

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

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



|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| Program Title                         | Paul Bruhn Historic Revitalization Grants Program |
| Notice of Funding Opportunity Number: | P20AS00037                                        |
| Announcement Type:                    | Initial                                           |
| CFDA Number:                          | 15.904                                            |

|                       |                       |                                    |
|-----------------------|-----------------------|------------------------------------|
| Issue Date:           | <u>March 17, 2020</u> |                                    |
| Application Due Date: | <u>April 21, 2020</u> | Time AM/PM Zone <u>11:59 PM ET</u> |

| Agency Contact Information |                                                                                                                                   | Questions and Requests |                                                                                                                                   |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
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| Phone                      | <u>202-354-2020</u>                                                                                                               | Phone                  | <u>202-354-2020</u>                                                                                                               |
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## **Section A: Program Description**

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

**Funding Opportunity Title:** FY2019 Paul Bruhn Historic Revitalization Grants Program, formerly known as the Historic Revitalization Subgrant Program

**Funding Opportunity Number:** P20AS00037

**Catalog of Federal Domestic Assistance (CFDA) Number:** 15.904

### **Legislative Authority:**

- 54 USC 301 et seq. (National Historic Preservation Act)
- 54 U.S.C. 302902
- Consolidated Appropriations Act of 2019, Public Law 116-6

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

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

The goal of the Paul Bruhn Historic Revitalization Grants Program is to support the rehabilitation of historic properties at the National, State, and local level of significance in order to rehabilitate, protect, and foster economic development of rural communities by establishing subgrant programs through States, Tribes, Certified Local Governments, and non-profits. These subgrant programs will fund preservation projects for historic sites to include architectural/engineering services and physical preservation.

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

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

- 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.

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

### **Anticipated Federal Funding:**

\$4.8 million in funding is available for the FY2019 funding round.

### **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: 7-10**

Each grant under this agreement will be treated individually, with more detail through program statements, project plans and budgets developed cooperatively between the NPS and the non-Federal entity.

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

An estimated range of \$250,000- \$750,000 of funding is anticipated for each award.

### **Anticipated Start Date:**

Subgrant programs receiving funding through this NOFO will start once funding has been secured and awards have been made. Anticipate a start date by winter of 2020.

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

Agreement terms for funded programs are three years. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer.

**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 is anticipated.

**Other Information:**

1. Applications for renewal or supplementation of existing programs are not eligible to compete with applications for new Federal awards.
2. Any historic property receiving a subgrant for preservation work 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. The program applicant will be required to monitor and enforce easements put in place for the length of their term.
3. Any historic property receiving assistance not listed in the National Register will be required to prepare and submit a nomination to the NPS prior to the end of their subgrant program. The program applicant may choose to contract for nominations of several properties or a district if appropriate.
4. Preparation of architectural/engineering plans and specifications not to exceed 20% of the total construction cost.
5. 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. Lower relative administrative costs will be considered as a competitive factor. Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.
6. Projects funded under this subgrant 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 with the appropriate State Historic Preservation Officer or Tribal Historic Preservation Officer prior to receiving funds from their grant account. Depending on the project, additional federal reviews may be required under other laws including but not limited to, the Archaeological Resources Protection Act of 1979 (ARPA), the National Environmental Policy Act (NEPA), and Native American Graves Protection and Repatriation Act (NAGPRA).

## **Section C: Eligibility Information**

**Application Due Date:** April 21, 2020, 11:59pm ET

An applicant's failure to meet an eligibility criterion by the time of the application deadline will result in the application being excluded from consideration. This includes but is not limited to late and incomplete application packages and incomplete registrations with sam.gov or grants.gov.

In extenuating circumstances related to the COVID-19 Pandemic, the National Park Service reserves the right to waive the requirement for active System for Award Management (SAM) registration at time of application. If a SAM.gov registration cannot be processed prior to the application deadline, the National Park Service is authorized to accept applications outside of Grants.gov. Evidence must be presented that an attempt to complete SAM registration was undertaken. Please email [STLPG@nps.gov](mailto:STLPG@nps.gov) for instructions on submitting your application should you anticipate this problem.

### **1. Eligible Applicants**

This funding opportunity is limited to:

- Nonprofit, tax-exempt U.S organizations, with *or* without 501©(3) designation
- Tribal Historic Preservation Offices
- State Historic Preservation Offices
- Certified Local Governments (list provided at <http://go.nps.gov/clg> )

### **2. Eligible Subgrant Recipients must be:**

- Properties listed in or determined eligible for listing in the National Register of Historic Places
- Properties located in areas defined as rural by the U.S. Census (population less than 50,000) <https://www.census.gov/quickfacts/>
- Properties within the grantee's jurisdiction

### **3. 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.

## **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 or its partner organizations without permission; appropriate credit will be 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.

#### **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-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 12 can be found on the “Related Documents” tab within the Grants.gov opportunity.**

8. Program Description Worksheet
9. Budget Justification Worksheet
10. National Register Eligibility Worksheet
11. Program Images Worksheet
12. Indirect Cost Rate Agreement or De Minimis Indirect Cost Rate Certification (Submit if applicable, see below)
13. IRS Letter of Determination (Submit if applicable, see below)
14. Public-Private Partnership Agreement (Submit if applicable, see below)
15. Statement of Overlap of Federal Funds
16. Map of affected subgrant area (if applicable)

### **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. A complete application should include:

- Standard Form 424 (SF 424) – Application for Federal Assistance
  - Complete this form as much as possible with all applicable information. Please note: You must provide your ZIP Code + 4. Your DUNS Number must exactly

match your SAM.gov registration.

- Standard Form 424A and 424C– Budget Information
  - The program budget shall include detailed information on all cost categories and must clearly identify all program costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. All costs shown in the budget documents should match what is discussed in the program 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 may be applied towards administrative costs (defined below), plus indirect costs. Lower relative administrative costs will be considered as a competitive factor. Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.
  - 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 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 - 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.
- Attachments Form
  - This form is in Workspace and is where each applicant will attach the necessary documents listed above as 8-15. 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.
- Program Description Worksheet
  - Program description must address each of the evaluation criteria and applications will be reviewed against this rubric as part of the merit evaluation process. NPS will evaluate and consider only those applications that separately address each of the five criteria listed in Section E.
- Budget Justification Worksheet

- All costs listed in the SF-424A and SF-424C must correspond to the activities in the Program Description and must be outlined in the Budget Justification Worksheet. However, do not include your cost breakdown as part of the narrative Program Description.
- **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>.
- Program Images Worksheet
  - Provide sample photos of potential sites/districts that might apply for grant funding under your proposed subgrant program.
  - Sample photos should show current conditions and immediate threat.
  - Current and historic photos are both accepted
  - Photographs should clearly describe the community and the historic sites involved in the potential projects.
- Indirect Cost Rate Agreement, if applicable
  - If your proposed budget includes indirect costs, the rate as proposed must meet the requirements of 2 CFR Part 200, Section 200.414 and 2 CFR Part 200, Appendix III through Appendix VII as applicable. A negotiated indirect cost rate agreement must be provided with your proposal.
  - If selecting use of 10% De Minimis rate because of no prior negotiated indirect cost rate a de minimis Indirect Cost Rate Certification must be submitted.
  - If your proposed budget includes indirect costs, please submit either:
    - Your organization's Indirect Cost Rate Negotiation Agreement, or
    - De Minimis Indirect Cost Rate Certification. If selecting use of 10% De Minimis rate because of no prior negotiated indirect cost rate, a De Minimis Indirect Cost Rate Certification must be submitted. Proposals that fail to document their indirect costs will have those costs disallowed.
  - Indirect and direct administrative costs may not exceed 25% of the total program budget as defined in 54 USC 301 et seq.
  - Proposals that fail to document their indirect costs will have those costs disallowed.
- IRS Letter of Determination, if applicable
  - Please attach your organization's IRS Determination Letter if your organization is a non-profit.
- Letters of Support, if applicable
  - Letters of support should be submitted if defining specific partner 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, National Park Service.

- Please do NOT mail any letters. They must be submitted with your application through grants.gov. Letters not submitted via grants.gov may not be considered.
- Statement of Overlap of Federal Funds
  - All applicants must provide a statement to identify whether or not any overlap exists between the proposed program and any other active or anticipated program(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).
  - The statement and the description of overlap or duplication should be provided as a separate attachment to the application.
  - 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 program in this application and any other active or anticipated program or 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).”
  - 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 program and other active or anticipated programs or projects may impact selection and/or funding amount.

If considered for an 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;
- (b) Provide a valid unique entity identifier in its application (currently a [DUNS](#) number);
- (c) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

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

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

In addition, in order to submit an application through Grants.gov an applicant must have an active SAM registration and register for submission permissions through the [Grants.gov](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.**

In extenuating circumstances related to the COVID-19 Pandemic, the National Park Service reserves the right to waive the requirement for active System for Award Management (SAM) registration at time of application. If a SAM.gov registration cannot be processed prior to the application deadline, the National Park Service is authorized to accept applications outside of Grants.gov. Evidence must be presented that an attempt to complete SAM registration was undertaken. Please email [STLPG@nps.gov](mailto:STLPG@nps.gov) for instructions on submitting your application should you anticipate this problem.

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

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by **April 21, 2020, 11:59pm ET**. 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:

[http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/)

#### **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.

## 7. Other Submission Requirements

Applications must be submitted through Grants.gov to the National Park Service by April 21, 2020. In extenuating circumstances related to the COVID-19 Pandemic, the National Park Service reserves the right to waive the requirement for active System for Award Management (SAM) registration at time of application, but the registration must be completed in order to receive a grant award. If a SAM.gov registration cannot be processed prior to the application deadline, the National Park Service is authorized to accept applications outside of Grants.gov. Please email [STLPG@nps.gov](mailto:STLPG@nps.gov) for instructions on submitting your application through an alternate method and provide evidence of your attempt to register in SAM.gov.

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: 00000000000000

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: 00000000000000

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 technical difficulties with submitting their application, please contact: [stlpg@nps.gov](mailto:stlpg@nps.gov) or 202-354-2020. 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 program description, in accordance with section D.2., of the following criteria elements.

| <b>Criterion 1</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Weight 20%</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Subgrant Program Objectives | <ul style="list-style-type: none"><li>• Explain the proposed subgrant program objectives to include:<ul style="list-style-type: none"><li>○ Discuss how this subgrant program will preserve the history of the rural community for future generations.</li><li>○ Define how the program will foster economic development of rural communities.</li><li>○ Describe the historic resources eligible to apply and their significance at the National, State, Tribal, or local level.</li></ul></li></ul> |

| <b>Criterion 2</b>  |                                                                                                                                                                                                                                                                                                                                   |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Weight 20%</b>   |                                                                                                                                                                                                                                                                                                                                   |
| Need/Urgency/Threat | <ul style="list-style-type: none"><li>• Describe the need, urgency, and threat the subgrant program addresses and what activities are necessary to achieve the program objectives. Include preservation and economic factors.</li><li>• Discuss how the program is the next logical step toward community preservation.</li></ul> |

| <b>Criterion 3</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Weight 20%</b>  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Feasibility        | <ul style="list-style-type: none"><li>• List and describe all program tasks and their anticipated results.</li><li>• Discuss elements in budget justification (separate document) to show that costs are necessary, reasonable, and allowable. Match is not required but may be considered as a competitive factor.</li><li>• Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.</li><li>• Demonstrate how the subgrant program will be accomplished within the given timeframe (3 years) and with the given resources, while meeting all federal requirements and guidelines.</li><li>• Describe organizational experience with and ability to programmatically and financially manage a Federal subgrant program and support the continued monitoring of easement/covenant/preservation agreements that will be required.</li></ul> |

|  |                                                                                                                                                                             |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>Briefly describe who will be involved in managing the program and their qualifications, attach resumes/CVs as applicable.</li> </ul> |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| Criterion 4    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Weight 20%     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Sustainability | <ul style="list-style-type: none"> <li>Describe the impacts of the program after completion, including long lasting effects and how those results will be measured.</li> <li>Describe the public-private partnerships and community engagement involved in the program and how these partnerships will sustain and continue to support the resource(s) after the subgrants are complete, including how easements will be managed and enforced.</li> <li>Describe how the subgrant program meets the goals of relevant Statewide, Tribal or Local Historic preservation plans. Identify the specific goals, plan(s), and when they were developed and adopted.</li> </ul> |

| Criterion 5                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Weight 20%                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Department of the Interior Priorities | <p>Discuss how the subgrant program will support the following Department of the Interior (DOI) priorities:</p> <ul style="list-style-type: none"> <li>Modernizing our infrastructure: Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs;</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.</li> </ul> |

## 2. Review and Selection Process

NPS qualified 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 the review comments may be provided to the applicant upon request.

### 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) all information required by the NOFO has been submitted; (3) all mandatory requirements of the NOFO are satisfied; and (4) the proposed subgrant program 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 on a 0-20 point scale:

| Description |             |             |             |             |                |
|-------------|-------------|-------------|-------------|-------------|----------------|
| Criterion 1 | Criterion 2 | Criterion 3 | Criterion 4 | Criterion 5 |                |
| 20          | 20          | 20          | 20          | 20          | Superior       |
| 16          | 16          | 16          | 16          | 16          | Good           |
| 12          | 12          | 12          | 12          | 12          | Satisfactory   |
| 8           | 8           | 8           | 8           | 8           | Marginal       |
| 4           | 4           | 4           | 4           | 4           | Poor           |
| 0           | 0           | 0           | 0           | 0           | Not Acceptable |

The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following ratings are suggested as a guideline:

| 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.                                                            |

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|                |                                                                                                                                                                       |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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### **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. A summary of the review comments may be provided to the applicant upon request.

### **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 under selection for funding may 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 will notify the applicants selected for award by winter 2020. 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 program 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 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. Funding Restrictions**

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

**g. Cost Principles:**

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

**h. Pre-award Costs:**

Pre-award costs are not allowable.

**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. 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:

[http://www.whitehouse.gov/omb/grants/standard\\_forms/ffr.pdf](http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf)

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, the non-Federal entity must ensure that the information submitted is accurate, complete, and consistent with the non-Federal entity's accounting system. The non-Federal entity's 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 program activity and participant profile information. At a minimum, performance reports will be required semi-annually and shall be submitted within 30 calendar days after the end of the reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final performance report shall be submitted no more than 90 calendar days after the end date of the agreement.

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

- (1) A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment) may be required if that information will be useful. Where performance trend data and

analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement;

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

Before submitting the performance report to the NPS Financial Assistance Awarding Officer, the non-Federal entity must ensure that the information submitted is accurate, complete, and consistent with the non-Federal entity's Federal 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:  | <a href="mailto:STLPG@nps.gov">STLPG@nps.gov</a>                        |

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

|          |                                                                         |
|----------|-------------------------------------------------------------------------|
| Name:    | STLPG Staff                                                             |
| Address: | National Park Service, 1849 C Street, NW, MS 7360, Washington, DC 20240 |
| Phone:   | 202-354-2020                                                            |
| E-mail:  | <a href="mailto:STLPG@nps.gov">STLPG@nps.gov</a>                        |

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

### **1. Program Information**

Formerly the Historic Revitalization Subgrant Program, the National Park Service's (NPS) Paul Bruhn Historic Revitalization Grants Program was created in FY2018. This competitive subgrant program is intended to support the rehabilitation of historic properties at the National, State, and local level of significance in order to rehabilitate, protect, and foster economic development of rural communities. States, Tribes, Certified Local Governments, and non-profits may apply for funding to support a subgrant program that they will administer to assist historic resources in rural communities in their jurisdiction. This program does not require a matching share, but matching share will be considered as a competitive factor, as well as efficient use of administrative funding. Selected subgrant programs will fund preservation projects for historic sites to include architectural/engineering services and physical preservation.

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

### **2. Proprietary and Personally Identifiable Information**

#### **a. Notice of Potential Disclosure under Freedom of Information Act**

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

#### **b. Personally Identifiable Information**

In responding to this NOFO, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Program 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 NOFO will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

**b. Government Right to Reject or Negotiate**

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

**c. Evaluation and Administration by Non-Federal Personnel**

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

**d. Notice of Right to Conduct a Review of Financial Capability**

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

## Appendix A –Forms Instructions

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

All grant programs funded through the Historic Preservation Fund have a maximum 25% of total program cost (Federal plus match) that can go towards both administrative and indirect costs combined. Lower relative administrative costs will be considered as a competitive factor. Applicants with administrative costs of no more than 5% will receive the highest rating for this portion of the Feasibility rating criteria.

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 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).

### **Section One: Personnel**

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

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

| Title/Name of Personnel | % of Time | Annual Salary | # of Years | Federal Grant Funds, Admin | Federal Grant Funds, Program | Match/Cost Share, Admin | Match/Cost Share, Program | Total        |
|-------------------------|-----------|---------------|------------|----------------------------|------------------------------|-------------------------|---------------------------|--------------|
| Jane Smith              | 10        | \$100,000     | 2          |                            | \$ 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 subgrant program. Please note, charged salary is the amount you are charging towards the grant in Section One: Personnel. Continuing the example from above, Jane’s charged salary

would be \$20,000 over the two years she will work on the program. With a fringe benefits rate of 25%, the total for Jane would be \$5,000.

| Title/Name of Personnel | % Rate | Charged Salary | Federal Grant Funds, Admin | Federal Grant Funds, Program | Match/Cost Share, Admin | Match/Cost Share, Program | Total       |
|-------------------------|--------|----------------|----------------------------|------------------------------|-------------------------|---------------------------|-------------|
| Jane Smith              | 25     | \$20,000       |                            | \$ 2,500.00                  |                         | \$ 2,500.00               | \$ 5,000.00 |

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

The third 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 program description including where you are going, why, and how this supports the program. 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 program.

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 Four: Equipment & Section Five: Supplies and Materials**

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

Section four is equipment. All equipment requires written NPS approval prior to purchase. Selection and award of the grant does not constitute written approval of equipment identified in the application. Per [2 CFR 200.33](#), equipment is all tangible personal property with a per-unit acquisition cost of greater than \$5,000 and an estimated useful life of more than one year.

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.

### **Section Six: Contractual/Consultant Fees**

The sixth section lists any consultants you expect to hire to assist with your subgrant program. 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 program. You should not provide both. Remember that all consultants must be chosen through a competitive procurement process.

### **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: Other Costs**

Section eight 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”, “Contingency fees”, and “Overhead/Profit” are **NOT** allowable budget items. All costs must be broken out into acceptable categories and costs.

### **Section Nine: Indirect Costs**

This section also provides a line for your indirect costs if you are charging indirect costs to the grant. If charging indirect costs, describe what the indirect costs cover in the Project Description Worksheet. Please make sure you have a federally approved indirect cost rate agreement or a De Minimis cost rate worksheet if charging indirect 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 indicate 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 is if your organization has a single audit, and if not, then is there any other audit or financial statement. 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 program 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 1-800-518-4726.