

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

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



NOFO Title	Alaska Native and Native Hawaiian Culture and Arts Development Grant Program – Fiscal Year 2023/2024
NOFO Number:	P24AS00019
Announcement Type:	Initial
CFDA Number:	15.071

Issue Date:	<u>8/18/2023</u>	
Application Due Date:	<u>10/27/2023</u>	Time: <u>11:59 PM Eastern Time</u>

Note: Per 2 CFR 1402.204 (f) Bureaus and offices must consider the timeliness of the application submission. Applications that are submitted beyond the announced deadline date must be removed from the review process.

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Section A: Program Description

Legislative Authority: 20 USC 4441: Program for Native Hawaiian and Alaska Native culture and arts development

Assistance Listing (formerly CFDA) Number: 15.071, Pacific Northwest and Hawaiian Islands Arts

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

Program Background, Objectives and Goals:

Alaska Native and Native Hawaiian Culture and Arts Development Grant Program

The Secretary of the Interior is authorized to make grants for the purpose of supporting programs for Native Hawaiian or Alaska Native culture and arts development to any private, nonprofit organization or institution which—

1. primarily serves and represents Native Hawaiians or Alaska Natives, and
2. has been recognized by the Governor of the State of Hawaii or the Governor of the State of Alaska, as appropriate, for the purpose of making such organization or institution eligible to receive such grants.

Grants will enhance culture and art programs, including traditional and contemporary expressions of language, history, visual and performing arts, and crafts. Programs may

1. provide scholarly study of, and instruction in, Alaska Native and Native Hawaiian traditional and contemporary arts and culture,
2. establish centers and educational programs that lead to degrees in Alaska Native and Native Hawaiian art and culture programs, and/or
3. establish programs that develop traditional and contemporary arts in the community through coordinate efforts to preserve, support, revitalize, and develop evolving forms of Indian art and culture (as defined in 20 U.S.C. § 4402(1)).

Examples include: Departments of Arts and Sciences, fellowship programs, seminars, scholar in residence, inter-institutional programs of cooperation at national and international levels, visual arts, performance arts, language, literature, museology, and learning resource centers.

The National Park Service administers this grant and is interested in developing this program for Alaska Native and Native Hawaiian culture and arts. Public Law 117-328, the Consolidated Appropriations Act, 2023, provides \$1,500,000 in Fiscal Year 2023/2024 to encourage new entities to apply.

Section B: Federal Award Information

Estimated Total Funding: 1,500,000.

Expected Award Amount:

An estimated range of \$150,000 To \$750,000 of funding is anticipated for each award. The amount of funding available per award for this NOFO will be determined as part of the application review process based on applications received and funding made available through appropriations.

Anticipated Award Date:
12/15/2023-1/30/2024

Anticipated Term of the Agreement: December 15, 2023 – December 14, 2029
Agreement terms for funded projects can range between one and five years, depending on the negotiated project statement of work. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer.

Estimated Number of Agreements to be Awarded: 2-10

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

Funding Instrument Type:

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.

Other Information: Applications for renewal or supplementation of existing projects are eligible to compete with applications for new Federal awards.

Section C: Eligibility Information

1. Eligible Applicants

- 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 that do not have a 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)

Private Organizations such as NHOs without 501(c)(3) status.

2. Cost Sharing or Matching

Non-Federal cost sharing or matching is not required to be eligible for an award under this NOFO.

3. Other

- A. Only one application per entity will be accepted.
- B. Any private, nonprofit organization, or institution which **primarily serves and represents Native Hawaiians or Alaska Natives** and **has been recognized by the Governor of the State of Hawaii or the Governor of the State of Alaska**, as appropriate, for the purpose of making such organization or institution eligible to receive such grants. 2 CFR 200, Subpart E - Cost Principles applies to this program.

From 20 U.S.C. § 4441:

- 1. Any organization or institution which is the recipient of a grant (a) shall establish a governing board to manage and control the program with respect to which such grant is made.
- 2. For any grants made with respect to Native Hawaiian art and culture, the members of the governing board which is required to be established under paragraph (1) shall-
 - A. be Native Hawaiians or individuals widely recognized in the field of Native Hawaiian art and culture,
 - B. include a representative of the Office of Hawaiian Affairs of the State of Hawaii,
 - C. include the president of the University of Hawaii,
 - D. include the president of the Bishop Museum, and
 - E. serve for a fixed term of office.
- 3. For any grants made with respect to Alaska Native art and culture, the members of the governing board which is required to be established under paragraph (1) shall-
 - A. include Alaska Natives and individuals widely recognized in the field of Alaska Native art and culture,
 - B. represent the Eskimo, Indian and Aleut cultures of Alaska, and
 - C. serve for a fixed term. Funds must be used as set forth in the authorizing legislation.

Funds are appropriated by congress for the program, but recipients are not designated.

Excluded Parties:

NPS conducts a review of the SAM.gov Exclusions database for all applicant entities and their key project personnel prior to award. The NPS cannot award funds to entities or their key

project personnel identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or otherwise excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits, as their ineligibility condition applies to this Federal program.

Foreign Entities or Projects:

This program does not provide funding to foreign entities or for projects conducted outside the United States.

Section D: Application and Submission Information

1. Address to Request Application Package

A complete application package is described in this Section. The application package contains both mandatory standard forms (SF) and various optional templates that may be used to satisfy other stated application requirements. The application package can also be accessed and downloaded from the Related Documents tab on the Synopsis page of this announcement in Grants.gov. Applicants may also request paper copies of application materials by contacting the Awarding Agency using the information provided in Section G of this NOFO.

2. Contents and Form of Application Submission

You must complete the mandatory standard 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:

Mandatory Requirements:

- Standard Form 424 (SF 424) - Application for Federal Assistance. Complete this form as much as possible with all applicable information.
- Standard Form 424A (SF 424a) - Budget Information. Applicants must provide an estimated cumulative budget for the total project in the proposal. The estimated budget must align with the projected scope of work presented in the application.
- Project Abstract Summary – The project abstract form must be completed to meet Federal award reporting requirements. Ensure the project abstract succinctly describes the project in plain language that the public can understand and use without the full proposal. If the application is funded, this information will be made available for public access including on USAspending.gov.
- Detailed Budget – The project budget shall include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors 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 and SF424C.

- Standard Form 424B (SF 424b)– Assurances
This form must be signed and submitted with your application.
- Project Narrative - Proposal Submission Format
The proposal is a narrative description that should specifically address each of the review criteria (see Section E). The proposal text must be no longer than 20 pages, no smaller than font size 11, and have 1-inch margins. The 20-page limit includes all text, figures, references, and resumes (**Forms SF-424, SF-424A, SF-424B, SF-LLL, and the statement of indirect charges are not counted as part of the page limit**). Additionally, only information that is pertinent to the proposal should be included.

I. Project Title

II. Name, Position, and Affiliation of the Project Coordinator

III. Project Purpose

- Clearly summarize the proposed project.
- Describe the central issue or need that the project will address.
- Describe the audience for the project, include whether there is a demonstrated audience for the project's proposed cultural and arts programs.
- Discuss how the project meets legislative intent to support or enhance a program for Alaska Native or Native Hawaiian culture and arts development.
- Describe if the project is urgently needed.

IV. Approach and Methods

- List and describe all tasks and their expected results.
- Provide a project timeline, include milestones as appropriate. Demonstrate how you will successfully complete the project within your proposed timeframe. Reminder: projects must be completed within 4.5 years.
- Demonstrate that the costs are necessary, reasonable, and allowable.
- Describe measures to assess and evaluate project success. Applicants may provide examples of past or current success with comparable projects, as applicable, to support their application.
- Explain how the available personnel and resources will result in a successful outcome, including if in-kind support from your organization or other partners will go toward the project. Note that in-kind/matching support is not required.

B. Benefits and Transferability

- Are the goals, priorities, and outcomes aligned with the benefit of the project?
- Describe any innovative strategies that will be implemented to achieve beneficial outcomes.

- c. Describe if the project will have an impact beyond the end date of the grant's period of performance.

C. **References/Work Cited**

- **Additional documents REQUIRED for a complete application, but these attachments DO NOT count towards the 20-page limitation of the Project Narrative:**

- A. Curriculum Vitae or Resumes for Key Personnel: Provide a brief (2-page maximum) Curriculum Vitae (CV) or Resume for each of the key personnel with responsibilities for the project. Only information that is pertinent to the proposal should be included.

- B. Brief Description of Applicant Organization: Briefly describe the applicant's organization, how it enables the applicant to conduct the proposed work, and any financial or in-kind resources that will be provided to ensure the project is successful.

- C. Detailed Budget: A detailed budget must be submitted for each year of funding requested. The budget must specify amounts and provide justification for expenditures in the following categories. An example budget is provided in Appendix B for reference.

- i. Salary and Benefits
 - ii. Travel
 - iii. Equipment
 - iv. Supplies
 - v. Subcontracts or Agreements
 - vi. Indirect Costs

- If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:
 - i. Other budget information
 - ii. Financial capability
 - iii. Evaluation of risk
 - iv. Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 C.F.R. § 17)
 - v. Contact Information for Project Coordinator and Sponsoring Organization: List full name, title, affiliation, mailing address, email address, and phone number for the Project Coordinator and sponsoring organization. Do not include any proprietary or personally identifiable information. Contact information such as name, address, telephone number, and e-mail are not considered proprietary and must be included.

- **Indirect Costs**

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. If fully negotiated indirect cost rates are applied,

the associated rate agreement must be provided with your proposal. Proposals that fail to document their indirect costs may have those costs disallowed.

- **Letter from Governor:** Applicants **MUST** submit a letter from the Governor of AK or HI that recommends the organization or institution eligible to receive grants under the Alaska Native and Native Hawaiian Culture and Arts Development grant program.
- **Board Management/Control:**
*Hawaiian applicants **MUST** submit letters from the subsequent Board members that identify contact information (including title/specialty) and the fixed term of the following:*
 - A. be Native Hawaiians or individuals widely recognized in the field of Native Hawaiian art and culture,
 - B. include a representative of the Office of Hawaiian Affairs of the State of Hawaii,
 - C. include the president of the University of Hawaii, and
 - D. include the president of the Bishop Museum

*Alaska applicants **MUST** submit one or more letters from the subsequent Board that identify contact information (including title/specialty) and the fixed term of the following:*

- A. include Alaska Natives and individuals widely recognized in the field of Alaska Native art and culture,
- B. represent the Eskimo, Indian and Aleut cultures of Alaska.

Additional Requirements (does not count as a part of the 20-page maximum package):

- **Indirect Costs**
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. If fully negotiated indirect cost rates are applied, the associated rate agreement must be provided with your proposal. Proposals that fail to document their indirect costs may have those costs disallowed.
- **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.
Applicability.
 - 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.

- 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.

Notification.

- 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.
- 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.

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 31 USC §1352.

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.

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**

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 regard 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”.

If selected for award, NPS reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- (a) Other budget information
- (b) Financial capability
- (c) Evaluation of risk
- (d) Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 C.F.R. § 17)

3. 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 replaces 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).

- **Register with the System for Award Management (SAM)**

Applicants can register on the [SAM.gov](https://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. 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. 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.

4. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by **10/27/2023 at 11:59 ET**. Applicants are encouraged to submit the application well before the deadline. Note: Per 2 CFR 1402.204 (f) Bureaus and offices must consider the timeliness of the application submission. Applications that are submitted beyond the announced deadline date must be removed from the review process.

Application preparation time may take several weeks, so please start the application process as soon as possible. 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/

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 by grants.gov to the National Park Service by the deadline identified in paragraph 4 above. Applications submitted by other means or not received by the deadline will not be considered.

Applications must be sent to: www.grants.gov

In the event the applicant experiences technical difficulties with submitting their application, please contact: Erica_Cordeiro@nps.gov

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 in the project Narrative application requirement. Each applicant is required to provide a detailed project narrative, in accordance with section D.2., of the following criteria elements. It is HIGHLY recommended that the project narrative has sections labeled by criterion.

Criterion 1	
Project Purpose	Weight 25%
The proposed project's purpose must be directly related to supporting programs for Alaska Native or Native Hawaiian culture and arts development and doing so is the project's primary objective. • Clearly summarize the proposed project. • Describe the central issue or need that the project will address. • Describe the audience for the project, include whether there is a demonstrated audience for the project's proposed cultural and arts programs. • Discuss how the project meets legislative intent to support or enhance a program for Alaska Native or Native Hawaiian culture and arts development. • Describe if the project is urgently needed.	

Criterion 2	
Approach and Methods	Weight 50%
The proposed project must have an approach and method that are achievable to meet the project's purpose and objectives. • List and describe all tasks and their expected results. • Provide a project timeline, include milestones as appropriate. Demonstrate how you will successfully complete the project within your proposed timeframe. Reminder: projects must be completed within 5 years. • Demonstrate that the costs are necessary, reasonable, and allowable. • Describe measures to assess and evaluate project success. Applicants may provide examples of past or current success with comparable projects, as applicable, to support their application. • Explain how the available personnel and resources will result in a successful outcome, including if in-kind support from your organization or other partners will go toward the project. Note that in-kind/matching support is not required.	

Criterion 3	
Benefits and Transferability	Weight 25%
The proposed project must have a benefit for Alaska Native or Native Hawaiian culture and arts development. • Are the goals, priorities, and outcomes aligned with the benefit of the project? • Describe any innovative strategies that will be implemented to achieve beneficial outcomes.	

- Describe if the project will have an impact beyond the end date of the grant's period of performance.

2. Review and Selection Process

NPS 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 on a 0-10 point scale:

10	Superior	(100 % of weighted average)
8	Good	(80 % of weighted average)
6	Satisfactory	(60 % of weighted average)
4	Marginal	(40 % of weighted average)
2	Poor	(20 % of weighted average)
0	Not Acceptable	(No score)

The following numerical rating values may be assigned: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1, and 0. 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 will be used as a guideline:

Rating	Descriptive Statement
10	Superior: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements and demonstrates no weaknesses.
8	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.
6	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.

4	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.
2	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.
0	Not Acceptable: Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

c. Selection

The Selection Official may consider the merit review recommendation, program policy factors and the amount of funds available to select applications for funding.

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. 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.

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.

Prior to making a Federal award, any information about the applicant that is in the designated integrity and performance (currently FAPIIS) will be reviewed and considered (see 41 U.S.C. § 2313). Applicants may review and comment about any information about itself in FAPIIS. The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. §200.205

4. Anticipated Announcement and Federal Award Dates

12/15/2023-1/30/2024

Estimated date notifying successful and unsuccessful applicants: 2/30/2024

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 estimates it will notify the applicant selected for award by 12/15/2023-1/30/2024. 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 will be sent for signature.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant 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 signed grant 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

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

Data Availability

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

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

(b) The Federal Government has the right to:

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

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

3. Reporting

- a. **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.
- b. **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.
- c. **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.
- d. **Conflict of Interest Disclosures:** Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-Government employment restrictions. See the [U.S. Office of Government Ethics website](#) for more information on these restrictions. The Service will examine each conflict-of-interest disclosure based on its particular facts and the nature of the project and will determine if a significant potential conflict exists. If it

does, the Service will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Service may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

- e. **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.

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.

5. Significant Developments 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.

Section G: Federal Awarding Agency Contacts

Program Technical Contact:

Name	Jennifer Pederson Weinberger
Phone	907-644-3456
Email	jennifer.pederson@nps.gov

Program Administration Contact:

Name	Erica Cordeiro
Phone	Contact via email
Email	Erica_Cordeiro@nps.gov

Application System Technical Support:

For Grants.gov technical registration and submission, downloading forms and application packages, contact Grants.gov Customer Support at 1-800-518-4726 or Support@grants.gov.

Section 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.

**Appendix A - Application Package
Forms SF424, SF424A, SF424B**

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☐ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. UEI:

d. Address:

* Street1:

Street2:

* City:

County/Parish:

* State:

Province:

* Country:

* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number:

Fax Number:

* Email:

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

* b. Applicant

* c. State

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐ a. This application was made available to the State under the Executive Order 12372 Process for review on☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.☐ c. Program is not covered by E.O. 12372.*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☐ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number:

Fax Number:

* Email:

* Signature of Authorized Representative:

* Date Signed:

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ 	\$ 	\$ 	\$ 	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 	\$ 	\$ 	\$ 	\$
7. Program Income	\$ 	\$ 	\$ 	\$ 	\$

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SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.		\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE
APPLICANT ORGANIZATION 	DATE SUBMITTED

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
4. Name and Address of Reporting Entity: ☒ Prime ☐ SubAwardee * Name * Street 1 Street 2 * City State Zip Congressional District, if known:		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: 	7. * Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known: 	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant: Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
b. Individual Performing Services (including address if different from No. 10a) Prefix * First Name Middle Name * Last Name Suffix * Street 1 Street 2 * City State Zip		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: *Name: Prefix * First Name Middle Name * Last Name Suffix Title: Telephone No.: Date:		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Appendix B – Detailed Budget requirements and example

NPS Financial Assistance

Other Details Required Regarding Direct Object Class Cost Categories

National Park Service Clarification of SF-424a Lines 21 – 23

(In Accordance with SF-424a Instructions for Line 21-23 and 2 CFR 200, 215, 220, 225 and 230)

In addition to the details required below, include a budget narrative when appropriate to further explain amounts for individual direct object class cost categories and related details that may appear to be out of the ordinary. The total of the details you provide for each direct object class category must match the total amounts provided on the SF-424a Section B lines 6.a. – 6.h.

Personnel: Provide the position description, unit of time, quantity, cost per unit of time and resultant dollar amount for each of the personnel included in the dollar amount in accordance with Section B Line 6.a. of the SF-424a.

Fringe Benefits: For each position description included above provide the fringe benefits dollar amount in accordance with Section B Line 6.b. of the SF-424a.

Travel: Provide the unit of measure, quantity, cost per unit and resultant dollar amount for each of the following travel details in accordance with Section B Line 6.c. of the SF-424a: Airfare, Lodging, Per Diem, Ground Transportation, Housing Stipend and Transportation Stipend.

Equipment (defined in the CFR as over \$5k & useful life of more than 1 year): Provide the equipment description, quantity, cost per unit and resultant dollar amount for each category of equipment in accordance with Section B Line 6.d. of the SF-424a.

Supplies: Provide the supply description, quantity, cost per unit and resultant dollar amount for each category of supplies in accordance with Section B Line 6.e. of the SF-424a.

Contractual: Provide the subcontract/sub-award description, unit of time, quantity, cost per unit of time and resultant dollar amount for each subcontract/sub-award in accordance with Section B Line 6.f. of the SF-424a.

Construction: Provide the description, quantity, cost per unit and resultant dollar amount for each construction item in accordance with Section B Line 6.g. of the SF-424a. The SF-424c may be required for Financial Assistance construction programs.

Other: Provide the description, quantity, cost per unit and resultant dollar amount for each item in accordance with Section B Line 6.h. of the SF-424a.

Indirect Costs: Provide the indirect cost rate percentage, type (negotiated or de minimis), associated base (modified total direct costs, total direct costs, personnel and benefits, etc.) and resultant indirect cost amount.

Non-Federal Share of Budget (only applicable if cost share is provided): Provide the details of the non-Federal share of the budget including description, source, quantity, cost per unit and resultant dollar amount for each item in accordance with Section A of the SF-424a.

The details required above may currently be provided in any format as determined by the applicant. Failure to provide the budget details as described above could delay the processing of your request.

Example Detailed Budget Justification-Not a Required Form

Award Number: (Not Available at Application)

Award Recipient:

1. Only fill in light blue cells, white cells contain instructions, headers, or summary calculations and should not be modified.
2. The Summary section at the end will auto-fill when each budget subsection is completed.
3. Budget categories must include both Federal and Non-Federal (cost match) portions. All costs must be directly relevant to the project objectives.
4. All costs incurred by the preparer's sub-recipients and vendors should be entered only in section f. Contractual.5. All costs must be allowable, allocable, and reasonable in accordance with the administrative requirements and applicable cost principles prescribed in 2 CFR 200.
6. Rows can be added as needed throughout sections a. through j. If rows are added, formulas/calculations may need to be adjusted.

1. The budget must include at least the minimum Federal to non-Federal required match, if applicable.
2. Cost Match can be either Cash or In-kind. Cash Cost Match - encompasses all contributions to the project incurred and paid for during the project. This includes Cost Match payments for personnel, supplies, equipment, activities and items necessary for the project. In-kind Cost Match - encompasses all contributions to the project that do not involve a payment or reimbursement and represent donated items or services that are necessary to the performance of the project. This includes volunteer personnel hours, donated existing equipment, donated existing supplies, etc. The market value and calculations for all In-kind cost match items must be justified and explained.
3. Funds from other Federal sources MAY NOT be counted as cost match. Non-Federal sources include any source not originally derived from Federal funds.
4. Fee or profit, including foregone fee or profit, are not allowable as project costs (including cost match). The project may only incur those costs that are allowable and allocable to the project (including cost match) as determined in accordance with the administrative requirements and cost principles in 2 CFR 200.

1. Personnel are staff employed by the lead applicant organization. Personnel costs for subrecipients and contractors must be included under f. Contractual.
2. Identify all personnel by position title. Enter the amount of time (i.e., hours or % of time) and the base pay rate and the total will automatically calculate. Also include the basis of rate (e.g., actual salary, labor distribution report, state civil service rates, etc.). Personnel costs may only include time spent working directly on the project.
3. If a position and hours are attributed to multiple employees (e.g. Technician working 2500 hours) the number of employees for that position title must be identified.

b. Fringe Benefits	
1. Fill out the table below by position title. If all employees receive the same rate, you may list Total Personnel in the Position column instead of listing out all position titles. If more than one rate is used, list each rate separately. Complex calculations should be provided in the Comments section.	
2. Fringe rates may not exceed what is currently provided by the organization. If a federally approved Fringe rate exists, provide the rate agreement with the application.	

c. Travel

1. All travel must be necessary for performance of the project objectives.
2. Travel costs should remain consistent with travel costs incurred by an organization during normal business operations as a result of the organizations written travel policy. In absence of a written travel policy, organization's must follow the regulations prescribed by the General Services Administration (GSA): www.gsa.gov.

d. Equipment

1. Equipment is generally defined as one item with an acquisition cost greater than \$5,000 and a useful life of more than one year. Refer to the supplies section for items of lesser value and useful life.

e. Supplies

1. Supplies are generally defined as items with an acquisition cost of \$5,000 or less and a useful life expectancy of less than one year. Supplies are generally consumed during the project.
2. List all supplies noting their purpose in the project and the basis of cost (e.g. quotes, catalog prices, prior invoices, etc.). Supply items must be direct costs to the project and not duplicative of supply costs covered in the indirect rate.
3. Multiple supply items valued at \$5,000 or less used to assemble an equipment item with a value greater than \$5,000 and useful life of more than one year should be included in the equipment section.

f. Contractual

1. List all third-party costs as either sub-recipients or contractors. A sub-recipient (partner, sub-awardee) is a legal entity to which a subaward is made, who has performance measured against whether the objectives of the grant project are met, is responsible for project related decision making, must adhere to the applicable grant program compliance requirements, and uses the Federal funds to carry out a program of the organization.

Subrecipient Name		Purpose	Total Cost	Federal Share	Cost Match	Basis of Cost
EXAMPLE!!! XYZ Corp.	Partner to develop training curriculum for teachers		\$25,000	\$10,000	\$15,000	Personnel and supplies costs
			\$0	\$0		
			\$0	\$0		
			\$0	\$0		
			\$0	\$0		
			\$0	\$0		
			\$0	\$0		
			\$0	\$0		
		Subtotal	\$0	\$0	\$0	
Contractor Name		Purpose	Total Cost	Federal Share	Cost Match	Basis of Cost
EXAMPLE!!! ABC Corp.	Vendor to perform photograph scanning		\$8,000	\$0	\$8,000	Cost per 800 photos
			\$0	\$0		
			\$0	\$0		

		\$0	\$0		
		\$0	\$0		
		\$0	\$0		
	Subtotal	\$0	\$0	\$0	
	Total	\$0	\$0	\$0	

g. Construction

1. Construction is generally defined as construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property.

2. List all proposed construction below, providing a basis of cost such as engineering estimates, prior construction, etc., and purpose as it applies to the Project Objectives.

General Description	Purpose	Total Cost	Federal Share	Cost Match	Basis of Cost/Justification
EXAMPLE!!! Construct Parking	To build a parking structure for the museum	\$22,000	\$12,000	\$10,000	Engineering estimate
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total		\$0	\$0	\$0	

h. Other Direct Costs

1. Other direct costs are direct cost items required for the project which do not fit clearly into other categories. Indirect Costs should not be included in this section.

2. Basis of cost include details such as, contractor quotes, prior purchases of similar or like items, published price list, established organizational rates, etc.

Cost Item	Purpose	Total Cost	Federal Share	Cost Match	Basis of Cost/Justification
EXAMPLE!!! 4 Grad student	Support of graduate students working on project	\$16,000	\$12,000	\$4,000	Established University tuition rate
			\$0		
			\$0		
			\$0		
			\$0		
			\$0		
Total		\$0	\$0	\$0	

i. Indirect Costs

1. Indirect costs are costs an organization incurs for common or joint objectives that cannot be specifically identified with one organizational cost objective or project. 2. Applicants may apply established indirect rates if they have been approved or negotiated with a Federal government agency, and a copy is included with this application. 3. If the applicant does not have a current Federally approved rate agreement they may elect to apply a rate limited to 10% of total direct costs.

Rate Type	Federal Rate?	Base Description	Base Total	Rate	Total Cost	Fed Share	Cost Match
EXAMPLE!!! Indirect Rate	Yes	Total Direct costs excluding equipment, tuition, and subgrants greater than \$25,000	\$113,020	42.80%	\$48,373	\$28,373	\$20,000
EXAMPLE!!! Overhead Rate	No	Total Direct Costs	\$141,020	15.00%	\$21,153	\$5,000	\$16,153
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
Total					\$21,153	\$5,000	\$16,153

Summary

Figures in this summary table are calculated from entries made in subsequent categories, only blank white cells require data entry.

Category	Total Cost	Federal Share	Cost Match	Cost Match %	Comments (as needed)
a. Personnel	\$13	\$3	\$10	76.9%	
b. Fringe Benefits	\$0	\$0	\$0	0.0%	
c. Travel	\$0	\$0	\$0	0.0%	
d. Equipment	\$0	\$0	\$0	0.0%	
e. Supplies	\$0	\$0	\$0	0.0%	
f. Contractual	\$0	\$0	\$0	0.0%	
g. Construction	\$0	\$0	\$0	0.0%	
h. Other Direct Costs	\$0	\$0	\$0	0.0%	
i. Indirect Charges	\$0	\$0	\$0	0.0%	
Total Costs	\$13	\$3	\$10	76.92%	