

National Maritime Heritage Grants Program HPF Online Project Activity Database User Guide

The National Maritime Heritage Grants Program includes two grant programs: education grants and preservation grants. Eligible grant applicants are the 59 State Historic Preservation Offices (SHPOs) and the National Trust for Historic Preservation. The program’s purpose is to provide funding for a wide range of education and preservation projects that promote and educate the public on America’s extensive maritime heritage. To help meet this goal, the total dollar amount of grants awarded by NPS in a fiscal year must be equally divided between education and preservation projects. Based on an opinion from the Solicitor’s Office, NPS operates both grant programs as pass-through programs. This means that SHPOs and the National Trust submit applications to administer and run competitive subgrant programs and to complete “in-house” projects involving historic marine/maritime resources. HPF Online is the tracking database where subgrant and in-house projects are entered once a SHPO has selected them for funding. All acronyms used are defined in the Glossary in Appendix C at the end of this user guide.

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Field: Project Eligibility Review **[NPS Entry Only]**

Responses:

- Eligible
 - Definition: Project qualifies as eligible use of National Maritime Heritage Grant funds.
- More Information Required
 - Definition: More information is needed before determining project eligibility. See comments section at end of PADB entry for further details on the information required to complete the review.
- Non-Eligible
 - Definition: The project does not meet eligibility requirements for Maritime Grant funding. See comments section at end of project form for further details.
- Under Review by NPS
 - Definition: Currently under review by NPS Grant Management Specialist.

Definition:

- NPS considers the following during Eligibility Review:
 - Does the proposed activity fall within the three focus areas of the grant program: Historic Maritime Properties, Maritime Heritage Collections, and/or Traditional Maritime Skills.
 - Does the project/activity have the potential to impact resources listed in or eligible for listing in the National Register of Historic Places or designated a National Historic Landmark?
 - Does the program fall into at least one of the eligible program areas (Administration, Development, Acquisition, National Register, Planning, Survey & Inventory)?
 - Does the proposed project or activity advance maritime heritage through public education for a wide audience on America's maritime heritage?
 - For preservation projects, does the project include at least one of the following activities:
 - Identification of historic maritime resources, including archeology sites
 - Acquisition of historic marine resources for the purposes of preservation
 - Repair, rehabilitation, stabilization, maintenance, limited reconstruction, or other capital improvements to historic maritime resources in accordance with the Secretary of the Interior's *Standards*?
 - For education projects, does the project include at least one of the following activities:
 - Educational activities concerning historic marine/maritime resources, including archeological sites
 - Facilitation of public connection and access to maritime heritage resources

Instruction:

- No action needed. NPS entry only.

Field: State/Tribe

Definition:

- State or Tribe name

Instruction:

- This section will autofill the state or tribe's name when you create a new project form.

Field: Project Year

Definition:

- For National Maritime Heritage Grants Program grants, Project Year refers to the state fiscal year in which the HPO (Historic Preservation Office) *obligated* the grant funds. It may or may not align with the year you received the application from the grantee or with the year the project work by the grantee begins.

Instruction:

- Select the appropriate year when creating the project.

Field: Project Number

Definition:

- The Project Number generated is made up of the State Code (i.e. the two letter Post Office abbreviation) or the four letter Tribal abbreviation, followed by the serial number in the system for the grant (i.e. 08 refers to Education Grants and 09 refers to Preservation Grants), followed by the project/activity number beginning with 10001.
 - e.g. A State's first project for a an Education Grant would be XX 008 10001
 - e.g. A State's third project for an a Preservation Grant would be XX 009 10003

Instruction:

- No action necessary. Project Number is generated by HPF Online.
- Each project/activity must have a unique record number. Do not create a new project to provide updated information on an existing entry. However, separately funded phases of an on-going project activity would receive separate project numbers.

- Multiple subgrants to the same entity should be entered as individual projects so that any compliance-related reviews will correspond to the correct resource and can be tracked appropriately.
- Note: a relationship between projects can be established by clicking the “Related Projects” button at the top of an individual PADB record. This will record that the identified project(s) are related, but does not otherwise impact any PADB records.

Field: Project Type **[Required]**

Responses:

- In-House
 - Definition: In-House refers to any National Maritime Heritage Grants Program eligible activity conducted by Grantee staff within the HPO rather than by contract or subgrant. Staff that your office contracts with to perform work managed by your office are recorded as in-house.
- Subgrant
 - Definition: Subgrant means any award of financial assistance made under a grant to an eligible subgrantee by a grantee.
- Contract
 - Definition: A written procurement agreement between the grantee (or its subgrantees) and another party (the contractor) obligating the grantee to pay for and the contractor to furnish property or services needed to accomplish the purposes of the grant. For purposes of National Maritime Heritage Grants, a contract is considered equal to a subgrant for commitment of funds as per [2 CFR 200.330](#).

Definition:

- Project type refers to who is carrying out the project.

Instruction:

- **For purposes of the database, check “Subgrant” for 3rd party contracts.**
- Contractors assisting with grant projects (for non-administrative work) should meet the appropriate [Secretary of the Interior's Professional Qualification Standards](#).

Field: Project Title **[Required]**

Definition:

- Project Title refers to a descriptive name of the project.

Instruction:

- The title should be descriptive rather than numeric. For example, use *Historic Resources Surveys* or *Doe County Mill Repairs*, but not 14-BAL-410A. For separate phases of the same project, add phase numbers but retain the same title (e.g. *Doe County Mill Repairs-Phase 1*, *Doe County Mill Repairs Phase 2*, etc.) **Please**

refrain from using double quotation marks (") around text in this field. If you need to use quotation marks, use single quotes (').

Field: Project Description, Scope, and Budget **[Required]**

Definition:

- Describes the scope of work and budget for the project.

Instruction:

- **Include in your own words a concise scope of work.**
 - Bulleted statement of SHPO/THPO approved scope of work
 - Itemized listing of SHPO/THPO approved budget
- **Summarize what the project is as the HPO intends to fund it, not as the subgrantee applicant stated in their proposal to the HPO.** The description may include a written narrative, but a bulleted list statement of work is required (See Appendices A and B at the end of this guide for examples).
- The description should address the following:
 - Does the project fall into at least one of the eligible program areas (Administration, Covenants, Development, National Register, Planning, Survey & Inventory)?
 - Are the activities and planned spending of the budget allowable costs?
 - Are the properties listed in, or eligible for listing in the National Register of Historic Places or Tribal Register?
 - Are the activities related to facilities or vessel resources or properties?
 - Is the project for one or more focus areas of the National Maritime Heritage Grants Program: Historic Maritime Properties, Maritime Heritage Collections, and/or Traditional Maritime Skills?
 - Will there be an in-house partnership? Please clearly state the nature of the agreement between the HPO and partner and outline the specific tasks each party will perform.
 - For competitive subgrant projects, what is the specific intended goal and scope of the subgrant project and how will it be administered and monitored?
 - For **preservation** projects, what is the intended action to complete the educational requirement?
- **NPS will rely on the content of the project description field to assess project eligibility and scope.** Do not rely solely on additional documentation provided within HPF Online to describe the project.

Field: Property Type **[Required]**

Responses:

- Commercial

- Definition: Property involved in maritime trade and commercial activities to include property used for business-related activities (e.g., merchant vessel, agriculture trade, port, commercial sailing vessel, office building, storefront, etc.)
- Mixed Use
 - Definition: Property that includes both commercial and residential space (e.g. storefront with apartments above it, vessel with for food/liquor, pier, rope walk, state park related to maritime, mixed use state land with residential and public spaces within NR boundaries)
- Other
 - Definition: Any property that does not naturally fit into the other listed categories (e.g. industrial and facilities defined as property dedicated to mooring, berthing, and any other marine engineering or industrial spaces intended for support of a vessel, graveyards)
- Public
 - Definition: Property dedicated to public use (e.g. parks, libraries, boardwalk, public beaches and parks, lifesaving stations) and owned by local, state, or federal government.
- Residential
 - Definition: Property designated for housing purposes (e.g. houseboats, port apartments, dormitories, single-family homes, townhouses, duplexes, etc.)

Definition:

- Property Type refers to a grouping of individual properties characterized by common physical and/or associative attributes.

Instruction:

- Select the response from the drop-down menu that best describes the property or properties involved.

Field: Property Owner

Definition:

- Individual or entity (public or private) possessing the title for the building or land or vessel.
- The property owner may be the same or a different individual or entity than the subgrantee. However, the property owner of record (and, if applicable, the holder of the mortgage) must be the executor of the covenant, easement, or preservation agreement whether or not the owner is the subgrantee.

Instruction:

- Input the name of the property owner.

- If the property owner is different than subgrantee, then a letter of owner consent should be included in the subgrant's documentation and is needed prior to disbursement of funds to subgrantees.
 - A reminder: for mortgaged properties, the lender(s) must subordinate their interests in the property in writing and allow the required 20-year easement or covenant to be primary.
 - Another reminder: the amount of maritime grants awarded in a fiscal year for all grants and subgrants for projects relating to historic maritime resources owned or operated by the federal government may not exceed 40% of the total amount available for grants and subgrants. Subgrant applications relating to federally owned or managed historic maritime resources should be submitted by a nonfederal organization working under a legal written agreement with a federal agency. If selected for funding, the nonfederal applicant will receive the subgrant award, not the federal agency. If the property owner is the federal government, please allow additional review time by NPS for project proposals as we will have to coordinate with all other SHPOs funded in the same round as well as the owning/managing federal agency.

Field: Property Address

Definition:

- The property address refers to where the project is located and not the administrative address of the subgrantee.

Instruction:

- Complete as much of the Property Address as makes sense for the project.
 - i.e. If the project is a multi-county survey, enter all the county names into the text box separated by commas and write "Multiple" for the Property Address and City text boxes.

Field: City

Definition:

- Refers to the city/town in which the project is located.

Instruction:

- Input city name(s) where the project is taking place or type "multiple" if a multi-county survey.

Field: County

Definition:

- Refers to the county/parish in which the project is located.

Instruction:

- Input county/parish name. For multiple counties, enter each county name separated by a comma.
- For projects in the territories or the District of Columbia, please enter the second-level administrative division if one exists. For example, in Puerto Rico, this would be the *municipio*.

Field: National Register NRIS Reference Number

Definition:

- NRIS stands for the National Register Information System. When properties are listed in the National Register, they are assigned a unique number. National Historic Landmark properties are similarly assigned a number.

Instruction:

- Enter the NRIS reference number.
- Enter the number zero (0) if unlisted.
- You can find the NRIS reference number by using the searchable table in the [NRHP Database](#)

Field: Tribal or National Register Status

Responses:

- Listed in or Eligible for Tribal Register
- National Historic Landmark (NHL) District
- National Historic Landmark (NHL) Individual
- National Register Determined Eligible (DOE)
- National Register Historic District
- National Register Individual Listing
- Not Eligible
- SHPO/THPO Opinion of Eligibility
- Unknown
- Unlisted

Definition:

- Refers to the property or properties' statuses in relation to the National Register, Tribal Register, and/or National Historic Landmarks.
- If a project is doing work to or preparing a National Register nomination for a property and the owner is different than the applicant or subapplicant, then the applicant or subapplicant, as appropriate, must include written permission from the owner to proceed with the project.

- If a preservation covenant or easement or preservation agreement is required by the SHPO/ THPO, this should be explicitly acknowledged a well.
- The letter of owner consent must be submitted with the application (sub-grant application) and be signed no earlier than 60 days before the (sub-)application due date and pertain to this specific application or subgrant application, as appropriate.
- Previous letters of owner consent will not be accepted. The National Park Service may require a copy of the written permission of a property prior to approving project work.

Instruction:

- Mark all the relevant statuses of the property or properties affected by the project.
- Please Note:
 - Properties may have multiple statuses (e.g., a site may be both in the Tribal Register and the National Register of Historic Places; A building may be in the National Register and contribute to a National Historic Landmark district)
 - If there are multiple buildings/sites/structures/objects/districts involved (i.e., as in a survey), check each box that applies for the project overall. For example, if the survey includes a building that is individually listed in the National Register and another building that is National Register Determined Eligible, check the boxes for both National Register Individual Listing and National Register Determined Eligible.
 - This status should be updated in the PADB form if it changes at any point throughout the project.

Field: National Register Listed Names

Definition:

- Refers to the official name or names as identified in the nomination to the National Register of Historic Places. Common use of official names ensures accuracy of communication between the SHPO/THPO, NPS, and all consulting parties.

Instruction:

- Identify all project resources, structures, sites, and properties with their official National Register listed names.

Field: Project Results

Definition:

- Refers to a discussion of activities undertaken during the project and tangible products resulting from the project.

Instruction:

- Describe what was accomplished in the project including a discussion of planned versus actual results. This means that this section will not be completed unless the in-house activity or subgrant project is cancelled or closed.
- Describe all activities undertaken and completed.
- Provide details on tangible products resulting from the project. Attach copies of these tangible products suitable for sharing with the public at the bottom of this form as PDFs, Word documents, or image files.

Field: Primary Program Area **[Required]**

Responses:

- Acquisition
 - Definition:
 - A project which may seek to acquire historic marine resources for the purposes of preservation. Marine resources refer to real property and NOT individual acquisitions for historic collections such as textiles, munitions, or marine technology.
 - Eligible activities include:
 - Acquisition of marine resources (real property) for the purposes of preservation. This includes historic maritime districts, sites, buildings, structures, and objects as defined in the Notice of Funding Opportunity and significant in American history and meeting at least one of the four National Register criteria.
 - Resources purchased with federal funds must be monitored for perpetuity.
 - Real property will be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests per 2 CFR 200.311 Real Property.
 - When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from the Federal awarding agency or pass-through entity per all articles in 2 CFR 200.311(c) Real Property Disposition.
- Administration
 - Definition:
 - A project which has for its purpose activities pertinent to budget formulation and execution, personnel management, finance, property management, equal opportunity, and other "overhead" functions. Most activities under this program area will be charged as administrative costs to your grant. A reminder that the total administrative costs (from both the prime award and subgrants)

may not exceed **7.5%**. **This cap includes both federal (grant) and nonfederal (match) funds.**

- Eligible activities include:
 - Preparation of personnel payroll
 - Audits
 - Collection, storage, and retrieval of management information when such activities are not part of a specific project but are a means of central administrative control.
 - Other eligible services or activities that are required by Federal or State law or regulation which are pertinent to central direction, monitoring, reporting, and management support of the Program Area activities.
- Covenants
 - Definition:
 - A project which may have for its purpose the preparation, execution, revising, and/or monitoring of covenants.
 - A covenant refers to a deed restriction which is binding on future owners of a property during the term of the covenant. It is a legal document executed between the State and the property owner in which the property owner of record encumbers the title of the property with a covenant running with the land, in favor of and legally enforceable by the State. The property owner of record (and, if applicable, the holder of the mortgage) must be the executors of the covenant whether or not the owner is the subgrantee.
 - Eligible Activities include:
 - Activities associated with preparing, executing, monitoring, and enforcing covenants.
 - Activities associated with revising covenants to extend the duration or the protection provided by the agreement.
 - Activities associated with revising covenants to lessen the protection provided by the agreement are eligible only if prior written NPS concurrence is obtained.
 - Instruction:
 - For the purposes of this program area, easements and preservation agreements are included as "covenants."
- Development
 - Definition:
 - A project which has for its purpose the protection, rehabilitation, or restoration of a historic property. It may include construction work to stabilize and repair historic and archeological properties.

- Eligible activities include:
 - In-house development (i.e. rehabilitating a historic building, vessel, or maritime heritage resource)
 - Pre-development
 - Archeology (i.e. protection, stabilization, or preservation of specific archeological resources)
 - Force Account
- National Register
 - Definition:
 - A project which has for its purpose activities directly pertinent to the documentation and evaluation of a historic or archeological resource for its potential eligibility for listing in the National Register of Historic Places.
 - Eligible activities include:
 - Preparation and editing of National Register nominations
 - Processing data for National Register eligibility
 - Public notice
 - National Historic Landmark (NHL) designations
- Not Applicable
 - Instruction:
 - Check with maritime_grants@nps.gov prior to using N/A as a response to Primary Program Area.
- Other Activities
 - Definition:
 - Other activities may include workshops or technical assistance to local government officials.
 - Other eligible activities include, but are not limited to:
 - Hiring additional term, temporary, or contractor staff to enable the HPOs to expeditiously conduct the reviews of all Federally funded or sponsored projects required by Section 106 of the National Historic Preservation Act (NHPA).
 - Offering preservation technical assistance to local government officials and to owners of properties listed in or considered eligible by the Historic Preservation Officer for listing in the National Register of Historic Places.
 - Developing economic feasibility studies.
- Planning
 - Definition:
 - A project which may have for its purpose staff or subgrant efforts to develop plans, historic context documentation, special planning

studies, ordinances or guidelines. Planning activities may include building condition assessments, plans and specifications for building repair, stabilization of an archeological site, and historic structure reports to preserve a particular historic building, historic district, or specific resource type (i.e. Archeological Resources, Historic Courthouses, Dance Halls, etc.)

- Review and Compliance
 - Definition:
 - A project which may have for its purpose State activities that advise and assist public (Federal, State, and local government) agencies in carrying out their historic preservation responsibilities broadly described and established under Sections 106 and 110 of the National Historic Preservation Act, as amended, and implemented through [36 CFR 60, 61, 63, and 800](#).
 - Activities of a State office, or of a local government or Certified Local Government, undertaken to implement or administer State and local historic preservation laws, regulations, or ordinances, provided that the laws and activities are in conformity with Federal historic preservation law, regulation, or requirements.
 - Eligible activities include:
 - Section 106 Activities ([36 CFR 800](#))
 - Section 110 Activities ([36 CFR 65.2\(2\)](#) and [36 CFR 800.10](#))
 - Activities Pursuant to other Federal Historic Preservation Laws and Regulations.
 - Participation in the process of Federal-State Intergovernmental Review pursuant to E.O. 12372.
- Survey and Inventory
 - Definition:
 - A project which may have for its purpose survey activities related to location, identification, and evaluation of historic or archeological resources or inventory activities related to the maintenance and use of previously gathered information on the absence or presence of historic and archeological resources within the State. This may include survey and assessments of properties. Eligible activities include:
 - Intensive Level Survey
 - Reconnaissance Level Survey
 - Limited Archeological Testing
 - Resurvey
 - Automating the State Inventory
 - Advanced Survey and Inventory Technologies
 - Archeological Survey Activity on Development Projects
 - Processing Survey Data

- Survey on Federal Land (see earlier note about cost limitations for projects involving the federal government)

Definition:

- A category or grouping eligible activities. Program Areas are a useful means to track, report on, and evaluate grantee programs. The National Maritime Heritage Grants Program has adopted the use of program areas from the Historic Preservation Fund. For more information on these program areas.
- The program areas for the National Maritime Heritage Grants Program are borrowed from the Historic Preservation Fund grant programs. The names and definitions of the Program Areas have their genesis in the National Historic Preservation Act. The National Maritime Heritage Grants Program is separate and distinct from the Historic Preservation Fund and NHPA. The use of program areas is for the administrative convenience of NPS and grantees and does not have a statutory basis for the purposes of the National Maritime Heritage Grants Program.

Instruction:

- Check the "Primary" Program Area that best applies to this project. For example, if the project is mainly a survey that may result in a National Register nomination, check "Survey and Inventory." "National Register" should be checked as one of the Secondary Program Areas.
- NRHP/HPF Program Areas of Local Government Certification and Preservation Tax Incentives are not eligible costs for assistance from this funding and should not be selected.

Field: Other Program Areas: Choose Two Others if Applicable

Instruction:

- Selection of one Program Area is required. Selection of Other Program Areas is optional. **If only one Program Area applies to your project, leave the Other Program Areas boxes blank.**
- You may choose up to two additional program areas that may apply to the project. Please note that **each Program Area should be checked only once**-- either as the primary Program Area or as a secondary Program Area.
- Never select "Local Government Certification" for a Certified Local Government (CLG) subgrant. "Local Government Certification" refers to non-CLG subgrants or "in-house" projects that help a local government become certified or that help the State administer its CLG program, which is not considered an eligible cost for maritime grants.

Field: Subgrantee or Contractor Selected

Definition:

- Subgrantee refers to the agency, institution, organization, other legal entity, or individual to which a subgrant is made by the State or other grantee and which is accountable to the State or other grantee for use of the funds provided.
- Contractor refers to an individual or organization that is contracted to provide a particular good or service.

Instruction:

- Provide the name of the subgrantee or contractor the HPO hired to complete an activity.

Field: Project Status

Responses:

- Active
 - Definition: Refers to period of ongoing work between signing project contract/subgrant agreement and project work being completed.
- Cancelled
 - Definition: Refers to the project being terminated at any point.
- Completed
 - Definition: Refers to work being completed and that has been both reviewed and approved as completed by the HPO.
- Pending
 - Definition: Refers to steps prior to signing project contract or subgrant agreement, including entering the project into the Project Activity Database, but NPS has not yet completed Eligibility Review, Project Activity Review, and/or NEPA Review.

Instruction:

- Choose the appropriate value from the table: Active, Completed, Pending, or Cancelled.

Field: Start Date

Definition:

- Refers to the date the project contract or subgrant agreement begins.

Instruction:

- Provide the start date of project contract or subgrant agreement in the following form: mm/dd/yyyy (09/09/1999).

Field: End Date

Definition:

- Refers to the date the project contract or subgrant agreement ends.

Instruction:

- Provide the end date of the project contract or subgrant agreement in the following form: mm/dd/yyyy (09/09/1999).

Field: Concurrent Federal Tax Credit Project

Definition:

- Refers to any active [Federal Tax Incentives for Preserving Historic Properties](#) occurring simultaneously for the National Maritime Heritage Grants Program grant-assisted property. Identifying the connection ensures speedier, consistent review of both projects.

Instruction:

- Check the box if a Federal Historic Preservation Tax Incentives project is occurring or planned to occur during the period of performance for this National Maritime Heritage Grant project.

Field: Project Sign Required **[Required if Development Project]**

Definition:

- Refers to displaying signage for a project acknowledging Department of the Interior, National Park Service grant support.

Instruction:

- The State must ensure that a project sign is displayed in a prominent location at each project site while project work is in progress. The sign must identify the project and Department of the Interior, National Park Service grant support. This provision may be waived by prior written NPS approval if NPS determines that, in accordance with Section 304 of the NHPA, this requirement would create a risk of harm to the site (i.e., to reduce risk of theft or looting of an archeological site) ([54 USC 307103](#)).
- Evidence that a project sign acknowledging DOI/NPS assistance was erected at the project site (i.e., a photograph of the sign posted at the site), or a copy of the written NPS waiver of this requirement should be included as a file attachment.

Field: National Historic Landmark?

Definition:

- Checkbox identifies the subject property of a development, planning, or ground-disturbing archeology project as a National Historic Landmark. Checking the box

reveals the National Historic Landmark Details section. Per [54 USC 306107](#), NHLs are subject to review by the cognizant NPS region.

Instruction:

- Check this box only if the project/activity directly involves a National Historic Landmark.

Section: National Historic Landmark Details:

Field: Documentation Submitted Date

Definition:

- Refers to the date Planning/Design Documentation for National Historic Landmarks sent to NPS for review. This action is in compliance with [54 USC 306107](#).

Instruction:

- The HPO must submit the following Planning/Design Documents by attaching the files at the bottom of this form and notifying maritime_grants@nps.gov once you have done so:
 - 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;
 - For NHL Districts include overall views of the district from the project area;
 - Any additional information that will better enable a technical review of the project to be completed.

Field: NPS Target Response Date [**NPS Entry**]

Definition:

- Refers to the date by which NPS intends to get back to the HPO. The date is automatically generated based on the Documentation Submitted Date entered.

Instruction:

- No action needed. NPS entry only.

Field: Region **[NPS Entry]**

Definition:

- Refers to the legacy NPS regional office which has cognizance for reviewing the project's affects upon NHLs. Currently the PADB logs the legacy region although the Department of the Interior has created new regional offices that are common among all bureaus.

Instruction:

- No action needed. NPS will select the correct region.

Field: Region Submission Date **[NPS Entry]**

Definition:

- Refers to the date NPS submitted documentation to applicable region.

Instruction:

- No action needed. NPS entry only.

Field: Status

Responses:

- Approved
 - Project may proceed.
- Approved with Conditions
 - Please refer to Comments section at bottom of project form for condition details as laid out by NPS.
- More Information Required
 - Please refer to Comments section at bottom of project form for further details regarding information needed by NPS for approval. Once NPS receives needed information, approval status and date will be updated.
- Not Approved
 - Please refer to Comments section at bottom of project form for further details.
- Other
 - Please refer to Comments section at bottom of project form for further details as laid out by NPS.
- Under Review by NPS
 - Currently under review by NPS Grant Managers.

Definition:

- Refers to the approval status once the technical review of the planning/design documentation you have provided for the National

Historic Landmark(s) has been completed by NPS in compliance with [54 USC 306107](#).

Instruction:

- No action needed. NPS entry only.

Field: Status Date

Definition:

- Date approval status was given by NPS.

Instruction:

- No action needed. NPS entry only.

Field: Certified Local Government?

Definition:

- Checkbox identifies the subgrantee as a Certified Local Government. The information is for data collection only.

Instruction:

- Check this box if a subgrant is awarded to a Certified Local Government (CLG).

Field: NEPA Required **[Required if Development or Archeology project]**

Definition:

- Checkbox identifies project as bound to the process for the consideration of environmental impacts during project planning of Federal and federally funded actions, pursuant to the National Environmental Policy Act of 1969 ([42 USC 4321-4347](#)). The grantee is responsible for submitting appropriate environmental documentation to NPS. All grantees conducting development (construction) and/or archeology projects involving testing, are required to submit necessary information.
- Checking the box reveals the NEPA Details section of the PADB.

Instruction:

- Check this box if the NEPA process is required for your project.

Section: NEPA Details **[This information will autofill from the NEPA Environmental Screening Worksheet]:**

Field: Documentation Submitted Date

Definition:

- Refers to the date the grantee submitted necessary documentation to be reviewed in order to assess if between an Environmental Assessment (EA), an Environmental Impact Statement (EIS) or a Categorical Exclusion (CatEx), whatever is the most appropriate.

Instruction:

- For properties that can be covered by a Categorical Exclusion (Director's Order #12: Conservation Planning, Environmental Impact Analysis, and Decision-Making), the NEPA worksheet should contain maps and enough data to make such a determination.
- If properties will impact resources in a negative way (this can be determined using the NEPA worksheet) an Environmental Assessment (EA) or an Environmental Impact Statement (EIS), must be submitted for review. If an existing EA or EIS has been conducted previously for the project, that should be submitted for review.

Field: NPS Target Response Date **[NPS Entry]**

Definition:

- Refers to the date by which NPS intends to get back to the HPO. The date is automatically generated based on the Documentation Submitted Date entered.
- NPS is responsible for determining and advising the HPO on whether a proposed grant action is either categorically excluded or requires an EA or EIS. NPS is also responsible for ensuring the adequacy of any required EA or EIS.

Instruction:

- No action needed. NPS entry only.

Field: Consultation Complete

Definition:

- Consultation and coordination with appropriate Agencies, Organizations, Tribes, and Persons in the development of the proposal and in preparation of the project may be necessary.

Instruction:

- Check this box once the NEPA Screening Worksheet has been finished, with appropriate Agencies, Organizations, and Consulting parties and Contact persons complete.

Field: Consulting Parties

Definition:

- Refers to the Agencies, Organizations, Tribes, and Persons who were consulted in preparing the project.

Instruction:

- On the NEPA Screening Worksheet, list the Agencies, Organizations, Tribes, and Persons who were consulted in preparing the project.

Field: NEPA Status **[NPS Entry]**

Responses:

- **Approved-Categorical Exclusion:**
 - **No further action needed but please refer to Comments section at bottom of Environmental Screening Worksheet for further details.**
- More Info-Environmental Assessment
 - For the project to proceed an Environmental Assessment must be completed.
- More Info-Environmental Impact Statement
 - For the project to proceed an Environmental Impact Statement must be completed.
- Under Review by NPS
- More Information Required
 - Additional information is necessary to complete the review. Please refer to Comments section at bottom of Environmental Screening Worksheet for further details.

Definition:

- Refers to status of the NEPA review as determined by NPS.

Instruction:

- No action needed. NPS entry only.
- **If "Approved", project may proceed.**

Field: Status Date **[NPS Entry]**

Definition:

- Indicates date of last NEPA status update by NPS.

Instruction:

- No action needed. NPS entry only.

Field: 106 Status

Responses:

- No Effect
 - Definition: The finding of a Section 106 review in that there is no effect on historic properties that are or may be located within the impact area of the proposed project (See [36 CFR 800](#)). Project may proceed.
- No Adverse Effect
 - Definition: The finding of a Section 106 review that the proposed Federal project will not adversely affect historic properties located within the impact area of the project (See [36 CFR 800](#)). Project may proceed.
- Adverse Effect
 - Definition: The finding of a Section 106 review in which it is determined that the proposed Federal action will adversely affect historic properties (See [36 CFR 800](#)). See comments for details on if the project may proceed, modifications necessary for the project to proceed, or if the project is unallowable.

Definition:

- 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 (See [36 CFR 800](#)).

Instruction:

- This information will autofill from the NEPA Environmental Screening Worksheet for your project. Please refer to the project’s NEPA Environmental Screening Worksheet for further details on completing Section 106 review.

Field: Documentation Returned Date

Definition:

- Refers to the date the final status of the NEPA was determined and the HPO was notified of this final status.

Instruction:

- No action needed. NPS entry only.

Section: Project Activity Review by Maritime Heritage Grants Program

Definition:

- Based on the factors listed below, NPS may be required to review additional materials for approval on any project. The nature of the additional review, the materials required for review, and the result will be detailed in the Comment field.
 - Involves government-to-government consultation
 - Involves consultation with federally recognized tribes
 - Projects involving acquisition of real estate/land/property
 - Projects with multiple federal funding sources
 - Projects involving property owned, operated, or managed by the federal government

Field: Plans and Specifications Submitted Date

Definition:

- Date HPO submitted enough information to NPS for review. Supporting documents may include draft scope of work and budget for subgrants, draft Requests for Proposals (RFP)/Requests for Quotes (RFQ) for contracts, and planning documents for in-house projects.

Instruction:

- Complete all fields of the PADB and upload supporting documents as file attachments at the bottom of this form using the file naming conventions outlined at the end of this user guide. Once finished, enter the day's date, and notify maritime_grants@nps.gov.

Field: NPS Target Response Date

Definition:

- Refers to the date by which NPS intends to get back to the HPO.

Instruction:

- No action needed. The date is automatically generated based on the Documentation Submitted Date entered.

Field: Status

Responses:

- Approved
 - Project may proceed. Development and/or ground disturbing archeology require NEPA approval.
- Approved with Conditions
 - Please refer to NPS Status Comment section directly below for condition details as laid out by NPS.
- More Information Required
 - Please refer to NPS Status Comment section directly below for further details regarding information needed by NPS for approval. Once NPS receives needed information, approval status and date will be updated.
- Not Approved
 - Please refer to NPS Status Comment section directly below for further details.
- Other
 - Please refer to NPS Status Comment section directly below for further details as laid out by NPS.
- Under Review by NPS
 - Currently under review by NPS Grants Management Specialists.

Definition:

- Refers to the status of the Project Activity Review as determined by NPS.

Instruction:

- No action needed. NPS entry only.

Field: Status Date

Definition:

- Date Project Activity Review status was determined and updated by NPS.

Instruction:

- No action needed. NPS entry only.

Field: NPS Status Comment

Definition:

- This section will contain further details regarding approval status such as identifying the additional information necessary to complete review or the specific conditions required for the project to proceed.

Instruction:

- No action needed. NPS entry only.

Field: Easement Agreement

Definition:

- Checkbox identifies project as requiring a preservation covenant, easement, or agreement.
- Recipients awarded funds for the physical preservation and repair of a historic site shall sign a preservation covenant, easement, or agreement with the State or Tribal Historic Preservation Officer in which the site is located or with a nonprofit preservation organization acceptable to the NPS. The terms of the easement must follow the guidance in the published Notice of Funding Opportunity for this program.

Instruction:

- Check this box if the project requires a preservation covenant, easement, or agreement for the property.

Field: Easement Holder

Definition:

- Identifies the name of the organization legally holding the preservation covenant, easement, or agreement.

Instruction:

- Enter the name of the organization holding the preservation covenant, easement, or agreement.
 - NPS approval of an easement or covenant holder other than the HPO must be in writing.
 - For projects where a preservation agreement is signed between the HPO and the property owner, enter the HPO name here.

Field: Easement Expiration Date

Definition:

- Identifies the length of time the preservation covenant, easement, or agreement must run after the close of the subgrant.
- The duration of the easement or covenant is **20** years.

Instruction:

- Input the date the preservation covenant, easement, or agreement expires.

Field: Deliverable Submitted

Definition:

- The final project deliverables include, but are not limited to:
 - Completed project information in the PADB for in-house and subgrant activities.
 - Before and after images of all projects.
 - Development (construction) grants must submit at least one before and one after photograph of work completed under the grant. Refer to this [National Register Bulletin](#) on improving the quality of photographs for more information on photographing a variety of historic environments and buildings.
 - Copies of executed preservation covenant, easement, or agreement for every development project with a key to the master list.
 - The preservation covenant or easement must be executed by registering it with the deed of the property. A photocopy of the executed easement, stamped registered with the deed, must be attached prior to the end of the award period of performance and final drawdown of funding.
 - Executive summaries
 - Reports, plans, and guidelines (including survey reports, historic structure reports, design guidelines, treatment reports, historic context statements, preservation plans)
 - Note that while NPS would like prepared survey reports, we do not need the data itself.
 - Substantive event materials (including programs, proceedings, invitations, handouts, photographs, interpretive signs, exhibits)
 - Professionally produced content (including books, documentaries, oral histories, presentations and PSAs, but these must be submitted as PDF, Word, or JPEG files)
 - Interpretive products (including books, brochures, interpretive tours, coloring books or other youth-focused products, lesson plans)
 - Online content (may include websites, story maps, and other web-based projects, but must be submitted as PDF, Word, or JPEG files)

Instruction:

- Provide one digital copy of each tangible product under your grant agreement.
- These should be uploaded as file attachments.

Field: IRMA Date **[NPS Entry Only]**

Definition:

- Date that the project was uploaded by NPS into the Integrated Resource Management Applications ([IRMA](#)) Portal

Instruction:

- No action needed. NPS entry only.

Field: IRMA Link **[NPS Entry Only]**

Definition:

- Refers to the link to the project file on the Integrated Resource Management Applications ([IRMA](#)) Portal Data Store. The file may be publicly viewed from this link.

Instruction:

- No action needed. NPS entry only.

Field: Congressional District

Responses:

- 01-53—[CONGRESSIONAL DISTRICT CODES](#)
- 00—AT LARGE (SINGLE DISTRICT FOR STATE)
- 90—MORE THAN ONE CONGRESSIONAL DISTRICT INVOLVED
- 98—NONVOTING DELEGATE
- 99—NO REPRESENTATIVE

Definition:

- This data field refers to Congressional District Codes for the U.S. House of Representatives--not to the State legislature.

Instruction:

- Input the Congressional District Code for your project's location. Refer to the list provided at <https://www.house.gov/representatives> to find the applicable Congressional District Code.

Field: Plan Objectives **[Required for States]**

Definition:

- Refers to the goals and objectives from the state's comprehensive preservation plan that this activity or subgrant helps achieve.

Instruction:

- Select the objectives from the state's comprehensive plan that this activity or subgrant helps achieve from the drop-down menu. At least one objective is required. If multiple Goals and Objectives are relevant, up to three may be listed. If you are having difficulty determining the appropriate objective to select, please contact the STLPG Preservation Planner.

- This field will not be visible on the THPOs PADB form and is, therefore, not required for THPOs.

Field: FFATA Required

Definition:

- The Federal Funding Accountability and Transparency Act (FFATA) requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website (www.USASpending.gov). The FFATA Sub-award Reporting System (FSRS) collects data from Federal grant awardees (in this case the HPO who received the grant) on subgrants they make.

Instruction:

- The awardee is required to file a FFATA sub-award report by the end of the month following the month in which any subgrant greater than or equal to \$30,000 is awarded.
- [Access FSRS here](#) to access or create your FSRS account and to file your FFATA sub-award report.
- This box will be automatically checked if the Planned Federal Share you input is greater than or equal to \$30,000.

Field: FFATA Complete

Definition:

- Refers to completing your FFATA sub-award report as required.

Instruction:

- Check this box once you've gone to [FSRS](#) and completed your FFATA reporting.

Field: Reason FFATA Not Required

Definition:

- Depending on the circumstances of the award, FFATA reporting may not be required. Exceptions to FFATA reporting are identified in [2 CFR 170.110](#).

Instruction:

- In the text box, identify the specific reason FFATA is not required for this project if you unchecked the FFATA Required checkbox.

Field: Planned Shares:

Definition:

- This should be the current amount obligated to the subgrant or contract.

Instruction:

- Enter the planned federal share, matching share, and admin spent.
- The planned amount should be changed if the subgrant or contract amount has been amended. For example, if the original subgrant award was \$10,000 federal share and \$6,000 matching share and the federal and matching share are increased or reduced through an amendment, the Planned amounts in the database should reflect those changes).
- You can save the federal share breakup on the basis of years after saving the project for the first time.

Field: Planned Fed Share

Definition:

- Refers to the planned amount of Federal Share at the beginning of the project (i.e. written into the subgrant agreement).

Instruction:

- If over \$25,000, must report in FFATA
- Enter the planned amount of Federal Share at the beginning of the project.

Field: Planned Match Share

Definition:

- Refers to the planned amount of nonfederal share at the beginning of the project (i.e. written into the subgrant agreement).
- This should include both cash and donated goods or services.

Instruction:

- Enter the planned amount of nonfederal share at the beginning of the project.

Field: Planned Admin & Indirect Share

Definition:

- Refers to the planned amount expected for administrative and overhead costs. This may include budgeting, preparation of personnel payroll, auditing, office space, etc. Federal and non-federal administrative costs may not exceed 7.5% of the total budget in accordance with 54 USC 308704(b)(2)(B)(ii).

Instruction:

- Enter the planned amount expected for administrative and overhead costs.

Field: Add Share Amount

Definition:

- The Share Amount allows you to save the federal share breakup on the basis of years after saving the project for the first time.

Instruction:

- Enter the cumulative amount of Federal Share, Match Share, and Admin Spent expended during each year of the selected fiscal year of the subgrant in the Quarter 4 column.
- Maritime Heritage Grants do not require quarter-by-quarter expenditure reporting (unless specified in your grant agreement).

Field: Comment

Definition:

- You may write additional comments and details in this text box.
- This text box may also contain comments from your NPS Grant Manager with conditional information and requests for additional details.

Instruction:

- Limit of 5000 characters.
- If space is insufficient, contact maritime_grants@nps.gov.

Field: File Attachment

Definition:

- File attachments may include, but are not limited to, final project deliverables, requested documentation to conduct project activity reviews, easement or covenant agreements, and photographs. See the project examples in Appendices A and B for examples of common file attachments.

Instruction:

- Naming Files:
 - When adding files, please name each file you will be submitting using the following naming convention:

[Grant Number] [NMHG P or E] [Subgrant Number] [Short File Description]

- Current list of Maritime Grant Program Abbreviations:
 - NMHG: National Maritime Heritage Grants
 - E: Education Grant
 - P: Preservation Grant
- Do not use spaces or special characters (#, %, &, ?) in the file name.
- For “Short File Description,” write a brief (less than 50 characters), unique description that would help someone easily and quickly identify the file.
- If files are part of a series, append the number 001, 002, etc. to the end of the description.
 - Ex: Image files submitted under a Maritime Heritage Education or Preservation grant by the DC State Historic Preservation Office are written as:

P23APXXXX_NMHG_E_DC0210001_JohnDoeHouse001.jpeg

P23APXXXX_NMHG_P_DC0210001_JohnDoeHouse001.jpeg

- Required File Formats and Resolution Standards:
 - **PDFs, Word documents, and image files (JPEG, TIFF) are the only allowable file formats at this time.**
 - Reports and publications: PDF files saved at 300 ppi (pixels per inch) and 100% of the original document size. When possible, convert original documents to PDFs (for example, saving as PDFs from Word or InDesign files). Otherwise, save high resolution scans of printed materials as PDFs.
 - Photos: JPEG or TIFF files saved at a minimum resolution of 3000 x 2000 pixels (or 6 megapixels).
 - When submitting photographs, include captions, photo credit, and a signed release form (if needed). Photo release forms are available [here](#).
 - If you have issues submitting large files, email maritime_grants@nps.gov to request submission through the NPS secure file transfer site.
- Uploading Files:
 - Files must be uploaded one at a time.
 - Click SAVE PROJECT after adding each file. After clicking SAVE PROJECT, you will be taken back to your list of grants. Select the PADB form you were working on, scroll to the bottom of the PADB form and continue to upload files individually.
 - Please remember to select the type of attachment, called the “File Purpose,” so that we may understand the reason you are providing documentation.
- Reviewing submitted files:
 - When the NPS receives the files, we will review your submitted products for compliance with the Notice of Funding Opportunity for this round of funding,

the Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation*, and any other relevant requirements.

- If there are issues with the submitted files or grant products, your grant manager will contact you and may ask for corrections and resubmission if necessary.

APPENDIX A

DEVELOPMENT PROJECT EXAMPLE

- Project Eligibility Review **[NPS Entry Only]**

Eligible

More Information Required

Non-Eligible

Under Review by NPS

- State/Tribe

State Name

- Project Year

2020

- Project Number

XX-01-10001

- Project Type **[Required]**

In-House

Subgrant

Contract

- Project Title **[Required]**

Doe City Public Library Repairs

- Project Description **[Required]**

Grant funds will be used to repair the Doe City Public Library, which was damaged during Hurricane Florence. The library is already listed in the National Register of Historic Places. The grant funds will support the hiring of architectural services to evaluate the condition of and repair the stucco siding of the Colonial-style building by removing the damaged material and patching it with stucco that duplicates the old stucco in strength, composition, color, and texture. Grant funds will also be used to hire a conservator to assess the damage to the library's windows and to repair and/or replace the windows damaged by floodwaters and high winds. Additional steps will be taken with the help of engineering services for water drainage improvements to prepare the building for future storms.

Predevelopment studies including a historic structure report and engineering report will be prepared prior to commencing preservation, restoration, and rehabilitation activities to ensure conformance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties."

Statement of Work:

- Repair stucco siding
- Assess and repair damaged windows
- Assess and improve site drainage

Itemized Budget

- A&E services (\$xxxx)
- Stucco Repair (\$xxxx)
- Window Repair (\$xxxx)
- Site Drainage Improvements (\$xxxx)
- Property Type **[Required]**
 - Commercial
 - Mixed Use
 - Other
 - Public
 - Residential
- Property Owner
Doe City Government
- Property Address
1 Main Street
- City
Doe City
- County
Doe County
- State
State Name
- Zip Code
11111
- National Register NRIS Reference Number. [NRHP DATABASE](#) (Enter 0 if unlisted)
11000111

- Tribal or National Register Status (Check all that apply)

- Listed in or eligible for Tribal Register
- National Historic Landmark District
- National Historic Landmark Individual
- National Register Determined Eligible (DOE)
- National Register Historic District
- National Register Individual Listing
- Not Eligible
- SHPO/THPO Opinion of Eligibility
- Unknown
- Unlisted

- Project Results

- In collaboration with the architects and conservators, a historic structure report for the Doe City Library was prepared.
- The condition of the exterior stucco siding of the library was assessed and was subsequently repaired, including the removal of damaged stucco and patching areas of loss on all four sides of the building exterior.
- A conservator conducted a condition assessment of all exterior windows and repaired or replaced a total of 5 ground floor windows and 10 basement windows.
- Repairs to gutters and downspouts were completed to better divert rainwater from the exterior siding and improve drainage during future storms. However, additional water drainage improvements to improve run-off control were not completed due to time constraints.

- Primary Program Area **[Required]**
Development

- Other Program Areas: Choose two others if applicable

1.

2.

- Subgrantee or Contractor Selected

John Doe & Co. Architectural/Engineering Services

Jane Doe-Private Conservator

- Project Status

- Active

- Cancelled

- Completed

- Pending

- Start Date

06/01/2020

- End Date

07/01/2021

Project Sign Required **[Required if Development project]**

National Historic Landmark?

Certified Local Government?

NEPA Required **[Required if Development or Archeology project]**

- NEPA Details (This information will autofill from the NEPA screening Worksheet)

- Documentation Submitted Date

01/01/2020

- NPS Target Response Date

02/02/2020

- Consultation Complete

- Consulting Parties

Doe County Preservation Non-Profit

- NEPA Status

- Approved-Categorical Exclusion

- More Info-Environmental Assessment

- More Info-Environmental Impact Statement

- Under Review by NPS

More Information Required (See comment on Environmental Screening Worksheet)

- Status Date
02/05/2020
- 106 Status
No Adverse Effect
- Documentation Returned Date
02/05/2020
- Project Activity Review by Maritime Program
 - Documentation Submitted Date
01/15/2020
 - NPS Target Response Date
02/15/2020
 - Status
 - Approved
 - Approved with Conditions
 - More Information Required
 - Not Approved
 - Other
 - Under Review by NPS
 - Currently under review by NPS Grant Management Specialists.
 - Status Date
02/15/2020
- Easement Agreement
 - Easement Holder
State Historic Preservation Office
 - Easement Expiration Date
07/01/2041
- Deliverable Submitted
08/01/2021
- IRMA Date **[NPS Entry Only]**

- IRMA Link **[NPS Entry Only]**
- Congressional District
00
- Plan Objectives **[Required for States]**
2020, Objective 1.A: Increase Preparedness of Historic Properties to Natural Hazards
2020, Objective 2.B: Support Preservation and Repair of Historic Properties

FFATA Required

FFATA Complete

- Planned Shares:
 - Planned Fed Share
\$150,000
 - Planned Match Share
\$50,000
 - Planned Admin Spent
\$50,000

- Add Shared Amount:

Quarter 1 Fed Share	Quarter 2 Fed Share	Quarter 3 Fed Share	Quarter 4 Fed Share \$25,000
Quarter 1 Match Share	Quarter 2 Match Share	Quarter 3 Match Share	Quarter 4 Match Share \$12,500
Quarter 1 Admin Share	Quarter 2 Admin Share	Quarter 3 Admin Share	Quarter 4 Admin Share \$18,000

- Comment
- File Attachment

P23APXXXX NMHG P XX0210001 LibraryBeforeImages001.jpeg
P23APXXXX NMHG P XX0210001 LibraryBeforeImages002.jpeg

P23APXXXX NMHG P XX0210001 LibraryBeforeImages003.jpeg
P23APXXXX NMHG P XX0210001 LibraryAfterImages001.tiff
P23APXXXX NMHG P XX0210001 ProjectNotification.pdf
P23APXXXX NMHG P XX0210001 ProjectSign.jpeg
P23APXXXX NMHG P XX0210001 PhotoReleaseForms.pdf
P23APXXXX NMHG P XX0210001 Easement.pdf
P23APXXXX NMHG P XX0210001 HistoricStructureReport.doc
P23APXXXX NMHG P XX0210001 WindowsTreatmentReport.docx
P23APXXXX NMHG P XX0210001 WindowsConditionReport.docx
P23APXXXX NMHG P XX0210001 ExteriorSidingTreatmentReport.pdf

APPENDIX B

SURVEY & INVENTORY PROJECT EXAMPLE

- Project Eligibility Review **[NPS Entry Only]**

Eligible
 More Information Required
 Non-eligible
 Under Review by NPS

- State/Tribe
Tribe Name

- Project Year
2020

- Project Number
XXXX-02-10001

- Project Type **[Required]**

In-House
 Subgrant
 Contract

- Project Title **[Required]**
(Site Name) Archeological Survey

- Project Description **[Required]**

Grant funds will be used to conduct a reconnaissance level archeological survey using CR Surveyor and additional non-destructive remote-sensing techniques to collect data on the (Site Name) Coastal Archeological Site, which saw extensive damage from erosion as a result of Hurricane Irma. The project will include comparing new survey data with older survey data pre-dating the storm to determine the degree of damage and changes to the archeological landscape. The survey will document potential changes to the boundaries and conditions of the archeological site. This includes documenting exposure of artifacts previously in sub-surface levels as a result of hurricane-induced coastal erosion, which are now increasingly vulnerable to damage. The intention is to better understand the condition of the site so that a development-focused project to stabilize the site

and mitigate the effects of future coastal erosion may be applied for following the completion of the survey.

The methodology used will be a systematic shovel testing on a maximum 15m grid interval, depending on the visibility. Such shovel testing involves the excavation of holes that are approximately 40 x 40 cm across and down to archaeologically sterile soil.

The site is currently listed in a Tribal Register, but the survey data will also be used to prepare a National Register of Historic Places nomination.

Statement of Work

- Historical data research and analysis
- Remote sensing of the site
- Limited shovel testing
- Prepare and submit NRHP nomination
- Prepare and submit project report

Approved Budget

- Research and analysis (\$xxxx)
- Remote sensor rental (\$xxxx)
- Approximately 25 STPs (\$xxxx)
- Preparation of NRHP nomination (\$xxxx)
- Project report (\$xxxx)

- Property Type **[Required]**

- Commercial
- Mixed Use
- Other
- Public
- Residential

- Property Owner

Tribe Name

- Property Address

Multiple

- City

Multiple

- County

Doe County, Main County

- State
State Name
- Zip Code
11111
- National Register NRIS Reference Number. [NRHP DATABASE](#) (Enter 0 if Unlisted)
0
- Tribal or National Register Status (Check all that apply)
 - Listed in or eligible for Tribal Register
 - National Historic Landmark District
 - National Historic Landmark Individual
 - National Register Determined Eligible (DOE)
 - National Register Historic District
 - National Register Individual Listing
 - Not Eligible
 - SHPO/THPO Opinion of Eligibility
 - Unknown
 - Unlisted
- Project Results
 - Completed a non-destructive reconnaissance-level survey using CR Surveyor, remote sensing, and aerial photography.
 - Determined and recorded new site boundaries using the survey data.
 - Processed the resulting survey data for National Register eligibility.
 - Prepared and edited a National Register nomination for the archeological site.
 - Used survey data to assess site needs for a future development and stabilization project to mitigate the risks of further erosion from future storms and sea-level rise.
- Primary Program Area **[Required]**
Survey & Inventory
- Other Program Areas: Choose two others if applicable
 1. National Register
 - 2.
- Subgrantee or Contractor Selected

- Project Status
 - Active
 - Cancelled
 - Completed
 - Pending

- Start Date
 - 06/01/2020

- End Date
 - 07/01/2021

- Project Sign Required [**Required if Development project**]
- National Historic Landmark?
- Certified Local Government?
- NEPA Required [**Required if development or archeology project**]

- NEPA Details (This information will autofill from the NEPA screening Worksheet)
 - Documentation Submitted Date
 - 01/01/2020
 - NPS Target Response Date
 - 02/02/2020
 - Consultation Complete

 - Consulting Parties
 - Department of Natural Resources

 - NEPA Status
 - Approved-Categorical Exclusion
 - More Info-Environmental Assessment
 - More Info-Environmental Impact Statement
 - Under Review by NPS
 - More Information Required (See comment on Environmental Screening Worksheet)

 - Status Date
 - 02/05/2020

- 106 Status
 - No Adverse Effect
- Documentation Returned Date
 - 02/05/2020
- Project Activity Review by Maritime
 - Documentation Submitted Date
 - 01/15/2020
 - NPS Target Response Date
 - 02/15/2020
 - Status
 - Approved
 - Approved with Conditions
 - More Information Required
 - Not Approved
 - Other
 - Under Review by NPS
 - Currently under review by NPS Grant Management Specialists.
 - Status Date
 - 02/15/2020
- Easement Agreement
 - Easement Holder
 - Easement Expiration Date
- Deliverable Submitted
 - 08/01/2021
- IRMA Date **[NPS Entry Only]**
- IRMA Link **[NPS Entry Only]**

- Congressional District
90
- Plan Objectives **[Required for States]**
2020, Objective 2.B: Identify and Document Resources Threatened by Climate Change
2020, Objective 2.C: Update Survey Documentation for Historic Properties, Archeological Sites, and Cultural Heritage

FFATA Required

FFATA Complete

- Planned Shares:
 - Planned Fed Share
\$150,000
 - Planned Match Share
\$50,000
 - Planned Admin Spent
\$50,000

- Add Shared Amount:

Quarter 1 Fed Share	Quarter 2 Fed Share	Quarter 3 Fed Share	Quarter 4 Fed Share \$25,000
Quarter 1 Match Share	Quarter 2 Match Share	Quarter 3 Match Share	Quarter 4 Match Share \$12,500
Quarter 1 Admin Share	Quarter 2 Admin Share	Quarter 3 Admin Share	Quarter 4 Admin Share \$18,000

- Comment
- File Attachment

[P23APXXXX NMHG P XX0210001 ArchaeologicalSiteImages.jpg](#)
[P23APXXXX NMHG P XX0210001 SurveyActivitiesPhotos.tiff](#)
[P23APXXXX NMHG P XX0210001 ProjectNotification.pdf](#)
[P23APXXXX NMHG P XX0210001 PhotoReleaseForms.pdf](#)
[P23APXXXX NMHG P XX0210001 DevelopmentRecommendations.doc](#)

P23APXXXX NMHG P XX0210001 HistoricalBackgroundResearch.docx

P23APXXXX NMHG P XX0210001 ResearchDesign.docx

P23APXXXX NMHG P XX0210001 DocumentationReport.pdf

APPENDIX C

GLOSSARY

AKR - Alaska Region

CatEx - Categorical Exclusion

CLG - Certified Local Government

DOE - Determination of Eligibility

DOI - Department of the Interior

EA - Environmental Assessment

EIS - Environmental Impact Statement

ESHPPF - Emergency Supplemental Historic Preservation Fund

FEMA - Federal Emergency Management Agency

FFATA - Federal Funding Accountability and Transparency Act

FSRS - FFATA Sub-Award Reporting System

FYM - Hurricane Florence, Typhoon Yutu, Hurricane Michael

HIM - Hurricanes Harvey, Irma, Maria

HPF - Historic Preservation Fund

HPO - Historic Preservation Office

IMR - Intermountain Region

IRMA - Integrated Resource Management Applications portal

MWR - Midwest Region

NCR - National Capital Region

NEPA - National Environmental Policy Act

NER - Northeast Region

September 2023

NHL - National Historic Landmark

NHPA - National Historic Preservation Act

NMHG – National Maritime Heritage Grants

NPS - National Park Service

NRHP - National Register of Historic Places

NRIS - National Register Information System

PADB - Project Activity Database

PWR - Pacific West Region

RFP - Requests for Proposals

RFQ - Requests for Quotes

SER - Southeast Region

SHPO - State Historic Preservation Office

THPO - Tribal Historic Preservation Office