U.S. Department of the Interior
National Park Service

Financial Assistance
Notice of Funding Opportunity (NOFO)

Program Title	Historic Preservation Fund Grants-in-Aid to State Historic Preservation Offices
Notice of Funding Opportunity Number:	P20AS00020
Announcement Type	Annual
CFDA Number:	15.904

Issue Date:	December 20, 2019		
Application Due Date:	April 30, 2020	Time AM/PM Zone	11:59 PM Eastern

Announcement Type: rolling Notice of Funding Opportunity for discretionary grant agreements. Applications may be submitted at any time up to the closing date of the announcement. Applications received will be reviewed independently following a merit review process as outlined in Section E of this announcement.

Agency Contact Information		Questions and Requests	
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Section A: Program Description

Federal Agency Name: Department of the Interior, National Park Service

Funding Opportunity Title: Historic Preservation Fund- State Historic Preservation Office Grants

Funding Opportunity Number: P20AS00020

Catalog of Federal Domestic Assistance (CFDA) Number: 15.904

Legislative Authority:

- 54 USC 301 et seq. (National Historic Preservation Act)
- 54 U.S.C. 302902 Grants to States
- Further Consolidated Appropriations Act of 2020, enacted Public Law (PL) l16-94

Federal Regulations: 2 C.F.R. § 200, 2 C.F.R. § 1402

Program Background Information and Objectives:
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 of 1966, as amended).

Department of the Interior Priorities:
This program supports the following Department of the Interior (DOI) priorities:

- 3b. *Restoring trust with local communities*:
    - Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities; and
- 8a. *Modernizing our infrastructure:*
    - Support the White House Public/Private Partnership Initiative to modernize U.S. infrastructure.

Section B: Federal Award Information

Anticipated Federal Funding:
Based on prior year data, NPS anticipates between $40 million to $75 million in funding annually. FY2020 provides $52,675,000.

Non-Federal Entity Cost Share:
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 are exempt from this requirement.

Estimated Number of Agreements to be Awarded: 59
Each activity or project under this agreement will be treated individually, with more detail through project statements, project plans and budgets developed cooperatively between the NPS and the non-Federal entity.

Estimated Amount of Funding Available Per Award:
The amount of funding available per award for this NOFO will be determined by the apportionment formula for Historic Preservation Fund awards to SHPOs.

Anticipated Start Date:
Start date for work is October 1st of the fiscal year under which the funds were appropriated.

Anticipated Term of the Agreement:
Agreement terms for funded projects are generally two years, depending on the negotiated project statement of work. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer (FAAO).

Grant Agreement - A legal instrument of financial assistance between The National Park Service and a non-Federal entity that, consistent with 31 U.S.C. § 6302, 6304:

(1) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. § 6101(3)); and not to acquire property or services for the Federal awarding agency's direct benefit or use;

(2) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Substantial Involvement:
No substantial involvement on the part of the National Park Service (NPS) is anticipated.

Other Information:

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.

Section C: Eligibility Information

Announcement Closing Date: April 30, 2020, 11:59pm, Eastern.
Applications will be reviewed and evaluated as they are received and may be submitted at any time up until the closing date of this announcement. An applicant's failure to meet an eligibility criterion by the closing date of this announcement will result in the application being excluded from consideration. This includes but is not limited to late and incomplete application packages. Applications must be submitted through Grants.gov.

1. Eligible Applicants

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.

2. Cost Sharing or Matching

In accordance with 54 USC 301 et seq. recipient cost share in the amount of 40% is required to be eligible for an award under this Notice of Funding Opportunity. The applicant must be willing to contribute at least 40% of the total project cost from non-Federal sources as evidenced by an approved budget and entries in HPF Online. Eligible non-Federal sources of contributions must be in accordance with 2 C.F.R. § 200.306 and may include: cash, in-kind contributions, and/or volunteer services. Recipient cost share contributions shall be annotated within the SF-424 series.

In accordance with 48 U.S.C. 1469a, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, the Freely Associated States of Micronesia, the Republic of the Marshall Islands, the Republic of Palau, and the Virgin Islands are not required to contribute nonfederal share for HPF grants, unless the matching share required exceeds $200,000 for a grant.

3. Eligible costs

Eligible costs under this award are as described in this Notice, 2 CFR 200, and the Historic Preservation Fund Grants Manual.

For this program they may include:

- Projects under the eligible program areas as defined by the National Historic Preservation Act (NHPA);
- Administrative costs necessary to complete and administer the grant requirements
- Any other costs as determined eligible by the NPS in accordance with the OMB circulars,
- NPS policies, and the Historic Preservation Fund Grants Manual.

4. What Is Not Funded

- Construction of new buildings

- Acquisition of collections or historic sites
- Conservation of collections
- Long-term maintenance or curatorial work beyond the grant period
- Reconstructing historic properties (recreating all or a significant portion that no longer exists)
- Moving historic properties or work on moved historic properties that are no longer eligible for listing in the NRHP
- Cash reserves, endowments, revolving funds, or fund-raising costs
- Work on sites or collections owned by the NPS
- Lobbying or advocacy activities
- Costs for work already completed or funded through other federal programs
- Administrative costs may not be over 25% of total budget
- Miscellaneous costs, contingencies, reserves, and overhead

5. NPS Oversight

The NPS will provide oversight of this grant project through the following NPS reviews:

- Review and approval of interim and final reporting to include compliance with 2 CFR 200
- Review and approval for compliance with the *Secretary of the Interior's Guidelines and Standards for Historic Preservation*
- Review and approval for compliance with the National Environmental Protection Act (NEPA).
- Review, in concert with National Park Service regional office(s), physical preservation work as per Section 110(f) (54 U.S.C. § 306107) which clarifies the responsibility of the agency to protect National Historic Landmarks (NHL) from harm;
- Any other reviews as determined by the NPS based on program needs or financial/programmatic risk factors (i.e. staffing plans, programmatic and financial review, etc.)

6. Subgrant Awards

The awarding of subgrants must follow the general criteria described below in addition to the eligibility factors outlined in the Notice of Funding Opportunity, OMB regulations in 2 CFR 200, and the Historic Preservation Fund Grant Manual.

The Grantee must publicly announce the availability of HPF funds and include the following information:

a. A summary statement of the priorities for funding;
b. Description of eligible activities for which funding is to be provided;
c. The total amount available, or expected to be available for subgrants;
d. An explanation of the required selection process used, including evaluation criteria, that will provide an opportunity for all eligible entities to submit applications and have

them considered on an equal basis; The deadline for submitting the completed application;

e. Directions to the applicant to include a detailed and specific list of the final products to be accomplished with the subgrant, and to provide a detailed line-item budget that includes all major work elements;
f. Identification of the donor, source, kind, and amount of nonfederal matching share to be contributed, if applicable;
g. An explanation that all elements funded must meet the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*;
h. An explanation that all subgrants must follow OMB regulations in 2 CFR 200, and the Historic Preservation Fund Grant Manual
i. Notice of the requirement for easements or covenants for grant assisted preservation work.

To qualify a subgrantee as responsible, the grantee must ensure that a subgrantee will:

a. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such;
b. Be able to comply with the proposed or required completion schedule for the project;
c. Have a satisfactory record of integrity, sound judgment, and satisfactory performance, especially with prior performance upon grants and contracts;
d. Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet audit requirements.

NPS oversight of subgrants will include:

a. Periodic review of subgrant announcement and subgrant agreement;
b. Review of any physical preservation work for compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.
c. Review of any physical preservation work or archeological surveys for compliance with National Environmental Protection Act (NEPA);
d. Review, in concert with National Park Service regional office(s), physical preservation work as per Section 110(f) (54 U.S.C. § 306107) which clarifies the responsibility of the agency to protect National Historic Landmarks (NHL) from harm;
e. Verification of submission to FSRS of any subgrants over $25,000 federal share;
f. Periodic review of the easement/covenant program;
g. Additional requirements as determined for the grantee based on risk or program requirements.

7. Other

Eligible applicants are limited to State Historic Preservation Offices which, for some states, territories or Freely Associated States, includes nonprofits.

Section D: Application and Submission Information

1. Address to Request Application Package

The Application Package contains several mandatory forms, which must be submitted with your proposal, forms include:

1. SF-424 (Application for Financial Assistance)
2. SF-424A (Budget Information for Non-Construction Programs)
3. SF-424B (Assurance for Non-Construction Programs)
4. SF-424C (Budget Information for Construction Programs)
5. SF-424D (Assurance for Construction Programs)
6. SF-LLL (Disclosure of Lobbying Activities), if anticipated award is over $100,000
7. Attachments Form
8. Indirect Cost Rate (if applicable)
9. Organizational Chart
10. Certification of Qualified Staff and Review Board Statement
11. Cumulative Products Table Projections (Through HPF Online)
12. In House Activities (PADB through HPF Online)

2. Contents and Form of Application Submission

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions below, as required by this NOFO. Do not include any proprietary or personally identifiable information (PII). A complete application should include:

- Standard Form 424 (SF-424) – Application for Federal Assistance
    - Complete this form as much as possible with all applicable information. Please note: You must provide your ZIP Code + 4. Your Dun and Bradstreet Universal Numbering System (DUNS) must match the DUNS Number under your SAM.gov record.

- Standard Form 424A and 424C – Budget Information
    - The project budget must include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. All costs shown in the budget documents should match what is discussed in the project description worksheet. Cost categories can include, but are not limited to, those costs items included on the SF-424A and SF-424C.

    - NOTE: No more than 25% of the entire budget may be applied towards administrative costs (defined below), plus indirect costs.

    - Administrative costs are: 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).

- Standard Form 424B and D - Assurances
    - By downloading this form on the "Manage Workspace" page, this form will be marked as "passed" and will be considered completed and marked as "Read Only". You do not need to re-upload it on the attachments form.

- Standard Form LLL - Disclosure of Lobbying Activities
    - In accordance with 43 C.F.R. § 18 and 31 U.S.C. § 1352 this form must be completed and signed if the amount of the Federal award is anticipated to exceed $100,000.00.

    - If you are not participating in any lobbying activities, simply put "N/A" in the appropriate sections.

- Attachments Form
    - The Attachments Form is where the required organizational chart, indirect cost rate, certification of qualified staff and review board statement, and any other relevant documents are attached as part of the grant application.

- Indirect Cost Rate Agreement, if applicable
    - 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.

    - If your proposed budget includes indirect costs, please submit either:
        - Your organization's Indirect Cost Rate Negotiation Agreement, or
        - De minimis Indirect Cost Rate Certification. 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.

    - Proposals that fail to document their indirect costs will have those costs disallowed.

- 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 In House activities in the Project Activity Database Report.

If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:
(a) Other budget information
(b) Financial capability
(c) Evaluation of risk
(d) Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 C.F.R. § 17)

3. Unique entity identifier and System for Award Management (SAM)

Each applicant (unless exempt under 2 CFR §25.110) is required to:
(a) Be registered in SAM.gov;
(b) Provide a valid unique entity identifier in its application (currently a DUNS number);
(c) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Registration processes for SAM can be found at https://www.sam.gov

A financial assistance agreement will not be made with a non-Federal entity until the non-Federal entity has complied with all applicable unique entity identifier and SAM requirements. If a non-Federal entity has not fully complied with the requirements by the time that an agreement is ready for award, a determination may be made that the applicant is not qualified to receive a Federal award. That determination may be used as a basis for making a Federal award to another applicant.

In addition, in order to submit an application through Grants.gov an applicant must have an active SAM registration and register for submission permissions through the Grants.gov website. Utilize the following link to guide you through this process:
http://www.grants.gov/web/grants/applicants/organization-registration.html
***Please note: registration in these systems can take several weeks. Extensions due to incomplete registrations in these systems will NOT be provided. Grantees should never have to pay for access to this system. It is free.**

4. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by April 30, 2020, 11:59 pm EST. Applicants are encouraged to submit the application well before the deadline.

Application preparation time may take several weeks, so please start the application process as soon as possible. Applications received after the deadline will not be reviewed or considered for award. If it is determined that a proposal was not considered due to lateness, the applicant will be notified during the selection process.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372 "Intergovernmental Review of Federal Programs." Applicants subject to EO 12372 must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process. The names and addresses of the SPOC's are listed in the OMB's home page at: https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf

6. Funding Restrictions

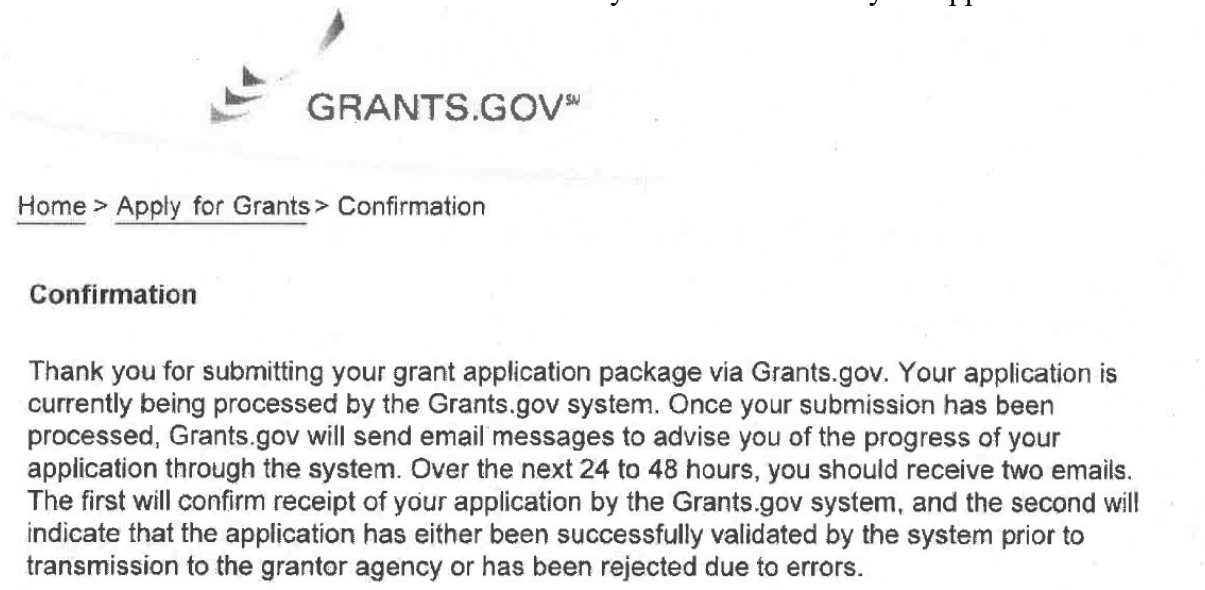
Costs incurred by the applicant prior to the start date of the period of performance of a signed Federal award are only allowable with written approval by a Financial Assistance Awarding Officer and may only be counted toward their cost share requirement.

7. Other Submission Requirements

Applications must be submitted through Grants.gov to the National Park Service by April, 30, 2020, 11:59pm EST. Applications submitted by other means or not received by the deadline will NOT be considered.

After you submit your application you should receive three emails from grants.gov.

1. The first email will be a confirmation that you have submitted your application.


GRANTS.GOV

Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

2. The second email will confirm receipt of your application by the grants.gov system.



From: DoNotReply@grants.gov [mailto:DoNotReply@grants.gov]
Sent: Wednesday, December 2, 2015 9:55 AM
To: jdoe@applicant.org
Subject: GRANT10637616 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at Dec 2, 2015 03:25:55 AM EST

Validation may take up to 2 business days. To check the status of your application please click here
http://www.grants.gov/applicants/track-my-application.html?tracking_num=GRANT10637616

Type: GRANT

Grants.gov Tracking Number: GRANT10637616

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 0000000000000

AOR name: James Doe

Application Name: ApplicationName

Opportunity Number: OPPORTUNITY-NUMBER-1

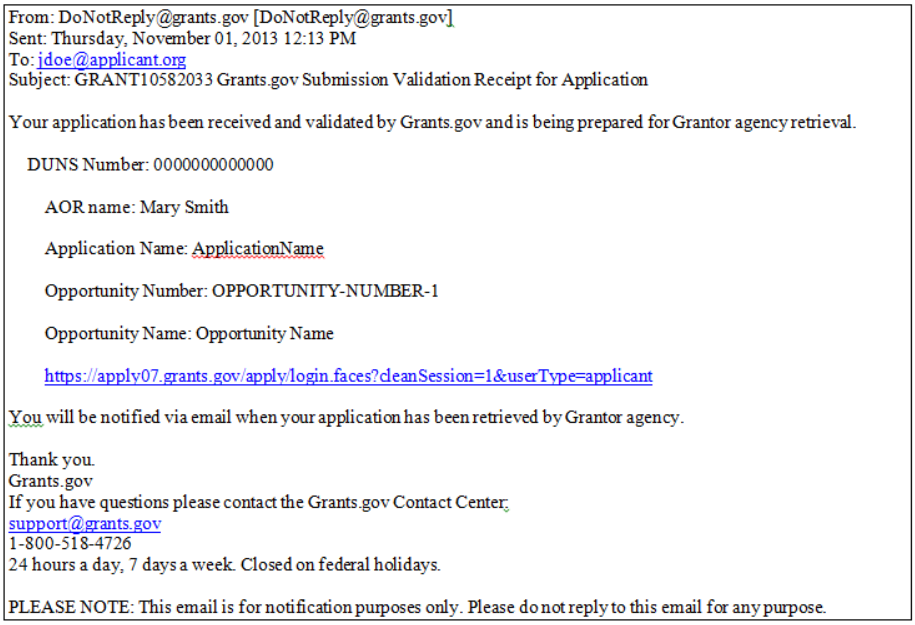
Opportunity Name: Opportunity Name

https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

3. The third will indicate that the application has either been successfully validated by the system or rejected due to errors. If your application is rejected due to errors, please contact grants.gov immediately. Your application must be validated in order for your application to be forwarded to NPS and be considered for funding.



From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Thursday, November 01, 2013 12:13 PM
To: jdoe@applicant.org
Subject: GRANT10582033 Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 0000000000000

AOR name: Mary Smith

Application Name: ApplicationName

Opportunity Number: OPPORTUNITY-NUMBER-1

Opportunity Name: Opportunity Name

https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

In the event the applicant experiences difficulties in completing their application, please contact: STLPG@nps.gov or 202-354-2020. Technical issues with Grants.gov should be resolved by

calling 1-800-518-4726 or visiting their online help desk. Document any issues with submission carefully.

START THIS PROCESS EARLY DON'T DELAY!

Section E: Application Review Information

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.

Section F: Federal Award Administration Information

1. Federal Award Notices

Once an application is approved, applicants will receive a notification of the selection of their application for funding.

2. Administrative and National Policy Requirements

a. Code of Federal Regulations (CFR)

By accepting Federal financial assistance, the non-Federal entity agrees to abide by the applicable Federal regulations in the expenditure of Federal funds and performance under this program: 2 C.F.R. Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards

b. Standard Award Terms and Conditions

Acceptance of a Federal financial assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by the Financial Assistance Awarding Officer. All financial assistance awards are subject to the terms and conditions incorporated either directly or by reference in the award document. Code of Federal Regulations/Regulatory Requirements, as applicable, are listed within Appendix B of this announcement (Contact the Financial Assistance Awarding Officer with any questions regarding the applicability of any terms and conditions).

- 2 C.F.R. Part 175 - Trafficking Victims Protection Act of 2000
- 2 C.F.R. Parts 182 & 1401 - Government-wide Requirements for a Drug-Free Workplace
- 2 C.F.R. Parts 180 & 1400 - Government-wide Debarment and Suspension (Non-procurement)
- 43 CFR. 18 - Restrictions on Lobbying

c. Order of Precedence

Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 2 C.F.R. Part 200, in its entirety; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; (e) all agreement sections, documents, exhibits, and attachments; (f) and the non-Federal entity's project proposal.

d. Modifications

The agreement may be modified by written agreement signed by both the non-Federal entity's Authorized Representative and the Financial Assistance Awarding Officer. Administrative changes (i.e. Financial Assistance Awarding Officer name change, etc.) which do not change the statement of work, agreement amount, etc., or otherwise affect the non-Federal entity may be signed unilaterally by the Financial Assistance Awarding Officer. Additionally, a unilateral modification may be utilized if it should become necessary to

impose remedies for non- compliance, suspension or termination of the agreement in accordance with 2 CFR 200, Section 200.338 – 200.342.

All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the NPS Financial Assistance Awarding Officer shall be allowed in any manner or degree to modify or otherwise effect the terms of the agreement.

e. Payments
All applicants must be registered in the System for Awards Management (SAM) prior to award under this NOFO. Instructions for registering for SAM are located at http://www.sam.gov/portal/public/SAM. All applicants must maintain an active SAM registration with current information at all times while they have an active Federal award or an application under consideration.

All applicants must also be registered with, and willing to process all payments through, the Department of the Treasury Automated Standard Application for Payments (ASAP) system. All non-Federal entities with active NPS financial assistance agreements must be enrolled in ASAP under the appropriate Agency Location Code(s) (ALC) and the Dun and Bradstreet Universal Numbering System (DUNS) Number prior to the award of funds. If a non-Federal entity has multiple DUNS numbers, they must separately enroll within ASAP for each unique DUNS Number and/or Agency. Note that if your entity is currently enrolled in the ASAP system with an agency other than NPS, you must enroll specifically with NPS in order to process payments.

f. Award Instrument Information
Projects will be funded, subject to the availability of funds, by issuance of a grant agreement.

The final award agreement will identify the amount of funding provided by NPS, any cost share to be provided by the non-Federal entity, a detailed Statement of Work (SOW) for the project, a project plan, and detailed project budget.

An agreement issued and signed by the NPS Financial Assistance Awarding Officer obligates NPS funds. Notification of a successful proposal does not constitute authority to incur costs.

g. Funding Restrictions
All funding is contingent upon the availability and appropriation of funds by the United States Congress.

h. Cost Principles:
Costs must be allowable in accordance with the applicable Federal cost principles referenced in 2 CFR Part 200, Subpart E – Cost Principles.

i. Pre-award Costs:
Must comply with 2 CFR Part 200.458 and requires written approval from the Financial Assistance Awarding Officer.

3. Reporting

a. Financial Status Reports:

A report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the non-Federal entity's organization. The financial information will be reported by completing and submitting the Federal Financial Report (FFR), SF425. At a minimum, financial reports will be required annually and shall be submitted within 90 calendar days after the end of the annual reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final FFR shall be submitted no more than 90 calendar days after the end date of the agreement.

The FFR can be downloaded at:
https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html

The NPS Financial Assistance Awarding Officer will review the report for patterns of cash expenditures and assess whether performance or financial management problems exist. Before submitting the FFR to the NPS Financial Assistance Awarding Officer, non-Federal entities must ensure that the information submitted is accurate, complete, and consistent with the non-Federal entity's accounting system. The non-Federal Entity Authorized Certifying Official's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in the agreement documents, and represents a claim to the Federal Government. Filing a false claim may result in the imposition of civil or criminal penalties.

b. Performance Reports:

A report of performance is required as documentation of performance towards the accomplishments of the Federal award and detailing project activity and participant profile information. At a minimum, performance reports will be required annually and shall be submitted within 30 calendar days after the end of the reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final performance report shall be submitted no more than 90 calendar days after the end date of the agreement.

In accordance with 2 C.F.R. 200 § 200.328, the performance reports shall contain brief information on:

> (1) A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) may be required if that information will be useful. Where performance trend data and analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement;

(2) The reasons why established goals were not met, if appropriate; and
(3) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Before submitting the performance report to the NPS Financial Assistance Awarding Officer, non-Federal entities must ensure that the information submitted is accurate, complete, and consistent with the non-Federal entity's financial report. Filing false information may result in the imposition of civil or criminal penalties.

c. Non-Compliance:
Failure to comply with the reporting requirements contained in an agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards. The specific information regarding type, frequency and means of submission of post-Federal award reporting requirements will be contained in the award document.

4. 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 C.F.R. 200.

Section G: Federal Awarding Agency Contacts

Agency Contact Information:

Name:	Megan Brown, Chief, State, Tribal, Local, Plans & Grants Division
Address:	National Park Service, 1849 C Street, NW, MS 7360, Washington, DC 20240
Phone:	202-354-2020
E-mail:	STLPG@nps.gov

Questions and Requests pertaining to this Notice of Funding Opportunity shall be submitted to:

Name:	State, Tribal, Local, Plans & Grants Staff
Address:	National Park Service, 1849 C Street, NW, MS 7360, Washington, DC 20240
Phone:	202-354-2020
E-mail:	STLPG@nps.gov

Questions relating to the grants.gov registration process, system requirements, how an application form works, or the submittal process must be directed to grants.gov at 1-800-518-4726 or support@grants.gov. Please only contact the grants.gov help desk for questions related to grants.gov.

Section H: Other Information:

1. Program Information

a. Historic Preservation Fund Grant Awards to State Historic Preservation Offices is an annual, formula grant program.
b. General program information is available at the State, Tribal, Local, Plans & Grants Division website at www.nps.gov/stlpg

2. Proprietary and Personally Identifiable Information

a. Notice of Potential Disclosure under Freedom of Information Act
Applicants should be advised that identifying information regarding all applicants, including applicant names and/or points of contact, may be subject to public disclosure under the Freedom of Information Act, whether or not such applicants are selected for negotiation of award. Applicants must identify any proprietary information within their applications.

b. Personally Identifiable Information
In responding to this Notice of Funding Opportunity, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

Public PII:
PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.

Protected PII:
PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

3. Routine Notices to Applicants

a. Modification or Changes to the Notice of Funding Opportunity
Notices of any modifications to this Notice of Funding Opportunity will be posted on Grants.gov. You can receive an email when a modification or an announcement message is

posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

b. Government Right to Reject or Negotiate
NPS reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

c. Evaluation and Administration by Non-Federal Personnel
In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

d. Notice of Right to Conduct a Review of Financial Capability
NPS reserves the right to conduct an independent third party review of financial capability for applicants that are selected for negotiation of award (including personal credit information of principal(s) of a small business if there is insufficient information to determine financial capability of the organization).

Appendix A – Forms Instructions

Many of the application forms are included as interactive forms on the Grants.gov application website. Your Indirect Cost Rate Agreement, SF-LLL, and any other documents that are not the SF-424 series need to be uploaded through the "Attachments Form" which can be found in the Application Package.

SF-424 (Application for Financial Assistance)
You will find instructions on how to fill out the SF-424 on Grants.gov. You must provide your ZIP Code + 4 and your DUNS Number must exactly match your SAM.gov registration

SF-424A (Non-Construction Budget)
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.

SF-424B (Non-Construction Assurances)
This form is automatically signed on grants.gov upon download and marked as "Read Only". Please do not re-upload it on your attachments form.

SF-424C (Budget for Construction Programs)
The construction budget shall include detailed information on all cost categories and must clearly identify all project costs. Costs must be eligible as described in this Notice and the Historic Preservation Fund Grants Manual.

SF-424D (Assurances for Construction Programs)
This form is automatically signed on grants.gov upon download and marked as "Read Only". Please do not re-upload it on your attachments form.

Standard Form LLL (Disclosure of Lobbying Activities)
In accordance with 43 C.F.R. § 18 and 31 U.S.C. § 1352 this form must be completed and signed if the amount of the Federal award is anticipated to exceed $100,000.00. **If lobbying activities do not apply, enter "NA" as needed. If a name is entered that individual must be registered as a lobbyist.** No portion of your award may be used for lobbying. The Standard Form LLL must be completed off-line and attached to the "attachments" form.

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.

If you need assistance in completing the attachment forms, please contact NPS at: 202-354-2020 STLPG@nps.gov. If you are having problems with Grants.gov or their SF-424 document series, please contact them directly at 1-800-518-4726.