

**U.S. Department of the Interior  
National Park Service**

**Financial Assistance  
Notice of Funding Opportunity (NOFO)**



|                                       |                                                                            |
|---------------------------------------|----------------------------------------------------------------------------|
| Program Title                         | Emergency Supplemental Historic Preservation Fund: Florence, Yutu, Michael |
| Notice of Funding Opportunity Number: | P19AS00490                                                                 |
| Announcement Type                     | Initial                                                                    |
| CFDA Number:                          | 15.957                                                                     |

|                       |                  |                                  |
|-----------------------|------------------|----------------------------------|
| Issue Date:           | August 9, 2019   |                                  |
| Application Due Date: | October 15, 2019 | 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:** Emergency Supplemental Historic Preservation Fund: Florence, Yutu, Michael

**Funding Opportunity Number:** P19AS00490

**Catalog of Federal Domestic Assistance (CFDA) Number:** 15.957

### **Legislative Authority:**

- 54 USC 301 et seq. (National Historic Preservation Act)
- Consolidated Appropriations Act of 2019, enacted as Public Law 116-20

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

### **Program Background Information and Objectives:**

As warranted, Congress will make appropriations from the Historic Preservation Fund (HPF) for historic preservation projects providing relief to areas that have received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5121 et seq.).

FY2019 Public Law 116-20 appropriated \$50 million from the HPF to assist with damages from hurricanes Florence and Michael and typhoon Yutu which occurred in 2018.

### **Department of the Interior Priorities:**

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

- Striking a regulatory balance: Reduce the administrative and regulatory burden imposed on U.S. industry and the public;
- 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
- Modernizing our Infrastructure: Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs.

## **Section B: Federal Award Information**

### **Anticipated Federal Funding:**

NPS anticipates \$47.8 million in available funding for this fiscal year. Appropriations from multiple fiscal years may be combined dependent on receipt of sufficient applications and timing of appropriations.

### **Non-Federal Entity Cost Share:**

Non-Federal cost share is not required for this agreement but will be considered as a competitive factor.

### **Estimated Number of Agreements to be Awarded:**

NPS anticipates 8 to 10 grants will be awarded based on competitive criteria. Each grantee may then subgrant a portion of the funds to eligible recipients.

The actual number of prime awards will depend on the number of meritorious applications and the availability of appropriated funds.

### **Estimated Amount of Funding Available Per Award:**

The award size will depend on the number of meritorious applications and the availability of appropriated funds. NPS anticipates the average dollar amount of awards made under this announcement to be between \$1,000,000 and \$20,000,000. The actual amount any SHPO or THPO applies for should be representative of actual need, whether more or less than the planning figure provided. The purpose of the application is to justify that need.

To guide applicants, the National Park Service has prepared planning figures based on population, geographic land holdings, and the number of FEMA requests for assistance in the affected States. Any Tribal Historic Preservation Office (THPO) included under the disaster declarations is also eligible to apply for funding based on need. This means that planning numbers may decrease for SHPOs, depending on THPO applications.

The planning figures below have been developed as a guide for SHPOs. These numbers can and likely will differ from final awarded figures, especially if affected THPOs apply.

| <b>Affected Areas by Disaster</b> | <b>Planning Amount</b> | <b>FEMA Disaster Declaration</b> |
|-----------------------------------|------------------------|----------------------------------|
| <b>Yutu</b>                       |                        |                                  |
| Northern Mariana Islands (Yutu)   | \$5,317,978            | DR-4044                          |
| <b>Florence</b>                   |                        |                                  |
| North Carolina (Florence)         | \$12,350,354           | DR-4393                          |
| South Carolina (Florence)         | \$5,454,215            | DR-4394                          |
| Virginia (Florence)               | \$2,617,838            | DR-4401                          |
| <b>Michael</b>                    |                        |                                  |
| Alabama (Michael)                 | \$1,846,936            | DR-4406                          |
| Florida (Michael)                 | \$10,194,174           | DR-4399                          |
| Georgia (Michael)                 | \$5,031,274            | DR-4400                          |
| North Carolina (Michael)          | \$2,571,981            | DR-4412                          |
| Virginia (Michael)                | \$2,415,250            | DR-4411                          |
| <b>Total</b>                      | <b>\$47,800,000</b>    |                                  |

#### **Anticipated Start Date:**

Projects receiving funding through this Notice of Funding Opportunity will start once funding has been secured and awards have been made. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer (FAAO). Do not anticipate a start date sooner than December, 2019.

#### **Anticipated Term of the Agreement:**

Agreement terms for funded projects are generally four years, depending on the negotiated project statement of work, thus December 1, 2019 to September 30, 2023. The NPS will assess the progress and recapture and reapportion funding as necessary on **June 30, 2021**. This reapportionment will be determined by: (1) availability of recaptured funds; (2) progress towards meeting the objectives of the approved application; (3) submission of required reports; and (4) compliance with the terms and conditions of the award.

**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:**

Applications for renewal or supplementation of existing projects are not eligible unless requested by the NPS for reapportionment of recaptured funding.

1. Projects funded under this program constitute “undertakings” as defined by Section 106 of the National Historic Preservation Act, as amended (54 U.S.C. 306108). Accordingly, after the grant is awarded, the National Park Service will work with the grantee to complete the consultation process prior to receiving funds from their grant account. Depending on the project, additional federal reviews may be required under other laws such as, the Archaeological Resources Protection Act of 1979 (ARPA), the National Environmental Policy Act (NEPA), and Native American Graves Protection and Repatriation Act (NAGPRA). A programmatic agreement for Section 106 review will be discussed with the Advisory Council for Historic Preservation and executed between NPS and all applicable grantees.
2. Any historic property receiving 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.
3. For archaeological surveys, plans must be provided for curating any artifacts recovered incidentally, including any strategies for outreach and the sharing of survey reports, research, results, etc. These will also require NEPA and NPS review prior to surveying.
4. Administration 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.
5. Any historic property receiving assistance not listed in the National Register or Tribal Register will be required to prepare and submit a nomination to the NPS prior to the end of the grant project.
6. Based on an assessment of applicants’ risk, NPS may require additional monitoring, training or reporting.
7. By **June 30, 2020**, grantees must have defined administrative costs, selected internal projects, and obligated subgrants. Project funds (including subgrants) that are not obligated on **June 30, 2021**, may be recaptured by the NPS and reallocated to other eligible projects.
8. NPS will allow preaward costs to the earliest date of the disaster period as determined by the disaster declaration by FEMA. For applicants’ convenience, these dates are summarized below.

| <b>Disaster and Location</b> | <b>FEMA Disaster Declaration</b> | <b>Disaster Period</b>  |
|------------------------------|----------------------------------|-------------------------|
| <b>Yutu</b>                  |                                  |                         |
| Northern Mariana Islands     | DR-4044                          | 10/24/2018 - 10/26/2018 |
| <b>Florence</b>              |                                  |                         |
| North Carolina               | DR-4393                          | 09/07/2018 - 09/29/2018 |
| South Carolina               | DR-4394                          | 09/08/2018 - 10/08/2018 |
| Virginia                     | DR-4401                          | 09/08/2018 - 09/21/2018 |
| <b>Michael</b>               |                                  |                         |
| Alabama                      | DR-4406                          | 10/10/2018 - 10/13/2018 |
| Florida                      | DR-4399                          | 10/07/2018 - 10/19/2018 |
| Georgia                      | DR-4400                          | 10/09/2018 - 10/23/2018 |
| North Carolina               | DR-4412                          | 10/10/2018 - 10/12/2018 |
| Virginia                     | DR-4411                          | 10/09/2018 - 10/16/2018 |

### **Section C: Eligibility Information**

**Announcement Closing Date:** October 15, 2019, 11:59pm, Eastern Standard Time (EST)

An applicant's failure to meet all 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 the State and Tribal Historic Preservation Offices with jurisdiction over disaster affected areas in:

- Alabama
- Florida
- Georgia
- North Carolina
- Northern Mariana Islands
- South Carolina
- Virginia

#### **2. Cost Sharing or Matching**

Non-Federal cost sharing is not required to be eligible for an award under this NOFO but will be considered as a competitive factor.

#### **3. Eligible costs**

Eligible costs under this award are as described in this Notice, 2 CFR 200, and the Historic Preservation Fund Grants Manual (HPF Manual), including:

- Projects under the eligible program areas as defined by the National Historic Preservation Act include: Administration, Development, National Register, Planning, Survey and Inventory, Review and Compliance;

- Administration costs necessary to complete and administer the program.
- Necessary compliance activities required by 54 USC 306108 (commonly known as Section 106) of the National Historic Preservation Act related to the consequences of the disaster declaration;
- Recovery and repair of historic resources in areas that received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.);
  - Eligible properties include historic districts, buildings, sites, structures and objects listed or determined eligible for listing in the National Register of Historic Places by the State Historic Preservation Officer or Tribal Register by the Tribal Historic Preservation Officer,
  - Properties determined eligible and not listed that receive funding must complete and submit a nomination as part of the project,
  - All work must meet the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, and
  - All projects receiving repair assistance must enter into a preservation agreement/covenant/easement;
- Survey and Inventory of historic resources to determine eligibility, degree of damage, and provide preparedness for future disasters; and
- Projects must substantially mitigate the threat and include steps to mitigate future damage.

#### **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 performed prior to announcement of award, except for work associated with storm damage that occurred after the FEMA-declared disaster period
- 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 over 25% of project 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 Sections 106 (54 U.S.C. § 306108) and 110f (54 U.S.C. § 306107) of the National Historic Preservation Act in coordination with the appropriate State Historic Preservation Office;
- Review and approval for compliance with the National Environmental Protection Act (NEPA); and
- Any other reviews as determined by the NPS based on program needs or financial/programmatic risk factors (i.e. Draft National Register nomination if required, Architectural plans at 50%, 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 publically 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; and
- 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; and

- 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; and
- f. Periodic review of the easement/covenant program;

Additional requirements as determined for the grantee based on risk or program requirements.

## **Section D: Application and Submission Information**

### **1. Application Package**

All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS without permission but with appropriate credit given for any such use. Additional materials not specifically requested by NPS, and materials sent separately from the application, will be discarded.

The Application Package contains several mandatory forms, which must be submitted with your proposal through opportunity number P19AS00490 on grants.gov.

### **Documents 1 through 7 will be available within the “Manage Workspace” Page**

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

### **Documents 8 through 11 can be found on the “Related Documents” tab within the Grants.gov opportunity.**

8. Project Description Worksheet
9. Budget Justification Worksheet
  - Must contain:
    - The following financial questions must be answered:

- Do you have policies and procedures in place that meet the financial management standards in 2 CFR 200.302? NPS may ask for copies of policies if selected for funding.
- Do you have a single audit and was it submitted to the Federal Audit Clearinghouse? If no, do you have another type of audit or other annual financial statement?
- Can you certify that there will be no overlap of Federal Funding?

10. Project Images Worksheet

11. Indirect Cost Rate Agreement or De Minimis Indirect Cost Rate Certification (Submit if applicable, see below)

## **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, four zeroes (0000) is not acceptable. Your DUNS and Bradstreet Number (DUNS) must exactly match the DUNS Number under your SAM.gov record.
- Standard Form 424A and 424C – Budget Information
  - The project budget shall 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. 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 SF424A and SF424C.
  - **NOTE:** No more than 25% of the entire budget (Federal plus match) may be applied towards administrative costs (defined below), plus indirect costs. This is a statutory requirement.
  - 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
  - This form is in Workspace and is where each applicant will attach the necessary documents listed above such as the required project description, budget justification, project images, and any other relevant documents. The attachments form is downloaded from the “Manage Workspace” page. You will then add up to the allowed 15 attachments and re-upload to your Workspace.
  - All files attached to the attachments form should be in either .pdf or .doc format. No other formats will be reviewed.
- Project Description Worksheet
  - Project descriptions must address each of the evaluation criteria separately and applications will be reviewed with the rubric as a guide as part of the merit evaluation process.
  - NPS will evaluate and consider only those applications that separately address each of the four criteria listed in Section E.
  - A suggested Project Description Worksheet format is included under the “Related Documents” tab on grants.gov which includes all character limits.
- Budget Justification Worksheet
  - All costs listed in the SF-424A and SF-424C must correspond to the activities in the Project Description and must be outlined in the Budget Justification Worksheet. However, do not include your cost breakdown as part of the narrative Project Description.
  - Costs must be broken out into Federal and matching funds by cost center such as personnel, fringe benefits, travel, administrative costs, etc.
  - If matching share is included in your budget, please list the sources of non-Federal match as well as if the match is secured or unsecured.
  - The following questions must be answered in your budget justification:

- Do you have policies and procedures in place that meet the financial management standards in 2 CFR 200.302? NPS may ask for copies of policies if selected for funding.
  - Do you have a single audit and was it submitted to the Federal Audit Clearinghouse? If no, do you have another type of audit or other annual financial statement?
  - Can you certify that there is no overlap in Federal Funding?
    - a) All applicants must provide a statement to identify whether or not any overlap exists between the proposed project and any other active or anticipated project(s) in terms of activities, costs, or time commitment of key personnel, including any application that was submitted for funding consideration to any other potential funding source (Federal or non-Federal).
    - b) The statement and the description of overlap or duplication should be provided as a separate attachment to the application.
    - c) If no overlap or duplication exists, a sample statement to satisfy this requirement might be: “[Insert Applicant Name] affirms that no overlap or duplication exists between the proposed project in this application and any other active or anticipated project in terms of activities, costs, or time commitment of key personnel, including any application that was submitted for funding consideration to any other potential funding source (Federal or non-Federal).”
    - d) If any overlap or duplication does exist, applicants must provide a description of the overlap including when the overlapping or duplicative proposal(s) were submitted, to whom (entity and program), and when funding decisions are expected to be announced.
- If at any time a proposal is awarded funds that would be overlapping or duplicative of the funding requested from NPS, the applicant must immediately notify the NPS point of contact. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount.

- **Please note:** Maximum hourly wages charged to this grant for personnel and consultants may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10. Current salary tables for your location can be found on the Office of Personnel Management website: <https://www.opm.gov>.

- Project Images Worksheet

- Provide photos of the potential affected context/sites/districts,
- Photos should show current conditions and immediate threat,
- May also be elevations, plans, or other images,

- Color or black and white photos are both accepted, and
- Photographs should clearly describe the community and the historic site involved in the project.
- 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% DeMinimis rate because of no prior negotiated indirect cost rate a DeMinimis 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
    - DeMinimis Indirect Cost Rate Certification.
    - If selecting use of 10% DeMinimis rate because of no prior negotiated indirect cost rate, a DeMinimis 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 combined 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.

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>. **There is no charge for this service** if done through this website. There are some sites that will charge and should be avoided.

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](https://www.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.**

#### **4. Submission Dates and Times**

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by October 15, 2019, 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 October 15, 2019, 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.



## 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](mailto: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](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](mailto: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](mailto: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](mailto: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](mailto: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**

### **1. Criteria**

NPS will evaluate and consider only those applications that separately address each of the merit review criteria. Each applicant is required to provide a detailed project description, in accordance with section D.2., of the following criteria elements.

| <b>Criterion 1</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25 Points</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Need               | <p>Describe how historic cultural resources have been damaged by one of the named storms and then needs that are associated with recovery. Include how documentation of damage will be gathered to establish in-house or subgrant project eligibility.</p> <p>If your proposal includes funding for temporary or contractual staff, explain and justify the need for additional staff, the scope of work to be performed, and the relationship between this work and storm-related damage.</p> <p>Note: if your proposal includes plans to undertake sub-grant projects or to manage preservation grants in-house, projects must be closely monitored to ensure other assistance from other Federal, state, local, or private sources (including insurance claims) is not funding the same work.</p> |

| <b>Criterion 2</b> |                                                                                                                                                                                                                                                                        |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25 Points</b>   |                                                                                                                                                                                                                                                                        |
| Threat             | <p>Describe how historic cultural resources are threatened or endangered as a result of the named storms. Your response must document the urgent preservation and/or conservation need. Priority will be given to physically damaged properties in need of repair.</p> |

| <b>Criterion 3</b>       |                                                                                                                                                                                                                                                                      |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25 Points</b>         |                                                                                                                                                                                                                                                                      |
| Mitigation of the Threat | <p>Describe how funded projects undertaken, either in-house or as subgrants, will substantially mitigate the threats identified in criterion 2 and how grant funding will be used to mitigate future damage.</p> <p>Describe anticipated activities and results.</p> |

| Criterion 4                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 Points                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Department of the Interior Priorities | <p>Please discuss how the subgrant program will support at least <b>two</b> of the following Department of the Interior (DOI) priorities:</p> <ul style="list-style-type: none"> <li>• Striking a regulatory balance: Reduce the administrative and regulatory burden imposed on U.S. industry and the public;</li> <li>• 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</li> <li>• Modernizing our Infrastructure: Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs. • 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.</li> </ul> |

## 2. Review and Selection Process

Qualified NPS personnel, and in some cases independent federal reviewers, will review all proposals. All proposals for funding will be considered using the criteria outlined above. A summary of reviewer comments may be provided to the applicant if requested.

### a. Initial Review

Prior to conducting the comprehensive merit review, 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 will be considered non-responsive and eliminated from further review.

### b. Comprehensive Merit Review

All applications that satisfactorily passes the initial review will be eligible for the Comprehensive Merit Review. Each criteria element will be scored on a 0-25 point scale with the following **suggested** range:

| Description |             |             |             |                |
|-------------|-------------|-------------|-------------|----------------|
| Criterion 1 | Criterion 2 | Criterion 3 | Criterion 4 |                |
| 25          | 25          | 25          | 25          | Superior       |
| 20          | 20          | 20          | 20          | Good           |
| 14          | 14          | 14          | 14          | Satisfactory   |
| 10          | 10          | 10          | 10          | Marginal       |
| 6           | 6           | 6           | 6           | Poor           |
| 0           | 0           | 0           | 0           | Not Acceptable |

The scoring of each criterion must be based on the strengths and weaknesses of the application materials. To assist in assigning an appropriate score, the following will be used as guidance:

| Rating         | Descriptive Statement                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Superior       | Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.                                        |
| Good           | Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.                                |
| Satisfactory   | Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains weaknesses and/or a number of minor weaknesses.             |
| Marginal       | Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses. |
| Poor           | The likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.                                                            |
| Not Acceptable | Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.                                                 |

### **c. Selection**

The Selection Official may consider the merit review recommendation, program policy factors, and the amount of funds available to select applications for funding. All proposals for funding will be considered using the criteria outlined above.

### **d. Discussions and Award**

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 applicant 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.

### **3. Evaluation of Applicant Risk**

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 an applicant 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**

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. NPS anticipates funding notifications to the applicants selected for award by December 2019. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a grant agreement will be sent for signature.

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

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

### **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 Data Universal Number 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 quarterly 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](mailto:support@grants.gov). Please only contact the grants.gov help desk for questions related to grants.gov.

## **Section H: Other Information:**

### **1. Program Information**

As warranted, Congress will make appropriations from the Historic Preservation Fund (HPF) for historic preservation projects providing relief to damages in areas that have received a major disaster declaration pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5121 et seq.). FY2019 Public Law 116-20 appropriated \$50 million from the HPF to assist with damages from hurricanes Florence and Michael and typhoon Yutu which occurred in 2018.

General program information is available at the State, Tribal, Local, Plans & Grants Division website at [www.nps.gov/disaster](http://www.nps.gov/disaster).

### **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 – Budget Justification Worksheet Instructions

The budget justification worksheet is where the applicant breaks down their total project cost into Federal or matching share within nine budget categories. Additional breakdown is required between administrative and project related costs. All costs must be eligible, reasonable, and directly relevant to the project, including costs covered by matching share. All costs must be justified in the project description. Please make sure to confirm matching requirements for the grant program for which you are applying. If your project does not include costs for a particular category, please simply leave it blank or enter “N/A” into the first box.

## Section One: Personnel

The first section on the budget justification worksheet lists the staff that you will have involved managing the project. Please include the title of each person, and their name if applicable, the percent of time they will spend on the grant project each year, the number of years they will work on the project, and their annual salary. Then break out their costs between Federal and matching share.

For example: Project Manager, Jane Smith will work on the project for 10% of her time for two years at an annual salary of \$100,000. To get the amount to be split between Federal and matching funds, you would divide Jane's salary by the percent of time spent on the project, in this case \$10,000 per year for a total of \$20,000 for two years.

**1. Personnel.** Provide the names and titles of principal project personnel. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.

| Name/Title of Personnel | % of Time | Annual Salary | # of Years | Federal Grant Funds | Match/Cost Share | Total        |
|-------------------------|-----------|---------------|------------|---------------------|------------------|--------------|
| Jane Smith              | 10        | 100,000       | 2          | \$ 10,000.00        | \$ 10,000.00     | \$ 20,000.00 |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
|                         |           |               |            |                     |                  | \$ 0.00      |
| SUBTOTAL                |           |               |            | \$ 10,000.00        | \$ 10,000.00     | \$ 20,000.00 |

## Section Two: Fringe Benefits

For the second section, you are documenting any personnel that have fringe benefits charged to the project. Please note, charged salary is how much you are charging towards the grant. Continuing the example from above, Jane's charged salary would be \$20,000 over the two years she will work on the project. With a fringe benefits rate of 25%, the total for Jane would be \$4,000.

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

| Name/Title of Personnel | % Rate | Charged Salary | # of Years | Federal Grant Funds | Match/Cost Share | Total       |
|-------------------------|--------|----------------|------------|---------------------|------------------|-------------|
| Jane Smith              | 25     | 20,000         | 2          | \$ 2,000.00         | \$ 2,000.00      | \$ 4,000.00 |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
|                         |        |                |            |                     |                  | \$ 0.00     |
| SUBTOTAL                |        |                |            | \$ 2,000.00         | \$ 2,000.00      | \$ 4,000.00 |

### **Section Three: Consultant Fees**

The third section lists any consultants you expect to hire to assist with your project. Examples include historic preservation consultants, architects, engineers, conservators, etc. You need to either provide a flat rate for each consultant OR a daily rate and the number of days they will work on the project. You should not provide both. Remember that all consultants must be chosen through a competitive procurement process.

### **Section Four: Travel and Per Diem**

The fourth section covers necessary travel, though many grants will not need travel. If your application includes travel, please make sure you have discussed this in detail in your project description including where you are going, why, and how this supports the project. The budget section asks you to input some simple information first: where you are traveling to/from, how many people will be going on each trip, the number of days of the trip. If you are travelling overnight, please include a daily sum for lodging plus per diem. These rates cannot exceed federal rates, which can be found at [www.gsa.gov](http://www.gsa.gov). Also, include the transportation costs per person, i.e. plane ticket cost, train, rental car cost, broken out per person, etc. Travel must be directly tied to the grant assisted project.

It should be easy for reviewers to see that there are 2 people going for 2 days with daily lodging at \$100 and transport at \$100. That would mean \$200 total for transport (\$100 x 2 people) and \$400 for lodging and per diem (\$100 x 2 days x 2 people) for a total of \$600.

**4. Travel and Per Diem.** Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs. Lodging and per diem must be based on government rates which can be found at <http://www.gsa.gov>.

| From/To               | No. of People | No. of Days | Daily Lodging & Per Diem | Transportation Costs Per Person | Federal Grant Funds | Match/Cost Share | Total     |
|-----------------------|---------------|-------------|--------------------------|---------------------------------|---------------------|------------------|-----------|
| Atlanta to Birmingham | 2             | 2           | 100                      | 100                             | \$ 600.00           |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
|                       |               |             |                          |                                 |                     |                  |           |
| SUBTOTAL              |               |             |                          |                                 | \$ 600.00           | \$ 0.00          | \$ 600.00 |

### **Section Five: Supplies and Materials & Section Six: Equipment**

For sections five and six, please pay close attention to the definitions provided for what is a supply/material and what is equipment. Construction materials should NOT go in these sections, they belong in section seven.

Section five is supplies, which are defined as any items costing less than \$5,000 or with an estimated useful life of less than one year. If any supplies cost more than \$5,000 they are automatically equipment.

Section six is equipment. All equipment requires written NPS approval prior to purchase. Equipment is anything costing over \$5,000 with an estimated useful life of more than one year.

### **Section Seven: Construction/Conservation Materials and Labor**

Section seven is for any costs related to physical construction or conservation. Costs can be broken into large categories such as “repair roof” and “underpin foundation”. The costs should not be a lump sum “construction” line item. Contingency is not allowed as a separate line item.

### **Section Eight: Administrative Costs**

Section eight is for costs related to the management of the grant. All grant programs funded through the Historic Preservation Fund have a maximum 25% of total project cost (Federal plus match) that can go towards both administrative and indirect costs combined.

Administrative costs can be defined as: 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).

This section also provides a line for your indirect costs if you are charging indirect costs to the grant. Please make sure you are submitting an approved indirect cost rate agreement or a De Minimis cost rate worksheet if charging.

### **Section Nine: Other Costs**

Section nine is for any other costs either not captured in the sections above or as overflow from above sections. If overflow, please ensure you mark which category the cost belongs with. Please pay attention to the directions in the worksheet. “Miscellaneous” and “Contingency fees” are NOT allowable budget items. All costs must be broken out into acceptable categories and costs.

### **Match**

After all of the budget categories, the worksheet asks for sources of non-Federal match. Non-Federal match is not required for all grant programs, but please pay attention to make sure you are providing match when needed. For all programs where match is not required, it can be considered a competitive factor. Any match that is secured, or in hand, should go in the “secured

match” section. Any match you are still in the process of raising goes under “unsecured match.” There is also a notes box for any comments you have regarding your matching share.

### **Organization Questions**

For all non-Federal applicants, we ask that you input your most recently completed fiscal year along with your non-Federal budget for that year. After the worksheet’s automated budget summary there are a few more questions. First is asking about your organization’s financial management standards. Second asks if your organization has a single audit, and if not, then is there any other audit or financial statement. Third asks for certification that there is no overlap in Federal Funding. Finally, we ask all applicants to list any/all Historic Preservation Fund (HPF) grants received in the last 5 years.

If you need assistance in completing the project description or budget justification worksheet, please contact NPS at: 202-354-2020 [STLPG@nps.gov](mailto:STLPG@nps.gov).

If you are having problems with Grants.gov or with the SF-424 series, please contact them directly at 800-518-4726.