



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

State, Tribal, and Local Plans & Grants Division  
1201 Eye Street, NW (2256)  
Washington, DC 20005

Phone: 202-354-2020  
Fax: 202-371-1794

[preservation\\_grants\\_info@nps.gov](mailto:preservation_grants_info@nps.gov)

[nps.gov/stlpg](http://nps.gov/stlpg)

## **Funding Opportunity on Grants.gov**

### Historic Preservation Fund Grants to Underrepresented Communities for Fiscal Year 2016

The FY2016 Underrepresented Communities grant package is available on Grants.gov under Funding Opportunity Announcement **P16AS00184**. The Catalogue of Federal Domestic Assistance number for Historic Preservation Fund Grants-in-Aid, which includes this program, is 15.904. From this funding opportunity announcement, we expect to award approximately 10 to 30 awards.

This initial funding opportunity announcement was issued on Friday, May 20, 2016. Applications must be received by the specific date and time noted below. Applicants with questions may contact the issuing division at the mailing address, email address, or telephone number provided above. Awards are issued under Public Law 114-113.

### What is funded?

Grant projects must support the survey, inventory, and designation of historic properties that are associated with communities currently underrepresented in the National Register of Historic Places and among National Historic Landmarks. Successful proposals will emphasize creative projects that promote the preservation of your jurisdiction's diverse cultural resources.

Within one year of the completion of the grant, all projects must result in:

- The submission of a new nomination to the National Register of Historic Places or National Historic Landmark program, *or*
- An amendment to an existing National Register or National Historic Landmark nomination to include underrepresented communities.

### Who may apply?

Eligible applicants are:

- Tribal Historic Preservation Offices, Federally Recognized Tribes, Alaska Native Groups, Native Hawaiian Organizations as defined by 54 U.S.C. 300300 et seq.
- State Historic Preservation Offices (SHPOs)
- Certified Local Governments (CLGs); a current list of CLGs is available here: [http://grantsdev.cr.nps.gov/CLG\\_Review/search.cfm](http://grantsdev.cr.nps.gov/CLG_Review/search.cfm).

Eligible applicants may partner with nonprofits, other local governments, and National Heritage Areas to ensure the broadest inclusion of all communities. The NPS encourages

the development of public-private partnerships and robust community engagement leading to projects that will serve as models for communities nationwide.

## Grant Amounts

- Grant requests must be at a minimum \$15,000 and maximum request is \$50,000. Please note that the selection panel may, at its discretion, award less than the amount requested.
- Applications may bundle a group of projects that each costs less than the \$15,000 minimum grant.

## Application Package

Proposal packages **must** be submitted using Grants.gov ([www.Grants.gov](http://www.Grants.gov)). Search in Grants.gov for Funding Opportunity #P16AS00184; detailed instructions for the application process are included below.

**Proposals are due no later than 11:59pm EST on July 15, 2016.**

The pre-application checklist outlines tasks that must be accomplished before applicants can receive an award. These tasks are not part of the application.

Pre-application Checklist:

- Registration with sam.gov current
- Registration with grants.gov current
- Registration with asap.gov current
- Adobe Acrobat Reader is installed and updated

**A complete application consists of:**

- **SF-424 - Application for Federal Assistance (required)**
- **SF-424a - Non-Construction Budget (required)**
- **SF-424b - Non-Construction Assurances (required)**
- **Indirect cost rate agreement (required, if applicable)**
- **Project description (required)**

All SF-424 series application forms are included as interactive forms on the Grants.gov application website. The current Indirect Cost Rate agreement must be attached to the application on Grants.gov in the form of a PDF. Instructions for completing the required application components are provided on the following pages. All other forms are self-explanatory.



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If you are having problems with Grants.gov, please contact them directly at 1-800-518-4726. Additional contact options are available on the [Grants.gov website](http://Grants.gov).

Below you will find step-by-step instructions to help guide you through the application process.

Application Element	Source	Submitted Through
SF-424	Grants.gov	Same
SF-424a	Grants.gov	Same
SF-424b	Grants.gov	Same
Indirect Cost Rate Agreement	Applicant	Grants.gov
Project description	Applicant	Grants.gov

### Project Description Requirements

Project descriptions must address each of the items listed below and applications will be reviewed against this rubric as part of the evaluation process:

- A. Describe the community and the historic resources affected by this project, including a description of why they are determined to be underrepresented in the National Register of Historic Places or National Historic Landmarks, whether they are listed in the National Register of Historic Places and/or designated at the State, Tribal, or local level; and describe why this community is underrepresented in the stories and understand of the history of your jurisdiction. (25 points)
- B. Briefly summarize your project emphasizing the primary objectives and results. (25 points)
  - a. Describe the project activities necessary to achieve the project objectives
  - b. List and describe all tasks and their resulting products
  - c. Provide a detailed budget justification for all project costs; justifications should enable the evaluation of whether proposed costs are necessary, reasonable, allowable, allocable, and adequately supported
- C. Describe how the proposed project will help preserve the resources and cultural assets associated with communities that are currently underrepresented in the stories of your jurisdiction. (25 points)
- D. Describe how the project meets the goals of a local, state or tribal preservation plan or comparable planning document for your jurisdiction. (10 points)
- E. Describe the public-private partnerships and community engagement involved in the project and how these partnerships will sustain and continue to support the resource(s) after the grant project is complete. (15 points)



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NPS will evaluate and consider only those applications that separately address each of the five elements above. **Applicants are required to provide a detailed narrative of these elements and are strongly encouraged to divide the project description into the same corresponding sections.**

### Review & Selection Process

NPS personnel, and in some cases, other Federal reviewers, will review all the 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.

### Merit Review of Application

Each criteria element will be scored on the following scale based on a total possible score of 100:

Criterion					Description
A	B	C	D	E	
25	25	25	10	15	Superior
20	20	20	8	13	Good
14	14	14	6	10	Satisfactory
10	10	10	4	7	Marginal
6	6	6	2	4	Poor
0	0	0	0	0	Not Acceptable

The scoring of each criterion is 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
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



Marginal	Application contains weaknesses and/or a number of minor weaknesses. Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses.
Poor	The likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.
Not Acceptable	Applicant does not address all aspects of the criterion and the information presented indicates a strong likelihood of failure to meet the Government's requirements.

### Selection

The Selection Official may consider the merit review recommendation, program policy factors (including past performance) and the amount of funds available.

### 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 recipient is capable of complying with the requirements of DOI Financial Assistance Regulations and/or (3) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

The final award agreement will identify the amount of funding provided by NPS, any cost share provided by the Recipient, a detailed Statement of Work (SOW) for the project, a project plan and detailed project 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/sub-recipients. Additionally, 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. Cost categories can include but are not limited those costs items included on the SF424A and SF424C.

### Administrative Funding Requirements

- Matching funds are not required for the 2016 Underrepresented Community Grants, but may be considered as part of the evaluation process.



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- The grant period is generally 2 years.
- Time and/or materials must be directly related to the grant project in order to be eligible costs charged to the grant award.
- Administrative costs, both direct and pursuant to a current Federally-approved Indirect Cost Rate may be no more than 25% of the total of both the grant and any non-Federal match. The National Historic Preservation Act (54 USC 302902(d)) stipulates this limit. If your budget includes indirect costs, then you must include a copy of your Federally-approved Indirect Cost Rate Agreement or a letter indicating that you have never had a negotiated an indirect cost rate and are therefore using the 10% de minimis rate as specified in 2 CFR 200.
- Competitive selection of all consultants and contracting is required as stipulated in 2 CFR 200.
- Maximum hourly rates charged to this grant by personnel and consultants may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10. Current salary tables can be found on the Office of Personnel Management website: [www.opm.gov](http://www.opm.gov).
- Budgeted travel costs must adhere to the mileage and travel rates found at [www.gsa.gov](http://www.gsa.gov).

## Administrative and National Policy Requirements

### Recipients of Financial Assistance from the National Park Service

Complete the mandatory forms and any applicable optional forms, in accordance with the instructions on the forms and the additional instructions below, as required by this Funding Opportunity Announcement. Do not include any proprietary or personally identifiable information. Agreements are not effective until fully executed with signature from the NPS Awarding Officer.

Applicants subject to EO 12372 must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process. The names and addresses of the SPOC's are listed in the OMB's home page at:

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

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;



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- 2) the Government needs additional information to determine that the recipient is capable of complying with the requirements of DOI Financial Assistance Regulations; and/or
- 3) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

### Code of Federal Regulations (CFR)

By accepting Federal financial assistance, your organization agrees to abide by the applicable federal regulations in the expenditure of federal funds and performance under this program. These regulations are outlined, in part, in [2 CFR Part 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS](#). Additional Code of Federal Regulations/Regulatory Requirements, as applicable, are listed below (contact the Awarding Officer with any questions regarding the applicability of the following):

- 2 CFR Part 175 Trafficking Victims Protection Act of 2000
- 2 CFR Part 182 & 1401 Government-wide Requirements for a Drug-Free Workplace
- 2 CFR Part 180 & 1400 Government-wide Debarment and Suspension (Non-procurement)
- 43 CFR 18 New Restrictions on Lobbying

### Standard Award Terms and Conditions

This agreement incorporates the [Standard Award Terms and Conditions](#) found at the following Department of the Interior website as if they were given here. Acceptance of a Federal Financial Assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted and are subject to the terms and conditions incorporated either directly or by reference in the award document.

### Special Terms and Conditions

#### *Order of Precedence:*

Any inconsistency in the agreement shall be resolved by giving precedence in the following order: (a) Any national policy requirements and administrative management standards; (b) 2 CFR Part 200, in its entirety; (c) requirements of the applicable OMB Circulars and Treasury regulations; (d) special terms and conditions; and (e) all agreement sections, documents, exhibits, and attachments; (f) and the recipient's project proposal.

*Modifications:*

The agreement may be modified by written agreement signed by both the recipient's Authorized Representative and the NPS Awarding Officer. Administrative changes (i.e. Awarding Officer name change, etc.) which do not change the statement of work, agreement amount, etc. or otherwise affect the recipient may be signed unilaterally by the Awarding Officer. Additionally, a unilateral modification may be utilized if it should become necessary to impose remedies for non-compliance, suspend or terminate the agreement in accordance with 2 CFR 200, Section 200.338 – 200.342.

All other changes shall be made by means of a bilateral modification to the agreement. No oral statement made by any person, or written statement by any person other than the NPS Awarding Officer shall be allowed in any manner or degree to modify or otherwise effect the terms of the agreement.

*Payments*

All applicants must be registered in the System for Awards Management (SAM) prior to award under this FOA. Instructions for registering for SAM are located at <http://www.sam.gov/portal/public/SAM>. All applicants must maintain an active SAM registration with current information at all times while they have an active Federal award or an application under consideration.

All applicants must also be registered with and willing to process all payments through the Department of Treasury Automated Standard Application for Payments (ASAP) system. All recipients with active NPS financial assistance agreements must be enrolled in ASAP under the appropriate Agency Location Code(s) (ALC) and the Data Universal Number System (DUNS) Number prior to the award of funds. If a recipient has multiple DUNS numbers, they must separately enroll within ASAP for each unique DUNS Number and/or Agency. Note that if your entity is currently enrolled in the ASAP system with an agency other than NPS, you must enroll specifically with NPS in order to process payments.

**Reporting**

*Financial Status Reports:*

Report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the recipient's organization. The financial information will be reported by completing and submitting the [Federal Financial Report](#) (FFR), SF-425. Reports may be required quarterly, semi-annually or annually. The reporting requirements will be determined by the Awarding Officer and defined in the individual grant agreements.



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The NPS Awarding Officer will review the report for patterns of cash expenditures and assess whether performance or financial management problems exist. Before submitting the FFR to the NPS Awarding Officer, recipients must ensure that the information submitted is accurate, complete, and consistent with the recipient's accounting system. The recipient's Authorized Certifying Official's signature on the FFR certifies that the information in the FFR is correct and complete and that all outlays and obligations are for the purposes set forth in the agreement documents, and represents a claim to the Federal government. Filing a false claim may result in the imposition of civil or criminal penalties.

*Performance Reports:*

Recipients should expect to submit a **semi-annual** performance report to the NPS Awarding Officer and the Agreement Technical Representative detailing project activity and participant profile information. However, as noted above, reporting requirements will be determined by the Awarding Officer and defined in the Agreements. A final report will be due no more than 90 calendar days after the end date of the agreement.

*Non-Compliance:*

Failure to comply with the reporting requirements contained in this agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards.

Other Information

*Modification or Changes to the Announcement*

Notices of any modifications to this announcement will be posted on Grants.gov. You can receive an email when a modification or an announcement message is posted. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

*Government Right to Reject or Negotiate*

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



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*Notice of Potential Disclosure under Freedom of Information Act*

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

*Evaluation and Administration by Non-Federal Personnel*

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers; however this is not anticipated for awards under this announcement. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

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

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

*Personally Identifiable Information*

In responding to this Announcement, Applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, Project Narrative, Biographical Sketches, Budget or Budget Justification. These documents will be used by the Merit Review Committee in the review process to evaluate each application. PII is defined by the Office of Management and Budget (OMB) as:

Any information about an individual maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history and information that can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information that is linked or linkable to an individual. This definition of PII can be further defined as: (1) Public PII and (2) Protected PII.

Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials.



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Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.

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## Application Download Instructions for Grants.gov

1. Search for the Underrepresented 2016 HPF grant opportunity by clicking on "**Search Grants.**" Under "**Basic Search**", search Funding Opportunity **#P16AS00184.**
2. This will take you to an overview page. Select "**Package**" from the top right.
3. Click "**select package**". You may enter your email (optional, but recommended), you will be able to download the application or instructions. You may save the instructions on your computer.
4. On the Package page you have the options to download the **instructions** or the **package** of forms that comprise the application. You can also create a collaborative grants.gov **workspace**. You should click "**download**" to download the application instructions and carefully review them *before starting work on the package of forms*. You will be able to save the files on your computer for future reference and use.
  - a. Note: the document you are currently reading is the instructions for the application; there are no additional instructions to be downloaded.
5. When you are ready to complete the application package, you can download the package. The application package will open as a PDF. You will then need to complete various forms. (see figure 1, below)
  - a. Each of the mandatory forms is shown at the middle of the page and has already been added to the overall package. Read the instructions provided and **scroll down** to complete the forms. You should save the package to your computer as a backup or for review. The forms must be submitted online through grants.gov.
  - b. You must upload your Organizational Chart and Staffing Summary Statement, Certification of Qualified Staff and Review Board Statement, Audit Certification form, and Indirect Cost Rate Agreement using the Attachments Form.
  - c. Follow the above steps for the Construction Budget Information Form and the Construction Assurances as they are already included under the mandatory forms.
6. **Click the "Save & Submit" button to submit your application to Grants.gov.**
  - a. Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "**Save**" button.

- b. Click on the "**Check Package for Errors**" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - c. The "Save & Submit" button will become active once errors are corrected; click on the "**Save & Submit**" button to begin the application submission process.
  - d. You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.
7. You will receive a confirmation email stating that your application has been received. **If you do not receive an email from Grants.gov within 48 hours**

confirming receipt of your application, contact the Grants.gov help desk.

Pictured at left is a sample screen showing a general overview of the grant application package downloaded from grants.gov.

**GRANTS.GOV™** Grant Application Package Print Cancel

Opportunity Title: FY2016 Historic Preservation Fund-State Historic Preser

Offering Agency: National Park Service

CFDA Number: 15.904

CFDA Description: Historic Preservation Fund Grants-In-Aid

Opportunity Number: P16AS00029

Competition ID:

Opportunity Open Date: 03/04/2016

Opportunity Close Date: 06/30/2016

Agency Contact: Seth Tinkham  
Grants Management Specialist  
E-mail: seth\_tinkham@nps.gov  
Phone: 2023542048

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: \_\_\_\_\_

**Select Forms to Complete**

Mandatory Save Save & Submit Check Package for Errors

[SF424 Mandatory Form](#)

[Assurances for Construction Programs \(SF-424D\)](#)

[Assurances for Non-Construction Programs \(SF-424B\)](#)

[Attachments](#)

[Budget Information for Construction Programs \(SF-424C\)](#)

[Budget Information for Non-Construction Programs \(SF-424A\)](#)

Optional

**Instructions**

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.