National Park Service

CRFA-PGC - Cultural Resources Financial Assistance

2022
P22AS00049

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A. Program Description

A1. Authority

Legislative Authority:

- 54 USC 301 et seq. (National Historic Preservation Act)
- 54 USC 3089 (Save America's Treasures Program)
- Further Consolidated Appropriations Act of 2021, enacted as Public Law 116-260

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

Catalog of Federal Domestic Assistance (CFDA) Number
15.929

A2. Background, Purpose and Program Requirements

Program Background Information and Objectives:
Save America's Treasures grants from the Historic Preservation Fund provide preservation and/or conservation assistance to nationally significant historic properties and collections. Grants are awarded through a competitive process and require a dollar-for-dollar, non-Federal match, which can be cash or documented in-kind. The grant program is administered by the National Park Service (NPS) in partnership with the National Endowment for the Arts (NEA), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS).

FY2021 Public Law 116-260 provides $25 million for the SAT Grant Program

***Individual projects are only eligible for one SAT grant. Individual properties or collections that received a SAT grant in the past are not eligible for additional funding. A list of past, funded projects can be found at: go.nps.gov/satmap**

B. Federal Award Information

B1. Total Funding

Estimated Total Funding
$25,000,000

B2. Expected Award Amount

Maximum Award
$500,000

Minimum Award
$25,000
Collections projects must range from $25,000 to $500,000 in federal share. A minimum of 50% match (1:1) is required.

B3. Anticipated Award Funding and Dates

Anticipated Award Date
June 30, 2022
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 6 months following the application deadline**.

B4. Number of Awards

Expected Number of Awards
55
Based on prior years, the NPS anticipates funding between 30 and 70 projects from FY2021 funding.

B5. Type of Award

Funding Instrument Type
G - Grant

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.

C. Eligibility Information

C1. Eligible Applicants

Eligible Applicants
00 – State governments
01 – County governments
02 – City or township governments
04 – Special district governments
07 – Native American tribal governments (Federally recognized)
12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
13 – Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
05 – Independent school districts
06 – Public and State controlled institutions of higher education
11 – Native American tribal organizations (other than Federally recognized tribal governments)

Additional Information on Eligibility

- Federal agencies funded by the Department of the Interior and Related Agencies Appropriations Act, with the exception of the National Park Service (NPS).
    - Grants will not be available for work on sites or collections owned by the NPS.
    - Other federal agencies collaborating with a nonprofit partner to preserve the historic properties or collections owned by the federal agency may submit applications through the nonprofit partner.
- Federally-recognized Indian Tribes, Alaska Natives, and Native Hawaiian Organizations, as defined by 54 USC § 300300
- Grants are not available for sites or collections owned by the NPS.

C2. Cost Sharing or Matching

Cost Sharing / Matching Requirement
Yes

The recipient must provide a dollar-for-dollar cost match, which is a minimum of 50% 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. Matching share should be expended at the same rate as the Federal share. Matching share does not need to be in place at time of application, but a sound plan for raising it should be presented. Ability to secure match will be considered as a competitive factor.

C3. Other

Program Requirements

- Applications for renewal or supplementation of existing projects are not eligible. Each application must be for a separate phase if it is a part of a multi-phase project, and significant progress must be demonstrated on prior phases to warrant additional funding.
- 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).
- If your project is doing work to a collection and the owner is different than the applicant, then the applicant must include written permission from the owner to complete the project with the application. If this is anticipated as part of the project, indicate the plan for obtaining this owner consent as part of the project. The Letter of Owner Consent must be submitted with the application, signed no earlier than 60 days before the application due date, and pertain to and be included with this particular application. You cannot re-use previous letters of owner consent.
- Administration costs plus indirect costs necessary to complete and administer the program cannot exceed 25% of total cost (Federal and matching share combined). This limitation for the Historic Preservation Fund is by statute, 54 U.S.C. 302902.

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).
For this program they also include:

- Administrative costs necessary to complete and administer the grant requirements;
- Conservation of collections;
- Projects must substantially mitigate the threat and include steps to mitigate future damage;
- Cost for any required audits or financial requests;
- Cost for the production of a project sign;
- Costs for public notice of grant opportunity;
- Costs associated with required training or reporting; and

- Any other costs as determined eligible by the NPS in accordance with the OMB circulars, NPS policies, and the Historic Preservation Fund Grants Manual.
- Ships/vessels and railroad cars/trams/cable cars **must** be submitted under the collections grant opportunity application. Ships/vessels must comply with the *Secretary of the Interior's Standards for Historic Vessel Preservation Projects.*

What Is Not Funded

- Construction of new buildings
- Acquisition of collections or historic sites
- 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
- Work on sites 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 project budget
- Miscellaneous costs, contingencies, reserves, and overhead

NPS Oversight

The NPS or IMLS 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 Policy Act (NEPA)
- 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, etc.)

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

Properties or collections owned by the NPS are not eligible for funding.

D. Application and Submission Information

D1. Address to Request Application Package

All application information and documentation can be found on grants.gov under opportunity number P22AS00049 for collections projects. For preservation projects, see opportunity number P22AS00048.

A full application consists of:

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

***Please note: ALL applicants must fill out the SF-424A and SF-424B, they are mandatory for all grant applications.**

4. SF-LLL Disclosure of Lobbying Activities, if anticipated award is over $100,000 (If your organization does not participate in any lobbying, simply put "N/A" in the appropriate sections.)
5. Attachments Form

Documents 6 through 8 can be found on the "Related Documents" tab within the Grants.gov opportunity.

6. Project Description Worksheet
7. Budget Justification Worksheet
8. Project Images Worksheet
9. Indirect Cost Statement (See D6. Funding Restrictions below)
10. Letters of Support (Submit if applicable, see below)
11. Letter of Owner Consent (Submit if applicable, see below)

There is no required sequence or naming convention for attaching items to the Attachments Form.

D2. Content and Form of Application Submission

Project Narrative

- 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 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. The project summary

is limited to 3,000 characters including spaces and each criterion is limited to 7,000 characters including spaces.

1. SF-424, Application for Federal Assistance

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

- Complete this form as much as possible with all applicable information.
- Note: You must provide your ZIP Code + 4, 0000 is not acceptable. Your Unique Entity Identifier (UEI) and/or DUNS and Bradstreet Number (DUNS) must exactly match the UEI or DUNS Number under your SAM.gov record.

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

- 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).

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated

Assurances form. All of the required application forms are available with this announcement on Grants.gov.

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.

Detailed Budget Narrative

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

- The Budget Justification Worksheet, included under the "Related Documents" tab on grants.gov, fulfills the detailed budget narrative requirement.
- All costs listed in the SF-424A 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.
- 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?
    - Attach a complete set of financial statements including:
        1. Balance sheet/Statement of Financial Position
        2. Statement of Revenue and Expense/Statement of Activities
        3. Statement of Cash Flow
- A Budget Justification Worksheet format is included under the "Related Documents" tab on grants.gov.
- **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.

Conflict of Interest Disclosure

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

(a) *Applicability*.

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

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

(b) *Notification*.

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

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

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

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

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

Single Audit Reporting Statement
All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

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

Disclosure of Lobbying Activities

If your organization does not participate in any lobbying, simply put "N/A" in the appropriate sections.

Overlap or Duplication of Effort Statement

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

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

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

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov "Obtain a DUNS Number" webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-to-

date information with Dun & Bradstreet. Applicants must enter their DUNS number in the "Organizational DUNS" field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

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

D4. Submission Dates and Times

Due Date for Applications

12/14/2021

Application Due Date Explanation

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

D5. Intergovernmental Review

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

D6. Funding Restrictions

The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency for indirect costs, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your organization's cognizant agency, the Interior Business Center will negotiate your indirect cost rate. Contact the Interior Business Center by phone 916-930-3803 or using the IBC Email Submission Form. See the IBC Website for more information.

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients

must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

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

We are:

- A U.S. state or local government entity receiving more than $35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than $35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §2 CFR 200.68]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We

request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in 2 CFR §200.68. We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.

- A [insert your organization type] that is submitting this proposal for consideration under the "Cooperative Ecosystem Studies Unit Network", which has a Department of the Interior-approved indirect cost rate cap of 17.5%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per 2 CFR §1402.414. If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 "Modified Total Direct Cost (MTDC)". We understand that we must request prior approval from the Service to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.
- A [insert your organization type] that will charge all costs directly.

D7. Other Submission Requirements

Project Images Worksheet

- Provide photos of the collection
- Photos should show current conditions and immediate threat
- Color or black and white photos are both accepted
- Photographs should clearly describe the community/context and the entire collection involved in the project
- A suggested Project Images Worksheet format is included under the "Related Documents" tab on grants.gov which allows for 19 images to be uploaded in one document

Proof of Non-Profit Status, if applicable

- If your organization is a non-profit, submit proof of your current non-profit status as part of your application.

Letter of Owner Consent, if applicable

- If your project is doing work to a collection and the owner is different than the applicant, then the applicant **must** include written permission from the owner to complete the project.

- The Letter of Owner Consent must be submitted with the application, signed no earlier than 60 days before the application due date, and pertain to and be included with this particular application.
- Previous letters of owner consent will **not** be accepted.

Letters of Support, if applicable

- Letters of support should be submitted if defining specific partner involvement, support, or matching funds. These letters **must be** submitted with your application via grants.gov as part of the attachments form. Letters received in any other manner may not be considered. All letters must be addressed to: Megan Brown, Chief of State, Tribal, Local, Plans & Grants Division, NPS.
- The Letter of Owner Consent must be submitted with the application, signed no earlier than 60 days before the application due date, and pertain to and be included with this particular application.. They must be submitted with your application. Letters not submitted via grants.gov will not be considered. This applies to Congressional letters of support as well, a copy must be included with your application.

If being considered or 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)

***Individual projects are only eligible for one SAT grant. Individual properties or collections that received a SAT grant in the past are not eligible for additional funding. A list of past, funded projects can be found at: go.nps.gov/satmap**

E. Application Review Information

E1. Criteria

Criterion 1 **Maximum Points:** 25

Description	The historic collection receiving assistance from the proposed project must be nationally significant. Collections not meeting this criterion will receive no further consideration.
National Significance	1. Describe the nature, size, and intellectual, artistic, or historic content of the collection. 2. Provide information about the collection's current and past use or potential future use to further illustrate its significance. 3. The quality of national significance is ascribed to historic collections that possess exceptional value or quality in illustrating or interpreting

	the intellectual and cultural heritage of the United States, that possess a high degree of integrity, and that: o Are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent the broad patterns of United States history and culture and from which an understanding and appreciation of those patterns may be gained; or, o Are associated importantly with the lives of persons nationally significant in United States history or culture; or, o Represent great historic, cultural, artistic, or scholarly ideas or ideals of the American people; or, o Embody the distinguishing characteristics of a resource type that: o Is exceptionally valuable for the study of a period or theme of United States history or culture; or o Represents a significant, distinctive and exceptional entity whose components may lack individual distinction but that collectively form an entity of exceptional historical, artistic or cultural significance (e.g., an historic district with national significance or a collection that as whole describes a significant aspect of America's development), or o Outstandingly commemorates or illustrates a way of life or culture; or, o Have yielded or may yield information of major importance by revealing or by shedding light upon periods or themes of United States history or culture.

Criterion 2 **Maximum Points:** 25

Description	The proposed project must address issues that directly and imminently threaten the resource and fulfill a clear financial need.
Severity of Threat to Property	1. Describe the need, urgency, and threat the project addresses including the source, nature, extent, and severity of the threat.

Criterion 3 **Maximum Points:** 25

Description	The proposed project must substantially mitigate or eliminate the threat, danger, or damage described.
How Effectively the Project Mitigates the Threat	1. List and describe all tasks and their expected results. 2. Discuss how the project will directly mitigate the threat. 3. Discuss how the project is the next logical step towards long-term preservation of the resource(s). 4. Explain how your organization will ensure continued maintenance of the collection. This includes any current or future maintenance plans. 5. Explain any pre-project planning or research, such as Collections Condition Assessments, on which project decisions are based.

	6. If this application is for one component of a larger project, has that project begun? If so, what work has been completed?

Criterion 4 **Maximum Points:** 25

Description	The proposed project must be achievable within 2-3 years, within a reasonable budget, and be performed with qualified personnel and/or consultants.
Feasibility	1. Justify the timeline as provided in the Timeline section of the Project Description Worksheet. 2. Demonstrate that the costs identified in the Budget Justification Worksheet are necessary, reasonable, and allowable. 3. Demonstrate how you will successfully complete the project within the given timeframe (2-3 years) and with the given resources while meeting all federal requirement and guidelines. 4. Briefly describe who will be involved in carrying out the project and their qualifications, attach resumes/CVs as applicable.

E2. Review and Selection Process

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

The program may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the Bureau is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant.

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

NPS, NEA, NEH, and IMLS personnel, and in some cases independent reviewers, will review all proposals. All proposals for funding will be considered using the criteria outlined above. A summary of the review panel 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 pass the initial review will be eligible for the Comprehensive Merit Review. Each criteria element will be scored with the following **suggested** range:

Description				
Criterion 1	Criterion 2	Criterion 3	Criterion 4	
25	25	25	25	Superior
20	20	20	20	Good
15	15	15	15	Satisfactory
10	10	10	10	Marginal
5	5	5	5	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 a significant number of minor weaknesses.
Poor	Applicant addresses some aspects of the criterion and demonstrates some doubt in 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 (list any specific policy factors and/or important criteria to be noted by the applicant while

preparing their submission – example "property must be located in a Historic District/on National Park managed land", preference regarding geographic diversity regarding applicant selection, etc.), and the amount of funds available to select applications for funding.

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.

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.

E3. CFR – Regulatory Information

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

E4. Anticipated Announcement and Federal Award Dates

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 6 months following the application deadline**.

F. Federal Award Administration Information

F1. Federal Award Notices

Upon being selected for the award, successful applicants will receive notification of the selection of their application for funding. NPS anticipates funding notifications to the applicants selected for award around 6 months following the application deadline. 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.

The non-Federal Entity's proposal, including all representations of capability, proposed approaches (including those of subgrantees), and other specific undertakings upon which the non-Federal Entity was evaluated (see Section E), also shall form the basis of award. Accordingly, these are terms and conditions (see below) for which the non-Federal Entity will be held responsible.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant agreement through Grant Solutions by 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.

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

F2. Administrative and National Policy Requirements

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

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

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

(b) The Federal Government has the right to:

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

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

F3. Reporting

Financial Reports
All recipients must use the SF-425, Federal Financial Report form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually through the entire

award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Performance Reports

Performance reports must contain a comparison of actual accomplishments with the established goals and objectives of the award; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award.

Significant Development Reports

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

Real Property Reports

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

Conflict of Interest Disclosures

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

Other Mandatory Disclosures

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in

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

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

G. Federal Awarding Agency Contact(s)

G1. Program Technical Contact

For **programmatic technical assistance**, contact:

First Name:
STLPG
Last Name:
Staff
Address:
Telephone:
202-354-2020
Email:

STLPG@nps.gov
Email preferred. Contact State, Tribal, Local, Plans & Grants (STLPG) Staff with any questions regarding the program. If you have questions regarding the use of grants.gov, please contact their help desk.

G2. Program Administration Contact

For **program administration assistance**, contact:

First Name:
STLPG
Last Name:
Staff

Address:

Telephone:
202-354-2020

Email:
STLPG@nps.gov

Email preferred. Contact State, Tribal, Local, Plans & Grants (STLPG) Staff with any questions regarding the program. If you have questions regarding the use of grants.gov, please contact their help desk.

G3. Application System Technical Support

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

Name:
Grants.gov Customer Support

Telephone:
1-800-518-4726

Email:
Support@grants.gov

H. Other Information

Payments

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

Save America's Treasures grants from the Historic Preservation Fund provide preservation and/or conservation assistance to nationally significant historic properties and collections. Grants are awarded through a competitive process and require a dollar-for-dollar, non-Federal match, which can be cash or documented in-kind. The grants are administered by the National Park Service (NPS) in partnership with the National Endowment for the Arts (NEA), the National Endowment for the Humanities (NEH), and the Institute of Museum and Library Services (IMLS).

General program information is available at the State, Tribal, Local, Plans & Grants Division website at www.nps.gov/stlpg