

Welcome.

We'll be starting shortly.

State, Tribal, and Local Plans & Grants Division

nps.gov/stlpg

Call-in number: 1-866-916-2815

Participant code: 2198079





State Historic Preservation Office Program

Historic Preservation Fund FY 2017 Application Review



Report Tips and Tricks

This presentation is meant to provide quick tips, tricks and reminders to those familiar with the Historic Preservation Fund (HPF) Application.

Those new to the program should work closely with your assigned National Park Service (NPS) grant manager in completing the forms.



State, Tribal, and Local Plans & Grants Division

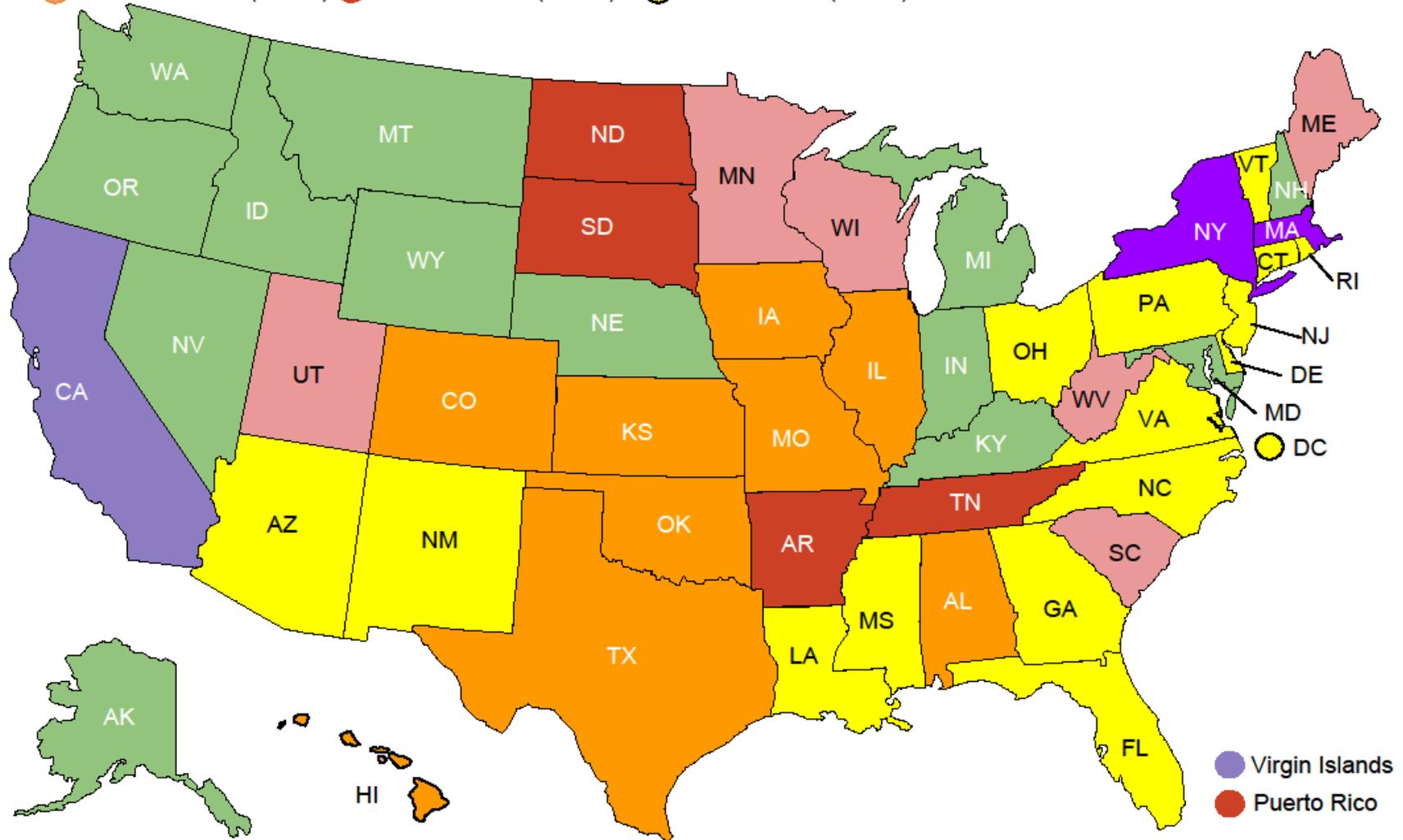
Staff Contacts

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- Seth Tinkham (AK, ID, IN, KY, MD, MI, NE, NH, NV, OR, WA, WY), Sandy, AACR
- Jennifer Wellock , Technical Reviewer (CA, MA, NY, VI), AACR
- Madeline Konz (AR, ND, SD, TN, PR), THPOs, Tribal Heritage, AACR
- Vedet Coleman (ME, MN, SC, UT, WI, WV), URC, AACR
- Paula Creech (AS, FM, GU, MH, MP, PW)
- David Banks, Program Manager Historic Preservation Planning Program
- John Renaud, Policy Historian
- Ginger Carter, THPOs, AACR
- Kristine Brunsman, Program Assistant, CLGs, HPF
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State, Tribal, and Local Plans & Grants Division

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NPS State Assignments
All phone numbers (202) 354 - Extension

Updated: December 22, 2016



Reminders in 2017

- Dealing with a **Partial** apportionment
- Grants.gov workspace webinar
- Data Requirements
 - ZIP+4
 - DUNS+4
 - Congressional Districts
- whitehouse.gov and OMB
- All applications **due June 30, 2017**
- Risk Assessments and Special Conditions
- NEPA Worksheets
- NHL Project Notifications
- We are moving in 2017



FY2017 HPF Apportionment

- Congress has not passed a full FY 2017 budget
- Continuing Resolution through April 28th
- Partial apportionment
 - Up to two applications
 - Both should include 10% pass through to CLGs
- Status
 - Apportionment certificate awaiting signature
 - Initial application available now
- Impact
- All applications are due **June 30, 2017** (full or partial)



Pre-Application To Do list

In order for your FY 2017 application to be approved:

- Has your 2016 End-of-Year Report and 2015 Closeout Report been approved?
 - States may apply *without having* NPS approval yet
- Do you have an Approved State Plan?
 - If necessary, request an extension. Do not allow plan to lapse.
- Is your registration with SAM.gov and FSRs.gov current?
- Are you registered in grants.gov?
- Is your ASAP account active?
- Is your current signature authority (for SHPOs and Deputy SHPOs) on file?
 - SHPO letters: address to Stephanie Toothman
 - Deputy SHPO letters: address to Megan Brown



Submit Applications on Grants.gov Funding Opportunity #P17AS00072

A complete application consists of:

- a) SF 424 - Application for Federal Assistance
- b) SF424a - Non-Construction Budget
- c) SF424b - Non-Construction Assurances – listed under optional, **but is required**
- d) SF424c - Construction Budget
- e) SF424d - Construction Assurances
- f) SF-LLL - Lobbying
- g) Organizational Chart and Staff Summary – **attach to grants.gov package**
- h) Certification of Qualified Staff and Review Board – **attach to grants.gov package**
- i) Indirect Cost Rate Agreement – if applicable – **attach to grants.gov package**

REVIEW APPLICATION INFORMATION AND INSTRUCTIONS ON GRANTS.GOV

Consider using the workspace option to save this information for later applications.

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



SF 424 - Application for Federal Assistance

Expiration Date: 8/31/2016

Application for Federal Assistance SF-424

<p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<p>* 2. Type of Application:</p> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<p>* If Revision, select appropriate letter(s): <input type="text"/></p> <p>* Other (Specify): <input type="text"/></p>
<p>* 3. Date Received: Completed by Grants.gov upon submission. <input type="text"/></p>		<p>4. Applicant Identifier: <input type="text"/></p>
<p>5a. Federal Entity Identifier: <input type="text"/></p>		<p>5b. Federal Award Identifier: <input type="text"/></p>
<p>State Use Only:</p>		
<p>6. Date Received by State: <input type="text"/></p>		<p>7. State Application Identifier: <input type="text"/></p>
<p>8. APPLICANT INFORMATION:</p>		
<p>* a. Legal Name: <input type="text"/></p>		
<p>* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/></p>		<p>* c. Organizational DUNS: <input type="text"/></p>
<p>d. Address:</p>		
<p>* Street1: <input type="text"/></p>		
<p>Street2: <input type="text"/></p>		
<p>* City: <input type="text"/></p>		
<p>County/Parish: <input type="text"/></p>		
<p>* State: <input type="text"/></p>		
<p>Province: <input type="text"/></p>		
<p>* Country: <input type="text" value="USA: UNITED STATES"/></p>		
<p>* Zip / Postal Code: <input type="text"/></p>		
<p>e. Organizational Unit:</p>		
<p>Department Name: <input type="text"/></p>		<p>Division Name: <input type="text"/></p>
<p>f. Name and contact information of person to be contacted on matters involving this application:</p>		



SF 424A, Non-Construction Budget, Section A

The matching share is 40% of the total budget, NOT 40% of the federal award amount. Example: Federal award is \$60; matching share is \$40; total budget is \$100.

- Field 1(a) is Historic Preservation, Field 1(b) is CFDA # 15.904
- Field 1(e) list Federal HPF award amount (partial or full);
- Field 1(f) list Matching Share amount (40% match is required, but states may contribute additional match as a safety net)

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2014

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	Historic Preservation	15.904	\$	\$	\$	\$	\$
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$



SF424A Non-Construction Budget Form

Section B

Column 1 = Administrative costs
 Column 2 = SHPO Program costs
 Column 3 = Subgrant /Contract costs

This is the total budget including **both** Federal and Matching Share.

The budget is divided into 3 columns, separating Administrative, Operations and Contractual costs.

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



Administrative Costs (Column 1)

Costs incurred when accomplishing activity directly pertinent to budget formation and execution, personnel management, finance, property management, equal opportunity and other “overhead” functions not directly attributable to specific program areas but specific to the HPF grant.

(Administrative costs) + Line J (indirect costs) may not total **more than 25%** of total budget (federal share AND match).

SECTION B - BUDGET CATEGORIES

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

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Sample Administrative Costs

- Preparation of Personnel Payroll
- Audits
- Collection, storage, and retrieval of management information related to central administrative control
- Administrative and support services or equipment needed for or related to the above
- Office space, IT, HR services for staff



Operating Costs (Column 2)

Costs applied to a specific program area activity described in Chapter 6 of the HPF Manual that contribute to the accomplishments of SHPO responsibilities. This includes staff.

Program Areas

Planning

Survey & Inventory

National Register

Development, acquisitions & Covenants

Review & Compliance

Local Government Certification

Tax Incentives

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

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Sample Operating Costs

- Personnel costs for staff performing tasks related to SHPO activities/projects/goals
- Equipment/supplies needed for eligible SHPO projects
- Travel expenses for SHPO program meetings/conferences



Subgrants /Contracts (Column 3)

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

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This column is where the costs of subgrants and/or contracts for work related to the SHPO grant are listed.

B3(h) is where you report your CLG pass-through and CLG match, if any. At minimum, B3(h) should total at least 10% of your federal award amount.



Budget Categories by Row

Personnel - Direct employees of the State

Consultant/Contractor – Those providing professional advice or services on the basis of a written agreement for a fee, including those providing professional advice or services. Reminder these need to be competitively selected.



Budget Categories by Row

Supplies: Includes items **costing less than \$5,000.**

Equipment: Includes items **costing \$5,000 or more per unit.**
Requires NPS approval prior to purchase.

Equipment requires on-going reporting submitted with the End-of-Year Report, except the SF-428. Only the SF-428c should be submitted to request disposition of a previously reported item.

The SF-428 series:

- SF-428 cover page
- SF-428a annual inventory of equipment purchased in that FY
- SF-428b is the close out of the grant
- SF-428c is submitted in the case of disposition of equipment



SF-428 Series

SF-428s are used to report on the acquisition or disposal of equipment valued at **\$5,000 or more per unit** purchased with Federal or matching funds.

All non-Federal entities must annually submit an inventory of Federally owned property.

The SF-428 Cover Sheet	Optional – reviewed as it demonstrates the suite of SF-428 forms covering property inventory.
SF-428A	Required. Use for the active year grant. For this year (2015 EOY Report) use this for 2015 grant.
SF-428B	Required. Use for closing grant. For this year (2015 EOY Report) use this for 2014 grant.
SF-428C	As needed - when a grantee wants to request to dispose of federal property while the grant the property was purchased with is still active. This should be filed at the time they want to dispose of property. For 2015 EOY Report only if property purchased with 2014 or 2015 money is being disposed during the grant period.



Budget Categories by Row

Indirect Costs - Costs incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the HPF grant without effort disproportionate to the results achieved.

Be consistent in reporting.

Indirect Cost Rate Agreement--Each SHPO's indirect cost rate may cover a different set of expenses. What is included in the IDCRA is determined and stated in the IDCR agreement. The SHPO must have a current IDC covering the FY to which it's charging indirect costs for these costs to be allowable.

De minimis rate (10%) – MTDC; 2 CFR 200.68, if using must have never had an approved Agreement before, and must request use of the 10% with a memo on letterhead



Budget Categories by Row

Other - This category includes anything that does not fit into any another category. You must add an explanation of what is included in these costs.



Budget Categories by Row

Program income - Gross income received by SHPO or subgrantee, directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

Example: charging public for copying NR nominations or surveys, charging for site visits for a non-federal tax credit project.

Program Income

SECTION B - BUDGET CATEGORIES

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

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SF424A Non-Construction Budget Form, Section C- Matching Share

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. b. NonFederal Share supplied by Grantee; d. Match provided by other sources, not counting CLG pass through	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
9. d. NonFederal Match for CLG pass thru subgrants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>				
23. Remarks: <input type="text"/>					



Check for 10% Pass Through to CLGs

SECTION B - BUDGET CATEGORIES

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

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B3h – C9d = Federal Share to CLGs.

This must be at least 10% of Federal award.

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	b. NonFederal Share supplied by Grantee; d. Match provided by other sources, not counting CLG pass-through	\$	\$	\$	\$
9.	d. NonFederal Match for CLG pass thru subgrants				
10.					
11.					
12.	TOTAL (sum of lines 8-11)	\$	\$	\$	\$



Have or anticipate a construction project?

Submit:

- Submitted with grant application
 - SF-424B – Construction Assurances
 - SF-424C – Construction Budget
- Reminder: NHL & NEPA requirements
- Insurance and Bonding (2 CFR § 200.325)
 - Required for construction projects exceeding \$150,000 whether all federal and/or matching funds
 - If not insurable, NPS can review to make sure the Federal interest is “adequately protected”
- If construction projects exceed \$150,000 total budget, consult 2 CFR § 200.325 “Bonding Requirements” for guidance.



Tips for Completing Your Organizational Chart

- Use chart to show
 - position titles
 - vacant positions
 - hierarchy of reporting
- Identify specific staff information (on next slide). A list is a great way to provide this information as an attachment to the organizational chart. Clarity is the most important objective.



Organizational Chart (cont.)

- Staff meeting **36 CFR 61 professional qualifications**
 - Historian
 - Architectural historian
 - Archeologist positions
- **Staff funded** in full or in part with HPF or matching share (and percentages)
- Total number of FTEs charged to the federal share and the number of FTEs charged to the matching share. Show any vacancies.
- Staff person(s) assigned to each **Program Area**
 - Planning
 - National Register
 - Review and Compliance
 - Survey and Inventory
 - Tax Credits
 - Local Certified Governments
 - Administration
- **HPF grants manager**
- **CLG Coordinator**
- **Title VI/Section 504 Coordinator** (responsible for monitoring discrimination based upon race, color, and national origin)



Certification of Qualified Staff and Review Board Statement

- Form located in HPF Online database under the HPF Forms tab (left hand column)
- Print, sign, and scan it, and attach it to your grants.gov application package using the “Attachments Form”

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

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To access an HPF application form, click on its name below.

The forms are in pdf format and require the Adobe Reader.

The forms are:

- [SF-424](#) (Cover Budget Sheet [Application for Federal Assistance])
- [SF-424A](#) (Budget Form - Non Construction Programs)
- [SF-424B](#) (Assurances - Non Construction Programs)
- [SF-424C](#) (Budget Form - Construction Programs)
- [SF-424D](#) (Assurances - Construction Programs)
- [SF-425](#) (Federal Financial Report form- Detailed Instructions for FFR)
- [SF-425 \(Fed Financial Report\)](#)
- [Environmental Certification](#) (page 11-1-A of the HPF Manual)
- [Organizational Chart](#) (page 7-E-1 of the HPF Manual)
- [Certification of Staff and Review Board Certification](#) (page 7-5 of the HPF Manual)
- [Single Audit Certification Worksheet](#)
- [Environmental Screening Worksheet](#)

Accessibility Statement

HPF Online Database

What is reported where in HPF Online 2017 Application ?

Cumulative Products Table:

Quantitative data **projections** for what will be accomplished in the time-period of Federal FY 2017 (October 1, 2016- September 30, 2017). This includes all accomplishments regardless of whether it was funded by 2016 HPF money, 2017 HPF money, or matching share.

Project Activity Database Reports Projections for 2017

These reports cover the projects to be funded by the FY 2017 Federal grant award and relay the activities during the two-year term of the grant beginning October 1, 2016 and ending September 30, 2018. They will be updated at the end of the first year.

2017 In House projects must be entered as part of the application.

2017 Subgrant projects may be entered later when awarded.



HPF Online Database

Cumulative Products Table Projections

- Enter all program area projections into the tables except for areas assigned to NPS.
- Make sure projection numbers are consistent with what you have stated in your Project/Activities database (e.g. a large survey project would mean increased survey projections)



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Cumulative Products Table

Please select the Cumulative Products Table section that you would like to complete.

- [Review and Compliance](#)
- [National Register](#)
- [Preservation Tax Incentives](#)
- [Survey and Inventory](#)
- [Planning](#)
- [Local Government Certification](#)
- [Development, Acquisition, and Covenants](#)
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Cumulative Products Table

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Cumulative Products Table For FY 2017 Annual Application

Instructions

1. For the annual application fill in all blanks in the Cumulative Projection column.
2. For the end of year report fill in all blanks in the Actual Column except those labeled NPS Only. (Exception: enter number of CLGs evaluated and number of Federal nominations commented on)
3. Use zero if the category is applicable, but no action anticipated or to report. Enter N/A if the category is not applicable.

Grant Number: 01-17-151320

National Register

	Projection	Actual NPS entry only
A. State Nominations:		
Number of New Nominations Sent to the National Register:		
Districts	<input type="text" value="3"/>	<input type="text"/>
Buildings	<input type="text" value="7"/>	<input type="text"/>
Sites	<input type="text" value="0"/>	<input type="text"/>
Structures	<input type="text" value="1"/>	<input type="text"/>
Objects	<input type="text" value="0"/>	<input type="text"/>
B. Federal Nominations		State Entry
Number of Federal Nominations Commented On	<input type="text" value="2"/>	<input type="text"/>

Submit Data

- 2016 End of Year Report
- HPF Forms
- On-Line Grant Manual
- User Guide
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Project Activity Database Reports

Make sure:

- Projects support the objectives of the State Plan so ensure those projects are cited accurately
- Each program area is represented
- Each project has a descriptive title and it is clear what the project will involve
- Each project is measurable, tangible, and eligible
- Tasks are in proper program area
- NHL projects require additional reporting submissions. NHL projects are now the only trigger for project notifications.
- Email your grant manager when subgrants are awarded and entered in the PADB.



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Project Activity Database

[Add Project](#) [Update Project](#) [Delete Project](#) [Reports](#) [Search](#) [State Plan](#)

Select a Project to Update

Listing Projects in:

To edit a record click on the record.

- [AL-17-001](#) Archaeology and Structure Survey
- [AL-17-002](#) Enforce State Burial Bill
- [AL-17-003](#) Public Archaeology Education Project
- [AL-17-004](#) Archaeology Supervision of Historic Preservation Projects
- [AL-17-005](#) Statewide Preservation Planning and Partner Activities
- [AL-17-006](#) National Register
- [AL-17-007](#) Easement Program
- [AL-17-008](#) Local Preservation Commissions and Certified Local Governments
- [AL-17-009](#) Federal Rehabilitation Tax Credit Program
- [AL-17-010](#) Environmental Review
- [AL-17-011](#) Public Information
- [AL-17-012](#) Public Outreach and Awareness
- [AL-17-013](#) Regional Preservation Training Workshops
- [AL-17-014](#) Mapping Cultural Resources

Subgrantee or Contractor hired by SHPO:	<input type="text" value="City of Selma"/>		
Project Status:	<input type="text" value="Active"/>		
Start Date:	<input type="text" value="10/1/15"/>	i.e., m/d/yy (e.g., 10/1/98) (Enter "00" for Y2K)	
End Date:	<input type="text" value="9/30/17"/>	i.e., m/d/yy (e.g., 10/1/98) (Enter "00" for Y2K)	
National Historic Landmark?:	<input type="checkbox"/> (Use space bar for keystroke entry)		
Certified Local Government?:	<input checked="" type="checkbox"/> (Use space bar for keystroke entry)		
Congressional District:	<input type="text" value="7th"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
State Plan Objectives:	<input type="text" value="2015, Goal 1, Objective 3: Mentor CLGs to upda"/>		
	<input type="text" value="2015, Goal 1, Objective 2: Promote and facilitate"/>		
	<input type="text" value="2015, Goal 5, Objective 2: Educate public about"/>		
Related Projects:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Planned	FY 1 Expended	FY 2 Expended
Federal Share:	\$ <input type="text" value="7200"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Planned	FY 1 Expended	FY 2 Expended
Matching Share:	\$ <input type="text" value="4800"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Comments:	<input type="text"/>		



Welcome Alabama, you are working with 2016 - 2017

[logout](#) [back to admin menu](#)

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- 2017 Annual Grant Applicn
- Project Activity Database**
- Cumulative Products Table
- 2016 End of Year Report
- HPF Forms
- On-Line Grant Manual
- User Guide
- FAQ
- Contact Us

Project Activity Database

[Add Project](#) [Update Project](#) [Delete Project](#) [Reports](#) [Search](#) [State Plan Objectives](#)

Update Project Number: AL-17-008 ([Back to project list](#))

In-house Project Form

State:	<input type="text" value="Alabama"/>		
Project Year:	<input type="text" value="2017"/>		
Project Number:	<input type="text" value="AL-17-008"/>		
Project Title:	<input type="text" value="National Register"/>		
Project Description:	<input type="text" value="Provide National Register information at workshops provided by AHC or partner organization. Maintain Access database"/>		
Primary Program Area:	<input type="text" value="National Register"/>		
Subgrantee or Contractor hired by SHPO:	<input type="text" value="None"/>		
Project Status:	<input type="text" value="Active"/>		
Start Date:	<input type="text" value="10/1/16"/>	i.e., m/d/yy (e.g., 10/1/98) (Enter "00" for Y2K)	
End Date:	<input type="text" value="9/30/17"/>	i.e., m/d/yy (e.g., 10/1/98) (Enter "00" for Y2K)	
National Historic Landmark?:	<input type="checkbox"/> (Use space bar for keystroke entry)		
Congressional District:	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
State Plan Objectives:	<input type="text" value="2015, Goal 1, Objective 2: Promote and facilitate professional s survey and register p"/>		
	<input type="text" value="2015, Goal 1, Objective 3: Mentor CLGs to update documentation of National Regis"/>		
	<input type="text" value="2015, Goal 5, Objective 1: Serve as a resource to help communities, organizations"/>		
Related Projects:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comments:	<input type="text"/>		

[Accessibility Statement](#)



FFATA (Federal Funding Accountability and Transparency Act)

What does FFATA require?

- FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website (USASpending.gov)

What do you have to do?

- **Report through FSRS** (FFATA Sub-award Reporting System)— Federal prime awardees must use to capture and report sub-awards at fsrs.gov
 - The awardee (the State) is required to file a FFATA sub-award report by the end of the month following the month in which any sub-grant greater than or equal to \$25,000 is awarded.

If your awards do not display in FSRS.gov, contact your NPS grant manager. Document for your records that your award did not show up.



Program Area - Survey

Eligible activities include:

- Intensive/reconnaissance level surveys
- Limited archeological testing and resurvey – only if needed to identify a resource and assess eligibility for NR listing, update inventory info.
- Automating state survey info
- GIS and other advanced survey techniques



Program Area – National Register

Eligible activities include:

- Preparation, coordination, and/or review of National Register/National Historic Landmark nominations
- Review Board Activities

*Doing bricks and mortar work on a NR property is a development project, not an NR project.



Program Areas – Local Government Certification

Eligible activities:

- Planning, organizing, assisting in creation of CLGs
- Processing CLG applications, amendments
- Monitoring, evaluating, assisting CLGs
- Developing, submitting, amending State CLG procedures
- Overseeing CLG subgrants is not the same as evaluating CLGs; CLG subgrants should be placed under their correct program area
- Freely Associated States, territories, and DC are not required to have Certified Local Governments



Program Area – Review & Compliance

Eligible activities:

- Section 106 activities (review of Federally funded activities or undertakings)
- Section 110 activities (technical assist to Federal agencies)
- E.O. 12372 Review (state clearinghouse)
- Activities required by state and/or local laws.



Program Area – Development

Eligible Activities:

- Physical work on a National Register or NHL listed/eligible property
- Pre-development work (plans and specs, Historic Structures Reports, etc.)
- Archeology with objective of protecting, stabilizing or preserving archeological resource
- Religious Properties are now eligible if they are already listed on the National Register of Historic Places



NEPA

- Process Update
- Development and Archeological Survey
- Documentation/Submissions:
 - Environmental Screening (ESF), worksheet
 - Environmental Certification (EC) Form, signed and submitted to NPS



NHL Requirements

What are the project submission requirements for HPF funding involving a National Historic Landmark?

- NHL listing name
- A site plan that has the north direction clearly marked
- A city/county map with the site of the property clearly labeled
- Set of plans and specifications for the project
- Photographs (or digital images) of all exterior elevations of the building or site, with views identified and oriented and keyed to the site plan
- Interior photographs of all major rooms and those involved in the project, labeled and keyed to a floor plan (if applicable)
- Any additional information that will better enable a technical review of the project to be completed

We expect to see this at least 20 days before project work begins.



Program Area – Planning

Eligible activities include:

- Designing and implementing a state or local planning process (includes public engagement, data analysis, and plan publication and distribution)
- Developing planning studies and historic contexts
- Developing and implementing ordinances, regulations, standards, or guidelines
- Developing, purchasing, adapting, or implementing advanced technologies to further preservation planning goals
- Providing technical assistance to other entities engaged in planning efforts that concern preservation issues
- Complying with State and local planning laws



Planning - PADB and CPT

In House Project Form

Project Description:

- SHPO will provide outreach to underserved communities as part of our state plan effort.
- Develop historic district overlay ordinance and design guidelines for the Town of Mayberry (CLG).



Cumulative Products Table

Specify Products:

- 6 public open house planning sessions in Latino and African American communities (specify locations if you like)
- Mayberry Historic District Ordinance (May 2017)
- Mayberry Historic District Design Guidelines (September 2017)

Thank you. Questions?

This concludes the application review, we will continue shortly with NEPA review for HPF projects.

State, Tribal, and Local Plans & Grants Division
nps.gov/stlpg

Call-in number: 1-866-916-2815

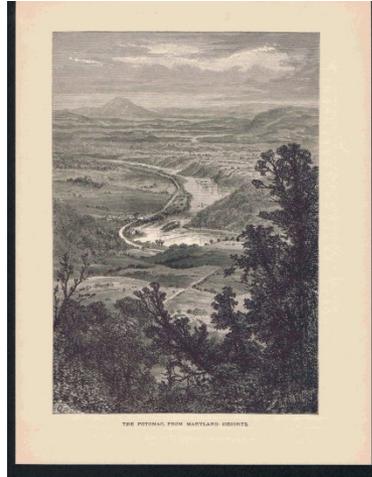
Participant code: 2198079



NATIONAL ENVIRONMENTAL POLICY ACT

Passed by Congress in 1969
established this country's
environmental policies, including the
goal of achieving productive harmony
between human beings and the
physical environment for present and
future generations.

When does NEPA start?



NEPA is triggered by a federal action. Federal actions are defined as projects, activities, or programs funded in whole or in part under the direct or indirect jurisdiction of a federal agency, **including those carried out by or on behalf of a federal agency**; those carried out with federal financial assistance; those requiring a federal permit, license, or approval; and those subject to state or local regulation administered pursuant to a delegation or approval by a federal agency.

Other Federal Laws

- 1) Endangered Species Act
- 2) Executive Orders 11988 and 11990, Floodplain Management and Wetland Protection
- 3) National Historic Preservation Act (NHPA) section 106
- 4) Executive Order 12898, Environmental Justice in Minority and Low-Income Populations
- 5) Secretarial Order 3175 and ECM95-2—proposed actions on Indian Trust Resources in any environmental document



The Good News



- Emergency Actions can be exempt
- Categorical Exclusions are provided.
- In general our program does not adversely impact resources

CATEGORICAL EXCLUSIONS (CE)

Director's Order (DO) - 12

A. Actions related to general administration

- Leasing of historic properties in accordance with 36 CFR 18 and NPS-38

B. Plans, studies, and reports

- Cultural resources maintenance guides, collection management plans, historic furnishings reports, or their equivalents.

C. Actions related to development

- Installation of signs, displays, and kiosks.

E. Actions related to resource management and protection

- Archeological surveys and permits involving only surface collection or small-scale test excavations.



“Our CE”

F. Actions related to grant programs

Grants for the restoration, rehabilitation, stabilization, preservation, and reconstruction (or the authorization thereof) of properties listed on or eligible for listing on the National Register of Historic Places, at their same location, and provided that such actions:

- (a) will not alter the integrity of the property or its setting.
- (b) will not increase public use of the area to the extent of compromising the nature and character of the property.
- (c) will not cause a nuisance to adjacent property owners or occupants.

The “Bad” News

- Adverse effect = EA
- Can’t spread your work out among Categorical Exclusions
- There is an NPS worksheet under Mid-Year reporting on our website <http://www.nps.gov/shpo/reporting.html>

The National Park Service's
State, Tribal, and Local Plans & Grants
Environmental Screening Worksheet

This worksheet should be attached to all NEPA documentation and sent to Hampton Tucker, Chief, of State, Tribal, and Local Plans & Grants for final review. This worksheet shall be completed and signed by the SHPO/THPO office funding the project work. The Categorical Exclusion Form (if applicable) will be reviewed and signed by Hampton Tucker.

A. PROJECT INFORMATION
Project Name: [Click here to enter text.](#)
Grant Number: [Click here to enter text.](#)
Program Area:
 Development
 Survey - Archeological
[Click here to enter text.](#)
Project Address: [Click here to enter text.](#)
Project Originator/Coordinator: [Click here to enter text.](#)
Subgrantee/Owner: [Click here to enter text.](#)
National Register Status: [Click here to enter text.](#)

B. PROJECT DESCRIPTION/LOCATION [To begin the statutory compliance file, attach to this form, maps, site visit notes, agency consultation, data, reports, categorical exclusion form (if applicable), or other relevant materials.]
[Click here to enter text.](#)

Background Information is attached (if applicable) Yes No

ENVIRONMENTAL SCREENING WORKSHEET (ESF)

- Combines NEPA and Section 106 Documentation
 - Project Information
 - Project Description
 - Section 106 information
 - Effects to Consider
 - Mandatory Criteria (Do Not Pass Go Section)
 - SHPO/THPO signature



Categorical Exclusion Form

State or Tribal Historic Preservation Office: [Click here to enter text.](#)

NPS Grant Number: [Click here to enter text.](#)

Project Name, Address, and Grant Number: [Click here to enter text.](#)

Provide the category used to exclude action from further NEPA analysis: Choose an item.

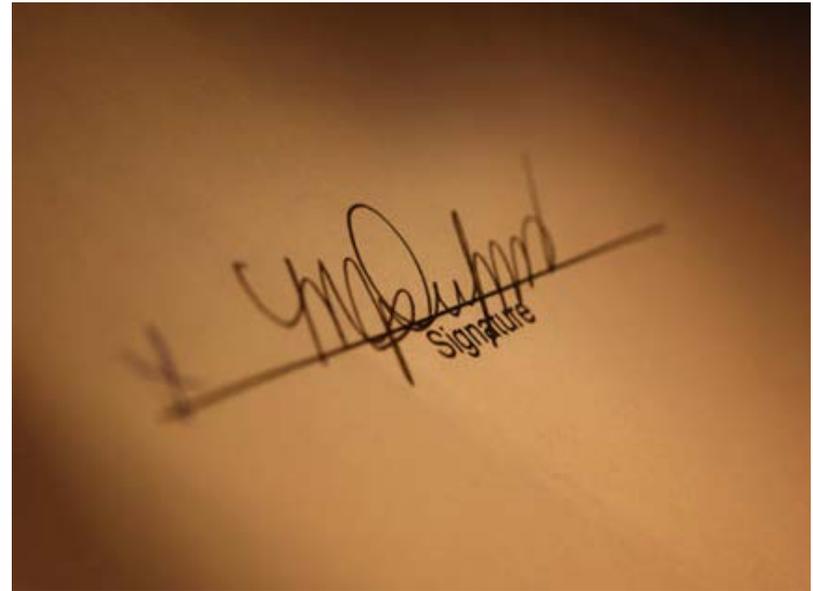
Describe any public or agency involvement effort conducted (reference the attached ESF): [Click here to enter text.](#)

On the basis of the environmental impact information in the statutory compliance file, with which I am familiar, I am categorically excluding the described project from further NEPA analysis. No exceptional circumstances (i.e., all boxes in the ESF are marked "no") or conditions in section 3-6 apply, and the action is fully described in section 3-4 of DO-12.

Megan J. Brown
Acting Chief,
State, Tribal, and Local
Plans & Grants Division

Date

Required Attachment:
Signed Environmental Screening Worksheet



- The form is actually the last step (if a CE is claimed)
- Send in the signed ESF with the correct CE from DO-12 or HPF manual.
- Signed by NPS Chief



Go forth and be thoughtful.

Questions?

+1 202-354-2039

jennifer_wellock@nps.gov