

Chesapeake Gateways Tourism and Economic Development Grants
Frequently Asked Questions (FAQ)
(Updated August 28, 2024)

Through Chesapeake Gateways, the NPS Chesapeake Gateways Office inspires and helps people discover, experience, and connect with the natural and cultural heritage and recreational opportunities of the Chesapeake Bay and the rivers, landscapes, and communities across its watershed. We work with people and partners to conserve and steward special places important to communities, visitors and the nation, for this and future generations.

Chesapeake Gateways is a network of places and their partners, providing opportunities to enjoy, learn about and help conserve the Chesapeake Bay and its watershed. Included in the network are diverse natural, cultural, historical and recreational sites, trails, museums, parks, refuges and interpretive and orientation facilities. These places serve as entry points and the key guide for experiencing the Chesapeake watershed. Definitions can be found in Section H2.

Chesapeake Gateways recognizes the watershed's heritage is a living history played out over a large landscape. Sustaining livelihoods while conserving resources is a core component of our work. As a network, we employ interpretive themes at multiple scales, communicating from the local level at a particular site, to community-wide programming, to sharing regional and watershed-wide stories.

BACKGROUND

What is the Chesapeake Gateways and Watertrails Network?

Chesapeake Gateways and Watertrails Network (Chesapeake Gateways) is a system of places providing opportunities to enjoy, learn about and help conserve the Chesapeake Bay and its watershed. Included in the Network are diverse natural, cultural, historical and recreational sites, trails, museums, parks, refuges, interpretive and orientation facilities and associated programmatic partners. These places and the Network as a whole, serve as entry points and the key guide for experiencing the Chesapeake watershed.

Chesapeake Gateways is coordinated by the National Park Service Chesapeake Gateways Office (NPS Chesapeake Gateways). For more, go to: [Chesapeake Bay Gateways and Watertrails Network \(U.S. National Park Service\) \(nps.gov\)](https://www.nps.gov/chesapeake-gateways-and-watertrails-network)

What is the *Chesapeake Bay Initiative Act of 1998*?

The Chesapeake Bay Initiative is Title V of the Migratory Bird Reform Act of 1998. Read the text of Title V by [clicking this link](#).

What is the deadline for applications?

The deadline for application is **11:59pm on October 21st, 2024**. Proposals submitted after the deadline will not be considered.

When do you expect to make awards?

Notification of awards is expected in early Summer 2025.

AWARD INFORMATION

How much funding is available for FY25 grants?

Approximately \$1,000,000 in total funding is available to award as grants.

The amount of funding available per award will be determined as part of the application review process based on applications received and funding made available through appropriations.

Is this a one-time grant notice or a recurring opportunity?

Pending the annual appropriations process, NPS Chesapeake Gateways intends to host an annual application for Chesapeake Gateways Network grants.

What are the funding levels?

Two funding levels are available for this grant opportunity:

- Linking Tourism and Economic Development Grants (\$50K-\$100K): approximately 7-8 grants expected
- Event Support Grants (\$10K-\$25K): approximately 8-12 grants expected

Is there a cost-share match required?

The NPS Chesapeake Gateways Office seeks to make this effort as accessible as possible to all eligible applicants. There are **NO** cost share or match requirements for these grants.

What is the deadline for applications?

The deadline for application is **11:59pm on October 21, 2024**. Proposals submitted after the deadline will not be considered.

What is the award period of performance and duration of awards?

Agreement terms for periods of performance for funded projects may range between one to two years, depending on the complexity and negotiated project statement of work. Agreement terms are not effective until fully executed through a Notice of Award from the NPS Financial Assistance Awarding Officer.

What is the grant timeline post-award (period of performance, project length, end dates)?

Periods of performance will run 1-2 years, depending on the project scope. The expected start and length of the period of performance will be confirmed in the Notice of Award.

When do you expect to make awards?

Notification of awards is expected in early Summer 2025. Awards are anticipated to have periods of performance starting in early Summer.

What is the turnaround time for getting reimbursed for grant expenses?

NPS uses ASAP ([Automated Standard Application for Payments \(ASAP\) \(treasury.gov\)](https://www.treasury.gov/automated-standard-application-for-payments)) to disburse grant payments. Requests for payments can be made as often as needed and disbursements tend to be made within a 2-3 days turnaround time. You can also request an advance payment for an immediately pending payment. By policy, funds waiting to be spent should remain in your ASAP account until needed. Grantees should only withdraw funds to cover immediate reimbursements or pending payments and try to make all needed requests and payments within the same financial reporting period.

Will partial funding be considered?

The review committee will seek to identify a slate of projects up to our total available funding. However, as part of their review, they may recommend breaking up a proposed project scope into a more manageable size, with a decreased grant award, if the larger project is not fundable. The goal, though, is to fund the projects with the budgets submitted. We do not expect to leave any available grant funds unawarded.

If this is a reimbursable grant, how to do we pay contractors?

NPS uses ASAP ([Automated Standard Application for Payments \(ASAP\) \(treasury.gov\)](https://www.treasury.gov/automated-standard-application-for-payments)) to disburse payments. Disbursements tend to be made within a week turnaround time. Any exceptions regarding advance payments to contracts will be confirmed in the award letter.

Would a festival in May 2025 be eligible for this grant cycle?

There is a chance our budget negotiation process could prioritize a grant with a May start, but it is not guaranteed. Your Best bet is to start your timelines in June/July.

GRANT PRIORITIES

What type of projects will be funded through the Chesapeake Gateway Network grants?

The grant has two categories:

a) Linking Tourism and Economic Development Grants

Proposals submitted should demonstrate that the projects reflect a community need; link local recreation, culture, history, and/or nature tourism to economic impact of the

community; and involve a collaboration among community partners. Projects should link nature-based and cultural tourism with economic initiatives for local resilience and community sustainability, especially tied with sectors closely linked with Chesapeake heritage, such as historical or cultural crafts and trades, working lands, or maritime activities.

Award Range: \$50,000 to \$100,000

b) Event Support Grants

Proposals should demonstrate how the event or festival celebrates the rich cultural, historical, natural, or recreational legacy and ongoing story of Chesapeake Gateways communities. Public events and festivals should encourage exploration and enjoyment of the wealth of cultural, historical, natural, and recreational experiences available in the Chesapeake Bay watershed. The events encourage new and enhanced opportunities to connect with underrepresented communities through inclusive and welcoming events, festivals, places, and programming.

Award Range: \$10,000-\$25,000

A list of sample activities under each category can be found in section **A.4. Grant Categories** of the Notice of Financial Opportunity (NOFO). However, this is not a complete or prescriptive list. If your project/program will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered.

Can proposals cover both?

A single proposal cannot be submitted for both a project (\$100K) and an event (\$25K). The smaller event grants are meant to support events or festivals that celebrate the rich cultural, historical, natural, or recreational legacy and ongoing story of Chesapeake Gateways communities. The larger project grant can have an event be included in the project, but it would need to be included as part of the \$100K. However, an applicant can submit two separate proposals: one for a project and one an event. They would be reviewed separately.

What are the review criteria?

The review panel will evaluate and consider how well each proposal addresses the following criteria. Each criterion will be rated on a scale of 0 to 5 with a weighting factor. To be competitive, the project narrative should provide detailed information related to each criterion:

- Connection to Chesapeake Bay Initiative Act (20%)
- Connection to Economic Development (20%)
- Connection to Equity, Inclusion, Accessibility, & Engagement Objectives (15%)
- Investments in Community Collaborations (15%)
- Clarity of Project's Operational Plan (15%)
- Team's Capacity to Implement Project (15%)

A more detailed definition of each criterion is in section **E1. Criteria** of the Notice of Funding Opportunity (NOFO).

How will proposals be reviewed?

After a staff review for eligibility and application compliance, a review panel of NPS personnel and outside technical experts will review all proposals. All proposals for funding will be considered using the criteria outlined in section **E1. Criteria** of the Notice of Funding Opportunity (NOFO).

A detailed description of the review and selection process is included in section **E2. Review and Selection Process** of the Notice of Funding Opportunity (NOFO).

Who is on the merit review panel?

The review panel will be composed of NPS personnel and outside technical experts.

Do events need to be tourism-related and show economic impact?

Yes, whether pursuing a project grant or an event grant, both will need to be focused on encouraging local tourism and showing economic impact. One review criterion is focused on economic impact and detailed in the NOFO.

ELIGIBILITY

Who is eligible to apply for these grants?

This grant opportunity includes a broad list of eligible entities:

Eligible Applicants

- 00 – State governments
- 01 – County governments
- 02 – City or township governments
- 04 – Special district governments
- 05 – Independent school districts
- 06 – Public and State controlled institutions of higher education
- 07 – Native American tribal governments (Federally recognized)
- 08 – Public housing authorities/Indian housing authorities
- 11 – Native American tribal organizations (other than Federally recognized tribal governments)
- 12 – Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education
- 13 – Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- 20 – Private institutions of higher education
- 22 – For profit organization other than small businesses

We are not a 501 (c)(3) type nonprofit. Are we eligible?

Nonprofit applicants of any type should provide documentation on how you are legally organized and can confirm your nonprofit IRS tax status.

My organization is located outside the watershed. Can we still apply?

Applicants from outside the Chesapeake watershed may apply, but only projects and programs conducted [within the watershed](#) will be considered. Projects that take place outside the watershed **will not** be considered. To find out if your proposed project is inside the watershed, compare your location to the list of [Chesapeake Bay Watershed Counties](#).

What and where are the 7 Network Regions mentioned in the Strategic Plan?

The 7 Network Regions listed in the [strategic plan](#) are New York, Pennsylvania, Delaware, West Virginia, Maryland, Virginia, and the District of Columbia.

How can I confirm that my location is within the watershed?

You are eligible if you are located in one of the following counties in the watershed:
<https://www.chesapeakebay.net/what/maps/chesapeake-bay-counties1>

If part of the county is in the watershed, would any location be eligible?

Not necessarily. The project needs to be in the part of the county located in the watershed.

Would the renovation of trails alongside a watershed river be eligible under this grant?

Yes. How well it competes would depend on how the trail renovation would lead to positive economic impact.

Do we need to be affiliated with the Captain John Smith Chesapeake Trail to apply?

Projects and programs do not have to specifically involve the Captain John Smith Chesapeake Trail, or any other national park site. However, submitted projects are meant to reflect community needs and a collaboration among different partners. One partner must be from a federal or non-federal Chesapeake Gateways place (see definition in H.2.b in the Notice of Funding Opportunity (NOFO), or from an organization that is seeking to be a Chesapeake Gateways place. The applicant can also be a Chesapeake Gateways place. Note that only non-federal Chesapeake Gateways places are eligible to apply.

Do we need to be affiliated with a National Park site to apply?

Projects and programs do not have to involve a national park site. However, submitted projects are meant to reflect community needs and a collaboration among different partners. One partner must be from a federal or non-federal Chesapeake Gateways place (see definition in H.2.b in the Notice of Funding Opportunity (NOFO), or from an organization that is seeking to be a Chesapeake Gateways place. The applicant can also be a Chesapeake Gateways place. Note that only non-federal Chesapeake Gateways places are eligible to apply.

How do I or my partner organization get listed as Chesapeake Gateways place?

[Chesapeake Gateways](#) is a system of places providing opportunities to enjoy, learn about and help conserve the Chesapeake Bay and its watershed. Included in the visitor experience network are diverse natural, cultural, historical, and recreational sites, trails, museums, parks, refuges, interpretive and orientation facilities, and associated programs. These places, and Chesapeake Gateways as a whole, serve as entry points and the key guide for experiencing the Chesapeake watershed.

Membership is granted to places or partners that meet the defining characteristics listed in the [2021 Updated Framework](#). Membership entitles Chesapeake Gateways places certain benefits enumerated through a general agreement.

Any organization may complete the [Chesapeake Gateways Places Self-Nomination Questionnaire](#) to be considered for inclusion in the Chesapeake Gateways visitor experience network. However, the organization submitting the Questionnaire must be the managing organization for the place. One Questionnaire should be completed for each place proposed to join the visitor experience network.

We are a national organization. Can we include project sites not in the watershed?

Applicants can be from outside the watershed, but only projects and programs conducted [within the watershed](#) will be considered. Projects that take place outside the watershed **will not** be considered. To find out if your proposed project is inside the watershed, compare your location to the list of [Chesapeake Bay Counties](#).

Are national parks eligible to apply?

Neither national parks nor national park programs are not eligible to apply. Federal agencies of any type are not eligible to apply. However, partners of federal agencies, including national park partners, are eligible but the proposal must be submitted by the partner, occur within the watershed, and must not be for the direct benefit of the Federal agency.

Are programs/projects conducted on NPS land eligible?

Yes, provided the program or project is open to the public or provides a public benefit. The project cannot be for the sole purpose of helping the NPS park.

Are nonprofit philanthropic partners of specific parks (i.e. friends group) eligible to apply?

NPS Friends Group and philanthropic partners are eligible, yet the project cannot be for the primary benefit of the corresponding park. There must be a public purpose to the project.

Can private sector entities apply?

Yes, private sector entities are eligible to apply as long as the project conveys a public benefit.

Does “for profit organization” mean a business?

Yes, a “for profit organization” means for a profit business. For profit businesses are separated into two categories:

- 22 – For profit organizations, other than small businesses
- 23 – Small businesses

Neither category offers preferential selection, so pick the one you believe more closely matches your business.

Are subrecipients allowed? How is a sub-recipient different from a contractor?

Subrecipients are allowed. Subrecipients serve as program partners and would need to be identified in the grant proposal (with corresponding SAM.gov registration), like a partner organization that will share in the program design and implementation. The other type of subrecipient would be a contractor you might be recruiting to conduct specific, fee-based work. Contractors do not need to be identified, but you do need to reference in the narrative that the contractor will be competitively selected.

Are foreign businesses, or their US subsidiaries, eligible to apply for grant funding?

Foreign entities are **NOT** eligible to apply, even if they are operating in the Chesapeake Bay watershed. A US-based subsidiary is eligible provided they incorporated in the United States and register with SAM.gov to get a Unique Entity Identifier (UEI), but any staff would need to be employed by the US subsidiary. No grant funds can be disbursed to a foreign entity for project work or staffing.

Is there an advantage to being a minority-owned, women-owned, or 8a applicant?

No, there is requirement or benefit to being officially recognized as a minority-owned, women-owned, or 8a business as part of the merit review and selection process.

Can colleges and universities apply?

Yes, colleges and universities are eligible to apply.

Can Tribes apply for funding?

Yes, federally and state recognized Tribes are eligible to apply. Tribes that are not federally or state recognized, but have non-profit status can apply as non-profit entities.

Can multiple parties apply and collaborate on a project?

Projects must include a collaboration of partners to be competitive but there needs to be one lead organization submitting the application on behalf of the collaboration. If any partners will be receiving disbursement of any project funds, they must be registered in SAM.gov.

Can we still apply if our master cooperative agreement with NPS is about to expire?

Any eligible entity may submit a grant application. Status of a current or past master cooperative agreement is not a consideration in the application process.

Do Chesapeake Gateways places need to renew?

Yes, once accepted, Chesapeake Gateways places will have to renew every five years unless another timeframe is specified in your confirmation.

Can a group apply if we already have an outstanding grant award from 2024?

Yes. Each year's grant offering is stand alone.

Do current Gateways sites need to reapply with the new criteria?

Yes, please fill out a [self-nomination](#) form.

If we are already a Chesapeake Gateway Place, does that cover the requirement?

Yes, that would meet the requirement to have a collaboration or partnership with a Chesapeake Gateways place.

PROJECT-SPECIFIC QUESTIONS

Can you define “public purpose” in more detail?

Grants funds must be used to provide services or products that benefit some segment of public, versus the applying organization, or the federal government. For example, an organization may request funds to conserve and preserve artifacts for use in public programs, but not if the artifacts are being prepared solely for storage, without any access by the public.

Can projects or events occur within a National Park or US Fish & Wildlife Refuge as a Gateways place partner?

Yes, as long as the project or event has a clear public purpose and is not for the direct benefit of the Park/Refuge or the Park/Refuge staff. In the grant capacity, the Park can serve as the location so long as the applicant ensures the project or event is public. As a partner, Park/Refuge staff can also assist in the

project or event within their capacity and authority as long as the public is the intended audience. However, grant funds should not be used for physical Park/Refuge improvements or capital investments of Park/Refuge facilities. The Park/Refuge should utilize federal resources for such needs.

Can the grant fund a full-time position, cover project staff salaries, or fees for hiring staff?

The grant budget can include staff costs for project execution of a defined project or outcome that leads to a public benefit. However, the grants are not designed to support annual organizational maintenance and operations not connected to a project or grant strategic theme.

Can a grant support trail construction?

If the trail construction will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered. What we can't assess is how individual proposals will compete against other proposals submitted for consideration.

Will you support mini-grant programs?

Unfortunately, we cannot support mini-grant programs at this time where organizations use the federal grant funds to regrant them out to subgrantees.

Will you provide an example of the types of projects these funds would support?

A list of sample projects is provided in section **A4. Grant Categories** of the Notice of Financial Opportunity (NOFO). However, this is not a complete or prescriptive list. If your project/program will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered.

Please note: Grants may not be used for acquisition of property or services of direct benefit to the Federal government, including support of the day-to-day operations of a Federal agency.

Are there any restrictions to using the funds for capital costs?

Grant funds can be used to cover capital expenses, just not on federal property.

Does the application need a conservation component?

Projects do not need to have a specific conservation component. As long as they support local economic development, the proposal would be eligible for consideration.

We have a standing contract with vendor. Can they be used in the grant?

You will need to demonstrate that the contractor was competitively selected. The procurement process you use must conform with 2 CFR 200. So, if the process you used is allowable under 2

CFR 200, then they are probably set. If it wasn't, then they probably cannot use them. The recipient needs to be in compliance with the procurement rules outlined in 2 CFR 200: [eCFR :: 2 CFR Part 200 Subpart D - Procurement Standards](#).

Are any easements required on capital funding projects?

Awards that provide capital funding do not have an easement requirement.

Can funds be used to support tourism efforts or public awareness campaigns?

The grant can support tourism and public awareness programs or campaigns that support local or regional visitor experiences. They can be used as a tactic in visitor outreach, but cannot be the sole purpose of the project. The federal grant funds cannot be used solely to buy advertising.

From [2CFR200.241](#):

The term advertising costs means the costs of advertising media and corollary administrative costs. Advertising media include magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.

(b) The only allowable advertising costs are those which are solely for:

(4) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

One tip is to not use the words “outreach” or “promotion” instead of “advertising.”

Our project involves X community/audience. Will that type of project will be competitive?

Unfortunately, we are not able to provide one-on-one advising on project ideas. If you are an eligible entity, your project/program will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered.

Our project involves conducting Y activity. Will that type of project be competitive?

Unfortunately, we are not able to provide one-on-one advising on project ideas. If you are an eligible entity, your project/program will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered.

Can we charge a fee for the services and/or programs supported by this funding?

Charging a participation fee for participating in a grant-funded project is allowed. The expected program income will need to be detailed in the budget. Generally, income should be rolled into the project to further advance the project objectives.

If awarded, will typical Federal funding components be required (NEPA, Davis Bacon wages, etc.)?

Yes. Any required funding requirements will be defined in the award confirmation.

Can the project be a part of a larger project?

Yes, but you should make it clear to the review committee how the grants funds will be specifically used and the expected impact of the grant funded part of the project.

Are personnel costs covered?

Personnel costs can be included for personnel directly involved with the project. But ongoing operational cost would not be appropriate.

Are general operating costs acceptable?

All projects can add up to 15% of specific project funds as an indirect expense to cover operational expenses of the organization. The indirect is applied to the *Modified Total Direct Cost (MTDC)*. The *MTDC* means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). *MTDC* excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. An indirect rate higher than 15% would require documentation of a negotiated indirect rate agreement (NICRA).

Please note the new indirect rate of 15% goes into effect October 1, 2024.

Can this be for design and construction? Would you use both 424A and 424C?

Projects with construction line item in the SF424A should use SF424C to provide more detail on the construction expenses. If you are using a contractor for the construction, you would add the expense in the contractor line item in the SF424A.

Can projects provide stipends to project participants?

Stipends are generally allowed and can be included in your budget calculations. Projects can include support participants as direct costs in the budget for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.

The details of the participant support would be ironed out in the Budget Negotiation phase if the project is selected for funding. These costs would not be included in the Modified Total Direct Cost when calculating the indirect cost.

Can projects provide food and beverages to project participants?

Food and beverage costs are allowable in specific situations that are fundamental to the project. The case for allowing food or beverages is to allow the work to continue and keep people involved in the project during a meeting or event. Providing food as a recruiting tool/participation incentive is not allowed. You can include any allowable food costs in your supplies line item. The details of the food and beverages would be ironed out in the Budget Negotiation phase if the project is selected for funding.

Would park infrastructure improvements be eligible?

Yes, as long as it is part of plan to impact local tourism and economic development.

Are capital expenses eligible for this grant?

Yes, as long as it is part of plan to impact local tourism and economic development.

Will capital expenses for park infrastructure improvements be eligible?

Yes.

Would the installation of water trail signage be eligible?

Yes

Would kayaking excursions and supporting facility be eligible?

Yes

Does the event have to be located at the Chesapeake Gateways Place?

The event can be located at a Chesapeake Gateways place, but it is not required. The events can be located within your community with a partnership connection to the local or thematic Gateways Place.

Are planning and design of events/programs eligible?

Yes, planning and design projects are allowed.

APPLICATION INFORMATION

Where can I find the grant application?

To get more details and a link to the grant application, visit the grants landing page: [Chesapeake Gateways Network Grants - nps.gov](https://www.nps.gov/chesapeakegatewaysnetwork/grants).

What are the application requirements?

Mandatory Requirements:

- Standard Form 424 (SF424)
- Standard Form 424A or C (SF424A/C)
- Project Abstract Summary
- Detailed Budget Table and Narrative
- Indirect Cost Agreement (NICRA), if not using the de minimis 15% indirect rate
- Standard Form 424B or D (SF 424B/D)
- Project Narrative (see section below for specifics)

Optional Requirements:

A complete list of optional requirements is included in the Notice of Financial Opportunity (NOFO).

See more details in **Section D2. Content and Form of Application Submission** of the Notice.

What must be included in the project narrative?

The project narrative is an opportunity to describe and provide details on the proposal that specifically address at least one of the strategic themes (see **Section A4** of the NOFO) and each of the review criteria (see **Section E** of the NOFO). The proposal text must be no longer than 8 pages, no smaller than font size 11, and have 1-inch margins. The 8-page limit includes all text, figures, and references. (Project team resumes, Forms SF-424, SF-424A, SF-424B, SF-LLL, and the statement of indirect charges **are not** counted as part of the 8-page limit). Only information that is pertinent to the proposal should be included in the narrative. Extra information will not be considered.

Project Overview

1. Purpose, Goal(s), and Objective(s)
2. Deliverable(s) - specific product(s) or project outcome(s)
3. Project Location within the watershed (Please note: projects outside the watershed will not be considered.)
4. Identify the Chesapeake Gateways Place that will serve as a project partner.
5. Key Tasks and Milestones

Strategic Intent (See review criteria (see **Section E** of the NOFO).)

1. Connection to Chesapeake Bay Initiative Act
2. Connection to Chesapeake Gateways Strategic Themes
3. Connection to Equity, Inclusion, Accessibility and Engagement Objectives
4. Innovation in Project Intent

Organization/Applicant Overview

1. Organization mission alignment
2. Project Team's skills and experience, including staff, volunteers, partners and consultants.

Optional Project Resumes (Do not count towards 8-page limit.):

See more complete details in **Section D2. Content and Form of Application Submission** of the Notice of Financial Opportunity (NOFO).

May we use a flat rate of 15% for Indirect if we don't have a NICRA?

Yes, 15% is the required rate maximum if you don't have a separate negotiated rate agreement (NICRA). However, applicants can include an indirect rate of less than 15%, or none at all.

Please note the new indirect rate of 15% that will go into effect October 1, 2024

Do sub-recipients or contractors already need their SAM # by the time of application?

No, but they would need to be in SAM before any funds could be disbursed to them.

For Q19 on SF-424, how do we know if the application is subject to State review?

Here is who would let you know if you need state-level review of your grant proposal: Intergovernmental Review (SPOC List) ([whitehouse.gov](https://www.whitehouse.gov)). If there is no POC for your state, then no prior-approval is required. Otherwise, your state POC would have to let you know.

Do we have to submit a Detailed Budget and where do we do that on Grants.Gov?

The detailed budget is submitted a part of the Budget Narrative. The Budget Narrative should include a budget table or spreadsheet with all the expenses listed to match the budget categories in the SF424A (personnel, materials, contractor, etc.) with accompanying descriptions of how the expenses were calculated and what they will cover. There is no standard format for the detailed budget but the application checklist offers a sample budget table and details on what to include in the expense descriptions. You can submit the budget details as part of the narrative, but it would count towards your 8-page limit on the narrative.

What should the Budget Narrative include?

The Budget Narrative should include a budget table or spreadsheet with all the expenses listed to match the budget categories in the SF424A (personnel, materials, contractor, etc.) with accompanying descriptions of how the expenses were calculated and what they will cover. There is no standard format for the detailed budget but the application checklist offers a sample budget table and details on what to include in the expense descriptions. You can submit the budget details as part of the narrative, but it would count towards your 8-page limit on the narrative.

Can we include hyperlinks to examples of prior work in the submission?

Reviewers will not be accessing external links or examples of prior work as part of the proposal review process. Only the content contained in the 8-page narrative and related forms requested through the application will be reviewed.

What are the reporting requirements for grant recipients?

Financial Reports: Financial reports are submitted through Grant Solutions, the grant management tool used by all the grantees. At a minimum, all recipients must submit a final financial report due no later than 120 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. Items may include:

- Photos/Videos
- Testimonials from participants
- Social media posts
- Press releases
- Project presentations

Final performance reports are due no later than 120 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 performance reports on the frequency established in the Notice of Award.

See more complete details in **Section F3. Reporting** of the Notice of Financial Opportunity (NOFO).

Are there compliance requirements for project partners and collaborators?

Yes, subrecipients (partners and collaborators) and contractors need to be registered in SAM, which is free to do. SAM.gov is where an entity acquires a Unique Entity Identifier (UEI) prior to applying.

For more, see the Grant Submission Workshop on the NPS Chesapeake YouTube page: https://youtu.be/MQdYCIEp_KY (starting at minute 22:08).

How do I submit a proposal?

Applications must be submitted through Grants.gov to the National Park Service by the October 21st deadline. Applications submitted by other means or not received by the deadline will not be considered.

Can the grant application be submitted by mail or email?

All applications must be submitted through Grants.gov by the deadline to be considered. We do not have the ability to accept paper applications or emailed applications. They will not be considered.

I haven't accessed SAM.gov in over a year, will I need a new UEI?

Yes, but you will likely find your organization in the SAM.gov system. Select your organization when you are asked to confirm your organization's identity and follow the steps from there.

Does the applicant need to become a Chesapeake Gateways place or partner with one?

Yes. Per the NOFO, "Submitted projects are meant to reflect community needs and a collaboration among different partners. At a minimum, one partner must be from a federal or non-federal Chesapeake Gateways place (see definition in H.2.b), or from an organization that is pursuing self-nomination to be a Chesapeake Gateways place. The applicant can also be a Chesapeake Gateways place. Only non-federal Chesapeake Gateways places are eligible to apply.

Are heritage areas automatically members of the Visitors' Experience Network?

Only national parks are automatic. Please submit a [self-nomination](#) if you are a state or national heritage area run by a nonprofit.

Do historic sites need to be registered with the National Registry to apply?

No, you do not need to be listed on the National Registry to apply or self-nominate to join Gateways.

FURTHER ASSISTANCE

Are trainings planned to learn more about the application process?

NPS Chesapeake will be conducting an in-depth walkthrough of the application, as well as a webinar on logic modeling and budgeting. Details of training events will be posted on the network grants landing page: [Chesapeake Gateways Network Grants - nps.gov](#).

Are the training sessions recorded?

Yes, all training recordings are posted to the [Chesapeake Gateways YouTube Playlist](#). You can get more background on the NPS Chesapeake strategic plan, explore elements of gateway communities, and catch up any grant-related trainings you may have missed.

A link to the playlist can also be found on the grants landing page: [Chesapeake Gateways Network Grants - nps.gov](#).

Can we arrange a briefing of the Network grants for our board/staff/advisory committee?

Unfortunately, we are not able to provide one-on-one advising on project ideas. If you are an eligible entity, your project/program will occur in the Chesapeake watershed, supports local economic development, and can be accomplished within the available funding and timeframe, then your proposal should be considered.

Who can I contact with questions?

Program Technical Contact:

Eddie Gonzalez – Director of Partnerships and Grants
National Park Service Chesapeake
Chesapeake_grants@nps.gov

Administrative Support Contact:

Monica Marcus – Grants Management Specialist
National Park Service
Monica_marcus@nps.gov

Application System Technical Support:

For Grants.gov technical registration and submission, downloading forms and application packages, contact Grants.gov Customer Support at 1-800-518-4726 or Support@grants.gov.

I'm having trouble registering my organization on Grants.gov. Can you help?

Unfortunately, we do not have access to the administrative part of Grants.gov. You'll need to consult Login.gov for assistance:

[Contact us | Login.gov](#):

(844) 875-6446

Operating hours are Monday-Friday 11:00 am to 8:00 pm ET.

They can help you resolve the issue.

How can I be contacted about other news or notices related to these Network grants?

To be added to the NPS Chesapeake contact list, email your contact information to Chesapeake_grants@nps.gov.