

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

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



Program Title	Historically Black Colleges and Universities (HBCU) Grant Program
Notice of Funding Opportunity Number:	<u>P18AS00071</u>
Announcement Type:	<u>Initial</u>
CFDA Number:	<u>15.904</u>

Issue Date:	<u>February 28, 2018</u>		
Application Due Date:	<u>May 1, 2018</u>	Time AM/PM Zone	<u>11:59 PM Eastern</u>

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Section A: Program Description

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

Funding Opportunity Title: Historically Black Colleges and Universities (HBCU) Grant Program

Funding Opportunity Number: P18AS00071

Catalog Of Federal Domestic Assistance (CFDA) Number: 15.904

Legislative Authority:

54 U.S.C. 302906 et seq.

54 U.S.C. 302101 et seq.

Consolidated Appropriations Act, 2017, Division G, Title I (P.L. 115-31)

Bipartisan Budget Act of 2018 (enacted as P.L. 115-123)

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

Program Background Information and Objectives:

In 1988, the National Park Service established the Historically Black Colleges and Universities (HBCU) Preservation grant program to document, preserve, and stabilize structures on HBCU campuses. The HBCU grant program exists to repair historic structures on campuses of Historically Black Colleges and Universities that are **listed in the National Register of Historic Places** either individually or as contributing to a National Register historic district. Projects must meet major program selection criteria and all work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

Department of the Interior Priorities:

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

- Modernizing our infrastructure: Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs;
- Restoring trust with local communities: Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.

Section B: Federal Award Information

Anticipated Federal Funding: The FY2017 and FY2018 appropriations for this program will be combined totaling at least \$5,600,000 and awarded dependent on receipt of sufficient eligible applications.

Non-Federal Entity Cost Share:

Non-Federal cost share is not required for this agreement but will be considered as a competitive factor.

Estimated Number of Agreements to be Awarded: 12-15

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

Estimated Amount of Funding Available Per Award:

An estimated range of \$75,000.00 To \$500,000.00 of funding is anticipated for each award. The amount of funding available per award for this NOFO will be determined as part of the application review process based on applications received and funding made available through appropriations.

Anticipated Start Date:

Projects receiving funding through this NOFO will start once funding has been secured and awards have been made. Do not anticipate a start date sooner than winter 2018.

Anticipated Term of the Agreement:

Agreement terms for funded projects are estimated to range between two and three years, depending on the negotiated project statement of work. Agreements are not effective until fully executed with signature from the NPS Financial Assistance Awarding Officer.

Grant Agreement - A legal instrument of financial assistance between The National Park Service and a non-Federal entity that, consistent with 31 U.S.C. § 6302, 6304:

(1) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. § 6101(3)); and not to acquire property or services for the Federal awarding agency's direct benefit or use;

(2) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.

Substantial Involvement:

No substantial involvement on the part of the National Park Service is anticipated.

Other Information:

1. Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards.
2. Any historic property receiving grant assistance through the program will be required to place a preservation covenant/easement on the property to preserve the significance and integrity that made the property historic.
3. Projects funded under this program constitute “undertakings” as defined by Section 106 of the National Historic Preservation Act, as amended (54 U.S.C. 306108). Accordingly, after the grant is awarded, the National Park Service will work with the grantee to complete the consultation process with the appropriate State Historic Preservation Officer or Tribal Historic Preservation Officer prior to receiving funds from their grant account. Depending on the project, additional federal reviews may be required under other laws such as, the Archaeological Resources Protection Act of 1979 (ARPA), the National Environmental Policy Act (NEPA), and Native American Graves Protection and Repatriation Act (NAGPRA).

Section C: Eligibility Information

Application Due Date: May 1, 2018 11:59 PM ET

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

Please note: Grants.gov will be down for scheduled maintenance April 21-23rd. Plan accordingly because extensions will not be provided.

1. Eligible Applicants

- All accredited HBCU institutions.
<https://nces.ed.gov/COLLEGENAVIGATOR/?s=all&sp=4&pg=1>
- **Buildings or structures already listed in the National Register of Historic Places** as of the published deadline for submitting grant applications are eligible for a grant award. They may be individually listed or as contributing to at National Register Historic District.

2. Cost Sharing or Matching

Non-Federal cost share is not required for this agreement but will be considered as a competitive factor.

Cost share contributions above the minimum amount required will be considered in the evaluation of applications in accordance with Section E. Application Review Information.

Section D: Application and Submission Information

1. Address to Request Application Package

The Application Package contains ten mandatory forms (1-10), which must be submitted with your proposal, and one optional form (11). Forms include:

1. SF-424 (Application for Financial Assistance)
2. SF-424A (Budget Information for Non-Construction Programs)
3. SF-424B (Assurance for Non-Construction Programs)
4. SF-424C (Budget Information for Non-Construction Programs)
5. SF-424D (Assurance for Construction Programs)
6. SF-LLL (Disclosure of Lobbying Activities), if anticipated award is over \$100,000
7. Attachments Form
8. Project Description Worksheet
9. Budget Justification Worksheet
10. Project Images Worksheet
11. Indirect Cost Rate

2. Contents and Form of Application Submission

You must complete the mandatory forms and any applicable optional forms, in accordance with the instructions below, as required by this NOFO. Do not include any proprietary or personally identifiable information (PII). A complete application should include:

- Standard Form 424 (SF 424) – Application for Federal Assistance
 - Complete this form as much as possible with all applicable information. Please note: You must provide your ZIP Code + 4. Your DUNS Number must match the DUNS Number under your SAM.gov record.
- Standard Form 424A and 424C – Budget Information
 - The project budget shall include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement). Cost categories can include, but are not limited to, those costs items included on the SF424A and SF424C.
- Standard Form 424B and D - Assurances
 - This form must be signed and submitted with your application.
- Standard Form LLL - Disclosure of Lobbying Activities
In accordance with 43 C.F.R. § 18 and 31 U.S.C. § 1352 this form must be completed and signed if the amount of the Federal award is anticipated to exceed \$100,000.00.

- Attachments Form
 - The Attachments Form is where the required Project Description, Budget Justification, Project Images and any other relevant documents are attached as part of the grant application.
- Project Description Worksheet
 - Project descriptions must address each of the evaluation criteria and applications will be reviewed against this rubric as part of the merit evaluation process. NPS will evaluate and consider only those applications that separately address each of the five criteria listed in Section E.
- Budget Justification Worksheet
 - All costs listed in the SF-424A/C 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.

Please note : Maximum hourly wages charged to this grant for personnel and consultants may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10. Current salary tables for your location can be found on the Office of Personnel Management website: <https://www.opm.gov>.

- Project Images Worksheet
 - The Project Images Worksheet allows for up to 20 photographs to be attached to show the property and illustrate the need for a preservation project.
- Letter of permission from owner (if applicable)
 - If your proposed project is not owned by the organization applying, a letter of owner consent to the project and any applicable easements or covenants must be included in the application.
- Indirect Cost Rate Agreement, if applicable
 - If your proposed budget includes indirect costs, the rate as proposed must meet the requirements of 2 CFR Part 200, Section 200.414 and 2 CFR Part 200, Appendix III through Appendix VII as applicable. A negotiated indirect cost rate agreement must be provided with your proposal. If selecting use of 10% de minimus rate because of no prior negotiated indirect cost rate a De Minimis Indirect Cost Rate Certification must be submitted. Proposals that fail to document their indirect costs will have those costs disallowed.

NOTE: Administrative costs plus indirect costs may not exceed 25% of the total project budget as defined in 54 USC 301 et seq.

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

- (a) Other budget information
- (b) Financial capability
- (c) Evaluation of risk

(d) Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 43 C.F.R. § 17)

3. Unique entity identifier and System for Award Management (SAM)

Each applicant (unless exempt under 2 CFR §25.110) is required to:

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

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

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

In addition, in order to submit an application through Grants.gov an applicant must have an active SAM registration and register for submission permissions through the [Grants.gov](https://www.grants.gov) website. Utilize the following link to guide you through this process:
<http://www.grants.gov/web/grants/applicants/organization-registration.html>

4. Submission Dates and Times

Applicants are held responsible for their proposals being submitted to the National Park Service. Applications must be received by May 1, 2018 at 11:59 PM ET. Applicants are encouraged to submit the application well before the deadline.

Application preparation time may take several weeks, so please start the application process as soon as possible. Applications received after the deadline will not be reviewed or considered for award. If it is determined that a proposal was not considered due to lateness, the applicant will be notified after the selection process.

5. Intergovernmental Review

This funding opportunity is not subject to Executive Order (EO) 12372 “Intergovernmental Review of Federal Programs.” Applicants subject to EO 12372 must contact their State’s Single Point of Contact (SPOC) to find out about and comply with the State’s process. The names and addresses of the SPOC’s are listed in the OMB’s home page at:
http://www.whitehouse.gov/omb/grants_spoc/

6. Funding Restrictions

Costs incurred by the applicant prior to the start date of the period of performance of a signed Federal award are only allowable with written approval by a Financial Assistance Awarding Officer.

7. Other Submission Requirements

Applications must be submitted through Grants.gov to the National Park Service by May 1, 2018 at 11:59 PM ET. Applications submitted by other means or not received by the deadline will not be considered.

After you submit your application you should receive three emails from grants.gov.

1. The first email will be a confirmation that you have submitted your application.



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

2. The second email will confirm receipt of your application by the grants.gov system.

From: DoNotReply@grants.gov [mailto:DoNotReply@grants.gov]
Sent: Wednesday, December 2, 2015 9:55 AM
To: jdoe@applicant.org
Subject: GRANT10637616 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at Dec 2, 2015 03:25:55 AM EST

Validation may take up to 2 business days. To check the status of your application please click here
http://www.grants.gov/applicants/track-my-application.html?tracking_num=GRANT10637616

Type: GRANT

Grants.gov Tracking Number: GRANT10637616

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.
DUNS Number: 000000000000

AOR name: James Doe

Application Name: [ApplicationName](#)

Opportunity Number: OPPORTUNITY-NUMBER-1

Opportunity Name: Opportunity Name

<https://applv07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

- The third will indicate that the application has either been successfully validated by the system or rejected due to errors. If your application is rejected due to errors, please contact grants.gov immediately. Your application must be validated in order for your application to be forwarded to NPS and be considered for funding.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Thursday, November 01, 2013 12:13 PM
To: jdoe@applicant.org
Subject: GRANT10582033 Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 000000000000

AOR name: Mary Smith

Application Name: [ApplicationName](#)

Opportunity Number: OPPORTUNITY-NUMBER-1

Opportunity Name: Opportunity Name

<https://applv07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

In the event the applicant experiences difficulties in completing their application, please contact: preservation_grants_info@nps.gov or 202-354-2020. Technical issues with Grants.gov should be resolved by calling 1-800-518-4726 or visiting their online help desk.

START THIS PROCESS EARLY DON'T DELAY!

Section E: Application Review Information

1. Criteria

NPS will evaluate and consider only those applications that separately address each of the merit review criteria. Each applicant is required to provide a detailed project description, in accordance with section D.2., of the following criteria elements.

Criterion 1	
Weight 20%	
Significance	Describe the historic resource(s) in the proposed project and the role they played in the Historic Black Colleges and Universities (HBCU) experience. Discuss National Register significance and the integrity of the resource. Describe how the project will result in the recognition, understanding, and preservation of this and associated resources.

Criterion 2	
Weight 20%	
Severity of Threat to Property	Describe the current condition of the historic property and explain how it is threatened or endangered. The source(s), nature, extent, and severity of the threat, danger or damage to the property must be clearly and convincingly argued. Discuss how the project is the next logical step toward the resource's preservation.

Criterion 3	
Weight 20%	
Mitigation of Threat to Property	<p>Projects must substantially mitigate or eliminate the threat, danger, or damage described must have a clear public benefit (for example, historic places open for visitation or public use). Please clearly state what preservation activities will be undertaken as part of this project and address the following points:</p> <ol style="list-style-type: none"> 1. Describe the key project activities and products to be supported by this grant and the non-Federal match if provided. 2. Describe how the work will significantly diminish or eliminate the threat, danger, or damage to the historic property. 3. Explain any pre-project planning or research, such as Historic Structures Reports, on which project decisions are based. 4. List the key type of personnel undertaking the work and briefly describe the qualifications you will require. Consultants must be selected competitively and their qualifications reviewed and approved by the Federal agency overseeing the grant. 5. Describe how the project will have a clear public benefit. 6. Explain how your organization will ensure continued maintenance of the historic property. 7. If this application is for one component of a larger project, has that project begun? If so, what work has been completed? Has the ongoing work been reviewed by the State Historic Preservation Office? 8. If the building will have a new use after the grant funded work is complete, what is that use? 9. Is any new construction planned in the vicinity of the historic property? 10. Will this project also involve the use of Federal Historic Preservation Tax Credits?

Criterion 4	
Weight 20%	
Feasibility	<p>The project must be feasible (i.e. able to be completed within the proposed activities, schedule, and budget described in the application). The application must:</p> <ol style="list-style-type: none"> 1. Describe how the project will result in the recognition, understanding, and preservation of associated resources. Describe any public-private partnerships involved in the project and how these partnerships will sustain and continue to support the resource(s) after the grant project is complete. Describe how the public will be actively involved in the project. 2. Provide a timeline for project completion. Should your application be successful, the period of support will be negotiated by you and the funding agency, but is typically 2-3 years. No work undertaken before a grant is awarded will be supported by grant funds. Timeline should not include specific dates, e.g. "Month 1: planning Month 2: Research." Work should not be scheduled to begin prior to Winter 2018.

Criterion 5	
Weight 20%	
Department of the Interior Priorities	<p>Describe how your project advances the following Department of the Interior priorities:</p> <ul style="list-style-type: none"> • Modernizing our infrastructure: Remove impediments to infrastructure development and facilitate private sector efforts to construct infrastructure projects serving American needs; • Restoring trust with local communities: Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.

2. Review and Selection Process

NPS personnel, and expert Federal staff, 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 20 point scale:

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

The scoring of each criterion must be based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following 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 Application contains weaknesses and/or a number of minor weaknesses.
Marginal	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The Application contains significant weaknesses and/or significant minor weaknesses.
Poor	The likelihood of successfully meeting the Government's requirements. Significant weaknesses are demonstrated and clearly outweigh any strength presented.
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. 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.

d. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to: (1) only a portion of the application is selected for award; (2) the Government needs additional information to determine that the applicant is capable of complying with the requirements of DOI Financial Assistance Regulations, and/or (3) additional specific terms and conditions are required. Failure to satisfactorily resolve the issues identified by the Government may preclude award to the applicant.

3. Evaluation of Applicant Risk

In accordance with 2 C.F.R. § 200.205, applications selected for funding will be subject to a pre-award risk assessment which may include a review of information contained within the applicant's proposal, past audits, the Federal Awardee Performance and Integrity Information System (FAPIIS), and/or past performance on previous Federal financial assistance awards. Negative information that leads to an applicant being designated as "Medium Risk" or "High Risk" may result in specific conditions, as identified in 2 C.F.R. § 200.207, being incorporated into the final award.

4. What is NOT funded

- Construction of new buildings.
- Acquisition of collections or historic sites.
- Conservation of collections, except as part of gathering oral history documentation.
- Long-term maintenance or curatorial work beyond the grant period.
- Reconstructing historic properties (recreating all or a significant portion that no longer exists).
- Moving historic properties or work to historic properties that have been moved and are no longer eligible for listing in the NRHP.
- Cash reserves, endowments, or revolving funds.
- Fund-raising costs.
- Work performed prior to announcement of award.
- Lobbying or advocacy activities.
- Costs for work already funded through other federal programs such as the Federal Historic Preservation Tax Incentives program.

Section F: Federal Award Administration Information

1. Federal Award Notices

Upon being selected for the award, successful applicants will receive a notification of the selection of their application for funding. NPS will notify the applicant selected for award by fall 2018. A notice of selection is not an authorization to begin performance on an agreement. This notice will detail the next steps in the awarding process. Once all clearances and reviews have been conducted, a grant agreement will be sent for signature.

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

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

2. Administrative and National Policy Requirements

a. Code of Federal Regulations (CFR)

By accepting Federal financial assistance, the non-Federal entity agrees to abide by the applicable Federal regulations in the expenditure of Federal funds and performance under this program: [2 C.F.R. Part 200](#) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards

b. Standard Award Terms and Conditions

Acceptance of a Federal financial assistance award from the Department of the Interior carries with it the responsibility to be aware of and comply with the terms and conditions of the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to, and as approved by the Financial Assistance Awarding Officer. All financial assistance awards are subject to the terms and conditions incorporated either directly or by reference in the award document. Code of Federal Regulations/Regulatory Requirements, as applicable, are listed within Appendix B of this announcement (Contact the Financial Assistance Awarding Officer with any questions regarding the applicability of any terms and conditions).

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

c. Order of Precedence

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

d. Modifications

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

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

e. Payments

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

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

f. Funding Restrictions

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

g. Cost Principles:

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

h. Pre-award Costs:

Must comply with 2 CFR Part 200.458 and requires written approval from the Financial Assistance Awarding Officer.

3. Reporting

a. Financial Status Reports:

A report of expenditures is required as documentation of the financial status of awards according to the official accounting records of the non-Federal entity. The financial information will be reported by completing and submitting the Federal Financial Report (FFR), SF425. At a minimum, financial reports will be required annually and shall be submitted within 90 calendar days after the end of the annual reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final FFR shall be submitted no more than 90 calendar days after the end date of the agreement.

The FFR can be downloaded at:

http://www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf

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

b. Performance Reports:

A report of performance is required as documentation of performance towards the accomplishments of the Federal award and detailing project activity and participant profile information. At a minimum, performance reports will be required annually and shall be submitted within 90 calendar days after the end of the annual reporting period. The Financial Assistance Awarding Officer may designate a reporting schedule requiring more frequent reporting based on the assessment of risk. The reporting requirements will be defined within the grant agreement. A final performance report shall be submitted no more than 90 calendar days after the end date of the agreement.

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

- (1) A comparison of actual accomplishments to the objectives of the Federal award established for the period. Where the accomplishments of the Federal award can be quantified, a computation of the cost (for example, related to units of accomplishment)

may be required if that information will be useful. Where performance trend data and analysis would be informative to the Federal awarding agency program, the Federal awarding agency should include this as a performance reporting requirement;

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

Before submitting the performance report to the NPS Financial Assistance Awarding Officer, the non-Federal entity must ensure that the information submitted is accurate, complete, and consistent with the non-Federal entity's Federal financial report. Filing false information may result in the imposition of civil or criminal penalties.

c. Non-Compliance:

Failure to comply with the reporting requirements contained in an agreement may be considered a material non-compliance with the terms and conditions of the award. Non-compliance may result in withholding of future payments, suspension or termination of the agreement, recovery of funds paid under the agreement, and the withholding of future awards. The specific information regarding type, frequency and means of submission of post-Federal award reporting requirements will be contained in the award document.

4. Reporting Matters Related to Recipient Integrity and Performance:

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

Section G: Federal Awarding Agency Contacts

Agency Contact Information:

Name: Megan Brown, Chief, State, Tribal, Local, Plans & Grants Division
Address: National Park Service, 1849 C Street, NW, MS 7360, Washington, DC 20240
Phone: 202-354-2020
E-mail: preservation_grants_info@nps.gov

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

Name: STLPG Staff
Address: National Park Service, 1849 C Street, NW, MS 7360, Washington, DC 20240
Phone: 202-354-2020
E-mail: preservation_grants_info@nps.gov

Section H: Other Information:

1. Program Information

In 1988, the National Park Service established the Historically Black Colleges and Universities (HBCU) Preservation grant program to document, preserve, and stabilize structures on HBCU campuses. The HBCU grant program exists to repair historic structures on campuses of Historically Black College and University that are listed in the National Register of Historic Places. Projects must meet major program selection criteria and all work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation.

Find out more: www.nps.gov/preservation-grants/HBCU

2. Proprietary and Personally Identifiable Information

a. Notice of Potential Disclosure under Freedom of Information Act

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

b. Personally Identifiable Information

In responding to this NOFO, applicants must ensure that Protected Personally Identifiable Information (PII) is not included in the following documents: Project Abstract, 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.

Protected PII:

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

3. Routine Notices to Applicants

a. Modification or Changes to the Notice of Funding Opportunity

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

b. Government Right to Reject or Negotiate

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

c. Evaluation and Administration by Non-Federal Personnel

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

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

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

Appendix A – Forms Instructions

Many of the application forms are included as interactive forms on the Grants.gov application website. Your Indirect Cost Rate Agreement and SF-LLL need to be uploaded through the “Attachments Form” which can be found in the Application Package. The Project Description Worksheet, Budget Justification Worksheet, and Project Images Worksheet must be downloaded from the Related Documents Tab on grants.gov, completed outside of Grants.gov, and uploaded as PDFs to the “Attachments Form” which can be found in the Application Package on Grants.gov.

[SF-424 \(Application for Financial Assistance\)](#)

You will find instructions on how to fill out the SF-424 on Grants.gov. You must provide your ZIP Code + 4 and your DUNS Number must exactly match your SAM.gov registration

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

You will find instructions on how to fill out the SF-424A on Grants.gov. The following are program-specific instructions to aid you in completing the form. Note: Matching share used under this grant is subject to all of the same Federal regulations and audit requirements as Federal share.

SECTION A - Budget Summary 1.e. Enter the total amount of Federal grant award funds going toward Administration Costs. 1.f. Applicants are not required to commit matching share (applies to SECTION C as well); however, if matching share is included in the application, the amount of planned matching share must be reported in this field. 2.e. Enter the total amount of Federal grant award funds going toward Operations Costs. 3 e. Enter the total amount of Federal grant award funds going toward Contractors.

SECTION B - Budget Categories

1. Column 1 - Administrative Costs

2. Costs not related to specific grant related activities, but rather related to general office administration or “overhead” activities such as:
 - a. Formulating the grant budget
 - b. Preparing audits
 - c. Financial administration of the grant/payroll
 - d. Property management.

NOTE: No more than 25% of the entire budget may be applied towards administrative costs listed under Column 1, plus “indirect costs” listed under all three columns of line j.

3. Column 2 - Operation Costs

4. Costs related to specific grant related activities. These are activities that directly contribute to the accomplishments of the applicant’s responsibilities, such as:
 - a. Personnel/Payroll costs for work related to project goals
 - b. Equipment/supplies needed for specific projects

c. Travel expenses for goal-related meetings/conferences

5. Column 3 - Contracts and Subgrants

Costs paid through contracts and/or funds given as subgrants to entities other than applicant.

Some costs may be split between columns. For instance, if a staff person will spend time performing both “administrative work” and “operations work,” their salary should be divided between the two columns 1 and 2 based on the percentage of time spent doing each type of work.

Object Class Category Definitions

1. Personnel. Direct employees of the applicant’s staff. Please note, Tribal Elders providing consultation should go under “other costs.”
2. Fringe Benefits. Compensation given in addition to direct wages or salaries, such as medical insurance, paid holidays, etc. This may not exceed what is typically awarded to other staff.
3. Travel. All costs related to travel. Costs must be based on the current Federal fiscal year’s per diem rates and mileage rates which can be found on the General Service’s Administration website at www.gsa.gov.
4. Equipment: Tangible, non-construction, non-expendable personal property, charged directly to the award which has a useful life of more than one year and **an acquisition cost of \$5,000 or more per unit**. All requests for equipment purchases must be submitted and approved in writing by NPS prior to purchase. List all proposed equipment purchases. **(SECTION F)**
5. Supplies. Non-construction items costing less than \$5,000 per unit that do not meet the definition of equipment.
6. Consultants/Subgrants. Individuals/businesses/organizations providing professional advice or services on the basis of a written agreement for a fee. All consultants must be competitively selected and qualifications approved for concurrence by the NPS.
7. Construction. Construction includes all predevelopment work (plans, studies), construction equipment/supplies/materials/ labor and any other construction-related fees such as inspections, reviews, etc. The total amount in this line item will be further broken down on the SF424c, *Construction Budget Form*.
8. Other. All expenses that do not fit into any of the above categories such as stipends for Elder’s time in consultations, and printing.

- **Indirect Charges:** Indirect costs are costs that are not directly attributable to a specific **cost** object (such as a particular project, facility, function or product).. Indirect costs are eligible for reimbursement but must be based on the organization's approved indirect cost rate agreement. If your proposed budget includes indirect costs, the rate as proposed must meet the requirements of 2 CFR Part 200, Section 200.414 and 2 CFR Part 200, Appendix III through Appendix VII as applicable. A copy of the negotiated indirect cost rate agreement must be provided with your proposal.

If your organization/agency has never had an approved indirect cost rate agreement it may submit a written request to use a de minimus rate of 10% of modified direct costs .Your request must be included with the application and certify that the organization/agency has never had an approved Indirect Cost Rate agreement. Proposals that fail to document their indirect costs will have those costs disallowed.

9. **Program Income.** Gross income earned by a grantee that is directly generated by a grant supported activity, during the period of the grant agreement (or received by a contractor/subgrantee during the period of their HPF funded agreement).

SECTION C - Complete section only if matching share used (HBCU applicants are not required to include matching share. If matching share is used, all matching share funds must comply with Federal, agency and program grant requirements including audit requirements.)

SECTION D and E – Fields 13 – 20 do not need to be completed.

SECTION F – Other Budget Information Fields 21 and 22 - Enter the total amount of Direct Charges and Indirect Charges. Field 23 - List all equipment planned for purchase under the grant.

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

This form must be signed and submitted with your application. You will find instructions on how to fill out the SF-424B on Grants.gov

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

The project budget shall include detailed information on all cost categories and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors or sub-recipients. In addition, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included (reference section C of this announcement).

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

This form must be signed and submitted with your application. You will find instructions on how to fill out the SF-424D on Grants.gov

[Standard Form LLL](#) (Disclosure of Lobbying Activities)

In accordance with 43 C.F.R. § 18 and 31 U.S.C. § 1352 this form must be completed and signed if the amount of the Federal award is anticipated to exceed \$100,000.00. If lobbying activities do not apply, enter “NA” as needed.

If you are having problems with Grants.gov, please contact them directly at 1-800-518-4726.

If you need assistance in completing the forms, please contact the National Park Service at: 202-354-2020 or preservation_grants_info@nps.gov.