



**Chesapeake Bay Gateways and Watertrails Network
2009 Grant Program**

Gateways Grant Guidelines & Application Instructions

Applications Due: NOON Friday, April 17, 2009

**Chesapeake Bay Gateways and Watertrails Network
National Park Service
Chesapeake Bay Office
410 Severn Avenue, Suite 109
Annapolis, MD 21403
1-800-YOUR-BAY
www.baygateways.net**

The Chesapeake Bay Gateways and Watertrails Network is a partnership system of over 160 parks, wildlife refuges, historic communities, maritime museums and water trails in the Chesapeake Bay watershed. These are the places visitors explore, enjoy and learn about the Chesapeake Bay and its rivers. The Gateways Network is coordinated by the National Park Service to inspire public appreciation of the Bay as a national treasure and to foster Chesapeake stewardship.

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Additional critical application materials are available on the Gateways web site at www.baygateways.net/grants.cfm including:

- 2009 Gateways Grant Application Form
- Environmental & Cultural Analysis Checklist
- Sample Scope of Work - Task and Schedule List (and Blank Form)
- Sample Scope of Work – Project Deliverables (and Blank Form)
- Sample Proposal Budget

What Is the CBGN Grant Program? -- A Summary

Chesapeake Bay Gateways and Watertrails (CBGN) Network grants assist designated Chesapeake Bay Gateways in implementing high-quality interpretation, access, or conservation and restoration projects that advance Network goals. Gateways grants also support key Network-wide initiatives. Information on the Chesapeake Bay Gateways and Watertrails Network, designated Gateways, and how to participate in the Network as a Gateway may be found at www.baygateways.net/join.cfm.

Gateways grants are available for projects at all designated Gateways participating in the Chesapeake Bay Gateways and Watertrails Network as of the grant application deadline. For detailed information on what constitutes a designated Gateway, see Who May Apply for Gateways Grants below or the Gateways website as above.

Grants may be used for a variety of projects at Gateways which support Network goals—to help people:

- understand the Chesapeake Bay and its watershed through its special places and stories
- gain access to those places and resources
- experience conservation stewardship and be motivated to get involved

Successful proposals will demonstrate strong connections to the Network's goals and clearly advance the ability of the applicant to serve as an effective Gateway.

The National Park Service will provide federally-funded grants ranging from \$5,000 to \$150,000. Applicants MUST match the request with at least an equal contribution of non-federal funds and/or in-kind contributions of services or materials. Other federal funds may not be counted towards the minimum 1:1 match requirement.

Applicants will be required to complete their project within 20-24 months after a grant is awarded.

Grant application packages must be received (not postmarked) by NOON, Friday, April 17, 2009. The target for initiating projects is August 1, 2009.

Who May Apply for Gateways Grants?

Gateways grants are intended to assist projects at locations participating in the Chesapeake Bay Gateways Watertrails Network as designated Gateways.* All currently designated Gateways are eligible to apply for grants. ***If you are not yet a designated Gateway, you will not be eligible to participate in this grant round.*** For a list of designated Gateways visit www.baygateways.net.

** Gateways are designated through a nomination process entirely separate from the review of grant proposals. Information about the nomination process may be found at www.baygateways.net/join.cfm. Please note that the Gateways Network is not accepting new nominations at this time.*

Grant applications may be submitted by either the managing organization for a designated Gateway, or a partner organization designated to carry out the project at the Gateway. However, the applicant must be either a non-profit organization qualified as such under section 501(c) of the Internal Revenue Code or a state or local government.

For Federally Managed Gateways: Only a non-federal applicant may submit an application for projects on federal lands. Further, the non-federal applicant must be fully and directly responsible for implementing and carrying out the ongoing management of the project; however, other partners may contribute to elements of the project.

Applicants with Ongoing Grants: To be considered for a new grant project in 2009, the incomplete outstanding grant project funded in 2007 or 2008 MUST be on schedule for completion within the agreed time frame and all reports must be current.

What Kinds of Projects Can be Funded?

The critical purpose of Gateways as described in the “Chesapeake Bay Initiative Act of 1998” that established the Chesapeake Bay Gateways and Watertrails Network is to “enhance public education of and access to the Chesapeake Bay.” So too then, the critical purpose of Gateways grants is to help your site become a more effective Gateway to the Chesapeake.

Grants may be used for a variety of projects that support the Gateways Network goals.

Each individual Gateway must help tell a part of the story of the Chesapeake Bay. Gateways grant projects can aid you in telling your Gateway’s part of the Chesapeake Bay story, and in fitting your resources and stories into the larger context of the Chesapeake Bay.

Gateway grants can also be applied to physical improvements and/or information that helps people use or access your Gateway.

Grants can support efforts to conserve and restore natural, cultural and/or historic resources that are central to understanding your Gateway’s relationship to the Chesapeake.

Grants projects that actively involve citizen volunteers not only improve Bay resources, but help participants gain a deeper appreciation for the Chesapeake.

Eligible Categories for Submission

In 2009, we will **ONLY** accept grant proposals in the following categories:

Projects that promote a broadly applicable stewardship ethic and actively foster citizen stewardship of the Chesapeake.

What kinds of projects are eligible?

- Projects that demonstrate and promote exemplary conservation stewardship and sustainability and serve as models for others to follow.
- Restoration, conservation and preservation projects that incorporate and build on-going volunteer/visitor involvement.
- Interpretive or educational programming at sites that provide visitors with information on their role in Chesapeake stewardship.

Projects that clearly aid in telling your Gateway's part of the Chesapeake Bay story.

What kinds of projects are eligible?

- Planning projects that help new or developing Gateways evaluate and establish thematic priorities, visitor experience objectives and interpretive techniques for connecting their resources and stories into the larger context of the Chesapeake Bay.
- Clearly defined products (especially ones prioritized in an interpretive plan) that help people understand how your Gateway relates to the Chesapeake Bay.

Note: All projects involving any interpretation must in some way relate stories or themes to the Chesapeake Bay and/or the Bay watershed. In other words "the Chesapeake Connection" must be clear to both the grant reviewers and ultimately to visitors. For more information, the interpretive themes outlined in the Chesapeake Bay Gateways Network Framework at www.baygateways.net/pubs.cfm help organize these relationships.

Projects to further the development and sustainability of water trails throughout the Chesapeake Bay watershed.

What kinds of projects are eligible?

- Projects that help developing water trails fulfill baseline developmental needs (including a complete map & guide, safety and orientation signage at access points and sufficient access points and services for anticipated visitor use).
- Projects that incorporate and build on-going volunteer/visitor involvement, particularly in restoration, conservation and preservation of the water trail.
- Projects that create innovative and substantial interpretation conveying the route's themes and drawing clear relationships to the Chesapeake Bay and its watershed.

Projects to improve access, interpretation and education at Gateways along the Captain John Smith Chesapeake National Historical Trail (CAJO) or the Star-Spangled Banner National Historic Trail (STSP).

What kinds of projects are eligible?

- Access to resources on the historic routes; including
 - Land to water and water to land access
 - Waterfront recreational features
 - Walking trails or driving loops to land-based resources (including but not limited to Gateways)
- Interpretive or educational programming at sites that are on the routes or near the routes.

Note: For projects that develop new interpretive or educational programming related to CAJO or STSP, the NPS may be interested to work with grantees to incorporate material whole or in part into CAJO- or STSP-related web sites or to adapt for other interpretive programming.

What Is Not Funded?

Activities that Gateways grants do not fund include the following:

- general operating budgets or routine operational costs of a Gateway, facility or program (this means anything not directly part of producing the specific outcomes or products of the proposal)
- routine or deferred maintenance
- construction of new buildings or major renovation of existing buildings (such as visitor or interpretive centers, restrooms, pavilions, etc.)
- basic park or streetscaping amenities (e.g., gazebos, streetlights, benches)
- construction or purchase of vehicles, boats or other watercraft
- land acquisition
- projects not associated with a designated Gateway

With rare exception, the above activities should also not be included as part of the proposed non-federal match.

Required Approaches for All Proposals

Several approaches to carrying out projects are key to achieving Chesapeake Bay Gateways Network goals. Proposals must fully incorporate these approaches in any relevant project:

Gateways Network Graphics Standards: All projects resulting in publications or signage must incorporate the Gateways Network graphic design standards. This flexible system is detailed in the Gateways Network Graphics Style Manual on the Gateways website at www.baygateways.net/graphicstandards.cfm.

In addition, all projects involving publications, maps and exhibits must use a qualified, professionally trained graphic designer. Note that some detailed maps, such as water trail maps, may require a trained cartographer as well.

Gateways Network Interpretive Themes: All projects involving any interpretation must in some way relate stories or themes to the Chesapeake Bay and/or the Bay watershed. In other words “the Chesapeake Connection” must be clear to both the grant reviewers and ultimately to visitors. The Gateways Network interpretive themes outlined in the *Gateways Framework* help organize these relationships. There are many ways of developing this kind of interpretation. In addition, a short basic message about the Gateways Network must be included in all publications and signage.

Pre-testing for Interpretive Products: Projects that significantly impact a site's interpretive program *may* be required to incorporate "pre-testing" to better ensure effective interpretation. Such projects could include, but are not limited to: large interpretive exhibits, large-scale wayside exhibit projects, audio-visual media presentations, and major publications. Pre-testing draft material with sampled members of the target audience is intended to determine whether the desired interpretive messages are being successfully communicated to the audience through the proposed media. The results of pre-testing are used to make any needed revisions to the proposed media. A determination on whether pre-testing is required for a specific project will be made during the application review process. However, added weight will be given to projects that incorporate pre-testing strategies within the initial proposal.

Watershed-friendly Development: All projects involving any physical or structural development, ground disturbance or landscaping must apply principles of sound, low-impact site development and environmentally sensitive design, including the use of vegetation native to the project area if any plantings are involved.

Gateways Staff Review: The Scope of Work – Task & Schedule List must incorporate National Park Service staff review at key developmental stages (e.g., development drafts of interpretive exhibits, design drawings, landscaping plans, planting plans, etc.).

CBGN Goals, Outcomes & Measures: It is critical for the Gateways Network to measure the outcomes of 2009 Gateways grants as part of demonstrating the contributions that grant funded projects make toward CBGN goals. All proposals must indicate the measurable results that are expected to result from the project. At a minimum 2009 grantees **MUST** collect data on measurable results of the CBGN grants, such as:

- The value of funds and in kind services that have been generated or leveraged

- Number of volunteer hours generated
- The number of exhibits, interpretive brochures, educational programs, and other interpretive and educational opportunities generated
- The number of land trails created and the total number of miles of trail
- The number of water trails created and the total number of miles of water trails
- The amount of CBGN information and visit planning services requested at RICs and Hubs

Curriculum-Based Educational Programs: Projects can support the start-up a new curriculum-based educational program or support the revision of an established program that actively engages K-12 students in meaningful watershed education experiences at Gateways.

The Gateways grant should be viewed as "seed money"—a one-time funding source to establish an educational program. The resulting educational program should not be dependent on multi-year funding from this source.

Effective curriculum-based programs typically involve some level of each of the following components:

- *Educational Resources:* Curriculum-based lesson plans, teaching guides and student hand-outs explain the significance of a Gateway and relate it to the subject(s) students are studying. These resources help teachers reinforce concepts with real-life applications.
- *Teacher Training:* Teachers need to be active participants in the program. Workshops, seminars, or other training should enable them to integrate site lessons with their curriculum through pre- and post-visit learning activities.
- *Student Field Trips:* On-site investigations of Gateway resources bring science, history and other concepts to life in a variety of ways. Hands-on learning fosters critical thinking and an interdisciplinary approach and reinforces concepts learned in the classroom.
- *Evaluation:* A method for evaluating the impact of a program should be built in to the program itself. Useful evaluation assesses both numbers of students and teachers participating and some qualitative measure of educational impact.
- Proposals may focus in on one component or address all or multiple components. However, it should be clear how the proposed program will accomplish all components over its planned lifespan.

Curriculum-Based: Proposed programs must relate to both the Gateway's interpretive goals and themes and an established curriculum for the target grade(s). Using sections 2, 6 and 8 of the 2009 Application Form, address:

- How does the proposal relate to established school curriculum?
- How does the program incorporate any national, state, or local standards of learning (SOLs)?
- What relationships have been established between the Gateway and target schools or districts to assure the utilization of the program?

- How have/will educators participate in the development of the program?
- How have/will resource experts participate in the development of the program?

Program Impact: Proposals should offer an overall impact on the Gateways Network, the Gateway, school and community. Using section 3 of the 2009 Application Form, address:

- What direct effect will the project have on Gateways Network goals? Are their Network-wide implications? How will other Gateways directly benefit from the program? What efforts have been made to include other Gateways, with similar themes, in the program planning process?
- How many students/teachers will realistically benefit from the program?
- What efforts are being made to reach out to under-served or non-traditional audiences?
- What possibilities exist for adapting the program for use by other groups, such as scouts or boys/girls clubs?

What Are the Grant Levels & Funding Requirements?

Grant Levels: The minimum grant request is \$5,000. The maximum grant request is \$150,000. All grant proposals must demonstrate a reasonable budget analysis ensuring the project can be completed within the proposed budget. Experience has shown that a number of smaller proposals tend to be under-budgeted.

Grant proposals over \$100,000 should pertain to complex, highly visible projects including major enhancements for public access, extensive development or renovation of exhibits, conservation of important cultural resources, or development of model habitat restoration areas with ample interpretive components.

Grants may be awarded at a level below the full amount requested. Grant payments to successful applicants will occur on a reimbursement basis after costs have been incurred.

Matching Fund Requirements: The requested funds must be matched by an equal (1:1) or greater amount of non-federal support. The matching share may include in-kind contributions of services or materials, cash or revenue sources dedicated to the same project. Other Federal funds (including Federal employee work time) may not be used as a matching share. The matching share and any work funded or provided by non-federal funds are considered part of the overall project. There must be a close relationship between all aspects of the project, including those supported by the non-federal match. Elements which are functionally unrelated to the core project should not be included in the match. All project costs, both grant funded and matching, must occur within the 20-24 month grant period. Costs from either before or after the grant period may generally not be included.

Projects for which the matching share exceeds 50% may receive additional consideration. Applicants will be required to document the matching share commitment prior to final grant approval. For more details, see Calculating Matching Funds below.

Limits on Administrative Costs: The Chesapeake Bay Initiative Act of 1998 requires that no more than 10% of direct project costs can be applied to administration (indirect costs.)

When are Proposals Due?

- Grant application packages **must be received by NOON, Friday, April 17, 2009**. This is **not** a postmark deadline.
- Notification to successful applicants: approximately May 15, 2009
- Final information package (as needed) due from successful applicants: May 22, 2009
- Anticipated start date of grant projects: August 1, 2009 (*Confirmation of actual start date will be provided by Gateways Network staff.*)
- Project completion date: **20-24 months after grant award**

How will Proposals be Reviewed?

Grant proposals are reviewed by Gateways Network Working Group members and National Park Service staff. Proposals **MUST** be specifically appropriate to the 2009 eligible categories (see page 5). Proposals will be further evaluated on the basis of their:

- Contributions/measurable results toward established Gateways Network goals
- Clarity of project objectives and deliverables, and the plans for sustaining them over time
- Clarity and credibility of the project's scope of work, deliverables, timeline and budget
- Importance in contributing to a Gateway's effectiveness in enhancing public education of and access to the Chesapeake Bay

Competitiveness

In all cases, grant project proposals will be judged strongest when they:

- Support multiple Network goals as described above. For example:
 - a stewardship project that has an interpretive component;
 - an access enhancement project that is constructed by volunteers; or

- a project to develop a new segment of water trail that will be a contributing segment of the CAJO and/or STSP
- Enhance the Gateways and Watertrails Network as a whole. For example:
 - Cooperative project proposals that involve multiple Gateways in development and implementation to build working relationships;
 - projects that have clear demonstration value for other Gateways; or
 - products that are transferable or easily customized for use by other Gateways
- Directly involve citizen volunteers in project development and implementation to build their understanding and appreciation of Chesapeake Bay resources and stewardship.
- Include specific objectives to “green” the project, such as developing environmentally sensitive designs, incorporating low impact development approaches (e.g., incorporating green roofs and rain gardens, reducing impervious surfaces, etc.), incorporating eco-friendly materials into structural elements of your project, and using green procurement practices (e.g., buying recycled and recyclable materials and/or recycling existing materials for use in your project).
- Offer a significant leveraging of Federal funds in excess of the minimum qualifying requirement of a 1:1 non Federal match

Tips for Better Proposals

Here are some things we look for in effective grant proposals. Examples of the items in bold type may be found at www.baygateways.net/granttips.cfm:

- A well thought out description of what you want to do and the specific scope of work that will accomplish it
- A clear description of how your project will advance **Gateways Network goals** and outcomes and improve your ability to function as a Gateway, with **measurable examples** and a clear means for tracking use post implementation
- Clearly defined products that help people understand how your Gateway relates to the Chesapeake Bay
- **Effective distribution strategies** for making sure any print and audio-visual materials get into the hands of the intended audiences
- Projects building involvement in Chesapeake stewardship and your Gateway
- A detailed and realistic budget with appropriate types of committed matching funds and/or in-kind services
- Use of professionally trained contractors or volunteers for any graphic design needs (such as signage, exhibit or publication design) is required; it is helpful to include a list of key experience for any such volunteers

- **Volunteers** helping to carry out the project
- A strong relationship between requested grant funds and any proposed matching costs
- Clear thought given to how you will ensure the **sustainability of your project** after the end of the grant period (e.g., how it will be maintained, reprinted, etc.)

Note: Also see Sharpening Your Project Focus: Tips for More Competitive Proposals at www.baygateways.net/grants.cfm

Here are some things to avoid in a proposal:

- Including any items listed in these guidelines as “not funded”
- Requesting grant funds to cover the salaries of upper level managers involved in the project
- Vague descriptions of intended products or the steps for developing them
- Messy or unorganized materials
- Supplementary information (maps and other graphic materials, etc.) that exceeds the size limitations described in the section below.
- Projects that cannot be completed within 20-24 months
- Unrealistic cost estimates
- Requesting funds in excess of the maximum grant level

What Goes In the Proposal?

Key Requirements:

- **Fifteen (15) paper copies** of your complete grant proposal and **one (1) electronic copy** (disk or CD) of your grant application, budget and scope of work-task & schedule and project deliverables **must be received by** the National Park Service Chesapeake Bay Office by **Noon, Friday, April 17, 2009**. Late, faxed, e-mailed or incomplete applications will not be considered.
- It is suggested that the entire grant package not exceed 15 pages.
- Attachments must be on **8 ½" x 11" paper and legible when copied on a black & white copier**. If you have a printed attachment that absolutely cannot fit this format, you must provide 15 copies along with your proposal.

Proposal Checklist: A complete proposal includes the following elements:

- Cover Letter (**required**)
- Gateways Grant Application Form -- Narrative (**required**)

- Proposal Budget **(required)**
- Scope of Work - Task & Schedule List **(required)**
- Scope of Work – Project Deliverables **(required)**
- Site map showing project location **(required)**
- Supporting Information **(required)**
- Completed Environmental & Cultural Analysis Checklist **(required)**
- Copy of cover letter to State Historic Preservation Officer conveying the Environmental & Cultural Analysis Checklist **(required)**
- Copy of cover letter submitted for Intergovernmental Review **(required, if applicable)**
- Other supplementary information **(optional, but should be included only if essential for illustrating your proposal)**

Cover Letter: The cover letter should be addressed to:

John Maounis, Superintendent
 National Park Service
 Chesapeake Bay Office
 410 Severn Avenue, Suite 109
 Annapolis, MD 21403

The cover letter **MUST:**

- **be signed by the chief executive of the applicant’s agency or organization**
- **state the designated or nominated Gateway associated with the proposal**
- **identify the eligible category(s) and briefly, but specifically state how your project relates to the eligible category(s)**
- **certify intent to comply with all grant program guidelines**
- **acknowledge that any required NEPA and/or Section 106 analysis steps are included within the project proposal**

Gateways Grant Application Form: The Gateways Grant Application Form includes a cover sheet and a series of detailed narratives about your proposal. This application, along with your project budget, is the heart of your proposal and the primary basis on which it will be evaluated.

The Gateways Grant Application Form is available as a hard copy or in electronic formats. For electronic formats visit the Gateways website for either a .pdf file or Microsoft Word version. Once you have completed the application, submit one electronic copy on a CD or disk and fifteen (15) printed copies along with the rest of the proposal materials.

Cover Sheet: The cover sheet requests basic information about the project, the Gateway and the applicant. In addition to standard contact information, the cover sheet also requires each applicant's DUNS Number. If you do not have a DUNS Number, you can find information about how to acquire one at www.baygateways.net/grantmanagement.cfm under "Cooperative Agreement Financial Registration Instructions."

Applicants MUST have a DUNS # and be registered on the Central Contractor Registration (CCR). You will not be eligible to receive funds if you do not have a DUNS # and if your registration with the CCR is not current through the end of July, 2009. There are instructions concerning both these items on the website under Financial and Reporting Information at www.baygateways.net/grantmanagement.cfm

Proposal Narratives: The application form provides a series of categories essential to the description of your proposal. Specific guidance for each category is provided on the form itself.

Proposal Budget: Your budget is an extremely important part of your proposal. You must submit a detailed project budget showing line item costs and funding sources. We strongly encourage you to use the sample budget provided on the Gateways web site at www.baygateways.net/grants.cfm as a model format. The budget must show costs of all key aspects of the project as well as all sources of matching funds or in-kind services.

Scope of Work - Task & Schedule List and Project Deliverables: Your description of the scope of work for your proposal (including tasks, products/deliverables, responsibilities and schedule) shows how organized you are to carry out the project. You must submit detailed scopes of work, both task & schedule list and project deliverables. Samples of each, along with Microsoft Word versions formatted for your use are provided on the Gateways web site at www.baygateways.net/grants.cfm.

Site Map Showing Project Location: For all projects, a site map identifying the project location and showing the project area in the context of its surrounding community, town or area MUST be provided.

Supporting Information: Including the following supporting information is **essential**:

- Letters or other evidence from co-funders documenting matching fund commitments. (**Note:** If unable to submit at the time of application, the matching fund commitment **must** be documented before final grant approval.)

- Letters or other evidence of commitment to the project from key project implementation partners and individuals who will be responsible for carrying out the project.

Other Supplementary Information: Other supporting graphics (maps, photographs, drawings) that explain the project may be provided, but should be essential to illustrating your proposal.

All graphic and supplementary materials must be submitted in an 8 ½" X 11" format and legible when subsequently copied on a black and white copier. If you have a printed attachment that absolutely cannot fit this format, you must provide 15 copies along with your proposal. Do not submit videos, CDs, or other audio-visual media with your application unless they are specific examples for an audio-visual project you are proposing.

Environmental and Cultural Analysis Requirements: (Note: Early Attention Highly Recommended!) Gateways Grants must meet certain requirements designed to minimize potential impacts on the human environment and historic resources.

At the earliest possible opportunity - before preparing your full grant application - please follow the steps described below to determine what type of environmental or cultural analysis requirements your proposal may require under the National Environmental Policy Act of 1969 (NEPA) and Section 106 of the National Historic Preservation Act of 1966 (NHPA).

(1) Fill out the “Environmental & Cultural Analysis Checklist” provided in Appendix C and on the Gateways website. If you have any questions about the checklist, or do not know the answers to some of the questions, be sure to go over these with a Gateways staff member (see step 2).

(2) Contact a NPS Gateways staff member to discuss your completed checklist (see contact information under “Grant Questions?” below). If your project requires some type of local, state or federal permit to proceed, please be sure to share the status of your permitting with Gateways staff when you call. Based on your checklist, Gateways staff will advise you on whether your proposal:

- is likely to be “categorically excluded” from further environmental or cultural analysis requirements under NEPA and NHPA;
- may require further analysis under NEPA and NHPA; or
- some additional information is needed to make the decision.

(3) Submit your Environmental & Cultural Analysis Checklist along with a map of the project location and a cover letter to your State Historic Preservation Officer (see contact information in Appendix B) **and** submit copies of the checklist and your letter with your Gateways Grant application.

(4a) If your proposal appears to be categorically excluded your State Historic Preservation Officer (SHPO) will reply with their concurrence. **-OR-**

(4b) If your checklist indicates the potential for environmental or cultural impact, your proposal will require further environmental or cultural analysis, possibly through either an environmental assessment (EA) and/or consultation with your State Historic Preservation Officer (SHPO). NPS Gateways staff and the SHPO will consult with you about any necessary steps you may need to take in order for your grant proposal to be considered. You will need to incorporate any necessary steps in your proposal, and make adjustments to your tasklist and timeline to accommodate compliance steps.

State Historic Preservation Officers:

Delaware:

Mr. Timothy A. Slavin, SHPO
Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901
Telephone: 302-739-5313
Fax: 302-739-6711

Pennsylvania:

Barbara Franco, SHPO
Pennsylvania Historical and
Museum Commission
300 North Street
Harrisburg, PA 17120
Telephone: (717) 787-2891
Fax: (717) 705-0482

District of Columbia:

Mr. David Maloney, SHPO
Historic Preservation Office
Reeves Center, 2000 14th Street, NW #4000
Department of Historic Resources
Washington, DC 20009
Telephone: 202-442-8800
Fax: 202-741-5246

Virginia:

Ms. Kathleen Kilpatrick, SHPO
Historic Preservation Office
Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221
Telephone: (804) 367-2323
Fax: (804) 367-2391

Maryland:

Mr. J. Rodney Little, SHPO
Maryland Historical Trust
100 Community Place, 3rd Floor
Crownsville, MD 21032-2023
Telephone: 410-514-7600
Fax: 410-514-7678

West Virginia:

Mr. Randall Reid-Smith, SHPO
West Virginia Division of Culture & History
Historic Preservation Office
1900 Kanawha Boulevard East
Charleston, WV 25305-0300
Telephone: (304) 558-0220
Fax: (304) 558-2779

New York:

Ms. Carol Ash, SHPO
Parks, Recreation & Historic Preservation
Agency Building #1
Empire State Plaza
Albany, NY 12238
Phone: 518-474-0443

Intergovernmental Review: To facilitate coordination of Gateways grants with state

programs, some states participate in an “intergovernmental review” process. Participating states are listed at www.whitehouse.gov/omb/grants/spoc.html. If your Gateway is in one of the participating states—currently **Delaware, District of Columbia, Maryland and West Virginia**—you must **submit one (1) copy of your application to the state’s “single point of contact”** at the same time you submit your application to the Gateways Network office. Omit this requirement if your Gateway is in New York, Pennsylvania or Virginia. State single points of contact (SOC) are:

DELAWARE

Jennifer L. Carlson
Associate Fiscal and Policy Analyst
Office of Management and Budget
Budget Development, Planning &
Administration
Haslet Armory, Third Floor
122 William Penn Street
Dover, Delaware 19901
Telephone: (302) 739-4206
Fax: (302) 739-5661
jennifer.carlson@state.de.us

DISTRICT OF COLUMBIA

Donna Bexley
D.C. Government Office of Partnerships
and Grants Development
441 4th Street, NW
Washington, D.C. 20001
Telephone: (202) 727-6437
Fax: (202) 727-1652
Donna.bexley@dc.gov
<http://app.opgd.dc.gov/grantautomation/spoc.asp>

MARYLAND

Linda C. Janey, J.D.
Director, Maryland State Clearinghouse
for Intergovernmental Assistance
301 West Preston Street, Room 1104
Baltimore, Maryland 21201-2305
Telephone: (410) 767-4490
Fax: (410) 767-4480
ljaney@mdp.state.md.us

WEST VIRGINIA

Bobby Lewis
Director, Community Development Division
West Virginia Development Office
Building # 6, Room 553
Charleston, West Virginia 25305
Telephone: (304) 558-4010
Fax: (304) 558-3248
blewis@wvdo.org

Grant Questions?

You are strongly encouraged to contact us to discuss your proposal in advance.

Recipients of prior grants should contact their primary NPS project coordinator. First time applicants may contact any of the following staff:

Cheryl Branagan
Phone: 410-267-9841
Email: cbranaga@chesapeakebay.net

Bob Campbell
Phone: 410-267-5747
Email: bcampbel@chesapeakebay.net

Paula Degen
Phone: 410-267-5748
Email: pdegen@chesapeakebay.net

Peggy Wall

Phone: 410-267-1328

Email: pwall@chESApeakebay.net

Additional information on the Chesapeake Bay Gateways Network and the Gateways Grants Program can be found on the Gateways website at www.baygateways.net.

Final Grant Approvals

Applicants recommended for funding are anticipated to be contacted regarding next steps approximately May 15, 2009. The additional information listed below will then be required to supplement the original application. The National Park Service will clarify the final information needs and will work with the applicant in developing aspects of this information. This final information package will be due by May 22, 2009 and potentially includes:

- Final Cover Letter -- the final cover letter acknowledges the grant recipient has legal standing to enter into the grant agreement, acknowledges any compliance requirements and identifies the project contact person
- Revised budget
- Revised scope of work
- Resolution or equivalent commitments identifying that the project matching share is in place
- Final environmental and cultural analysis -- documenting that no further analysis steps are necessary, or, setting out any steps and schedule for completing any required analysis
- Project permit documentation -- providing a short description of actions and the associated schedule to obtain any permits required for implementing the project, along with any relevant correspondence between the applicant and involved agencies.

Calculating Matching Funds

Allowable Costs, Matching Funds and Valuing Donations:

Information and guidance concerning allowable costs and matching fund requirements associated with your proposal are described in OMB Circulars A-102 (Grants and Cooperative Agreements with State and Local Governments) and A-110 (Grants and Cooperative Agreements with Non-Profit Organizations). The web site addresses for each are www.whitehouse.gov/OMB/circulars/a102/a102.html and www.whitehouse.gov/OMB/circulars/a110/a110.html, respectively.

The method for determining the value of donated goods and services to be used for the proposal's matching share requirement is described in OMB Circulars A-87 (Cost Principles for State and Local Governments) and A-122 (Cost Principles for Non-Profit Organizations). The web site addresses for each are www.whitehouse.gov/OMB/circulars/a087/a087-all.html and www.whitehouse.gov/omb/circulars/a122/a122.html, respectively.

Below is information excerpted from A-110 and A-122 that is important to consider in developing your proposal and project budget:

Where a funding period is specified (for Gateways grant this period is expected to run for 20-24 months beginning approximately August 1, 2009), a recipient may charge to the grant only allowable costs resulting from obligations incurred during the funding period (this includes matching share costs incurred).

All contributions, including cash and third party in-kind, shall be accepted as part of the recipient's cost sharing or matching when such contributions meet all following criteria:

- Are verifiable from the recipient's records.
- Are not included as contributions for any other federally-assisted project or program.
- Are necessary and reasonable for proper and efficient accomplishment of project program objectives.
- Are allowable under the applicable cost principles.
- Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.
- Are provided for in the approved budget when required by the awarding agency.
- Conform to other provisions of this Circular, as applicable.

Values for recipient contributions of services and property shall be established in accordance with the applicable cost principles. Fair market value of donated services shall be computed as follows:

(a) Rates for volunteer services. Rates for volunteers shall be consistent with those regular rates paid for similar work in other activities of the organization. In cases where the kinds of skills involved are not found in other activities of the organization, the rates used shall be consistent with those paid for similar work in the labor market in which the organization competes for such skills.

(b) Services donated by other organizations. When an employer donates the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and indirect costs), provided the services are in the same skill for which the employee is normally paid. If the services are not in the same skill for which the employee is normally paid, fair market value shall be computed in accordance with subparagraph (a).

Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as cost sharing or matching if the service is an integral and necessary part of an approved project or program.

Donated supplies may include such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to donated supplies included in the cost sharing or matching share shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.