



National Park Service

U.S. Department of the Interior

FY2015 Grant Application Guidelines

Historic Preservation Fund Grants to Underrepresented Communities

What is funded?

Grant projects must support the survey, inventory, and designation of historic properties that are associated with communities currently underrepresented in the National Register of Historic Places and among National Historic Landmarks, as determined by the National Park Service and the applicant. Successful proposals will emphasize creative projects that promote the preservation of your jurisdiction's diverse cultural resources. The NPS encourages the development of public-private partnerships and robust community engagement leading to projects that will serve as models to communities nationwide for innovative survey and documentation strategies. The grant application review panel will give special consideration to projects that engage and employ youth, especially those projects with a service-learning component. Within one year of the completion of the grant, all projects must result in 1) the submission of a new nomination to the National Register of Historic Places or National Historic Landmark, or 2) the amendment to an existing National Register or National Historic Landmark nomination to include underrepresented communities.

Who may apply?

Eligible applicants are State Historic Preservation Offices (SHPO), Federally Recognized Tribes, Alaska Native Groups, Native Hawaiian Organizations as defined by 54 U.S.C. 300314, and Certified Local Governments (CLG). A current list of CLGs is found here: http://grantsdev.cr.nps.gov/CLG_Review/search.cfm. Eligible applicants may partner with nonprofits, other local government jurisdictions, and National Heritage Areas to ensure the broadest inclusion of all communities.

Administrative Requirements

- Matching funds are not required for these grants in FY 2015.
- The grant period will generally be 2 years.
- Grantees may not charge costs for time and/or materials not directly related to the performance of project work.
- Indirect costs pursuant to a current Federally-approved Indirect Cost Rate may be no more than 25% of the total of both the grant and non-Federal match. This limit is stipulated in Section 102(e) of the National Historic Preservation Act, as amended. If your budget includes indirect costs then you must include a copy of your Federally-approved Indirect Cost Rate Agreement.
- Competitive selection of all consultants and contracting is required as stipulated in 2 CFR 200. Maximum hourly rates charged to this grant 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 and Management website: www.opm.gov. Mileage and travel rates can be found: www.gsa.gov.

- Volunteer time may be used as non-Federal match. Time should be valued at the rate per hour that the task being performed would cost in the local competitive market. Simple labor tasks should be valued at minimum wage, professional or specialized labor at the local competitive rate. Documentation of volunteer hours must be maintained by the grantee for audit purposes.

Grant Amounts

- The minimum grant request is \$25,000 Federal share. The maximum grant request is \$75,000 Federal share. Please note that the selection panel may, at its discretion, award less than the minimum grant request.
- Applicants may partner with local governments that are not CLGs, National Heritage Areas, or nonprofit organizations, or bundle a group of projects that each cost less than the \$25,000 minimum grant.

Proposal Package

Proposal packages must be submitted using Grants.gov (www.grants.gov). Search in Grants.gov for Funding Opportunity #P15AS00078. Detailed instructions for using Grants.gov are included below.

Proposals are due no later than 5:00 EDT on June 15, 2015.

Each proposal must include the following elements:

A) Standard Form 424 – Application for Federal Assistance

The SF 424 is found on Grants.gov. The responsible official of the government sponsor must sign this form.

B) Standard Form 424b – Nonconstruction Assurances

C) A statement that addresses each of the items listed below

1. Briefly summarize your project emphasizing the primary objectives and results.
2. Describe the historic resources affected by this project, including a description of why the applicant has determined them to be underrepresented in the National Register of Historic Places, and whether they are listed in the National Register of Historic Places and/or designated at the State, Tribal, or local level.



3. Describe the community that is represented by the resources to be surveyed and listed by this project. Describe why this community of people is underrepresented in the stories and understanding of the history of your jurisdiction.
4. Describe how the proposed project will help preserve the resources and cultural assets associated with communities that are currently underrepresented in the stories of your jurisdiction.
5. Describe the project activities necessary to achieve the proposal objectives. List and describe all tasks and products.
6. Describe how the project meets the goals of the statewide preservation plan, or comparable planning document.
7. 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.

D) Detailed Budget: Outline the project budget in the form below, adding additional lines in a category as needed.

1. Personnel. Provide the names and titles of key project personnel. Include only the percentage of time used on the project. Please note that grant funds may not be used to pay Federal employee salaries, nor may Federal salaries be used as match/cost share.				
Name/Title of Position and % of time spent on this Project	Wage or Salary	Federal Grant Funds	Match /Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

2. Fringe Benefits. If more than one rate is used, list each rate and the wage or salary base.				
Rate	Salary or Wage Base	Federal Grant Funds	Match / Cost Share (if any)	Total
% of	\$	\$	\$	\$
Subtotal		\$	\$	\$

3. Consultant Fees. Include payments for professional and technical consultants participating in the project. Maximum hourly rates charged to this grant may not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10.				
		Rate of		



Name and Type of Consultant	# of Days	compensation or fixed rate for project	Federal Grant Funds	Match/Cost Share (if any)	Total
		\$	\$	\$	\$
Subtotal			\$	\$	\$

4. Travel and Per Diem. Indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs.

From/To	# of People	# of Travel Days	Subsistence Costs (Lodging and Per Diem)	Transportation Costs (Airfare and Mileage)	Federal Grant Funds	Match/ Cost Share (if any)	Total
					\$	\$	\$
Subtotal					\$	\$	\$

5. Office Supplies and Materials. Include consumable supplies and materials to be used in the project and any items of expendable equipment, i.e., equipment costing less than \$5000 or with an estimated useful life of less than two years. Equipment costing more than that should be listed in Equipment - Category 6.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

6. Equipment. List all equipment items in excess of \$5000. Items worth less than \$5000 or that have a useful life of less than two years must be listed in Supplies and Materials - Category 5.

Item	Cost	Federal Grant Funds	Match/Cost Share (if any)	Total
	\$	\$	\$	\$
Subtotal		\$	\$	\$

7. Other (specify).

Item	Cost	Federal Grant Funds	Match / Cost Share (if any)	Total



	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$

BUDGET SUMMARY Enter category totals here			
Category	Federal Grant Funds	Match/Cost Share	Total
1. Personnel	\$	\$	\$
2. Fringe Benefits	\$	\$	\$
3. Consultant Fees	\$	\$	\$
4. Travel and Per Diem	\$	\$	\$
5. Supplies and Materials	\$	\$	\$
6. Equipment	\$	\$	\$
7. Other	\$	\$	\$
TOTAL PROJECT COSTS	\$	\$	\$

Grants.gov Application Instructions

The FY 2015 HPF grant package is available on Grants.gov under Funding Opportunity #P15AS00078.

A complete application consists of:

- a. SF 424 - Application for Federal Assistance (required)
- b. SF424b - Non-Construction Assurances (required)
- c. Attachment – Statement addressing the 7 items in Section C above (required)
- d. Attachment – Detailed budget as outlined in Section D above (required)

Items “c” and “d” above must be completed outside of Grants.gov and attached to the application on Grants.gov in the form of a PDF. Instructions for completing the required application components are provided on the following pages. All other forms are self-explanatory.

No components of the FY 15 Grant Application should be mailed or emailed to the NPS.

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

Below you will find step-by-step instructions to help guide you through this process. If you are having problems with Grants.gov, please contact them directly at 1-800-518-4726. **You will need a current**



version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from www.adobe.com/products/acrobat/readstep2.html

Applicants not yet registered or familiar with Grants.gov **must** first go to the following website and follow the instructions to register: http://www.grants.gov/applicants/get_registered.jsp.

Applicants already registered and familiar with, www.Grants.gov may go directly to grants.gov. Registering will allow you to save your application and come back to it.

Application Instructions for Grants.gov

1. Search for the funding opportunity by clicking on “**Find Grant Opportunities.**” Select “**Basic Search.**” Search Funding Opportunity #P15AS00078.
2. This will take you to an overview page. Select “**Application**” from the top right.
3. On the Application page you will see the table below. Click “**download**”.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

4. Once you enter your email, you will be able to download the application and instructions. You may save the instructions on your computer. They include additional instructions for the SF424A (Non-Construction Budget Form).
5. The application package will open as a PDF, and will look similar to this:



oppSHPO-2013-HPF-cfda15.904.pdf - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 130% Find

Please fill out the following form. You can save data typed into this form. Highlight Fields

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title:	FY2013 SHPO Historic Preservation Fund Grants in Aid
Offering Agency:	National Park Service
CFDA Number:	15.904
CFDA Description:	Historic Preservation Fund Grants-In-Aid
Opportunity Number:	SHPO-2013-HPF
Competition ID:	
Opportunity Open Date:	12/05/2012
Opportunity Close Date:	09/30/2013
Agency Contact:	Hampton Tucker chief preservation grants E-mail: hampton_tucker@nps.gov Phone: 202-354-2067

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

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

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

* Application Filing Name:

Mandatory Documents SF424 Mandatory Form Budget Information for Non-Construction Program Assurances for Non-Construction Programs (SF-42 Attachments	Move Form to Complete => Move Form to Delete <=<	Mandatory Documents for Submission
Optional Documents Assurances for Construction Programs (SF-424D) BUDGET INFORMATION - Construction Programs	Move Form to Submission List =>	Optional Documents for Submission

Open Form

start Grants.gov Windows Grantsgov In Firefox Adobe Read oppSHPO-2013-HPF-cfda15.904.pdf 11:38 AM

Select each of the mandatory forms and using the **Move Forms Button**, move them into the box to the right for submission. They can only be moved by selecting each form individually. Select a form; click the right-pointing arrow, **Move Forms Button**. Once you have moved all of the forms over, select **"Open Forms."** This will open all of the forms below the Instructions section of the PDF. Read the instructions provided and **scroll down** to complete the forms. You may save the forms to your computer as a backup or for review. The forms must be submitted online through grants.gov. You must upload your Statement Proposal and Budget using the Attachments Form.

6. Click the "Save & Submit" button to submit your application to Grants.gov.

- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the **"Save"** button.
- Click on the **"Check Package for Errors"** button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.



- The "Save & Submit" button will become active; click on the "**Save & Submit**" button to begin the application submission process.

- You will be taken to the applicant login page to enter your Grants.gov username and password.

Follow all onscreen instructions for submission.

A complete application consists of:

- a. SF 424 - Application for Federal Assistance (required)
- b. SF424b - Non-Construction Assurances (required)
- c. Attachment – Statement addressing the 7 items in Section B above (required)
- d. Attachment – Detailed budget as outlined in Section C above (required)

You will receive a confirmation email stating that your application has been received.