National Park Service

CRFA-PGC - Cultural Resources Financial Assistance

2024
P24AS00545

Table of Contents

A. Program Description 2
B. Federal Award Information 3
B1. Total Funding 3
B2. Expected Award Amount 3
B3. Anticipated Award Funding and Dates 3
B4. Number of Awards 3
B5. Type of Award 3
C. Eligibility Information 4
C1. Eligible Applicants 4
C2. Cost Sharing or Matching 5
C3. Other 5
Program Requirements 5
Eligible Costs 7
What Is Not Funded 8
NPS Oversight 8
D. Application and Submission Information 9
D1. Address to Request Application Package 9
A full application consists of: 9
D2. Content and Form of Application Submission 10
D3. Unique Entity Identifier and System for Award Management (SAM) 14
D4. Submission Dates and Times 14
D5. Intergovernmental Review 14
D6. Funding Restrictions 15
D7. Other Submission Requirements 16
Project Images Worksheet 16
Proof of Non-Profit Status, if applicable 17
Letter of Owner Consent, if applicable 17
Letters of Support, if applicable 17
E. Application Review Information 17
E1. Criteria 17
E2. Review and Selection Process 19
E3. CFR – Regulatory Information 22
E4. Anticipated Announcement and Federal Award Dates 22

F. Federal Award Administration Information 22
F1. Federal Award Notices 22
F2. Administrative and National Policy Requirements 22
F3. Reporting 23
G. Federal Awarding Agency Contact(s) 24
G1. Program Technical Contact 24
G2. Program Administration Contact 25
G3. Application System Technical Support 25
H. Other Information 25

A. Program Description

Authority:

Legislative Authority:

- 54 USC 301 et seq. (National Historic Preservation Act)54 USC 3089
- 54 USC 3089 (Save America's Treasures Program)
- Consolidated Appropriations Act of 2024, enacted as Public Law 118-42

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

Assistance Listing:
15.929

Program Background, Objectives, and Goals:

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. **For collections, the program supports museums, libraries, archives, and all other collecting institutions in addressing conservation needs of nationally significant collections including physical conservation, care, and collections management.** 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).

FY2024 Public Law 118-42 provides $25.5 million for the SAT Grant Program

***Individual resources are only eligible for one SAT grant per 54 USC 3089. Individual properties or collections that received a SAT grant in the past are not eligible for additional funding, though a previous grantee may apply again for a different project. A list of past, funded projects can be found at: go.nps.gov/satmap**

Funding Opportunity Goals

- To provide preservation and/or conservation assistance to nationally significant historic properties and collections

B. Federal Award Information

B1. Total Funding

Estimated Total Funding
$25,500,000

B2. Expected Award Amount

Maximum Award
$750,000

Minimum Award
$25,000
Collections projects must range from $25,000 to $750,000 in federal share. A minimum of 50% match (1:1) is required.

B3. Anticipated Award Funding and Dates

Anticipated Award Date
August 01, 2025
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
50
Based on prior years, the NPS anticipates funding between 35 and 70 projects from FY2024 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
05 – Independent school districts
06 – Public and State controlled institutions of higher education
07 – Native American tribal governments (Federally recognized)
11 – Native American tribal organizations (other than Federally recognized tribal governments)
12 – Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
13 – Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
20 – Private institutions of higher education
25 – Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility
Eligible applicant types and organizations also include:

- 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 or leased by the NPS, or in which the NPS holds a property interest
- 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 § 300309, 54 USC 300313 and 54 USC 300314.*

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 and must be for costs incurred during the grant's period of performance. **Match does not need to be in place at the time of application**, but a firm plan for raising it should be described as part of the application. Ability to secure match may be evaluated as a competitive factor.

C3. Other

Program Requirements

- **Individual projects are only eligible for one SAT grant per 54 USC 3089. Individual resources 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.**
- Projects funded under this program constitute "undertakings" as defined by Section 106 of the National Historic Preservation Act (NHPA) (54 USC 306108). Grantees must work with NPS to ensure that project work does not harm or impair the historic character of any historic resources. The Section 106 review must include all work taking place as part of the project, even if it is not funded by Federal or matching share.
- For projects involving resources that have been designated National Historic Landmarks, additional National Historic Preservation Act requirements (Section 110) (54 USC 306101) will also apply.
- All projects must be reviewed for effects under the National Environmental Policy Act (NEPA) to make sure that project work does not damage the natural or cultural environment.
- All work must be reviewed to ensure it meets the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*.
- If you are applying for a grant to do work on a resource you do not own, you must obtain written permission from the owner to both complete grant-assisted work and execute a preservation easement or covenant. The letter of owner consent must: be submitted with the application and signed no earlier than 90 days before the application due date and pertain to and be included with this specific 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 USC 302902.
- Preparation of architectural/engineering plans and specifications not to exceed 20% of the total project cost.

- Section 54 USC 302902 of the National Historic Preservation Act requires Historic Preservation Fund (HPF) grantees agree to assume, after the completion of the project, the total cost of continued maintenance, repair, and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior. Accordingly, recipients awarded funds for the physical preservation of a historic site shall sign a preservation agreement/covenant/easement (easement) with the State or Tribal Historic Preservation Officer in which the site is located or with a preservation organization acceptable to the NPS.

A draft copy of the easement template must be submitted to the NPS within one year of grant agreement execution for review and comment. All preservation easements must be executed by registering with the deed of the property. The preservation easement must document the grant assisted condition of the resource and the historic character defining features as part of the document registered with the deed.

The term of the preservation easement is dependent on the amount of assistance the historic property receives from this opportunity:

Amount of Federal Assistance Awarded	**Easement Term Requirement**
$1-$50,000	5-year minimum preservation agreement; an easement or easement amending the deed is not required
$50,001 - $250,000	10-year minimum preservation easement
$250,001 - $500,000	15-year minimum preservation easement
$500,001- $750,000	20-year minimum preservation easement
$750,001+	25-year minimum preservation easement

- If the historic property is not currently protected by a preservation easement or the easement does not meet the minimum federal requirements, a preservation easement or amendment must be executed that meets the minimum requirements and duration.
- If the historic property is currently subject to a preservation easement that was NOT created as a requirement of a previous HPF grant but meets federal requirements, an amendment shall be executed for an additional duration to meet the requirements of the funding awarded. For example, if a property had 10 years remaining on a previous 20-year easement and receives $300,000 in HPF funding, an amendment to add 5 years would be required to meet the 15-year duration requirement.
- If the historic property is currently subject to an easement that was created as a requirement of a previous HPF grant, an amendment must be executed for the full additional duration required by the new funding awarded. For example, if a property had

10 years remaining on a previous HPF grant induced easement and receives $300,000 in HPF funding, an amendment to add 15 years would be required. The resulting property will then be protected by an easement for a total of 25 years from the effective date of the easement.

- If a property receives multiple HPF grants, the minimum required duration of the easement for each grant will be added together for a cumulative duration requirement. For example, if a property receives three HPF grants in successive years, each for $500,000, the minimum required easement duration would be 45 years.
- If the historic property is currently protected by a perpetual or other non-HPF induced preservation easement that meets or exceeds federal requirements as determined by the NPS, no additional duration or amendments are necessary.
- Applicants who plan to apply for multiple HPF grants for a single property may execute a perpetual easement to satisfy the requirement and reduce the administrative costs of amendments.

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;
- Rehabilitation of properties;
    - Eligible properties include historic districts, buildings, sites, structures and objects listed in the National Register of Historic Places at the national level of significance (not state or local significance),
    - All work must meet the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*, and
    - All projects receiving repair assistance must enter into a preservation agreement/covenant/easement.
- Projects must substantially mitigate the threat and include steps to mitigate future damage;
- ADA/ABA accessibility improvements, as needed for Americans with Disabilities Act (ADA) or Architectural Barriers Act (ABA) access of the historic resource(s), are allowable if meeting the SOI Standards (e.g. ramps, elevators, bathrooms);
- Site security improvements, as needed for protection of the historic resource(s), are allowable if meeting the SOI Standards (e.g. protection against vandalism, arson, theft);
- Fire safety improvement, as needed for protection of the historic resource(s), are allowable if meeting the SOI Standards (e.g. sprinklers, fire alarms);
- Cost for establishing/administering an easement/covenant for the property;
- 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;
- Any other costs as determined eligible by the NPS in accordance with the OMB circulars, NPS policies, and the Historic Preservation Fund Grants Manual; and

- Ships/vessels and railroad cars/trams/cable cars **must** be submitted under the collections grant opportunity application. Ships/vessel projects must be completed in compliance with the *Secretary of the Interior's Standards for Historic Vessel Preservation Projects.*

What Is Not Funded

- Construction of new buildings or additions, including systems in new construction or additions;
- Reconstructing historic properties (recreating all or a significant portion that no longer exists or was removed), except limited reconstruction of necessary structural elements for the overall stability of the extant historic resource(s);
- Acquisition of collections or historic sites;
- Long-term maintenance or curatorial work beyond the grant period;
- Moving historic properties or work on moved historic properties that are no longer eligible for listing in the National Register of Historic Places;
- Cash reserves, endowments, revolving funds, or fund-raising costs;
- Work performed prior to announcement of award;
- Work on sites or collections owned by the NPS;
- Lobbying or advocacy activities;
- Costs for work already completed or funded through other federal programs;
- Grants will not be available to sites or collections owned or leased by the NPS, or in which the NPS holds a property interest;
- Administrative costs may not be over 25% of project budget; and
- Miscellaneous costs, contingencies, reserves, and overhead.

NPS Oversight

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

- Review and approval of interim and final reporting to include compliance with 2 CFR 200;
- Review and approval for compliance with the *Secretary of the Interior's Standards and Guidelines for Archeology and 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); and
- Any other reviews as determined by the NPS based on program needs or financial/programmatic risk factors (i.e. draft National Register nomination if required, etc.).

Excluded Parties:

NPSconducts 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.

Grants will not be available to sites or collections owned or leased by the NPS, or in which the NPS holds a property interest.

Foreign Entities or Projects
This program may provide funding to foreign entities or for projects conducted outside the United States.

State Sponsors of Terrorism: This program will not fund projects in countries determined by the U.S. Department of State to have repeatedly provided support for acts of international terrorism and therefore are subject to sanctions restricting receipt of U.S. foreign assistance and other financial transactions.

Office of Foreign Assets Control Sanctions: This program will not fund projects in countries subject to comprehensive sanction programs administered by the U.S. Department of Treasury, Office of Foreign Asset Control without proper licenses.

In-Country Licenses, Permits, or Approvals: Entities conducting activities outside the U.S. are responsible for coordinating with appropriate U.S. and foreign government authorities as necessary to obtain all required licenses, permits, or approvals before undertaking project activities. The Service does not assume responsibility for recipient compliance with the laws, regulations, policies, or procedures of the foreign country in which they are conducting work.

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 P24AS00545 for collections projects. For preservation projects, see opportunity number P24AS00544.

A full application consists of:

Documents 1 through 6 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. Project Abstract Summary

6. Attachments Form

Documents 7 through 9 can be found on the "Related Documents" tab within the Grants.gov opportunity.

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

There is no required sequence or naming convention for attaching items to the Attachments Form, but titles should be clear what each PDF contains.

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.
- The project summary is limited to 3,000 characters including spaces and each criterion is limited to 6,000 characters including spaces.
- A suggested Project Description Worksheet format is included under the "Related Documents" tab on grants.gov which includes all character limits. ***Do not flatten your PDF as it will stop the ability to scroll to see text until the character limit.***

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) must exactly match the UEI 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.

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.

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 and contains spaces to answer the additional questions below.
- 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.
- Indicate if the project will involve Federal or State Historic Preservation Tax Credits in any way.
- 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.

Project Abstract Summary

Please complete and submit with your application package the Project Abstract Summary form with the following information:

- Funding Opportunity Number;
- Goals and Objectives of your proposed project;
- Summary of Project Activities;
- Performance Goals including milestones and expected outcomes;
- Who will benefit from your project.

This information will be transmitted to USASpending.gov and be viewable by the public.

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 sub recipients, 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 sub recipients.

(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 §18 and prelim@title31/subtitle2/chapter13&edition=prelim">31 USC §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 §200.339, Remedies for noncompliance, including suspension or debarment (see also 2 CFR §180).

Uniform Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, 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, in accordance with 2 CFR 200 subpart F. U.S. state, local government, federally recognized Indian tribes, institutions of higher education, 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

Applicants and recipients must not use any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress connection with the award. Applicants and recipients must complete and submit the SF-LLL, "Disclosure of Lobbying Activities" form if the Federal share of the proposal or award is more than $100,000 and the applicant or recipient has made or has agreed to make any payment using non-appropriated funds for lobbying in connection with the application or award. The SF-LLL form is available with this Funding Opportunity on Grants.gov. See 43 CFR, Subpart 18.100 and 31 USC 1352 for more information on when additional submission of this form is required.

Overlap or Duplication of Effort Statement

If the project proposed in this application is funded through another Federal financial assistance award, in part or in whole, the applicant must provide a statement detailing the potential funding overlap in regards to activities, costs, or time commitment of key personnel. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted or copy of Federal financial assistance award covering activities covered under this proposal. 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. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount. 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"

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 an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a Unique Entity Identifier (UEI) which replaced the Data Universal Numbering System (DUNS) number from Dun & Bradstreet in April 2022. A Federal award may not be made 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 the applicant is not qualified to receive an award. Federal award recipients must also 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. **There is no cost to register with SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; **please be aware you can register and request help for free**.

Register with the System for Award Management (SAM):
Applicants can register on the SAM.gov website. The "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. Applicants can contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities will be assigned a Unique Entity Identifier (UEI). 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 made to the entity's IRS information. If applicable, foreign entities who want to receive payment directly to a U.S. bank account must enter and maintain valid, current banking information in SAM.

D4. Submission Dates and Times

Due Date for Applications
12/12/2024

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

An intergovernmental review may be required for applications submissions from a U.S. state or local government prior to submission. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372.

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, damage, 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 90 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 only be submitted if defining specific partner involvement, support, or matching funds. All letters **must** be addressed to: Megan Brown, Chief of State, Tribal, Local, Plans & Grants Division, NPS.
- These letters **must be** submitted with your application via grants.gov as part of the attachments form. Letters received in any other manner 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 per 54 USC 3089. 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. Describe quality of national significance as 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 Resource	1. Describe the need, urgency, and threat to the collection, 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. Provide a scope of work for the project that will meet program objectives and include funding from the federal share and the matching share. 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 any pre-project planning or research, such as Collections Condition Assessments, on which project decisions were are based. 5. 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, remember that projects will not begin until 6 months after application due date. 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 time frame (2-3 years) and with the given resources while meeting all federal requirement and guidelines. 4. Explain how your organization will ensure continued maintenance of the collection. This includes any current or future maintenance plans. 5. Briefly describe the type of professionals that will/may 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:

Criterion Score Range per Rating				
Criterion 1	Criterion 2	Criterion 3	Criterion 4	Rating
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", preference regarding geographic diversity regarding applicant selection, etc.), and the amount of funds available to select applications for funding. The Selection Official may determine a project is more suitable for a collections or preservation grant despite the opportunity applied for.

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 within GrantSolutions. **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 theFinancial 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.

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 200.339 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 and Last Name:
STLPG Staff

Address:

Telephone:

202-354-2020
Email:

STLPG@nps.gov
Email preferred, phone number is a voicemail line. 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 and Last Name:
STLPG Staff
Address:
Telephone:
202-354-2020
Email:
STLPG@nps.gov

G3. Application System Technical Support

For Grants.gov technical registration and submission, downloading forms and application packages, contact:
Grants.gov Customer Support
Numeric Input Field: 1-800-518-4726
Support@grants.gov

For GrantSolutions technical registration, submission, and other assistance contact:
GrantSolutions Customer Support
1-866-577-0771
Help@grantsolutions.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 Historic Preservation Fund website at http://go.nps.gov/grants.