

National Park Service

CRFA-PGC - Cultural Resources Financial Assistance

2021
P21AS00231

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A. Program Description

A1. Authority

- 54 USC 301 et seq. (National Historic Preservation Act)
- 54 U.S.C. 302902 Grants to States
- Consolidated Appropriations Act of 2021, enacted Public Law (PL) 116-260

Catalog of Federal Domestic Assistance (CFDA) Number
15.904

A2. Background, Purpose and Program Requirements

This funding program supports the operation of State Historic Preservation Offices (SHPOs) in the 50 states, 5 territories, 3 Freely Associated States, and District of Columbia within allowable program areas described in the Historic Preservation Fund Grants Manual. Where relevant, staff and projects must comply with the appropriate Secretary of the Interior's Standards.
The purposes of this program are to provide matching grants to States for the identification, evaluation, and protection of historic properties by such means as: survey, planning, technical assistance, development, Federal tax incentives available for historic properties, expand the National Register of Historic Places, and to assist Federal, State, and Local Government agencies, nonprofit organizations and private individuals in carrying out historic preservation activities. Awards under this program must comply with and support 54 USC 301 et seq. (commonly known as the National Historic Preservation Act).

B. Federal Award Information

B1. Total Funding

Estimated Total Funding
$ 55,675,000

B2. Expected Award Amount

Maximum Award
$ 2,000,000
Minimum Award
$ 50,000

Grant awards are determined by the NPS Apportionment Formula for State Historic Preservation Offices.

State	Total Award
Alabama	$976,592
Alaska	$1,229,229
American Samoa	$409,158
Arizona	$1,022,424
Arkansas	$884,387
California	$1,869,150
Colorado	$1,059,341
Commonwealth of the Northern Mariana Islands	$428,531
Connecticut	$860,019
Delaware	$584,677
District of Columbia	$580,825
Federated States of Micronesia	$489,018
Florida	$1,254,284
Georgia	$1,094,543
Guam	$426,261
Hawaii	$ 646,758
Idaho	$855,922
Illinois	$1,403,391
Indiana	$1,100,603
Iowa	$1,008,942
Kansas	$1,000,338
Kentucky	$964,746
Louisiana	$984,240
Maine	$825,108
Maryland	$943,086
Massachusetts	$1,101,946
Michigan	$1,362,856
Minnesota	$1,134,854
Mississippi	$871,652
Missouri	$1,125,950
Montana	$926,767
Nebraska	$927,313
Nevada	$874,470
New Hampshire	$707,465
New Jersey	$1,111,846

New Mexico	$930,362
New York	$1,692,072
North Carolina	$1,113,812
North Dakota	$787,991
Ohio	$1,352,630
Oklahoma	$986,505
Oregon	$1,032,863
Pennsylvania	$1,452,291
Puerto Rico	$740,007
Republic of Palau	$283,409
Republic of the Marshall Islands	$283,409
Rhode Island	$652,054
South Carolina	$893,506
South Dakota	$819,232
Tennessee	$1,012,662
Texas	$1,657,265
Utah	$909,715
Vermont	$645,546
Virgin Islands	$434,229
Virginia	$1,072,883
Washington	$1,109,781
West Virginia	$821,848
Wisconsin	$1,145,968
Wyoming	$798,268
Total	**$ 55,675,000**

B3. Anticipated Award Funding and Dates

Anticipated Award Date

June 01, 2021

Award date is determined upon when the application is submitted completely and correctly. Most awards will be made prior to 09/01/2021.

B4. Number of Awards

Expected Number of Awards

59

B5. Type of Award

Funding Instrument Type
G - Grant

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants
00 – State governments
25 – Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility
In accordance with the National Historic Preservation Act as amended, 54 USC §300101, this funding opportunity is limited to:
State governments, as defined in 54 USC 301 et seq. also known as the National Historic Preservation Act of 1966, as amended. Further eligible applicants are defined in 54 USC 302902 - Grants to States; 54 USC 302908 - Grants to the Federated States of Micronesia, the Republic of the Marshall Islands, the Republic of Palau; and specifically in 54 USC 300317 – States. One nonprofit organization, Ohio History Connection, is eligible to apply serving as the Ohio State Historic Preservation Office.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement
Yes
The recipient must provide a cost match of minimum of 40% of the total project cost. Contributions for cost match must be made from non-Federal sources which may include properly documented cash, in-kind contributions or services, or materials. Insular areas and some territories are exempt from this requirement.

C3. Other

1. Applications for renewal or supplementation of existing projects are not eligible.

2. Depending on the project, additional federal reviews may be required under other laws such as, the National Historic Preservation Act (NHPA) Archaeological Resources Protection Act of 1979 (ARPA), the National Environmental Policy Act (NEPA), and Native American Graves Protection and Repatriation Act (NAGPRA).

3. Any historic property receiving physical preservation (development) assistance through the program will be required to place a preservation covenant/easement/agreement on the property ranging from 5 to 20 years determined by the amount of grant, to protect the

federal investment and characteristics which made the property historic.

4. The total of administration and indirect costs necessary to complete and administer the program cannot exceed 25% of total cost (primary and subgrants combined). This limitation for the Historic Preservation Fund is by statute, 54 U.S.C. 302902.

Excluded Parties: NPS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The NPS cannot award funds to entities or their key project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

D. Application and Submission Information

D1. Address to Request Application Package

The application package can be found in its entirety on Grants.gov.

D2. Content and Form of Application Submission

Project Narrative

- Organizational Chart and Staffing Summary Statement
  - See: *Appendix A – Forms Instructions* for more information on the organizational chart
- Certification of Qualified Staff and Review Board Statement
- Additionally, SHPOs must use HPF Online to complete Cumulative Products Table Projections and at a minimum, In House activities in the Project Activity Database Report.

1. SF-424, Application for Federal Assistance

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. Individuals applying as a private citizen (i.e., unrelated to any business or nonprofit organization you may own or operate in your name), must complete the SF-424, Application for Federal Assistance-Individual form. All other applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available with this announcement on Grants.gov. The SF-424, Application for Federal Assistance must be complete, signed, and dated. Do not include any proprietary or personally identifiable information. Please note: Enter only the amount requested from this Federal program in the "Federal" funding box on the SF-424 Application form. Include any other Federal sources of funding in the "Other" box and provide details on those Federal source(s) and funding amount(s) in the required Budget Narrative (see the "Budget Narrative" section below).

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For non-construction programs or projects, applicants must complete and submit the

SF-424A, "Budget Information for Non-Construction Programs" form. All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

You will find instructions on how to fill out the SF-424A on Grants.gov. The following are program-specific instructions to aid you in completing the form. Note: Matching share used under this grant is subject to all of the same Federal regulations and audit requirements as Federal share.

SECTION A - Budget Summary
1.e. Enter the total amount of Federal grant award funds going toward Administration Costs.
1.f. Enter the amount of non-Federal matching share for Administration Costs, if any this field.
2.e. Enter the total amount of Federal grant award funds going toward Operations Costs.
2.f. Enter the total amount of non-Federal matching share for Operations Costs, if any.
3.e. Enter the total amount of Federal grant award funds going toward Subgrants/Contracts.
3.f. Enter the total amount of non-Federal matching share for Subgrants/Contracts, if any.

Remember: the total amount in Section A, row 5, column G needs to match the total amount on the SF-424 in block 18, row G.

As applicable, the minimum total matching share equals: Federal share × 40 ÷ 60. Example: $450,000 Federal share requires $300,000 match.

SECTION B - Budget Categories

1. **Column 1 - Administration Costs**

Costs not related to specific grant related activities, but rather related to general office administration or "overhead" activities such as:

a. Formulating the grant budget
b. Preparing audits
c. Financial administration of the grant/payroll
d. Property management.

NOTE: No more than 25% of the entire budget may be applied towards administrative costs listed under Column 1, plus "indirect costs" listed under all three columns of line j.

2. **Column 2 - Operations Costs (also called "Program Costs")**

Costs related to specific grant related activities defined as eligible costs described in this Notice and the Historic Preservation Fund Grants Manual. These are activities that directly contribute to the accomplishments of the applicant's responsibilities, such as:

a. Personnel/Payroll costs for work related to project goals
b. Equipment/supplies needed for specific projects
c. Travel expenses for goal-related meetings/conferences

3. **Column 3 - Contracts and Subgrants**

Costs paid through contracts and/or funds given as subgrants to entities other than applicant. The total amount, Federal and matching share, planned to be awarded to Certified Local Governments should be here, under Column 3, row H.

Some costs may be split between columns. For instance, if a staff person will spend time performing both "administration work" and "operations work," their salary should be divided between columns 1 and 2 based on the percentage of time spent doing each type of work.

Object Class Category Definitions

1. Personnel. Direct employees of the applicant's staff. Please note, Tribal Elders providing consultation should go under "other costs."

2. Fringe Benefits. Compensation given in addition to direct wages or salaries, such as medical insurance, paid holidays, etc. This may not exceed what is typically awarded to other staff.

3. Travel. All costs related to travel. Costs must be based on the current Federal fiscal year's per diem and mileage rates.

4. Equipment: Tangible, non-construction, non-expendable property charged directly to the award which has a useful life of more than one year and **an acquisition cost of $5,000 or more per unit**. All requests for equipment purchases must be submitted and approved by NPS prior to purchase. List all equipment in **SECTION F**.

5. Supplies. Non-construction items costing less than $5,000 per unit that do not meet the definition of equipment.

4. Consultants/Subgrants. Individuals/businesses/organizations providing professional advice or services on the basis of a written agreement for a fee. All consultants must be competitively selected and have appropriate qualifications.

5. Construction. Construction includes all predevelopment work (plans, studies), construction equipment/supplies/materials/ labor and any other construction-related fees such as inspections, reviews, etc. The total amount in this line item will be further broken down on the SF-424C, *Construction Budget Form*.

8. Other. All expenses that do not fit into any of the above categories such as stipends for a Tribal Elder's time in consultations, and printing.

9. Indirect Charges: Indirect costs are eligible for reimbursement and must be based on the organization's approved indirect cost rate agreement. Indirect costs are costs that are not directly attributable to a specific project or grant. The total of all indirect costs plus all administration costs (Column 1) may not be more than 25% of the grant award.

- If your proposed budget includes indirect costs, the rate as proposed must meet the requirements of 2 CFR Part 200, Section 200.414 and 2 CFR Part 200, Appendix III through Appendix VII as applicable. A negotiated indirect cost rate agreement must be provided with your proposal. If selecting use of 10% de minimis rate because of no prior negotiated indirect cost rate a De Minimis Indirect Cost Rate Certification must be submitted. Proposals that fail to document their indirect costs will have those costs disallowed. Indirect and direct administrative costs may not exceed 25% of the total project budget as defined in 54 USC 301 et seq.

10. Program Income. Gross income earned by a grantee that is directly generated by a grant supported activity, during the period of the grant agreement (or received by a contractor/subgrantee during the period of their HPF funded agreement).

SECTION C - This section is mandatory. Indicate the amount of matching share provided by the state on row 8; you may use either column B ("Applicant") or column C ("State") to list match.

On line 9, column D ("Other Sources") enter the total amount of match from CLG subgrants. The difference between the figures entered in Section C, line 9, column D and Section B, line 3, column H should be greater than or equal to 10% of the federal share.

All matching share funds must comply with Federal, agency and program grant requirements including audit requirements.

SECTION D and E – Fields 13 – 20 do not need to be completed.

SECTION F – Other Budget Information Fields 21 and 22 - Enter the total amount of Direct Charges and Indirect Charges. Field 23 - List all equipment planned for purchase under the grant and the source of program income, if any.

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative. For construction programs or projects, applicants must complete and submit the SF-424C, "Budget Information for Construction Programs". All of the required application forms are available with this announcement on Grants.gov. Federal award recipients and subrecipients are subject to Federal award cost principles in 2 CFR 200.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All of the required application forms are available with this announcement on Grants.gov.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All required application forms are available with this announcement on Grants.gov.

Detailed Budget Narrative

The project budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the

cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A or SF424C.

Your SF-424a will serve as your detailed budget narrative along with any other required information in HPF Online.

Conflict of Interest Disclosure
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.112, applicants must state in their application if any actual or potential conflict of interest exists at the time of submission.

(a) *Applicability*.

(1) This section intends to ensure that non-Federal entities and their employees take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements.

(2) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.318 apply.

(b) *Notification*.

(1) Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR 200.112.

(2) Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Financial Assistance Officer in writing of any conflicts of interest that may arise during the life of the award, including those that have been reported by subrecipients.

(c) *Restrictions on lobbying*. Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to 43 CFR part 18 and 31 U.S.C. 1352.

(d) *Review procedures*. The Financial Assistance Officer will examine each conflict of interest disclosure on the basis of its particular facts and the nature of the proposed grant or cooperative agreement, and will determine whether a significant potential conflict exists and, if it does, develop an appropriate means for resolving it.

(e) Enforcement. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in 2 CFR 200.338, Remedies for noncompliance, including suspension or debarment (see also 2 CFR part 180).

Single Audit Reporting Statement
All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized

Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

Certification Regarding Lobbying

Applicants requesting more than $100,000 in Federal funding must certify to the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If this application requests more than $100,000 in Federal funds, the Authorized Official's signature on the appropriate SF-424, Application for Federal Assistance form also represents the entity's certification of the statements in 43 CFR Part 18, Appendix A.

Overlap or Duplication of Effort Statement

Applicants must provide a statement indicating if there is any overlap between this Federal application and any other Federal application, or funded project, in regards to activities, costs, or time commitment of key personnel. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects, including in regards to activities, costs, or time commitment of key personnel". If any such overlap exists, provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from NPS, the applicant must immediately notify the NPS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

D3. Unique Entity Identifier and System for Award Management (SAM)

Identifier and System for Award Management (SAM.gov) Registration: This requirement does not apply to individuals applying for funds as individual (i.e., unrelated to any business or nonprofit organization you may own or operate) or any entity with an exception approved by the funding bureau or office in accordance with bureau or office policy. All other applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting a Federal award application. Federal award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the "Submission Requirements" section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov**. There are third-

party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free**.

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

Register on the SAM.gov website. "Help" tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity's DUNS or IRS information.

D4. Submission Dates and Times

Due Date for Applications
04/30/2021

Application Due Date Explanation
Electronically submitted applications must be submitted no later than 11:59 PM, ET, on the listed application due date.

D5. Intergovernmental Review

Prior to application submission, U.S. state and local government applicants should visit the OMB Office of Federal Financial Management website and view the "State Point of Contact (SPOC) List" to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental Review of Federal Programs." States not on the list do not participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency. If your state is on the list, contact the designated entity for more information on the state's prior review requirements for Federal assistance applications.

D6. Funding Restrictions

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your

organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

Required Indirect Cost Statement to be submitted with Application
All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR

200.68]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.

- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.68. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- A [insert your organization type] that is submitting this proposal for consideration under the "Cooperative Ecosystem Studies Unit Network", which has a Department of the Interior-approved indirect cost rate cap of 17.5%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

D7. Other Submission Requirements

Organizational Chart and Staffing Summary Statement

This chart shows position titles, vacant positions, and the hierarchy of reporting relationships among and between SHPO staff. Print, sign, scan, and attach to Grants.gov submission using the "Attachments Form."

In addition, the chart should identify specific staff who:

• Meet 36 CFR 61 professional qualifications for required historian, architectural historian, and archeologist positions, unless an alternate staffing plan has been approved by the NPS;

• Are funded in full or part with HPF or matching share and the number of full time equivalent (FTE) positions charged to the Federal share and the number of FTEs charged to the matching share; please also identify what percent of funding (Federal or match) is applied towards a particular position and provide a total of staff funded by Federal and match;

• Assigned to *each* program area (Planning, National Register, Review and Compliance, Survey

and Inventory, Tax Credits, Local Government Certification, and Administration);
• Serve as the HPF Grant manager;
• Serve as the statewide CLG coordinator(s); and,
• Coordinate Title VI/Section 504 monitoring for discrimination based upon race, color, and national origin (See 10 CFR 1040.5).

Certification of Qualified Staff and Review Board Statement
Located in HPF Online under the "HPF Forms" tab (left-hand column) or the Grants.gov packet. Print, sign, scan, and attach to Grants.gov submission using the "Attachments Form."

Reminders: Certain Activities Require Additional Reporting (not part of application)
As you complete the application and begin to budget for sub-grants and contracts, there are additional reporting requirements that are important to keep in mind. Although these reporting requirements are not part of the application or submitted through Grants.gov, preparing the application may flag for you the types of projects requiring additional reporting to NPS. There are documentation submission requirements for HPF-funded work involving **National Historic Landmarks**. This documentation requires a project notification be submitted through the HPF Online *before work begins* as well as a final project report following work. There are also requirements for **NEPA review**, to be completed in the HPF Online, which collects all required data necessary for NPS to review a development or archeological survey project. The **Federal Funding Accountability and Transparency Act** (FFATA) requires you to report data on sub-grants (called sub-awards) greater than or equal to $25,000 not later than 30 days following the month in which any sub-grant is awarded. You will use the Federal Funding Accountability and Transparency Act Subaward Reporting System (https://www.fsrs.gov/) to do this. The help desk for FSRS may be reached by calling 1-866-606-8220.

E. Application Review Information

E1. Criteria

E2. Review and Selection Process

Prior to award, the program will review any applicant statement regarding potential overlap or duplication between the project to be funded and any other funded or proposed project in terms of activities, funding, or time commitment of key personnel. Depending on the circumstances, the program may request modification to the application, other pending applications, or an active award, as needed to eliminate any duplication of effort, or the Bureau may choose not to fund the selected project.

The program may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Bureau is ready to make an award, the program may determine that the applicant

is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.205. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in excess of the simplified acquisition threshold (currently $250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied the award.

NPS personnel will review all proposals. All proposals for funding will be considered using the required information outlined above for these formula grants. These are not competitive awards, and funding is determined by an apportionment formula as detailed in the *Historic Preservation Fund Grants Manual*.

An initial review will be performed to determine whether: (1) the Applicant is eligible for an award; (2) the information required by the NOFO has been submitted; (3) all mandatory requirements of the NOFO are satisfied; and (4) the proposed project is responsive to the program objectives of the NOFO (program determination). If an applicant fails to meet the requirements or objectives of the NOFO, or does not provide sufficient information for review, the applicant may be considered non-responsive and eliminated from further review.

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the recipient is capable of complying with the requirements of DOI Financial Assistance Regulations, and/or (3) additional specific terms and conditions are required. Failure to satisfactorily resolve the issues identified by the Government may preclude award to the applicant.

In accordance with 2 C.F.R. § 200.205, applications selected for funding will be subject to a pre-award risk assessment which may include a review of information contained within the applicant's proposal, past audits, Federal Awardee Performance and Integrity Information System (FAPIIS), and/or past performance on previous Federal financial assistance awards. Negative information that leads to a recipient being designated as "Medium Risk" or "High Risk" may result in specific conditions, as identified in 2 C.F.R. § 200.207, being incorporated into the final award.

E3. CFR – Regulatory Information

See the National Park Service's Award Terms and Conditions for the general administrative and national policy requirements applicable to Service awards. The Service will communicate any other program- or project-specific special terms and conditions to recipients in their notices of award.

E4. Anticipated Announcement and Federal Award Dates

Once an application is approved, applicants will receive notification of their award.

F. Federal Award Administration Information

F1. Federal Award Notices

Once an application is approved, applicants will receive notification of their award.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant/cooperative agreement which contains the signature of the Financial Assistance Awarding Officer. Any pre-award costs incurred prior to the receipt of a signed agreement or written notice signed by a Financial Assistance Awarding Officer authorizing pre-award costs, is at the applicant's own risk. A signed grant/cooperative agreement signed by a Financial Assistance Awarding Officer is the only authorizing document to begin performance. Pre-award costs are allowable back to the start date of the agreement, 10/1/2020.

Organizations whose applications have not been selected will be advised as promptly as possible.

Please note: this process may be slightly different due to the implementation of Grant Solutions. Changes may include the Grant Agreement (GA) being titled the Notice of Grant Award (NGA) and some signature process changes.

F2. Administrative and National Policy Requirements

See the "DOI Standard Terms and Conditions" for the administrative and national policy requirements applicable to DOI awards.

Data Availability
Per the Financial Assistance Interior Regulation (FAIR), 2 CFR §1402.315:

(a) All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Department of the Interior, including being available in a manner that is sufficient for independent verification.

(b) The Federal Government has the right to:

(1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and

(2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F3. Reporting

Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Significant Development Reports

Events may occur between the scheduled performance reporting dates which have significant impact upon the supported activity. In such cases, recipients are required to notify the Bureau in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify the Service in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

Real Property Reports

Recipients and subrecipients are required to submit status reports on the status of real property acquired under the award in which the Federal government retains an interest. The required frequency of these reports will depend on the anticipated length of the Federal interest period. The Bureau will include recipient-specific real property reporting requirements, including the required data elements, reporting frequency, and report due dates, in the Notice of Award when applicable.

Conflict of Interest Disclosures

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may

have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the U.S. Office of Government Ethics website for more information on these restrictions. The Service will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including termination of the award.

Other Mandatory Disclosures
The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

Reporting Matters Related to Recipient Integrity and Performance
If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. Federal Awarding Agency Contact(s)

G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First Name:
STLPG

Last Name:
Staff

Address:
1849 C St NW Mail Stop 7360

Telephone:
202-354-2020

Email:

STLPG@nps.gov
Please do not mail anything to our office. We are unable to receive it due to full time telework for the COVID-19 Pandemic.

G2. Program Administration Contact

For **program administration assistance**, contact:

First Name:
STLPG
Last Name:
Staff
Address:
1849 C St NW, Mail Stop 7360
Telephone:
202-354-2020
Email:
STLPG@nps.gov
Or contact your grant manager.

G3. Application System Technical Support

For **Grants.gov technical registration and submission, downloading forms and application packages**, contact:

Name:
Grants.gov Customer Support
Telephone:
1-800-518-4726
Email:
Support@grants.gov

H. Other Information

Payments

Domestic recipients are required to register in and receive payment through the U.S. Treasury's Automated Standard Application for Payments (ASAP), unless approved for a waiver by the Service program. Foreign recipients receiving funds to a final destination bank outside the U.S. are required to receive payment through the U.S. Treasury's International Treasury Services (ITS) System. Foreign recipients receiving funds to a final destination bank in the U.S. are required to enter and maintain current banking details in their SAM.gov entity profile and receive payment through the Automated Clearing House network by electronic funds transfer (EFT). The Bureau will include recipient-specific instructions on how to request payment,

including identification of any additional information required and where to submit payment requests, as applicable, in all Notices of Award.