



## National Park Service FY 2017 Tribal Heritage Grant Program

The National Historic Preservation Act of 1966 (54 U.S.C. 300101 et seq), authorizes grants to federally recognized Indian Tribes for cultural and historic preservation projects. These grants assist Indian Tribes, Alaskan Natives, and Native Hawaiian Organizations in protecting and promoting their unique cultural heritage and traditions.

The Tribal Heritage Grant program is funded by the Historic Preservation Fund (HPF), and administered by the NPS. This competitive grant program assists Indian Tribes, Alaskan Natives, and Native Hawaiian Organizations. Non-federal matching share is not required, but preference will be given to applications that show community commitment through non-federal match and partnership collaboration. Grants may fund a broad range of planning, development, and research projects for cultural resources including: survey, inventory, oral histories, interpretation, education, architectural services, historic structure reports, preservation plans, and bricks and mortar repair.

This application guidance provides information on:

### [HOW TO APPLY](#)

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1. Locating and Identifying Cultural Resources
  - A. Survey and Inventory of Historic or Significant Places
  - B. Survey of Traditional Skills and Information
2. Preserving a Historic Property listed on the National Register
  - A. Project Planning (Plans and Specifications for Preserving a Specific Structure or Site)
  - B. Repair Work to Preserve a Specific Historic Structure or Site
3. Comprehensive Preservation Planning
4. Oral History and Documenting Cultural Traditions
5. Education and Training for a Historic Preservation Program
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### [WHAT IS NOT FUNDED](#)

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If you have questions about the application, please contact NPS at [madeline\\_konz@nps.gov](mailto:madeline_konz@nps.gov) or 202-354-2064. If you have trouble with the Grants.gov system, please contact them directly.

## HOW TO APPLY

Application packages **must** be submitted using Grants.gov ([www.Grants.gov](http://www.Grants.gov)). Search in Grants.gov for Funding Opportunity #P17AS00054, under Catalogue of Federal Domestic Assistance (CFDA) number 15.904 or Tribal Heritage Grants. Awards are issued under Public Law 114-254. Approximately \$400,000 is available for FY2017 Tribal Heritage Grants. Federal **Amount**: \$5,000 to \$40,000 (\$60,000 for construction)

**Deadline for submittal through Grants.gov is 11:59pm EST Friday, March 24, 2017.** If the project is funded, applicants should expect to be able to begin work no sooner than **July 2017**. Please take this into consideration when creating a project timeline. Proposed projects should be completed within two years.

Detailed instructions for the application process are included below. For assistance with Grants.gov registration and/or technical issues, please contact their help desk at 1-800-518-4726. A paper copy of the application may be requested via [preservation\\_grants\\_info@nps.gov](mailto:preservation_grants_info@nps.gov) or 202-354-2020.

### Before you can apply:

- Ensure that the most recent version of Adobe Acrobat Reader is installed and updated on your computer so that you can register on all required federal sites.
- Ensure that your [Sam.gov](http://Sam.gov) (System for Award Management) registration is complete and/or up-to-date.
- Ensure that your registration with [Grants.gov](http://Grants.gov) is complete and current.
- Registration on these sites can take 2-3 weeks, so please allow time.

### A complete application consists of:

- **SF-424 Application for Federal Assistance** (required)
- **SF-424A Non-Construction Budget** (required)
- **SF-424B Non-Construction Assurances** (required)
- **SF-424C Budget for Construction** (if applicable – development projects)
- **SF-424D Construction Assurances** (if applicable – development projects)
- **Project Description** (required)
- **Tribal Resolution** (required)
- **Budget Justification Form** (required)
- **Indirect Cost Rate Agreement** Copy of current agreement or memo indicating use of 10% de minimus rate. (if applicable)
- **Public-private partnership agreement or letter** (if applicable)

Letters should demonstrate a commitment of resources to the project, either through cash funding, in-kind support, public participation or continued involvement during and after the project is complete. Only letters from partners directly involved in the project will be considered. Letters of support from partners must be

included as part of the grant application package and will not be considered if sent separately. They should be addressed to Chief, State, Tribal, Local Plans and Grants Division, NPS.

- **Letter of permission from Owner** (if applicable)
- **Proof of Nonprofit Status** (if applicable)
- **You may submit photos or other PDFs.**

**All SF-424 series application forms are included as interactive forms on the Grants.gov application website. Attach all other components to the “Attachments Form” in Grants.gov. Applications not received by the deadline and incomplete applications will not be considered.**

All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use. Additional materials not specifically requested by NPS, and materials sent separately from the application, will be discarded.

## **WHO IS ELIGIBLE**

- Federally-recognized Tribes.
- Alaska Natives groups.
- Native Hawaiian organizations defined as eligible applicants under the National Historic Preservation Act (54 U.S.C. 300314).

## **WHAT PROJECTS ARE FUNDED**

### **1. Locating and Identifying Cultural Resources**

#### **A. Survey and Inventory of Historic or Significant Places.**

A first step toward protecting and preserving significant historic and traditional places is locating and identifying them through a systematic and comprehensive survey. The results of the survey can provide the basis for making sound judgments concerning projects such as roads or logging that may damage or threaten places important to the Tribe.

- Eligible projects in this category might include a survey of an area to identify archeological, ethnographic, and historic resources and/or evaluate properties that may be eligible for listing in a tribal register or,
- Listing in the National Register of Historic Places (Refer to [National Register nomination guidance](#) or the [National Historic Landmark guidance](#)).
- Surveys must follow the [Secretary of the Interior’s Standards and Guidelines for Identification](#).

- All surveys must be conducted, supervised, reviewed, or verified by a person(s) from the appropriate discipline who meets the [Secretary of Interior's Professional Qualification Standards](#). For example, an archeologist is needed for an archeological survey project while a traditional cultural authority, recognized by the Tribe, is needed for a survey of traditional cultural properties.

**Questions to address when preparing category 1.A proposals are:**

What types of places are you interested in identifying – buildings, archeological properties or traditional cultural places?

Where are the sites? Who owns the land and will you have access to it?

Have you or anyone conducted any preliminary research, and if so, what information already exists on the subject?

How will the information be collected and used? Who will conduct or supervise the survey and do they meet the Secretary or Interior's professional qualifications standards?

Who will provide information about the cultural or historical importance of these places? Does a standard survey form already exist?

What types of questions and information will be on your survey form(s)?

What kind of outside help, if any, will you need?

How will you manage the information gathered?

Who will have access to the information and how will sensitive information be safeguarded? Will the information be integrated into a database inventory or GIS (Geographic Information System) platform? Who will do this work?

**B. Survey of Traditional Skills and Information.**

Another kind of survey project is determining your community's cultural needs by identifying the available individuals in the community who can assist in the preservation, protection, and transmission of skills and traditions between generations. This can be accomplished through cultural needs assessments, ethno-botanical projects, and survey of traditional skills. You should reach out and contact as many tribal members as possible in an effort to identify members who might possess significant knowledge or skills that should be preserved. (Please do not confuse this kind of survey with doing an oral history project. The purpose of projects under this category is simply to identify tribal traditions/skills and who possesses that knowledge. Once this information is collected, the Tribe may decide later to pursue an oral history and documentation project.)

## 2. Preserving a Historic Property listed in the ***National Register of Historic Places***

Under Category 2, the NPS gives priority to projects that preserve tribally owned buildings or that stabilize and protect archaeological sites. All work under this category must be carried out in compliance with the [Secretary of Interior's Standards for the Treatments of Historic Properties](#) and the [Secretary of Interior's Archeological Documentation Standards](#).

### A. Project Planning (Plans and Specifications for Preserving a Specific Structure or Site).

Grant funds may be used to research and plan for the physical preservation of a historic or cultural property that is either listed in, or determined eligible for, the National Register of Historic Places, or is a National Historic Landmark (NHL). This category includes planning activities such as building condition assessments, plans and specifications for building repair, stabilization of an archeological site, and historic structure reports to preserve a particular historic building. Such project plans and condition assessments can be very helpful in raising funds to repair a particular building.

Project Planning grants (2.A) would include one or both of the following:

#### 1. Predevelopment Studies.

Historic Structure Reports, Engineering Reports, Historic Landscape Studies, and Archeological Documentation Reports must present an assessment of the potential impacts of the proposed work on the resources. These documents also must clearly illustrate how the work will be carried out in compliance with the [Secretary of Interior's Standards for the Treatments of Historic Properties](#) and with other accepted professional standards or technical guidance, such as [Secretary of Interior's Archeological Documentation Standards](#), or the relevant [Preservation Briefs](#). These reports define the project so that all aspects of the future preservation work can be understood by reviewers familiar with the applicable *Secretary of the Interior's Standards for the Treatments of Historic Properties*.

2. Working Drawings/Architectural Plans and Specifications. These documents detail the exact scope of repair work to be carried out. Plans and specifications must define the project so that all aspects of work can be understood by reviewers familiar with the applicable [Secretary of Interior's Standards for the Treatments of Historic Properties](#), and must comply with those *Treatment Standards*. Grant proposals for this sub-category need to indicate that the applicant will secure the services of professional staff or consultants (see [Secretary of Interior's Professional Qualification Standards](#)) with past experience in producing predevelopment documents that met the Secretary's Treatment Standards.

## **B. Repair Work to Preserve a Specific Historic Structure or Site.**

Tribal grant funds may also be used to repair a National Historic Landmark (NHL) or a property listed in the National Register of Historic Places. The maximum request is \$60,000.

Only historic structures or sites listed in the National Register of Historic Places or NHLs will receive consideration for category 2.B. A historic structure or site determined eligible for listing, but not already listed in the National Register of Historic Places will **not** be considered.

If you apply for funding in this category (2.B), you must briefly discuss:

- the significance of the resource (indicate the date when the structure or site was listed in the National Register of Historic Places);
- its current condition;
- the proposed preservation work that will be done with grant assistance;
- how the building will be used after it is repaired, and;
- if this application is a phase of a larger repair project.

You must enclose the architectural plans and specifications, along with photos of the property/site (see photo requirements below), with your grant application. If you have already competitively selected a preservation architect to oversee the work to be performed, then enclose the resume of that architect or contractor.

Costs of installing a protective fence, alarm or surveillance devices, or stone riprap to prevent erosion of an archaeological site are eligible grant costs.

If you are applying for a grant to repair a structure owned by the Bureau of Indian Affairs, provide:

- (1) A brief discussion of the status of the Tribe's ownership or use of the building, and
- (2) Enclose a letter from the BIA indicating its support and cooperation.

### ***If awarded a grant to repair a National Register listed property (2.B):***

- (1) Grantees must competitively select consultants with adequate historic preservation experience;
- (2) Grantees must submit Plans and Specifications to NPS for approval; repair work must be performed in conformance with the [Secretary of Interior's Standards for the Treatments of Historic Properties](#);
- (3) The State Historic Preservation Officer (SHPO), or a Tribal Preservation Officer (THPO) for a tribe that has assumed review and compliance responsibilities for Section 106, must review and concur in writing that the proposed grant-assisted work will not have an adverse effect upon the property. This review is required by Section 106 of the National Historic Preservation Act and the regulations issued in [36 CFR 800](#) by the Advisory Council for Historic Preservation;
- (4) **A sign**, acknowledging NPS assistance, must be erected at the site during the project; and
- (5) The Tribe must certify that it will maintain the property that receives the grant for at least 5 years if the grant award is \$25,000 or less or for at least 10 years if the award is over \$25,000.

### **Section 106 and NEPA Compliance Requirements**

Repair projects require NPS review of all plans and specifications of proposed work for compliance with the *Secretary of the Interior's Standards for the Guidelines for Archeology & Historic Preservation*, with Section 106 of the National Historic Preservation Act (NHPA), and the National Environmental Policy Act (NEPA) prior to any work commencing.

- Section 106 of the National Historic Preservation Act (NHPA) requires federal agencies to consider the effects of federal impact on historic properties. Section 106 requires that NPS, as the federal agency responsible for the funding, review all proposed work to ensure that it will have “no adverse effect” on the historic property.
- Similarly, NEPA requires that federal agencies review all federally-funded work for potential environmental adverse effects.
- Applicants should allow no less than 3 months in their project timeline for NPS to complete the reviews described above. However, if potential adverse issues are identified, the review process could take longer.

### **3. Comprehensive Preservation Planning.**

Once a tribe has identified important historic, cultural and traditional places and resources, whether on or off the reservation, the next step is planning for the protection, preservation, and management of these resources. The development of comprehensive preservation plans, tribal historic preservation ordinances, executing easements, land swaps, and facilitating the transfer of development rights are all eligible projects under this category. Planning for the preservation for identified sites for the future is also important and eligible. Planning projects should consult the [Secretary of the Interior's Standards for Preservation Planning](#).

Both preservation plans and ordinances lead to a systematic approach for making informed decisions about resource protection and management. Land-use planning and protection techniques can be effective tools that significantly strengthen a tribe's ability to protect important historic and cultural places. NOTE: THIS CATEGORY DOES NOT COVER THE “PLAN,” REQUIRED BY THE NATIONAL HISTORIC PRESERVATION ACT, TO BECOME A TRIBAL HISTORIC PRESERVATION OFFICE (THPO).

### **4. Oral History and Documenting Cultural Traditions.**

Documenting cultural traditions and skills is one way that tribes can preserve and transmit their culture to future generations. Eligible projects include the documentation and teaching of traditional practices, skills, lifeways, stories, songs, and dances. Interviewing elders to collect traditional stories, songs, skills, lifeways, knowledge, wisdom, and values are also eligible activities under this grant category. Oral history projects promote the use of native language, document oral traditions, and promote cultural preservation. If the Tribe

already possesses an extensive archive of materials, the indexing, cataloguing, and duplicating of oral history and language tapes (audio or video), photographs, and other historical documents are also eligible projects.

Oral history refers both to a method of recording and preserving oral testimony and to the product of that process. It is distinguished from other forms of interviews by its content and extent, seeking an in-depth account of personal experience and reflections. The content of oral history interviews is grounded in reflections on the past as opposed to commentary on purely contemporary events. Oral history interviews are historical documents that are preserved and made accessible to future researchers and members of the public. This preservation and access may take a variety of forms, reflecting changes in technology. But, in choosing a repository or form, oral historians consider how best to preserve the original recording and any transcripts made of it and to protect the accessibility and usability of the interview. The plan for preservation and access, including dissemination of the documentation should be presented in the application. The [Oral History Association](#) (OHA) sets professional standards for oral history practitioners in the United States. Its website has a wealth of information about conducting oral history projects. The OHA's [General Principles of Oral History and Best Practices for Oral History](#) (2009) is a description of oral history methods and what to do before, during, and after an interview.

**All projects should have an identified audience, a clear plan for outreach and dissemination, and be related to an overall plan for how the research and documentation will be used either as part of this project or in the future.**

*Oral History and Documentation projects must fully address the following issues in the proposal's narrative:*

**What and/or who is being documented and what is the final product.**

Explain in detail what the Tribe wants to document, protect, and preserve with particular attention to its traditional and present importance to the Tribe and its connection to place.

Identify who will be interviewed, and how and why they were selected. Identify the final product(s) (edited video, audiocassettes, audio compact disc, etc.) and their use (e.g., video to be used at the elementary education level as an instructional aid in teaching tribal history).

Your proposal should provide adequate background information and a context for the project (i.e., what has been done previously by the Tribe, what is being planned by the Tribe, and how the grant proposal will further implement those plans).

**Documentation techniques and methods.**

How many interviews will be planned, where will they take place (context and background of interview may be crucial to telling a story) and over what period of time.

Explain what experience the project personnel have performing this type of work, and/or the type of training the project personnel will receive to adequately perform the tasks of the project.

Do not forget to incorporate the task & cost of transcribing the interviews.

**Equipment and Supplies.**

List the equipment that will be used to record or document your resource.

Explain what medium you will be using and the equipment you already have access to or will need to purchase with grant funds (be as specific as possible to help reviewers evaluate your ability to

complete the project). For example, will you be using audiocassette tapes, digital audiotapes (DAT), or some other technology?

**Storage, use, and access to the collected materials.**

Will the raw material (unedited work, research materials such as photos, etc.) be developed or edited into finished products such as instructional tapes, documentaries, or museum exhibits?

Where will the raw materials and the final products, including the transcripts, be stored?

How will you protect the photographs, videotapes, and audio recordings that you make? Will you need to control access to these materials? Will you preserve these materials by making duplicate copies of all original recordings? Have you provided for the time and cost of transcribing interviews?

## **5. Training and Education for Building a Historic Preservation Program.**

One way to preserve significant cultural properties and sites is to build and sustain a historic preservation or cultural resource preservation program on the reservation. Many training and skills-building activities that support such a goal are eligible activities under this category. These include training council members or culture committee members, or permanent tribal staff in preservation practices, laws and regulations (such as Section 106), land-use planning, survey methods, Global Positioning Satellite (GPS) and Geographic Information Systems (GIS), database management, or curation and collections management. Salary and fringe benefits are not allowable costs under this category.

## **6. Cultural and Historic Preservation Interpretation and Education.**

Projects that promote cultural or historic preservation either through an educational or a service component, and benefits the community or visitors would be listed under this category. All costs must be eligible and in accordance with the National Historic Preservation Act and [HPF Manual Guidelines](#).

Authentic interpretation connecting the people, places, and context that shaped events can occur in traditional settings such as museums, but interpretation is also an important part of place-based learning. It can be presented through digital technology, heritage trail guides, visitor exhibits, living history programs, or plans for a tribe's historic resources. When choosing a medium for interpretation, such as print, web based, film, or audiovisual media, it is important to consider the lifespan of the product, the audience, and its reach. All products should have an identified audience, a clear plan for outreach and dissemination, and be related to an overall plan for interpretation and education.

For more information see the National Register Bulletin, [Telling the Stories: Planning Effective Interpretative Programs for Properties Listed in the National Register of Historic Places](#) and the [Foundations of Interpretation Curriculum Content Narrative](#).

This category also includes projects that support heritage education through curriculum development, after-school programs, and continuing adult or senior education using local heritage assets. For more information on lesson plans based upon historic properties see the [National Park Service's Teaching with Historic Places](#).

## WHAT IS NOT FUNDED

- Tribes without a DUNS number.  
The application requires a DUNS number; applications/Tribes without that DUNS number are not eligible
- General Language Projects.  
We do not fund language curriculum projects including dictionaries, orthographies, and general language curriculum development. The Administration for Native Americans offers a grant program that funds language projects through the Native American Language Act of 1992. For more information, contact the Administration for Native Americans, Mail Stop 2nd floor, West Aerospace Center, 370 L'Enfant Promenade, SW, Washington, DC 20447-0002 (Attention- ANA Help Desk); or telephone 1-877-922-9262; e-mail [anacomments@acf.hhs.gov](mailto:anacomments@acf.hhs.gov); or visit their [website](#).
- NAGPRA Projects.  
We do not fund projects designed for carrying out the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA). Requests for support of these activities should be directed to: National NAGPRA, National Park Service, 1201 Eye Street, NW (8th floor), Washington, DC 20005; or telephone (202) 354-2201; fax (202) 371-5197; e-mail [NAGPRA\\_info@nps.gov](mailto:NAGPRA_info@nps.gov); or visit their [website](#).
- Project mitigation work pursuant to Section 106.
- Non-Federally Recognized Tribes. Applications from tribes that are not federally recognized.
- **Projects without a Tribal Resolution.**
- Indirect Costs above 25%.  
Indirect Cost Rates that result in charges above 25% of the total grant award. See explanation in Section V. Budget Description Instructions, below.
- Repair Grants for Properties not listed in the National Register of Historic Places. See Category 2.B.
- Moving Historic Structures.  
Costs of moving a historic structure are not eligible for tribal grant assistance. Moving a historic structure often can cause it to be removed from the National Register of Historic Places, and only structures listed in the National Register of Historic Places are eligible for grant assistance to repair and preserve them.
- Salaries of Tribal Historic Preservation Officers (THPOs) already funded by the NPS.  
Tribes who have been approved by the NPS to assume SHPO responsibilities under Section 101(d) of the National Historic Preservation Act and already receive funding under this program, may not charge THPO salaries to a project grant.
- Salaries for a Training Grant.  
While travel costs and training course fees are eligible for a Category 5 grant, costs of salaries and fringe benefits are not eligible. Applications under Category 5 containing salary costs will not be reviewed.
- Delinquent Grantees.  
Tribes or Alaskan Native or Native Hawaiian groups that have previously received a Historic Preservation Fund grant, but whose grant expired without successfully completing major

elements of the proposed work, or without meeting the conditions of the grant award, will not be considered for funding in FY 2017.

- 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.

## REQUIREMENTS

- Non-federal matching share is not required for the Tribal Heritage Grant program but may be considered as part of the evaluation process. Non-federal match may be in the form of cash or donated time, services, or materials, but must be expended during the grant period. Match is considered part of the grant funding and is subject to all of the same requirements as the federal funds.
- Grant projects should be completed in 2 years.
- Personnel time and/or materials must be directly related to the grant project in order to be eligible costs charged to the grant award.
- Administrative costs, both direct and indirect, may not exceed 25% of the total project cost of both the federal grant award and any non-federal match per the National Historic Preservation Act.
- If your budget includes indirect costs, then you must include a copy of your federally-approved Indirect Cost Rate Agreement or a letter indicating that you have never negotiated a rate and have chosen the 10% de minimis rate as specified in [2 CFR 200, Uniform Administrative Requirements and Cost Principles for Federal Awards](#), 2 CFR 200 Section 200.414 and 2 CFR Part 200, Appendix III through VII as applicable.
- Competitive selection of all consultants and contracting is required as stipulated in [2 CFR 200, Uniform Administrative Requirements and Cost Principles for Federal Awards](#).
- 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 can be found on the Office of Personnel Management website: <https://www.opm.gov>.
- Budgeted travel costs must adhere to the federal mileage and per diem travel limits found at [www.gsa.gov](http://www.gsa.gov).
- Work must be conducted, supervised, reviewed, or verified by a person(s) from the appropriate discipline who meets the [Secretary of Interior's Professional Qualification Standards](#).

- If the applicant is not the owner of the property, they must include a letter or agreement from the owner granting the applicant permission to undertake the proposed work or project and stating that the owner will agree to place the required preservation covenant on the property during the course of the grant.

### References for Requirement Guidance

- [Secretary of the Interior's Standards for the Treatment of Historic Properties](#)
- [Secretary of the Interior's Archeological Documentation Standards](#)
- [NPS Technical Preservation Briefs](#) – recommended methods and approaches for rehabilitating historic buildings.
- [Citizen's Guide to Section 106 review](#)
- [NEPA review process](#)
- Contact your [State Historic Preservation Office](#)
- [2 CFR 200](#), Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

## EVALUATION CRITERIA

Project descriptions must address, and applications will be rated on, each of the criteria listed below. NPS will evaluate and consider only complete applications that separately address each of the four criteria. You are required to provide a detailed narrative of these elements using the Project Description form.

### 1. Cultural and/or Historic Preservation Issue - 20 points

How does this project address a critical cultural or historic preservation issue for the Tribe?

### 2. Project Feasibility – 60 points

Are the project objectives and activities reasonable and achievable in terms of: Time – is there enough time allotted to each task and activity? Do you have qualified people carry out the project? Demonstrate how you will successfully complete the project within the given timeframe (2 to 3 years) and resources while meeting all federal requirements and guidelines. List and describe all tasks and their results. Provide a detailed timeline for the work and budget justification, using the form provided, for all project costs to show why costs are necessary, reasonable, and allowable. Your proposal should include a brief description of project personnel, including brief resumes or position descriptions. If a project director has not yet been selected, indicate the type of skills, abilities, and experience that will be required. Workplan – Are the project objectives, activities, and desired results (products) well-designed, necessary and achievable? Budget – Are all budget items justified as being necessary and explained in the narrative description? If contributions are being provided by the Tribe or outside sources, they should be shown in the submitted budget. Are all costs defensible and reasonable?

### 3. Commitment -- 5 points

Is there a demonstrable commitment to the project by the Tribe? Is the Tribe donating any funds, staff time, overhead/indirect costs? Describe how the public will be actively involved, and how the project meets the goals of relevant state, tribal, or local historic preservation plans. The specific goal(s) and plan(s) should be identified. Describe the impacts of the project after completion, including long lasting effects.

**4. Long-Term Impact – 15 points**

Will there be a lasting impact and benefit to the Tribe if this project is successfully completed? Extra consideration may be given to projects with cross-generational involvement, educational results, or those with maintenance plans for historic resources. Describe the public-private partnerships and community engagement involved in the project and how these partnerships will sustain and continue to support the resource(s) after the grant project is complete.

**EVALUATION & SELECTION PROCESS**

Complete applications will be evaluated using the described criteria. Reviewers' evaluations are based **solely** on the material provided in the application.

Grant applications will be downloaded from Grants.gov to the NPS for review, evaluation, and selection of projects. Grant applications will undergo initial eligibility evaluation and internal review by NPS staff. The NPS will convene a panel of subject matter specialists from federal agencies to rank applications and make funding recommendations to the Secretary of the Interior. The Secretary will make a final decision about grant awards, may consider the merit review recommendation, program policy factors (including past performance) and the amount of funds available. Announcement of selected grants is expected by July or August of 2017.

**Merit Review of Application**

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

Description				
Criteria 1	Criteria 2	Criteria 3	Criteria 4	
20	60	5	15	Superior
15	50	4	10	Good
10	40	3	6	Satisfactory
5	30	2	4	Marginal
2	20	1	2	Poor
0	0	0	0	Not Acceptable

The scoring of each criterion is based on the strengths and weaknesses of the application narrative. To assist in assigning an appropriate score, the following will be used as a guideline:

Rating	Descriptive Statement
Superior	Applicant fully addresses all aspects of the criterion, convincingly demonstrates that it will meet the Government's performance requirements, and demonstrates no weaknesses.
Good	Applicant fully addresses all aspects of the criterion, convincingly demonstrates a likelihood of meeting the Government's requirements, and demonstrates only a few minor weaknesses.
Satisfactory	Applicant addresses all aspects of the criterion and demonstrates the ability to meet the Government's performance requirements. The 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.

### Discussions and Award

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

The final award agreement will identify the amount of funding provided by NPS, any cost share provided by the Recipient, a detailed Statement of Work (SOW) for the project, a project plan and detailed project budget. The project budget shall include detailed information on all cost categories, and must clearly identify all project costs. Unit costs shall be provided for all budget items including the cost of work to be provided by contractors/sub-recipients. Additionally, applicants shall include a narrative description of the items included in the project budget, including the value of in-kind contributions of goods and services provided to complete the project when cost share is identified to be included. Cost categories can include but are not limited those costs items included on the SF424A and SF424C.

### Evaluation of Recipient Risk

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

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

### Administrative and National Policy Requirements

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

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

Applicants subject to EO 12372 must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process. The names and addresses of the SPOC's are listed in the OMB's home page at: [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/)

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including, but not limited to:

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

### **Code of Federal Regulations (CFR)**

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

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

### **Standard Award Terms and Conditions**

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

### **Special Terms and Conditions**

*Order of Precedence:*

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

#### *Modifications:*

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

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

#### *Payments*

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

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

#### *Reporting*

##### *Financial Status Reports:*

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

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

*Performance Reports:*

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

*Non-Compliance:*

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

Other Information

*Modification or Changes to the Announcement*

Notices of any modifications to this announcement will be posted on Grants.gov. When you download the application at Grants.gov; you can also register to receive notifications of changes through Grants.gov.

*Government Right to Reject or Negotiate*

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

*Notice of Potential Disclosure under Freedom of Information Act*

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

*Evaluation and Administration by Non-Federal Personnel*

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers; however this is not anticipated for awards under this announcement. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers

must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a nondisclosure agreement.

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

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

*Personally Identifiable Information*

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

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

Public PII: PII found in public sources such as telephone books, public websites, business cards, university listing, etc. Public PII includes first and last name, address, work telephone number, email address, home telephone number, and general education credentials. Protected PII: PII that requires enhanced protection. This information includes data that if compromised could cause harm to an individual such as identity theft.