previously submitted applications for grants may already be registered in SAM. Please note, however, that an applicant must update or renew its SAM registration at least once per year to maintain an active status. **Therefore, it is critical to check registration status well in advance of the NOFO deadline.** If an applicant is selected for funding under this NOFO, the applicant must maintain an active SAM registration with current information throughout the period of the award. This would include information on the immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a Federal contract or grant within the last three (3) years, if applicable. Information about SAM registration procedures is available at [www.sam.gov](http://www.sam.gov) along with the [CIP Community Grants Application QuickStart Guide](#).

### CONTENT AND FORM OF APPLICATION SUBMISSION

A complete application package consists of all the documents listed below. The General Application Form (Application Component Element A) should be inputted directly into the Amtrak Grants Portal. Application Component Elements B through H should be uploaded as attachments in the attachment section within the General Application Form.

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<sup>3</sup> Should an applicant not have an active SAM registration at the of application submission, an applicant may still submit an application. However, an active SAM registration is required for grant award to be made to an applicant. Applicants that submit an application without a SAM registration must promptly email Amtrak ([cip.bptunnel@amtrak.com](mailto:cip.bptunnel@amtrak.com)) their SAM registration information upon receipt.

**Table 1: Application Components**

Application Component	Application Information	Required for Submission	Submission Instructions
A	General Application Form (provided in <a href="https://www.amtrak.com/grants">www.amtrak.com/grants</a> )	Yes	Input directly into <a href="https://www.amtrak.com/grants">https://www.amtrak.com/grants</a>
<b>Application for Preservation Grant Administrator Attachments</b>			
B	Preservation Grant Fund Administrator Grant Proposal	Yes	Uploaded as an attachment to the General Application Form (template provided)
C	SF-424C (Construction)	Yes	Uploaded as an attachment to General Application Form (standard form provided)
D	FRA F 30	Yes	Uploaded as an attachment to General Application Form (standard form provided)
E	SF-424D Program Assurances	Yes	Uploaded as an attachment to General Application Form (standard form provided)
F	Additional Organizational Attachments: Organization Chart, Key Personnel Resumes	Yes	Uploaded as an attachment to General Application Form (please upload one combined pdf file for this application component)
G	References from past partners or beneficiaries (if applicable)	No	Uploaded as an attachment to General Application Form (if submitting, please upload one combined pdf file for this application component)
H	SF-LLL (if applicable)	No	Uploaded as an attachment to General Application Form (standard form provided)

**SPECIFIC APPLICATION DETAILS**

- A. General Application Form (A):** Please populate the General Application Form located on the via <https://www.amtrak.com/grants> directly within the Amtrak Grants Portal, which will serve as the cover page of your application and vehicle for your application package submission. The General Application Form should be filled out directly in the Amtrak Grants Portal.
  
- B. Preservation Grant Fund Administrator Grant Proposal (B):** Each applicant is required to fully complete the Preservation Grant Fund Administrator Grant Proposal. Once finalized, the applicant should upload their fully completed Preservation Grant Fund Administrator Grant Proposal into the Grants Portal as an attachment to the General

Application Form. The Proposal must follow the basic outline below to address the Fund Administrator requirements:

- i.
- ii. **Project Summary:** Provide a brief (4–6 sentence) summary of the proposed Fund Administrator’s qualifications and plans for the development, implementation, and administration of the Fund. Summarize the intended outcomes and anticipated benefits that will result from the Fund.
- iii. **Project Understanding and Approach:** This section should detail the applicant’s understanding of the Fund’s goals, approach to the Fund Administrator role, and the tasks necessary to administer the Fund, including provision of required deliverables as outlined in the Services section. The section should discuss how the applicant proposes to achieve the goals and key tasks outlined in the Services to administer the Fund. This section should highlight how prior experience informs the applicant’s approach.
- iv. **Applicant Information:** Include a discussion of how the applicant meets the evaluation and selection criteria included in this NOFO.
  - a. **Applicant Eligibility Criteria:** Explain how the applicant meets the applicant eligibility criteria outlined in the Section II of this NOFO.
  - b. **Organizational Capacity:** The applicant must demonstrate the legal, financial, and organizational capacity to carry out the role of the Fund Administrator.
  - c. **Technical capacity of applicant:** The applicant must demonstrate experience of key personnel proposed to lead and perform the technical efforts, and the qualifications of the applicant to fully and successfully perform the role of the Fund Administrator within the proposed time frame and budget (\$2.75 million).
  - d. **Key Personnel:** Key personnel must include individuals with experience in grant administration, community outreach, and historic preservation to deliver the required services (Key Personnel). The proposed team’s Key Personnel must remain intact for the duration of the Fund unless Amtrak authorizes changes. The applicant should provide resumes for Key Personnel (maximum of 2 pages for each individual). These resumes should be provided in Additional Organizational Attachments upload.
  - e. **Organizational Chart:** Provide the applicant’s organization chart designating the makeup of the team, roles, and responsibilities. This can also be provided in Additional Organizational Attachments upload.

- f. **Past Experience:** Provide up to five (5) representative projects that demonstrate the applicant's relevant prior experience and successful past performance within the last ten (10) years. Demonstrate relevant expertise, organizational capacity, and a record of producing quality work on projects similar in scope to the work described in this NOFO, including the areas of grant administration and reporting, community engagement, and historic preservation. Representative project descriptions must be no more than one page each.
  
  - v. **Schedule:** The applicant must provide a preliminary schematic schedule for development, implementation, and administration of the Fund over a five (5)-year period. As a reminder, all funded projects and related administrative tasks will be completed by December 30, 2029, unless the PA signatories amend the PA to establish another distribution schedule completion date.
  
  - vi. **Project Funding and Fund Budget:** Amtrak will fulfill the Fund in the amount of \$2.75 million. The applicant must provide a detailed Fund budget for the administration and disbursement of the Fund budget over the life of the Fund, including any administrative costs. The applicant must include a breakdown of hours by task and staff, as well as anticipated direct costs (i.e., expenses) to execute the Services. The Fund budget must also include anticipated expenditures by year over the life of the Fund.
- C. SF-424C (C):** SF-424C - Budget Information for Historic Preservation Grant Fund Administrator application<sup>4</sup>.
- D. FRA F 30 (D):** Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.
- E. Assurances (E):** SF 424D Assurances for Construction.
- F. Additional Organizational Attachments: Organization Chart, Key Personnel, Resumes, and References from Past Partners or Beneficiaries (F):** Other requested documents in Preservation Grant Fund Administrator Grant Proposal, including Organizational Chart and Key Personnel Resumes. These additional attachments should be consolidated into one file.
- G. References from past partners or beneficiaries (if applicable) (G):** Examples include contact information from past partners and reference letters.

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<sup>4</sup> Applicants should populate the SF-424C, as the mission of the Fund is to provide funding to preservation projects involving exterior stabilization, repair, restoration, and rehabilitation of individual historic properties and contributing elements of historic districts.

**H. SF-LLL, if applicable (H):** Populate if reportable lobbying activities exist.

## V. Evaluation Criteria and Review and Selection Process

### EVALUATION CRITERIA:

Amtrak will evaluate all eligible and complete applications using the following evaluation criteria:

1. *Alignment with Fund Objectives*

Amtrak will rate submissions on how they address how the Services will be carried out. An applicant will be judged on its ability to clearly articulate how its interpretation of the role of Fund Administrator addresses the identified needs related to the Fund and how its approach will achieve the desired outcomes.

2. *Key Personnel*

Amtrak will assess the applicant's experience in managing and overseeing similar types of funds; the technical qualifications and demonstrated experience of key personnel proposed to lead and perform the technical efforts; and the qualifications of key personnel to execute the proposed project fully and successfully within the proposed timeframe and budget.

3. *Organizational Capacity*

Amtrak will assess the applicant's demonstrated relevant expertise and experience, organizational capacity, and a record of producing quality work on projects similar in Services, including the areas of grant administration and reporting, community engagement, and historic preservation.

4. *Fund Budget Adequacy and Justification*

Amtrak will evaluate and rate each proposal based on how it addresses the proposed Fund budget to ensure it is realistic, feasible, and adequately supports the activities outlined in the Project Narrative in response to the NOFO. Application reviewers will examine the completeness and accuracy of the Fund budget proposal, the allocation of funds to key project components, and the justification for proposed costs.

5. *Administrative Fees*

Amtrak will consider the administrative fee proposed by each applicant, but submitting the lowest or a low administrative fee does not necessarily mean that such applicant will be selected to serve as the Fund Administrator.

The following are the two (2) scoring thresholds (Scoring Thresholds) to be used when evaluating an application to determine whether it has met the Evaluation Criteria:

- Standard Not Met (received less than 60% of total points): Application provides minimal or no information necessary to assess the Evaluation Criteria; or
- Adequate (received a minimum of 60% of total points): Application provides satisfactory information to assess the Evaluation Criteria.

**Table 2: Evaluation Criteria Scoring**

Scoring Criteria	Points Available
Alignment with Fund Objectives	15
Organizational Capacity	35
Key Personnel	20
Fund Budget Adequacy and Justification	20
Administrative Fees	10
<b>TOTAL POINTS</b>	<b>100</b>

### ELIGIBILITY REVIEW

In addition to the screening and evaluation referenced in *Section V*, Amtrak will also perform a risk assessment (Risk Assessment) on each applicant to evaluate the potential legal and financial risks associated with an applicant being selected as the Fund Administrator. This Risk Assessment is necessary to determine the appropriate level of monitoring needed to ensure compliance with Amtrak’s federal funding requirements and ensure proper stewardship of funds. Depending on the results of the Risk Assessment, Amtrak may determine an applicant to be ineligible for selection as the Fund Administrator.

### SELECTION COMMITTEE

A selection committee (HP Committee) will be responsible for reviewing all submitted applications that are determined to be eligible. The HP Committee will be composed of independent Amtrak employees who will review and score eligible applications using the Evaluation Criteria and Scoring Criteria described above. Amtrak conflict-of-interest and ethics policies will apply to all stages of the process, including the application review and award processes.

### REVIEW AND SELECTION OF APPLICATIONS

Each member of the HP Committee will follow the Evaluation Criteria and complete a standard scoring sheet for each eligible application. The final score of each application will be determined by averaging the scores of all of the HP Committee members’ scoring sheets for an application. The Amtrak CIP Program Manager is a part of the Program staff and is responsible for the programmatic administration of the CIP. The CIP Program Manager is not involved in directly scoring applications. Once the average scoring is completed for all applications by the HP Committee, the CIP Program Manager will tally all the scores provided by the HP Committee and

rank applications from highest to lowest scores. An application must score a minimum of 60% of both the total overall points available and in each individual category to be eligible for an award.

Once the scoring and ranking of all eligible applications is complete, the Amtrak CIP Program Manager will reconvene the HP Committee as necessary to make a selection recommendation under this NOFO (Selection Recommendation). The Amtrak CIP Program Manager, with guidance from the Amtrak Law and Grants Management teams, will finalize the application that is recommended for funding under this NOFO (Selected Application). The Amtrak Finance team, with direct involvement from the Amtrak Grants Management team, will authorize the issuance of the award, subject to the negotiation and execution of the required Award Agreement and related documents.

## VI. Selection and Administration Information

### NOTIFICATION OF SELECTION

Amtrak anticipates selecting the Fund Administrator via an award announcement within 120 days of the close of this NOFO. Amtrak will directly contact the point of contact listed in the Selected Application to announce the HP Committee's decision. Upon request, Amtrak can provide written feedback to unsuccessful applicants on application submissions that will be sent via email.

After selection of the Fund Administrator, Amtrak will work with the selected Fund Administrator to negotiate the Award Agreement. Then, the Fund Administrator will draft the Fund Agreement. Upon execution of the Fund Agreement by the PA signatories, Amtrak will provide funds to the Preservation Grant Fund. **Payments to the Fund Administrator will not occur until both the Award Agreement and Fund Agreement are executed.**

Amtrak will use its standard funding agreement template for the award and expects the Fund Administrator to accept the standard funding agreement, with minimal revisions. It is Amtrak's desire to execute Award Agreement with the Fund Administrator as quickly and efficiently as possible.

### ADMINISTRATION INFORMATION

The selection as the Fund Administrator by Amtrak requires:

- A Preservation Grant Fund Agreement (between Amtrak and the PA Signatories), identifying the roles and responsibilities of the parties with respect to the Fund.
- An Award Agreement (between Amtrak and the selected Fund Administrator), which includes any special provisions applicable to the award and any numbered amendments thereto.

The Fund Administrator will be required to comply with the terms, conditions and requirements of its Award Agreement. Information contained in the Award Agreement will include is but not limited to the deliverables required, administrative and reporting requirements, and applicable laws, rules and regulations with which the Fund Administrator must comply. Award Agreement

requirements will include but are not limited to monthly progress reports, quarterly financial reports, a final performance report, as well as all applicable auditing, monitoring and close out requirements. The Fund Administrator must have the necessary processes and systems in place to comply with all reporting requirements. Amtrak shall monitor the activities of the Fund Administrator to ensure that funds are being used for authorized purposes and consistent with the Award Agreement.

#### **AWARD DATES**

Anticipated Award Date: July 2026

Award Period: Period of performance to be determined and agreed to prior to the execution of the Fund Administration Agreement.

#### **REPORTING**

The selected Fund Administrator will be required to comply with all standard Amtrak reporting requirements (see Section III, 13.a 13.b above). The selected Fund Administrator must have the necessary processes, procedures and systems in place to comply with all reporting requirements.

The selected Fund Administrator must also participate in required meetings (by telephone, video conferencing, and/or e-mail) and provide reports as requested by Amtrak.

#### **AMTRAK OVERSIGHT**

Amtrak will provide appropriate requested technical assistance and training for the Fund Administrator. Amtrak will also conduct ongoing monitoring of the Fund Administrator throughout the Period of Performance. Monitoring activities may include, but are not limited to:

- Routinely gathering and reviewing progress reports of the Fund Administrator as well as individual recipients of awards from the Fund;
- Continuous monitoring of the administrative and programmatic performance of the Fund as well as the individual financial awards from the Fund;
- Routinely reviewing invoices and expenses relative to the Fund budget;
- Conducting periodic on-site/virtual visits, when necessary;
- Regular check-in calls/emails, at a cadence to be mutually agreed upon; and
- Conducting audits, when necessary.

These requirements will help ensure that federal dollars are being expended in a prudent and judicious matter. Amtrak will administer the CIP in a manner that ensures: (1) funds are spent appropriately and in the spirit of a federal award; (2) that the risks of fraud, waste, abuse, and individual project mismanagement or failure is mitigated through appropriate oversight; (3) that awardees have reasonable access to Amtrak's technical expertise; and (4) that Amtrak's commitments in the ROD are fulfilled. Amtrak will apply oversight requirements, including monitoring and reporting, to all awards, and may consider applying more stringent requirements to depending on the individual awardees, selected projects and amounts of the awards.

## VII. Other Information

### CONFIDENTIAL INFORMATION

If the application includes information the applicant considers to be a trade secret or confidential commercial or financial information, the applicant should do the following: (1) note on the front cover that the submission “Contains Confidential Business Information (CBI)”; (2) mark each affected page “CBI”; and (3) highlight or otherwise denote the CBI portions.

### FREQUENT LINKS

- **CIP Website:** <https://amtraknewera.com/bptunnel/community-investment-program/>
- **Historic Preservation Grant Fund Webpage:**  
<https://amtraknewera.com/bptunnel/historic-preservation-grant-fund-administrator/>
- **Amtrak Grants Portal:** <https://www.amtrak.com/grants>
- **Sam.gov:** [www.sam.gov](http://www.sam.gov)
- **User Registration Guide:** [https://www.amtrak.com/content/dam/grant-portal/business/GrantsPortal\\_UserRegistration.pdf](https://www.amtrak.com/content/dam/grant-portal/business/GrantsPortal_UserRegistration.pdf)
- **CIP Press Release:** <https://media.amtrak.com/2026/03/amtrak-to-launch-first-round-of-community-grants-for-the-bp-tunnel-replacement-program-on-march-23/>

### GLOSSARY

Term	Definition
<b>Baltimore &amp; Potomac (B&amp;P) Tunnel Replacement Program</b>	The B&P Tunnel Replacement Program will modernize and transform a ten-mile section of the Northeast Corridor. This includes: <ul style="list-style-type: none"> <li>• Replacement of the Frederick Douglass Tunnel</li> <li>• Renovation of the West Baltimore MARC Station</li> <li>• Improvements to West Baltimore roads and bridges</li> <li>• \$50 million CIP</li> </ul>
<b>Federal Railroad Administration (FRA)</b>	A U.S. Department of Transportation agency responsible for promoting and regulating the safety, efficiency, and reliability of the nation's railroad system.
<b>Record of Decision (ROD)</b>	The official, public document that concludes the <a href="#">National Environmental Policy Act (NEPA)</a> process for a major railroad project, detailing the federal agency’s final environmental decision, explaining the reasons for it, identifying the preferred alternative, summarizing mitigation measures, and ensuring transparency by explaining how environmental factors were balanced. It's the formal sign-off before detailed design and construction can proceed, documenting the "why" and "how" of the chosen path for a project.
<b>Programmatic Agreement (PA)</b>	The PA was entered into by and among the Federal Railroad Administration (FRA), Maryland State Historic Preservation Officer

	(SHPO), National Railroad Passenger Corporation (Amtrak), and Preservation Maryland (collectively, the PA Signatories), in compliance with Section 106 of the National Historic Preservation Act.
<b>Community Investment Program (CIP)</b>	Amtrak has committed an overall budget of \$50 million that will be invested over the term of the design and construction of the B&P Tunnel Replacement Program. Investments will be made through community grants and direct investments, with projects covering six categories: <ul style="list-style-type: none"> <li>• Community Development</li> <li>• Workforce Development</li> <li>• Parks and Recreation</li> <li>• Community Gardens, Vacant Lots and Public Space</li> <li>• Transportation</li> <li>• Historic Preservation</li> </ul>
<b>Notice of Funding Opportunity (NOFO)</b>	Details the application requirements to be considered for the role of the Administrator of the Historic Preservation Grant Fund that is required under the Program (Fund Administrator).
<b>System for Award Management (SAM) Registration</b>	A free, mandatory platform for organizations to register to do business with the federal government, apply for grants, and search for contract opportunities. An active Sam.gov registration is needed to be selected as the Fund Administrator.
<b>Amtrak Grants Portal</b>	Platform where applicants register to access the NOFO and submit all application materials. Applications must be submitted through the Amtrak Grants Portal.
<b>Fund Administrator</b>	The Applicant that receives funding through the this NOFO. Not all applicants that submit an application will receive CIP funding.
<b>Preservation Grant Fund Agreement</b>	The agreement (between Amtrak and the PA Signatories), identifying the roles and responsibilities of the parties with respect to the Fund.
<b>Award Agreement/Fund Agreement</b>	The legally binding document between Amtrak and an awardee. The Funding Agreement will include the terms and conditions of the grant, a scope of work, a project schedule, a project budget, and a project spend profile. The negotiation of the funding agreement commences upon award notification to an awardee.
<b>Risk Assessment</b>	Amtrak’s evaluation process to analyze an applicant’s financial stability, internal controls, and capacity to comply with regulations before or during a grant award.
<b>Concurring Parties</b>	Concurring parties are defined in the PA as consulting parties invited by FRA to become concurring parties and who accepted the invitation by signing the PA. Consulting parties include certain organizations with a demonstrated interest in the Project who participated in the Section 106 process due to the nature of their legal or economic relation to the Project or affected properties, or their concern with the Project’s effects on historic properties. Concurring parties are able to review and comment

	on draft documentation prepared pursuant to stipulations of the PA
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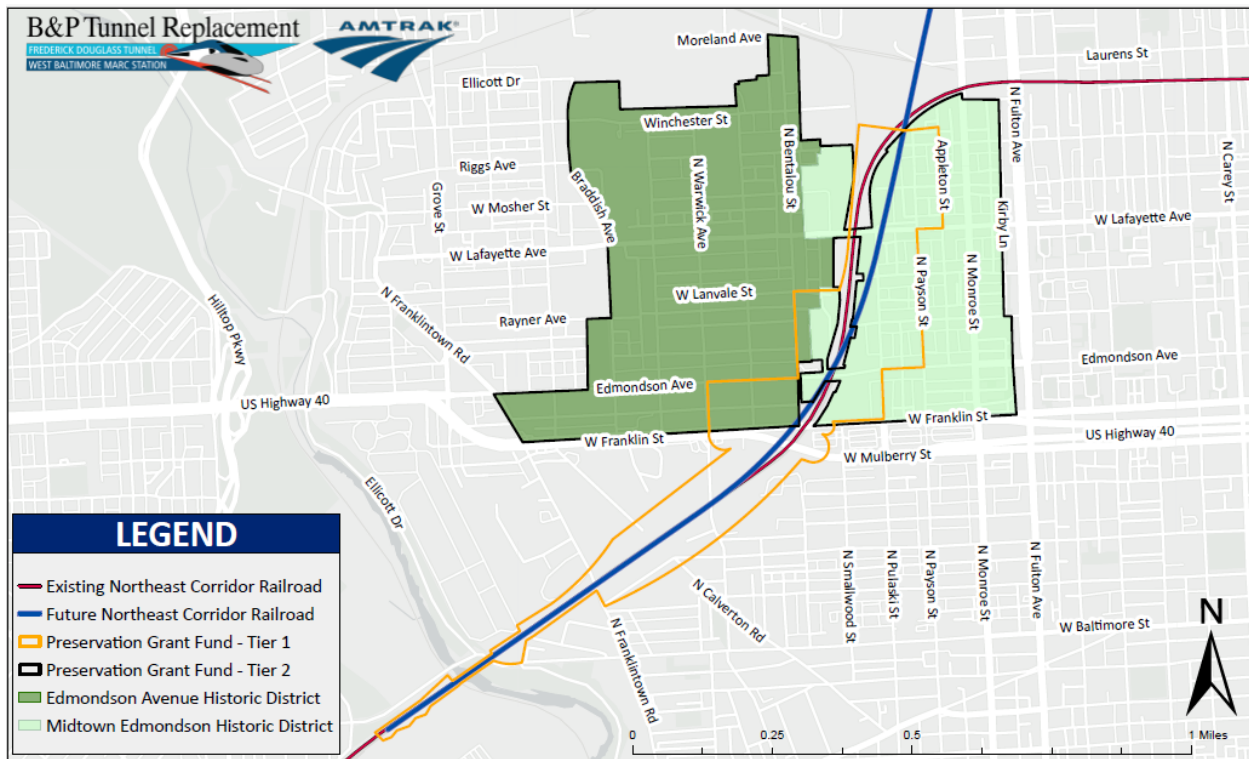
## VIII. Attachments

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**ATTACHMENT A: PRESERVATION GRANT FUND: TIER BOUNDARIES**

As defined in the PA and described in the FUNDING OPPORTUNITY DESCRIPTION of the Background section of this NOFO, the Fund’s Tier 1 boundaries are coincident with the Area of Potential Effects for the Program’s south portal area, delineated as the limits of disturbance for the south portal area and 200 feet around the outer boundaries of south portal area limits of disturbance, but confined to the limits of disturbance only for the southern end of the south portal area where work is confined to track work within the existing railroad right-of-way. The map below delineates the limits of disturbance plus 200 feet by with a gray outline. To address the irregular nature of this boundary, the PA signatories have agreed to revise the boundaries to include entire blocks within the boundaries of the Midtown Edmondson and Edmondson Avenue Historic Districts. The revised Tier 1 boundary is shown below with orange outline. The Fund’s Tier 2 boundaries consist of the entire areas of the Midtown Edmondson Historic District (shown in light green shading) and the Edmondson Avenue Historic District (shown in dark green shading). Note that the organization’s permanent address does not have to be located within these boundaries to be eligible for the Administrator role.

The following mapping tool will be used to determine geographical eligibility:  
<https://amtraknewera.com/bptunnel/historic-preservation-grant-fund-administrator/>.



### **ATTACHMENT B: PA STIPULATION V.B.5**

Although the PA identified Preservation Maryland as the Administrator of the Fund, the PA Signatories subsequently agreed that a competitive selection process is ideal to fill this role. Preservation Maryland will otherwise continue in its role as a PA Signatory. It is anticipated that following the selection of a Fund Administrator pursuant to this NOFO, the PA will be amended to reflect the change of the Fund Administrator from Preservation Maryland to the selected Fund Administrator. PA Stipulation V.B.5 establishes considerations for the Fund Agreement. The text of PA Stipulation V.B.5, as currently written, is provided below as a reference:

#### **PA Stipulation V.B.5**

Prior to providing funding to the Preservation Grant Fund, FRA, the MD SHPO, Amtrak, and Preservation Maryland, as the PA signatories, will draft a Fund Agreement governing the implementation and management of the Fund. This draft Fund Agreement will be submitted to the concurring parties for review and comment following the steps described in Stipulation XI. The signatories will then execute the Fund Agreement. The final terms and conditions of the Fund Agreement will be determined by the signatories, and will consider, as appropriate, the following:

- a. A procedure for accommodating the administrative cost of implementing the Preservation Grant Fund;
- b. Designation of the types, amounts, and durations of grants to be made available through the Preservation Grant Fund;
- c. Criteria and procedures for applying for funds from the Preservation Grant Fund, including a requirement that all Preservation Projects adhere to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*;
- d. Criteria and procedures for selecting eligible Preservation Projects to fund, including coordination with CHAP regarding Baltimore City planning initiatives, and awarding grant dollars in support of the same;
- e. A plan for advertising the Preservation Grant Fund to eligible applicants;
- f. Requirements and procedures to account for the expenditure of awarded grants from the Preservation Grant Fund on Preservation Projects and for administrative costs, including steps for the accounting and auditing of funds according to generally accepted accounting principles or any other requirements of the signatories or other agencies providing funding for the Project;
- g. Requirements and procedures for reporting on, completing, inspecting, and closing out Preservation Projects;
- h. As appropriate, procedures for marketing and/or distributing salvaged materials obtained through the provisions of Stipulation V.H. herein for use in Preservation Projects;

- i. Procedures for measuring and reporting progress on the implementation and administration of the Preservation Grant Fund;
- j. Indemnification by Preservation Maryland of all contributors and signatories to the PA; and Procedures for amending and terminating the Fund Agreement.