



National Park Service

CRFA-PGC - Cultural Resources Financial Assistance

2022  
P22AS00347

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## **A. Program Description**

### **Authority:**

National Maritime Heritage Act - Public Law 103-451 codified as 54 USC 308701-380707.

### **Assistance Listing:**

15.925

### **Program Background, Objectives, and Goals:**

The National Maritime Heritage Grant Program was established by the National Maritime Heritage Act of 1994 as a cost-sharing grant program administered jointly by the National Park Service and the U.S. Department of Transportation, Maritime Administration (MarAd). The program issued one round of grants in 1998 and then went dormant until it was re-established in 2013. Program funding is provided by the proceeds of scrapped ships from the National Defense Reserve Fleet through a Memorandum of Agreement between the National Park Service and MarAd. The program's purpose is to provide funding for a wide range of education and preservation projects that promote and educate the public on America's extensive maritime heritage. To help meet this goal, the total dollar amount of grants awarded in a fiscal year must be equally divided between education projects and preservation projects.

## **General Program Requirements and Key Application Information**

The program provides funds for prime awardees (grantees) to administer and run competitive subgrant programs and to complete "in house" projects involving historic marine resources. This notice of funding opportunity is for preservation projects. There is a separate notice of funding opportunity for education projects.

Eligible applicants for *prime awards* are State Historic Preservation Offices and other organizations as described in the program's authorizing legislation. Applicants must use the content of their application to outline a competitive subgrant program to eligible sub-grantees that they will conduct at a later date. Eligible *subgrantees* are state governments, tribal governments, local governments, and nonprofit organizations. In addition, State Historic Preservation Offices may apply for a specific project or projects that they intend to directly manage and complete themselves ("in house") or a combination of projects to be awarded as subgrants and to be managed as in house projects.

All funded activities must advance maritime heritage through public education for a wide audience on America's maritime heritage in addition to at least *one* of the following ways:

- identification of historic marine resources, including archeological sites
- acquisition of historic marine resources for the purposes of preservation
- repair, rehabilitation, stabilization, maintenance, limited reconstruction, or other capital improvements to historic maritime resources in accordance with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* (for the purposes of this grant program, the *Standards for Historic Vessel Preservation Projects* may be especially relevant)

Projects that are for the preservation of a historic maritime resource may also include costs or activities associated with research, recordation, and planning. This could include production of measured drawings, photography, feasibility studies, or architectural and engineering services.

This grant program funds **subgrant programs or in-house activities**. The program provides recipients (referred to as prime grantees) with a single grant that is then re-granted in smaller amounts to individual projects (subgrants) and/or used on in-house projects. Prime grantees design and administer subgrant programs or in-house projects that support maritime heritage. Prime grantees must determine the focus and criteria for the subgrant program they wish to administer. Applications submitted in response to this notice of funding opportunity should describe the proposed competitive subgrant program or in-house activity(-ies), not potential or actual sub-awards. Applications will be scored based on the competitive subgrant program or in-house activity being proposed. Successful applications will include a complete description of the anticipated management lifecycle of competitive subgrant programs, including funding priorities, selections means and methods, subrecipient monitoring, and anticipated prime grantee administrative expenses and activities. Those applications that propose pre-selected subgrants will not be considered. In-house activities do not need to be competitively selected. An application may include a combination of one or more in-house activities and a subgrant program or solely in-house activities or solely a subgrant program.

Examples of eligible projects could include, but are not limited to:

- A State Historic Preservation Office (SHPO) could apply for a grant to administer a subgrant program that supports the repair of historic piers. The application would describe why the SHPO has selected historic piers as the focus of the subgrant program, the broad educational value of such resource types, the maximum amount of each subgrant, how they intend to publicize the subgrant opportunity, and how they intend to select projects for funding. This is an example of a preservation project.

- A SHPO could apply for a grant to support the production of an online guide to to and conservation of 8 historic anchors held by a SHPO owned/operated collecting institution. This project would then be an in-house preservation project.

## **B. Federal Award Information**

### **B1. Total Funding**

#### **Estimated Total Funding**

\$2,000,000

### **B2. Expected Award Amount**

#### **Maximum Award**

\$750,000

#### **Minimum Award**

\$50,000

Preservation project prime awards are anticipated to range between \$50,000 and \$750,000. Eligible applicants for prime awards will determine their own funding range for the subgrant projects they intend to fund.

### **B3. Anticipated Award Funding and Dates**

#### **Anticipated Award Date**

January 18, 2023

The anticipated award date is approximately 120 days after the due date. Please note that this is only an estimate. Projects will not start until approximately 6 months after the due date to allow time for compliance with applicable laws and regulations, particularly those related to the National Historic Preservation Act and National Environmental Policy Act.

### **B4. Number of Awards**

#### **Expected Number of Awards**

5

This is the number of anticipated prime awards. Prime awardees will design and administer competitive subgrant programs.

### **B5. Type of Award**

#### **Funding Instrument Type**

G - Grant

The National Park Service will be awarding funding as grants to eligible applicants whose programs are selected. These funded programs will, in turn, pass through funding via a subgrant or contract. The National Park Service is only soliciting applications for grants at this time.

## C. Eligibility Information

### C1. Eligible Applicants

#### Eligible Applicants

00 – State governments

25 – Others (see text field entitled “Additional Information on Eligibility” for clarification)

#### Additional Information on Eligibility

This funding opportunity is open to State Historic Preservation Offices and other organizations as described in the National Maritime Heritage Act. There are 59 State Historic Preservation Offices; one in each of the 50 states, the 5 territories, the District of Columbia, and the 3 Freely Associated States of Micronesia.

### C2. Cost Sharing or Matching

#### Cost Sharing / Matching Requirement

Yes

There is a 1:1 matching requirement. Each federal dollar must be matched by one non-federal dollar. Match may be in the form of cash or in-kind donations of time, goods, or services.

### C3. Other

1. Applications for renewal or supplementation of existing subgrant or in-house projects are not eligible. Each application must be for a separate phase if it is part of a multi-phase project and **significant progress** must be demonstrated on prior phases prior warrant additional funding.
2. Preservation projects funded as subgrants and in-house projects under this program constitute "undertakings" as defined by Section 106 of the National Historic Preservation Act (54 USC 306108). Accordingly, after the grant is awarded, the National Park Service will work with the grantee to complete the consultation process prior to drawing construction funds from their grant account. Depending on the project, additional federal reviews may be required under other laws such as the Archeological Resources Protection Act of 1979 (ARPA), the National Environmental Policy Act (NEPA), and the Native American Graves Protection and Repatriation Act (NAGPRA).
3. If a project is doing work to or preparing a National Register nomination for a property and the owner is different than the applicant or subapplicant, then the applicant or subapplicant, as appropriate, must include written permission from the owner to proceed with the project. If a preservation covenant or easement or preservation agreement is required by the SHPO/THPO, this should be explicitly acknowledged as well. The letter of owner consent must be submitted with the application (sub-grant application) and be

signed no earlier than 60 days before the (sub-)application due date and pertain to this specific application or subgrant application, as appropriate. Previous letters of owner consent will not be accepted. The National Park Service may require a copy of the written permission of a property prior to approving project work.

4. Administrative costs are allowable under this program; however, they are limited. In general, administrative costs necessary to complete and administer the program cannot exceed 7.5% of the total cost (prime award and subgrants **combined**).
  - Administrative costs are: Allowable, reasonable, and allocable costs related to the overall management of activities directly related to finance (accounting, auditing, budgeting, contracting), general administrative salaries and wages (grant administration, personnel, property management, equal opportunity) and other “overhead” functions (general legal services, general liability insurance, depreciation on buildings and equipment, etc.) not directly attributable to specific program areas identified in the grant agreement. All administrative costs reported must be absolutely necessary for program implementation, such as the cost items identified in the final grant agreement or items otherwise approved in writing by the NPS Awarding Official (AO).
5. The amount awarded in a fiscal year for all grants and subgrants for projects relating to historic maritime resources owned or operated by the federal government may not exceed 40% of the total amount available for grants and subgrants. Proposals relating to federally owned or managed historic maritime resources should be submitted by a nonfederal organization working under a legal written agreement with a federal agency to carry out the objectives of the subgrant. Any grants awarded will be made to the nonfederal applicant, not the federal agency owning or managing the federal historic maritime resource(s). Federal funding may not be used to match federal funding; thus, projects contemplating work on federal resources must carefully consider how matching obligations will be fulfilled.
6. Grantees (and subgrantees) agree to assume, after the completion of the project, the total cost of continued maintenance, repair, and administration of the grant-assisted property in keeping with the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*. Accordingly, the execution of a preservation covenant or easement or preservation agreement as part of the subgrant program or in-house projects, as applicable, is required.
  - The term of the easement, covenant, or preservation agreement must run 20 years after the end date of the prime grant agreement.
    - If the historic property is not currently protected by a preservation easement/covenant, a preservation easement/covenant must be executed for 20 years
    - If the historic property is currently subject to a preservation easement/covenant that meets the minimum preservation requirements, an extension must be executed for an additional duration to meet the requirements of the new funding awarded
    - If the historic property is currently protected by a perpetual or other preservation easement/covenant that meets or exceeds the requirements of

this grant program as determined by the National Park Service, no additional duration or restriction are necessary

- The easement or covenant must be executed by registering it with the deed of the property.
- Submission of a draft preservation easement/covenant or preservation agreement is a deliverable under the grant and is due within one year of the start date of the prime grant agreement.
- The easement/covenant should be signed with the State Historic Preservation Office in which the site is located or with a nonprofit organization acceptable to and approved in writing by the National Park Service.
- Following completion of all grant-assisted work, the preservation covenant/easement or preservation agreement must document the grant-assisted condition of the site and character-defining features.
- A copy of executed easement/covenants must be provided to the National Park Service. Similarly, copies of the signed preservation agreements must be provided to the National Park Service.

### **Information on Planning to Run a Subgrant Program**

In addition to designing a competitive subgrant program, the responsibility of SHPOs that administer competitive subgrant programs for maritime heritage preservation projects to execute such a program should also include:

- publicizing the subgrant program to prospective sub-grantees and the public
- answering questions from the public and providing subgrant program information, as requested
- distributing subgrant applications to eligible applicants (local governments and nonprofits)
- receiving subgrant applications and ensuring their completeness
- submitting to NPS the proposed scope of work for each subgrant the SHPO wishes to fund via an online portal for NPS review
- retaining complete subgrant files on each project, both those selected for funding and those not selected for funding
- monitoring subgrant project progress
- reporting to NPS on program accomplishments

### **Eligible Costs**

Eligible costs under prime and sub-grants are as described in this notice of funding opportunity, 2 CFR 200, and the *Historic Preservation Fund Grants Manual*. For this program, they also include:

- administrative costs necessary to complete and administer the grant requirements
- rehabilitation of properties via subgrant
- costs for the production of a project sign
  - project signs are required for development (construction) projects
- costs for public notice(s) of the subgrant opportunity



- costs associated with preservation agreement, easement, or covenant preparation or execution
  - easements, covenants, or preservation agreements are required for development (construction) projects
- costs associated with required training or reporting; and
- any other costs as determined eligible by NPS in accordance with Office of Management and Budget (OMB) circulars, NPS policies, and the *National Maritime Heritage Grants Manual*

### What is Not Funded?

- long-term maintenance or curatorial work beyond the grant period
- activities that train a professional to perform his or her work better
- cash reserves, endowments, revolving funds, or fund-raising costs
- work performed prior to the announcement of the prime or sub-award, as appropriate
- lobbying or advocacy activities
- costs for work already completed or funded through other federal programs
- miscellaneous costs, contingencies, reserves, or overhead, except as permitted by 2 CFR 200

### 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 may provide funding to foreign entities or for projects conducted outside the United States.

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

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

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

## D. Application and Submission Information

## **D1. Address to Request Application Package**

All application information is available on [grants.gov](https://www.grants.gov).

## **D2. Content and Form of Application Submission**

### **Project Narrative**

- Program descriptions must address each of the evaluation criteria and applications will be reviewed against this rubric as part of the merit evaluation process. Remember: the application you are submitting describes your design for in-house projects and/or a competitive subgrant program, not specific, pre-selected subgrant projects.
- NPS will evaluate and consider only those applications that separately address each of the four criteria listed in Section E.
- A program summary is limited to 3,000 characters (including spaces); each criterion is limited to 7,000 characters (including spaces), and a program timeline is limited to 7,000 characters (including spaces). No additional sections will be reviewed or scored.
  - A suggested Program Description Worksheet format is included under the "Related Documents" tab on [grants.gov](https://www.grants.gov) which includes these character limits. The Program Description Worksheet will serve as the project narrative for this application.

## **Defining Historic Maritime Resources**

The grants program is designed to support various maritime heritage education projects and preservation projects which focus on three broad categories of historic maritime resources: Historic Maritime Properties, Maritime Heritage Collections, and Traditional Maritime Skills. Ensure that your application demonstrates how one or more these three categories of resources will benefit from proposed grant-assisted activities.

### **Historic Maritime Properties**

Historic maritime properties are defined in accordance with the criteria established by the National Register of Historic Places and refer to those properties relating to, or bordering on, the sea or inland waters; or relating to navigation or commerce of the sea or inland waters; and consist of:

- Maritime Districts which make up a geographically definable area possessing a significant concentration, linkage or continuity of maritime sites, buildings, structures or objects united by past events or by plan or physical development.
- Maritime Sites such as submerged or terrestrial maritime-related archeological sites or other maritime sites which are the location of a significant event or activity, buildings or structures where the location itself maintains historical or archeological value regardless of the value of any existing structure.
- Maritime Buildings such as lighthouses, lifesaving stations, custom houses, warehouses, hiring hall, sailors homes, marine hospitals or other maritime buildings created to shelter any form of human activity, or maritime buildings comprising a historically related complex such light stations or lifesaving stations;

- Maritime Structures where a work is made up of interdependent and interrelated parts in a definite pattern of organization such as stationary waterfront cranes, locks, canals. Maritime structures, constructed by man, are often large scale engineering projects; and
- Maritime Objects such as vessels, shipwrecks and hulks, floating drydocks, piers or cranes, or other maritime objects that are by nature moveable yet related to a specific setting or environment;

**and which are significant in** American history, architecture, archeology, engineering, or culture at the national, state, or local level and possess integrity of location, setting, materials, workmanship, feelings, and association. To be considered significant, a maritime property must meet one of the four National Register criteria:

- A. be associated with events that have made a significant contribution to the broad patterns of American History; or
- B. be associated with the lives of persons significant in our nation's past; or
- C. embody characteristics that are distinctive of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic value; or represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. have yielded or may be likely to yield, information important in prehistory or history. In general, maritime properties must be 50 years of age or older to be considered historic and therefore eligible for funding considerations under the Grants Program.

However, a maritime property which has achieved historical significance within the past 50 years may also be considered eligible for funding considerations if it is of exceptional importance. Historic maritime properties can also consist of archeological resources which include the submerged or terrestrial remains of historic or prehistoric shipwrecks, hulks, vessels, lighthouses, lifesaving stations as well as canals, piers, docks, waterfront properties and other maritime districts, sites, structures, buildings, or objects (as defined above).

### **Maritime Heritage Collections**

Maritime collections consist of assemblages of objects, documents, and archeological resources pertinent to the understanding of the maritime heritage of the United States which are collected according to a rational scheme and maintained so they can be cared for, studied, and interpreted for public benefit.

- **Objects.** An object when used within the context of a maritime collection has a different meaning from its use as a historic maritime property category. In this case, an object is considered a material thing possessing functional, aesthetic, cultural, symbolic, or scientific value, usually portable by nature or design. Objects which are part of a maritime collection shall be comprised of those material things which embody events, work, thought, arts, and institutions reflective of human activity associated with the sea and inland waters and may include prehistoric and historic maritime artifacts, models, works of art, and fragments or components of maritime buildings, maritime structures or maritime objects which are obtained or collected through non-archeological methods or techniques.
- **Documents.** A document when used in the context of a maritime collection refers to recorded information that will contribute substantially to the understanding and interpretation of maritime heritage in the United States. These records should be directly linked to those human activities associated with maritime history and culture and shall be

organized in a manner which facilitates access, especially for research and reference use. Such recorded information consist of assemblages of archival records, manuscripts, or published materials. Documents may include archival materials of a maritime organization or institution, manuscripts comprised of textual, electronic, sound, or visual formats, as well as published materials including books, reports, journals, pamphlets, electronic media, microforms, photographs, film, graphic, and audio documents related to maritime heritage of the United States.

- Archeological Resources. Archeological resources within the context of maritime collections consist of those submerged or terrestrial material remains that have been excavated or removed in connection with an archeological investigation of prehistoric or historic maritime properties. Archeological resource shall also consists of associated records that are prepared or assembled in connection with the archeological investigation of prehistoric or historic maritime properties. Classes of material remains may include excavated fragments or components of shipwrecks (pieces of ships hulls, rigging, armaments, cargo, etc.), and other historic maritime properties, as well as excavated artifacts of human manufacture such as tools, weapons, and other materials related to maritime heritage. Classes of associated records include all records relating to the investigation of a resource such as research proposals, permits, field notes, etc., records relating to the identification of a resource using remote sensing methods and equipment, and public records and archival records essential to understanding the resource such as deeds, historical maps, drawings, photographs, manuscripts.

### **Traditional Maritime Skills**

Traditional maritime skills consist of activities associated with the naval, commercial and navigational activities of, or relating to, the sea or inland waters which are handed down from generation to generation, by word of mouth or by practice. These traditional activities pertain to recognizable, though not necessarily identical, practices which are transmitted across at least two successive generations and shall include those maritime skills, arts, crafts, trades, techniques, or occupations generally thought of as requiring use of hands or special training.

### **SF-424, Application for Federal Assistance**

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

- Complete the **SF-424** with as much as possible with all applicable information
- You must provide your ZIP Code +4; 0000 is not acceptable.
- Your Unique Entity Identifier (UEI) must exactly match the UEI number under your SAM.gov record.

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

**All** applicants must completed the **SF-424A**. For grant applications that do not include construction, applicants must complete and submit the SF-424A *Budget Information for Non-Construction Programs* form. For applications that do include construction, applicants must complete and submit the SF-424A and the SF-424C.

- The project budget shall include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items, including the cost of work to be provided by contractors. All costs show in the budget documents should match what is discussed in the program description worksheet. Cost categories can include, but are not limited to, those cost itmes included on the SF-424A and SF-424C.
- Remember: no more than 7.5% of the entire budget (Federal plus match) may be applied towards administrative costs.

#### **Reminder Concerning Construction Costs**

Construction costs represented on this form in Section B, block 6, line G, column 5 should match block 16, column C on the SF-424C. It may be helpful to think of construction costs represented on the SF-424C as "rolling up" onto the SF-424A.

#### **Entering Administrative Costs**

In order for the National Park Service to identify and calculate administrative costs proposed for this grant, additional data is necessary.

- In Section A, block 1, column A: enter "Administration of National Maritime Heritage Grant"
  - This title will appear in Section B as a column heading
- In Section A, block 1, column E: enter the total administrative costs to be charged to the federal portion of the award
- In Section A, block 1, column F: enter the total administrative costs to be charged to the non-federal portion of the award

#### **Entering Anticipated In-House and Subgrant Costs**

In order for the National Park Service to identify and calculate the anticipated in-house and subgrant costs you intend to charge to this grant, additional data is necessary.

- In Section A, block 2, column A: enter "In-house Expenses"
  - This title will appear in Section B as a column heading
- In Section A, block 2, column E: enter the total in-house costs to be charged to the federal portion of the award
- In Section A, block 2, column F: enter the total in-house costs to be charged to the non-federal portion of the award
- In Section A, block 3, column A: enter "Subgrants"
  - This title will appear in Section B as a column heading

- In Section A, block 3, column E: enter the total subgrant costs to be charged to the federal portion of the award
- In Section A, block 3, column F: enter the total subgrant costs to be charged to the non-federal portion of the award

If there are costs that do not fit in the above categories, you may enter them in Section A, block 4. Please make sure to provide a title for these costs in block 4, column A.

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

Complete the **SF-424C** only if you are proposing construction (development) activities. Remember: the total in block 16, column C should match the total construction costs on the SF-424A shown in Section B, block 6, line G, column 5.

- The project budget shall include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items, including the cost of work to be provided by contractors. All costs show in the budget documents should match what is discussed in the program description worksheet. Cost categories can include, but are not limited to, those cost items included on the SF-424A and SF-424C
- Remember: no more than 7.5% of the entire budget (Federal plus match) may be applied towards administrative costs.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All of the required application forms are available with this announcement on Grants.gov.

Any applicant organization that has not completed the financial assistance certifications and representations within their SAM.gov registration must submit the appropriate signed and dated Assurances form. All required application forms are available with this announcement on Grants.gov.

Applicants seeking approval to acquire real property under an award must complete and submit the SF-429, “Real Property Status Report (Cover Page)” and the SF-429-B, “Real Property Status Report Attachment B (Request to Acquire, Improve, or Furnish)”. These forms are required if the real property is acquired with Federal funds, with recipient cost share or matching funds, or as an in-kind contribution under the award.

The **SF-429** and **SF-429B** are only required if your grant proposal includes the acquisition of property. If data needed to complete the SF-429 and SF-429B is not available at the time of application, these forms may be submitted later. At a minimum, funded programs that include acquisition must submit the SF-429 and SF-429B to the National Park Service prior to the release of funds for the funded activity. An application that proposes acquisition will still be considered complete even if the SF-429 and SF-429B are not included with the application.

### **Detailed Budget Narrative**

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

The budget shall include detailed information on all cost categories and must clearly identify all estimated project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF-424A or SF-424C.

- The Budget Justification Worksheet, included under the “Related Documents” tab on grants.gov, fulfills the detailed budget narrative requirement.
- All costs listed in the SF-424A and SF-424C must correspond to the activities in the Project Description and must be outlined in the Budget Justification Worksheet. However, do not include your cost breakdown as part of the narrative Project Description.
- Costs must be broken out into Federal and matching funds by cost center such as personnel, fringe benefits, travel, administrative costs, etc.
- If matching share is included in your budget, list the sources of non-Federal match, as well as if the match is secured or unsecured.
- The following questions must be answered in your budget justification:
  - Do you have policies and procedures in place that meet the financial management standards in 2 CFR 200.302? NPS may ask for copies of policies if selected for funding.
  - Do you have a single audit and was it submitted to the Federal Audit Clearinghouse? If no, do you have another type of audit or other annual financial statement?
  - Attach a complete set of financial statements including:
    - a. Balance sheet/Statement of Financial Position
    - b. Statement of Revenue and Expense/Statement of Activities
    - c. Statement of Cash Flow

A Budget Justification Worksheet format is included under the “Related Documents” tab on grants.gov.

### **Project Abstract Summary**

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

- Funding Opportunity Number;
- Goals and Objectives of your proposed project;

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

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

### **Conflict of Interest Disclosure**

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

#### *(a) Applicability.*

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

(2) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in [2 CFR §200.318](#) apply.

#### *(b) Notification.*

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

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

*(c) Restrictions on lobbying.* Non-Federal entities are strictly prohibited from using funds under a grant or cooperative agreement for lobbying activities and must provide the required certifications and disclosures pursuant to [43 CFR §18](#) and [prelim@title31/subtitle2/chapter13&edition=prelim">31 USC §1352](#).

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

*(e) Enforcement.* Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award. Failure to make required disclosures may result in any of the remedies described in [2 CFR §200.339](#), Remedies for noncompliance, including suspension or debarment (see also [2 CFR §180](#)).

### **Uniform Audit Reporting Statement**

All U.S. states, local governments, federally recognized Indian tribes, institutions of higher education, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the [Federal Audit Clearinghouse's Internet Data Entry System](#), in accordance with 2 CFR 200 subpart F. U.S. state, local government, federally recognized Indian tribes, institutions of higher



education, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the [Federal Audit Clearinghouse](#) website.

### **Certification Regarding Lobbying**

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

### **Disclosure of Lobbying Activities**

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

### **Overlap or Duplication of Effort Statement**

If the project proposed in this application is funded through another Federal financial assistance award, in part or in whole, the applicant must provide a statement detailing the potential funding overlap in regards to activities, costs, or time commitment of key personnel. Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and identify when that proposal was submitted or copy of Federal financial assistance award covering activities covered under this proposal. The statement and the description of overlap or duplication, when applicable, may be provided within the proposal or as a separate attachment to the application. Any overlap or duplication of funding between the proposed project and other active or anticipated projects may impact selection and/or funding amount. If no such overlap or duplication exists, state, "There are no overlaps or duplication between this application and any of our other Federal applications or funded projects"

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

**Identifier and System for Award Management (SAM.gov) Registration:** This requirement does not apply to individuals applying for funds as an individual (i.e., unrelated to any business or nonprofit organization you may own, operate, or work within), or any entity with an exception to bypass SAM.gov registration with prior approval from the funding bureau or office in accordance with bureau or office policy. All other applicants are required to register in SAM.gov prior to submitting a Federal award application and obtain a [Unique Entity Identifier \(UEI\)](#)

which 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.

## **D4. Submission Dates and Times**

### **Due Date for Applications**

09/20/2022

### **Application Due Date Explanation**

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

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by the date and time above. Applicants are encouraged to submit the application well before the deadline.

Application preparation time may take several weeks. Start the application process as soon as possible. Applications received after the deadline will not be reviewed or considered for award. If it is determined that a proposal was not considered due to lateness, the applicant will be notified after the selection process. If you experience errors with your submission, you should ensure you retain a written copy of any help desk tickets you receive from grants.gov.

## **D5. Intergovernmental Review**

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

## **D6. Funding Restrictions**

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

Organizations must have an active Federal award before they can submit an indirect cost rate proposal to their cognizant agency. Failure to establish an approved rate during the award period renders all costs otherwise allocable as indirect costs unallowable under the award. Recipients must have prior written approval from the Service to use amounts budgeted for direct costs to satisfy cost-share or match requirements or to cover unallowable indirect costs. Recipients shall not shift unallowable indirect costs to another Federal award unless specifically authorized to do so by legislation.

### **Required Indirect Cost Statement to be submitted with Application.**

All organizations must include the applicable statement from the following list in their application, and attach to their application any documentation identified in the applicable statement:

We are:

- A U.S. state or local government entity receiving more than \$35 million in direct Federal funding each year with an indirect cost rate of [insert rate]. We submit our indirect cost rate proposals to our cognizant agency. Attached is a copy of our most recently approved rate agreement/certification.
- A U.S. state or local government entity receiving less than \$35 million in direct Federal funding with an indirect cost rate of [insert rate]. We have prepared and will retain for audit an indirect cost rate proposal and related documentation.
- A [insert your organization type; U.S. states and local governments, do not use this statement] that has previously negotiated or currently has an approved indirect cost rate with our cognizant agency. Our indirect cost rate is [insert rate]. [Insert either: "Attached is a copy of our most recently approved but expired rate agreement. In the event an award is made, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award is made." *or* "Attached is a copy of our current negotiated indirect cost rate agreement."]
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency. Our indirect cost rate is [insert rate]. If we receive an award, we will submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after the award date.
- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is lower than 10%. Our indirect cost rate is [insert rate; must be lower than 10%]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our

cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat indirect cost rate of [insert rate; must be lower than 10%] against [insert a clear description of the direct cost base against which your rate is charged (e.g., salaries; salaries and fringe benefits; or modified total direct costs). However, please note that your organization cannot charge indirect costs in excess of the indirect costs that would be recovered if applied against modified total direct costs as defined in §[2 CFR 200.68](#)]. We understand that we must notify the Service in writing if we establish an approved rate with our cognizant agency at any point during the award period.

- A [insert your organization type] that has never submitted an indirect cost rate proposal to our cognizant agency and has an indirect cost rate that is 10% or higher. Our indirect cost rate is [insert your organization's indirect rate; must be 10% or higher]. However, if we receive an award we will not be able to meet the requirement to submit an indirect cost rate proposal to our cognizant agency within 90 calendar days after award. We request as a condition of award to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined in [2 CFR §200.68](#). We understand that we must notify the Service in writing if we establish a negotiated rate with our cognizant agency at any point during the award period. We understand that additional Federal funds may not be available to support an unexpected increase in indirect costs during the project period and that such changes are subject to review, negotiation, and prior approval by the Service.
- A [insert your organization type] that is submitting this proposal for consideration under the “Cooperative Ecosystem Studies Unit Network”, which has a Department of the Interior-approved indirect cost rate cap of 17.5%. If we have an approved indirect cost rate with our cognizant agency, we understand that we must apply this reduced rate against the same direct cost base as identified in our approved indirect cost rate agreement per [2 CFR §1402.414](#). If we do not have an approved indirect cost rate with our cognizant agency, we understand that we must charge indirect costs against the modified total direct cost base defined in 2 CFR §200.68 “Modified Total Direct Cost (MTDC)”. We understand that we must request prior approval from the Service to use the 2 CFR 200 MTDC base instead of the base identified in our approved indirect cost rate agreement. We understand that Service approval of such a request will be based on: 1) a determination that our approved base is only a subset of the MTDC (such as salaries and wages); and 2) that use of the MTDC base will still result in a reduction of the total indirect costs to be charged to the award. In accordance with 2 CFR §200.405, we understand that indirect costs not recovered due to a voluntary reduction to our federally negotiated rate are not allowable for recovery via any other means.

A [insert your organization type] that will charge all costs directly.

## D7. Other Submission Requirements

### Summary of Application Content Requirements

A complete application will consist of:

- **Documents 1 through 5 and 8, 9, and 10 will be available within the "Manage Workspace" page**

- **Documents 6 and 7 may be submitted with the application may also be submitted later if a proposal that includes acquisition is selected for funding.** It is unlikely that most applicants will have the information necessary to submit either of these documents at the time of application. Applications that propose acquisition activities will still be considered complete even if the SF-429 and SF-429B are not submitted with the application.
  - **Documents 11 through 13 can be found on the "Related Documents" tab within the grants.gov opportunity. You should download these documents, save and complete them, and upload the completed files into the Attachments Form (#7)**
  - **Documents 14, 15, 16, and 17, if they are submitted, are also attached to the Attachments Form (#8).**
1. SF-424 (Application for Financial Assistance)
  2. SF-424A (Budget Information for Non-Construction Programs) **ALL applicants must complete this form. It is mandatory.**
  3. SF-424B (Assurances for Non-Construction Programs) **ALL applicants must complete this form. It is mandatory.**
  4. SF-424C (Budget Information for Construction Programs)
  5. SF-424D (Assurances for Construction Programs)
  6. [SF-429 \(Real Property Status Report \(Cover Page\)\)](#) - only submit this if you are proposing to acquire property and have the data necessary to complete this form at the time of application
  7. [SF-429B \(Real Property Status Report Attachment B \(Request to Acquire, Improve, or Furnish\)\)](#) - only submit this if you are proposing to acquire property and have the data necessary to complete this form at the time of application
  8. SF-LLL (Disclosure of Lobbying Activities) - if anticipated award is over \$100,000
  9. Project Abstract Summary
  10. Attachments Form
  11. Program Description Worksheet
  12. Budget Justification Worksheet
  13. Program Images Worksheet
  14. Indirect Cost Statement (See D6)
  15. Letters of Support (optional)
  16. Letter of Owner Consent (if applicable)
  17. Supporting documentation for merit review criterion 4. (See E1)

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

### **Project Images Worksheet**

- provide photos of the potential affected context/sites/districts
- photos should show current conditions and immediate threat
- photos may also be elevations, plans, or other images
- color or black-and-white photos are both accepted
- photographs should clearly show the historic maritime resource(s) and serve to illustrate the need/urgency/threat mitigated by proposed activities

- a suggested Project Images Worksheet format is included under the "Related Documents" tab on grants.gov which allows for 19 images to be uploaded in one document

**Letters of Support**

- Letters of support should be submitted if defining specific partner involvement, support, or matching funds. These letters **must be submitted with your application via grants.gov** as part of the attachments form. Letters received in any other manner may not be considered.
- **Please DO NOT mail or send letters of support separately** from application materials. Items sent by mail will be subject to irradiation and will be delayed and damaged in transit.
- Letters of support must be submitted **with your application**. Letters not submitted via grants.gov may not be considered.
- **Congressional letters of support should also be included with materials submitted via grants.gov.**

**Letter of Owner Consent**

- Due to the nature of this program, it is more likely than not that any necessary letters of owner consent will not be available at the time of application; however, if these are available at the time of application, they should be submitted with the application and signed no earlier than 60 days before the application due date
- Previous letters of owner consent will not be accepted

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

1. other budget information
2. financial capability
3. evaluation of risk
4. name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 CFR 17)

**E. Application Review Information**

**E1. Criteria**

**Criterion 1 - Subgrant Program Objectives** **Maximum Points: 35**

Description	
Subgrant Program Objectives	Describe the need, urgency, and threat to significant historic maritime resources that the subgrant program and in-house projects, if any, will help mitigate. Define the subgrant program and what category(-ies) of historic maritime resources will be assisted by the program. If your proposal includes in-house projects, indicate which category(-ies) of historic maritime resources will be assisted by your grant. Your response should completely describe the subgrant program and also include how the subgrant program and in-house activities (as applicable) will address aspects of maritime history, technology, or culture that are significant to the maritime heritage of the United States.

**Criterion 2 - Educational Component****Maximum Points: 10**

Description	
Educational Component	Describe how the proposed subgrant program demonstrates the potential for reaching a broad audience with an effective educational program. Remember: a plan for an educational component is required for both preservation and education projects. The definition of "broad audience" will be considered within the geographic and thematic context of each project.

**Criterion 3 - Feasibility****Maximum Points: 30**

Description	
Feasibility	Describe how the subgrant program's objectives (including in-house activities, if any) can be accomplished in a realistic and timely manner, including planned project milestones outlined in the timeline section. Your response should also address how the planned budget is reasonable to accomplish project objectives. Discuss elements in the budget justification to show that costs are necessary, reasonable, and allowable. Demonstrate how the subgrant program will be accomplished within the given timeframe (3 years) and with the given resources, while meeting all federal requirements and guidelines.

**Criterion 4 - Appropriateness of Key Personnel****Maximum Points: 25**

Description	
Appropriateness of Key Personnel	Describe organizational experience with and ability to programmatically and financial manage a federal subgrant program and in-house project, if applicable, and support the continued monitoring of easement / covenant / preservation agreements, where required.  Describe who will be involved in managing the subgrant project and their qualifications, attaching resumes/CVs, as applicable.

**E2. Review and Selection Process**

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

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

Prior to award, the program will evaluate the risk posed by applicants as required in 2 CFR 200.205. Programs document applicant risk evaluations using the Bureau's "Financial Assistance Recipient Risk Assessment" form. Prior to approving awards for Federal funding in

excess of the simplified acquisition threshold (currently \$250,000), the Bureau is required to review and consider any information about or from the applicant found in the Federal Awardee Performance and Integrity Information System. The Bureau will consider this information when completing the risk review. The Bureau uses the results of the risk evaluation to establish monitoring plans, recipient reporting frequency requirements, and to determine if one or more of the specific award conditions in 2 CFR 200.207 should be applied the award.

NPS 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 the following point scale:

35/30/25/10	Superior
28/24/20/8	Good
21/18/15/6	Satisfactory
14/12/10/4	Marginal
7/6/5/2	Poor
0/0/0/0	Not Acceptable

The following numerical rating values may be assigned: 0 to 35, inclusive, depending on the total point value of the criterion. 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
35/30/25/10	Superior: Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.
28/24/20/8	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.
21/18/15/6	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.
14/12/10/4	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.
7/6/5/2	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.
0/0/0/0	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.

## E3. CFR – Regulatory Information

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

## E4. Anticipated Announcement and Federal Award Dates

The estimated award date is January 18, 2023. The estimated project start date is April 1, 2023. As indicated, these dates are both estimations and the actual timing of award decision by the National Park Service, as well as receipt of grant agreements and the commencement of funded project work is subject to change.

## F. Federal Award Administration Information

## F1. Federal Award Notices

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. NPS will notify the applicant selected for award by January 18, 2023. 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 cooperative agreement or grant will be sent for signature.

Work cannot begin before the non-Federal entity receives a fully executed copy of the grant/cooperative agreement which contains the signature of the Financial Assistance Awarding Officer. Any pre-award costs incurred prior to the receipt of a signed agreement or written notice signed by a Financial Assistance Awarding Officer authorizing pre-award costs, is at the applicant's own risk. A signed grant/cooperative agreement signed by a Financial Assistance Awarding Officer is the only authorizing document to begin performance.

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

## F2. Administrative and National Policy Requirements

See the "[DOI Standard Terms and Conditions](#)" for the administrative and national policy requirements applicable to DOI awards.

### Data Availability

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

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

(b) The Federal Government has the right to:

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

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

## F3. Reporting

### Financial Reports

All recipients must use the [SF-425, Federal Financial Report](#) form for financial reporting. At a minimum, all recipients must submit a **final** financial report. Final reports are due no later than 120 calendar days after the award period of performance end date or termination date. For awards with periods of performance longer than 12 months, recipients are required to submit **interim** financial reports on the frequency established in the Notice of Award. The only exception to the interim financial reporting requirement is if the recipient is required to use the

SF 270/271 to request payment and requests payment at least once annually through the entire award period of performance. We will describe all financial reporting requirements in the Notice of Award.

Annual financial reports will be submitted using the GrantSolutions platform. Upon completing evaluation of a grantee's risk, more frequent reporting may be required.

### **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.

Annual performance reports will be submitted using the GrantSolutions platform. Upon completing evaluation of a grantee's risk, more frequent reporting may be required.

### **Significant Development Reports**

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

Reporting on the progress of both subgrants and in-house projects is required via an online platform. This reporting will include, but is not limited to, the name by which the grantee refers to the project, the anticipated period of performance, the address of the property, whether the property is listed in the National Register of Historic Places, and the federal and matching share budgeted for the project.

### **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.

Real property reports will only be required of acquisition is an anticipated activity. The standard approved OMB property reporting form is the SF-429. These reports shall be submitted by the recipient at least annually when the Federal Government retains interest in the property issued to the recipient through the Federal award. If the Federal Government retains interest in the land will be held for more than 15 years, then the recipient must submit the first report within one year of the Period of Performance end date and then every five years thereafter. See 2 CFR 200.330 and 2 CFR 200.1 for more information.

### **Conflict of Interest Disclosures**

Recipients must notify the program immediately in writing of any conflict of interest that arise during the life of their Federal award, including those reported to them by any subrecipient under the award. Recipients must notify the program in writing if any employees, including subrecipient and contractor personnel, are related to, married to, or have a close personal relationship with any Federal employee in the Federal funding program or who otherwise may have been involved in the review and selection of the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award.

### **Other Mandatory Disclosures**

The Non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339](#) Remedies for Noncompliance, including suspension or debarment.

### **Reporting Matters Related to Recipient Integrity and Performance**

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

## **G. Federal Awarding Agency Contact(s)**

### **G1. Program Technical Contact**

For **programmatic technical assistance**, contact:

First and Last Name:

Turkiya Lowe

Address:

Telephone:

202-354-6991

Email:

maritime\_grants@nps.gov

Email preferred for all application questions.

## **G2. Program Administration Contact**

For **program administration assistance**, contact:

First and Last Name:

Seth Tinkham

Address:

Telephone:

202-354-6991

Email:

[maritime\\_grants@nps.gov](mailto:maritime_grants@nps.gov)

## **G3. Application System Technical Support**

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

Grants.gov Customer Support

Numeric Input Field: 1-800-518-4726

[Support@grants.gov](mailto:Support@grants.gov)

For **GrantSolutions technical registration, submission, and other assistance contact**:

GrantSolutions Customer Support

1-866-577-0771

[Help@grantsolutions.gov](mailto:Help@grantsolutions.gov)

## **H. Other Information**

### **Payments**

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

Grantees will use ASAP to draw down funding. If, after an assessment of the grantee's or applicant's risk, the National Park Service determines that additional review and approval is necessary prior to drawdown, grantees may be required to submit an SF-270 and supporting documentation.