

Historic Preservation Fund Grants

1. Personnel. Provide the names and titles of project personnel that will be conducting the project work of the grant, not the grant administration (enter under administrative costs below). Maximum hourly wages charged to this grant for personnel and consultants may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10. Current salary tables can be found on the Office of Personnel Management website: <http://www.opm.gov>.

2. Fringe Benefits. Provide for listed personnel above. If more than one rate is used, list each rate and salary base. Rates are based on the percent of time spent working on this project.

3. Consultant Fees. Include payments for professional and technical consultants participating in the project. For all consultants, please include either a flat rate **OR** the number of days x their daily rate.

Type of Consultant	Flat Rate	No. of Days	Daily Rate	Federal Grant Funds	Match/Cost Share	Total
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
						\$ 0.00
			SUBTOTAL	\$ 0.00	\$ 0.00	\$ 0.00

costs. Lodging and per diem must be based on government rates which can be found at <http://www.gsa.gov/>.

SUBTOTAL

costing less than \$5,000 or with an estimated useful life of less than one year.

SUBTOTAL

Items worth less than \$5,000 or that have a useful life of less than one year must be listed in "Supplies and Materials."

SUBTOTAL

7. Construction/Conservation Materials and Labor. Itemize by work elements (for example, "repair roof," "underpin foundation"). "Lump sum" amounts must be broken into specific work components to be funded by the grant. Contingencies are not an eligible cost.

SUBTOTAL

8. Administrative Costs. Allowable, reasonable, and allocable costs related to the overall management of activities directly related to finance (accounting, auditing, budgeting, contracting), general administrative salaries and wages (grant administration, personnel, property management, equal opportunity) and other "overhead" functions (general legal services, general liability insurance, depreciation on buildings and equipment, etc.) not directly attributable to specific program areas identified in the grant agreement. All administrative costs reported must be absolutely necessary for project and/or program implementation, such as the cost items identified in the final grant agreement or items otherwise approved in writing by the NPS Awarding Officer (AO). Administrative costs plus any indirect costs charged to the grant may not exceed 25% of the overall project budget (Federal and matching share) per 54 U.S.C. 302902.

Item	Cost	Federal Grant Funds	Match/Cost Share	Total
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
Indirect costs (if applicable)				\$ 0.00
	SUBTOTAL	\$ 0.00	\$ 0.00	\$ 0.00

9. Other Costs. Include items not previously listed. Please note that "miscellaneous" and "contingency fees" are not eligible budget items.

Item	Cost	Federal Grant Funds	Match/Cost Share	Total
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
				\$ 0.00
	SUBTOTAL	\$ 0.00	\$ 0.00	\$ 0.00

What are the sources of the non-federal match? If required, list the secured and non-secured sources and amounts of non-Federal match, which can be cash, donated services, or use of equipment. Match will be considered as a competitive factor even if not required.

Secured Match	Unsecured Match

Notes:

Non-Federal Applicants Only

Non-Federal Applicants Only
Please state the organization's non-Federal operating budget for the most recently completed fiscal year:

Year:

Non-Federal Budget:

BUDGET SUMMARY

	Federal Grant Funds	Match/Cost Share	Total
1. Personnel	\$ 0.00	\$ 0.00	\$ 0.00
2. Fringe Benefits	\$ 0.00	\$ 0.00	\$ 0.00
3. Consultant Fees	\$ 0.00	\$ 0.00	\$ 0.00
4. Travel and Per Diem	\$ 0.00	\$ 0.00	\$ 0.00
5. Supplies and Materials	\$ 0.00	\$ 0.00	\$ 0.00
6. Equipment	\$ 0.00	\$ 0.00	\$ 0.00
7. Construction/Conservation Materials and Labor	\$ 0.00	\$ 0.00	\$ 0.00
8. Administrative Costs	\$ 0.00	\$ 0.00	\$ 0.00
9. Other Costs	\$ 0.00	\$ 0.00	\$ 0.00
Total Project Costs	\$ 0.00	\$ 0.00	\$ 0.00

Please answer the following questions:

- ☐ Do you have policies and procedures in place that meet the financial management standards in [2 CFR 200.302](#)? If yes, please check the box.

If no, what mitigation measures are you proposing or do you already have in place?

- ☐ Do you have a single audit and when was it submitted to the [Audit Clearinghouse](#)? If yes, please check the box.

If no, do you have another type or audit or annual financial statement? Attach it to your application.

- ☐ Can you certify that there is no overlap in Federal Funding in terms of activities, costs, or time commitment of key personnel, including any application that was submitted for funding consideration to any other potential funding source (Federal or non-Federal)? If yes, check the box.

If any overlap or duplication does exist, please describe the overlap including when the overlapping or duplicative proposal(s) were submitted, to whom (entity and program), and when funding decisions are expected to be announced.

List any past HPF grants your organization has received in the past 5 years, the name of the project, its current status, and the location. If your organization has received grants from the State Historic Preservation Office, or the Tribal Historic Preservation Office, please list these as well.