



COST-SHARE GRANT GUIDELINES AND APPLICATION–2016 ROUTE 66 CORRIDOR PRESERVATION PROGRAM

APPLICATION DEADLINE: April 1, 2016

Introduction

The National Park Service, Route 66 Corridor Preservation Program is dedicated to preserving the diverse history of U.S. Highway 66. The program provides financial assistance in the form of competitive cost-share grants for the preservation of the most significant and representative buildings, structures, road segments, and cultural landscapes along the length of the Route 66 corridor, covering Illinois, Missouri, Kansas, Oklahoma, Texas, New Mexico, Arizona, and California. Cost-share grants are also available for planning, research, and educational initiatives related to the preservation of Route 66.

The eligibility and evaluation criteria set forth in the cost-share grant application guidelines are for fiscal year 2016, and are subject to revision in subsequent years based on the continuing development of long-term strategies. The legislation enabling this program is provided through the Route 66 Corridor Preservation Act of 1999 (Public Laws 106-45; 111-11, Section 7304), which is administered by the National Park Service, National Trails Intermountain Region. For more information about the program and its services, visit www.nps.gov/rt66/cost-share-grants.

Funding Availability

The cost-share grant funds for the Route 66 Corridor Preservation Program are congressionally appropriated and vary each year. The estimated total of funds available for cost-share grants in 2016 is approximately **\$90,000**. Applicants may apply for funds in an amount between **\$5,000** and **\$30,000**.

Cost-Share Requirements

A minimum 1:1 cost-share match is required in direct, non-federal funds and/or in-kind contributions (e.g., donated services, materials, and equipment).

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 - A) Secretary of the Interior’s *Standards for the Treatment of Historic Properties*
 - B) Section 106 of the National Historic Preservation Act
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Application Materials

- Application Cover Sheet
- Project Proposal - Instructions
- Property Maintenance and Protection Agreement
- Laws and Standards Agreement
- Standard Forms 424 A/B/C/D
- Application Checklist

Eligible Applicants

- Private individuals and business owners
 - Nonprofit organizations
 - Educational institutions
 - Local government agencies
 - State government agencies
 - Tribal government agencies
-

Eligible Projects

1) *Preservation, Restoration, and Rehabilitation Projects*

The preservation, restoration, and rehabilitation of transportation-related historic properties on Route 66 are eligible project activities. Properties must have been in service and have had a strong and direct association with Route 66 during its 1926-1985 period of national significance; be on, or within view of a Route 66 road alignment; be in their original location; and retain historical and architectural integrity. Properties that are listed on the National Register of Historic Places or a state register, or that have been determined eligible for a register, will receive priority consideration.

Examples of **eligible transportation-related property types** include:

- gas stations, automotive repair shops, and other automobile-related businesses
- restaurants and cafes
- motels, hotels, and campgrounds
- curio shops, tourist trading posts, tourism-related attractions
- original road pavement and associated road features (e.g., bridges, culverts)

Other **potentially eligible property types**, though of lesser priority are:

- Transportation-related properties that date to the 1926-1985 period of significance, but are not listed on or determined eligible for the National Register of Historic Places.
- Properties that did not directly serve the traveler, but were used by travelers or impacted the traveling experience such as theaters, public buildings, and landscape features. These properties must date to the 1926-1985 period of significance and have a well-documented and significant association with Route 66.

Eligible activities include, but are not limited to repair, rehabilitation, or restoration of:

- roofs
- floors
- foundations
- structural elements
- plumbing, electrical, HVAC
- doors and windows
- light fixtures
- historic neon, signs (in historic location)
- bridges
- historic road pavement

Important: Project plans and drawings prepared by a registered historical architect or other qualified professional **must** be included in all preservation, rehabilitation and restoration projects, or the development of such plans must be part of the project proposal. All work must conform to the Secretary of Interior's *Standards for the Treatment of Historic Properties*; requirements for Section 106 of the National Historic Preservation Act review; Occupational Health and Safety Administration Standards; and all applicable local/state building codes.

**Eligible
Projects**
(continued)

Property owners must also commit to providing care and protection for the properties to the best of their ability for no less than 10 years after the project is completed (see *Property Maintenance and Protection Agreement* for more information.)

Ineligible activities include but are not limited to:

- acquisition of property or museum objects
- new construction (e.g., building additions, entrance gates)
- reconstruction of non-extant buildings, structures, or significant features
- demolition of historic buildings or historically significant building additions
- standard maintenance of roadbed or parking lots, including new asphalt overlays, or widening (exception: historic concrete pavement repair/restoration)
- fabrication/installation of new signs or murals
- replica gas pumps
- furnishings (carpet, beds, chairs, desks, museum display cases/fixtures, etc.)
- landscaping
- general property maintenance (e.g., painting, mowing, site cleanup)
- operating costs (e.g., insurance, utility bills)
- production of tourism brochures and/or materials
- events, festivals
- projects or project phases that have already been completed

2) *Planning, Research, Interpretive, or Educational Outreach Projects*

Planning, research, interpretive or educational outreach projects are eligible project activities. Examples of eligible activities include:

- *Project Planning and Architectural Drawings* for preservation, rehabilitation or restoration of eligible historic properties. Plans and drawings must be prepared by a registered historical architect or other related professional, and comply with the Secretary of Interior's *Standards for the Treatment of Historic Properties*.
- *Historic Structure Reports* for properties listed on or determined eligible for the National Register of Historic Places. Other properties relating to the 1926-1985 period of significance may also be considered. Reports must be prepared by a historical architect and follow guidelines established in *Preservation Brief 43, Preparation and Use of Historic Structure Reports*: www.nps.gov/tps/how-to-preserve/briefs/43-historic-structure-reports.htm.
- *Building, Road and/or Archeological Surveys* by local, state, and tribal governments that identify and describe historic properties within an area or region along Route 66, and assess the significance, cultural value, condition and/or threats to the properties.
- *Road Alignment or Pavement Preservation Plans* prepared by local, state, and tribal governments.
- *Local Corridor Preservation Management Plans* prepared by local, state, and tribal governments
- *Planning and Development of Research, Oral Histories, Interpretive or Educational Activities* that directly advance the understanding and preservation of Route 66.

Evaluation Factors

All proposals will be assessed on the basis of the following criteria:

- Relevance to automobile travel on Route 66 from the route's period of significance from 1926-1985.
- Public access to and benefit of the project results.
- Demonstrated availability of the required 1:1 cost-share match.
- Technical and professional qualifications of the project team.
- Approach, thoroughness and resources of the project work plan, budget and schedule.
- Demonstrated ability to complete the project in a timely, professional manner, ensuring laws and standards are met.
- Consideration will be given to the location and type of project to ensure broad representation and diversity of the route's stories and places.

Preservation, rehabilitation and restoration projects will also be assessed on:

- Thoroughness of project planning documents, or plans for their preparation by a qualified historical architect or other qualified professional.
- Listing on a state historic register, the National Register of Historic Places, or a determination of eligibility for listing by a State Historic Preservation Office.
- Existing historic integrity of the property. (Does it retain its historical appearance, design, features, and materials? Is it in its historic location?)
- Needs of the historic property, including demonstrable degrees of physical deterioration to the property, and/or threats to its stability or integrity.
- Length of time the property was associated with an actively commissioned alignment of Route 66.
- Economic viability of intended long-term use of the property.
- Potential of the property to benefit the local economy.
- Potential for the project to serve as a preservation model.
- Applicant's demonstrated commitment to the long-term preservation, protection and management of the property, including provisions that, to the best of the owner's ability, the property will be preserved and protected for no less than 10 years.
- Applicant's demonstrated understanding and intent to comply with insurance requirements (see Award Requirements on following page (Page 5) of these application guidelines), required laws and standards relating to the Secretary of the Interior's *Standards for Treatment of Historic Properties*, Section 106 of the National Historic Preservation Act, and Occupational Health and Safety.

Application Process

Applications must be received by the program office on or before April 1, 2016. **Applications postmarked April 1, 2016 but received after that date WILL NOT be accepted.** Please submit five (5) complete paper copies of the proposal. At least one copy must have original signature(s). Please:

- Three-hole punch each copy at the left-hand margin
- Use paper/binder clips. **Do not** bind copies
- **Do not** use tabbed dividers or report covers

A copy of the proposal in digital format on CD is recommended, but not required. The digital copy is **not** a substitute for the required five sets of paper copies.

Applications must include the following (see Application Materials):

- Cover Sheet
- Project Proposal
- Attachments:
 - Letters of Recommendation
 - Project Graphics (if applicable)
 - State/National Register of Historic Places Nomination Forms (if applicable)
 - Signed Property Maintenance and Protection Agreement (if applicable)
 - Signed Laws and Standards Agreement (if applicable)
 - Standard Forms 424, 424A, 424B, 424C, 424D, as applicable. These can be found at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Review Process

The National Park Service will review eligible applications, and determine final cost-share grant awards. Award decisions are based on the eligibility and evaluation criteria defined in these guidelines, and on recommendations from a panel of reviewers. Incomplete applications will not be reviewed or considered for funding. All applicants will receive notification of results on or before May 13, 2016. **Awardees can NOT begin project work until a grant agreement is in place, typically on or before September 30, 2016.**

Award Requirements

Post-award, successful applicants are required to register online in the SAM System of Award Management (www.sam.gov) and ASAP Automated Standard Application for Payments (www.asap.gov). Brick and Mortar projects are also subject to Section 106 (see Appendix I, Section B) and liability insurance requirements (see Appendix II).

Contacts

Please submit applications to:

Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O Box 728
Santa Fe, NM 87504

Physical Address:
1100 Old Santa Fe Trail
Santa Fe, NM 87505

Please direct inquiries to the NPS Route 66 Corridor Preservation Program: Tel: 505-988-6701, Email: im_rt66@nps.gov

Cost-Share Grant Guidelines and Application – 2016 are available from the Route 66 Program office and at: www.nps.gov/rt66/cost-share-grants.

Appendix I - Laws and Standards

THE FOLLOWING WILL APPLY TO APPLICANTS WHO ARE AWARDED COST-SHARE GRANT FUNDS FOR PRESERVATION, REHABILITATION AND RESTORATION PROJECTS ONLY:

Recipients of cost-share grant funds for preservation, rehabilitation, and restoration projects are subject to the following laws and standards:

A) Secretary of the Interior's *Standards for the Treatment of Historic Properties*

The Secretary of Interior's *Standards for the Treatment of Historic Properties* are federal standards intended to promote the highest degree of professionalism in protecting and maintaining the historic integrity of historic properties. Historic integrity refers to the authenticity of a property's historic identity, or the extent to which a resource retains its historic appearance. The Standards have accompanying Guidelines, which provide guidance in determining what type of treatment is appropriate, and what course of action should be taken for each type. The Standards and Guidelines are designed to guide the treatment of properties that are listed on, or eligible for listing on, the National Register of Historic Places, but they are also valuable tools for anyone planning and undertaking work on historic properties. The Standards are mandatory when projects involve federal funding.

All proposals must reflect an understanding of and adherence to the Standards. For more information about the Standards and their accompanying guidelines, visit the website <http://www.nps.gov/tps/standards.htm>, or contact your State Historic Preservation Office at <http://www.nps.gov/nr/shpolist.htm>.

B) Section 106 of the National Historic Preservation Act

Section 106 of the National Historic Preservation Act requires Federal agencies to consult with State Historic Preservation Offices to consider the effects of federally-assisted projects on historic properties. The goal of consultation is to seek ways during the early stages of project planning to avoid, minimize, or mitigate any adverse effects on historic properties.

The Route 66 Corridor Preservation Program initiates Section 106 review for most preservation, restoration or rehabilitation projects. Section 106 review typically takes 4-6 weeks to complete. It is important that applicants are aware of this time requirement and account for it in proposed project schedules.

Work on cost-share grant projects cannot begin until a Section 106 review is completed and concurred upon by the State Historic Preservation Office.

For more information about Section 106, visit <http://www.achp.gov/work106.html>, or contact your State Historic Preservation Office at <http://www.nps.gov/nr/shpolist.htm>.

C) Occupational Health and Safety Administration Standards

The Occupational Health and Safety Administration (OSHA) sets standards to assure the safety and health of workers by providing training, outreach, and education; establishes partnerships; and encourages continual improvement in workplace safety and health. All cost-share grant projects that include construction-related work are required to comply with OSHA safety standards and guidelines. Information about keeping your project site safe can be found at www.osha.gov, or by calling 1-800-321-OSHA. You can contact your state OSHA office at <https://www.osha.gov/html/RAmap.html>.

Appendix II – Insurance Requirements (for preservation, rehabilitation, and restoration projects only)

Insurance: Grantees who are completing a construction project will be required to meet the following requirements for liability insurance. “Construction” means construction, alteration, or repair (including painting) of building, structures or other real property. Cost for liability insurance may be included in proposed project budget.

- A. **Insurance.** The recipient shall be required to (1) obtain liability insurance or (2) demonstrate present financial resources in an amount determined sufficient by the Government to cover claims brought by third parties for death, bodily injury, property damage, or other loss resulting from one or more identified activities carried out in connection with this financial assistance agreement.
- B. **Insured.** The federal government shall be named as an additional insured under the recipient's insurance policy.
- C. **Indemnification.** The recipient hereby agrees to indemnify the federal government, NPS or from any act or omission of **Recipient**, its officers, employees, members, participants, agents, representatives, agents as appropriate, or: (1) against third party claims for damages arising from one or more identified activities carried out in connection with this financial assistance agreement, and (2) for damage or loss to government property resulting from such an activity. This obligation shall survive the termination of this Agreement.
- a. To purchase public and employee liability insurance at its own expense from a responsible company or companies with a minimum limitation of one hundred thousand dollars (\$100,000) per person for any one claim, and an aggregate limitation of five hundred thousand dollars (\$500,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Prior to beginning the work authorized herein, **Recipient** shall provide the NPS with confirmation of such insurance coverage.
- b. To pay the United States the full value for all damage to the lands or other property of the United States caused by the **Recipient**.
- c. To provide workers' compensation protection to **Recipient** officers, employees, and representatives.
- d. To cooperate with NPS in the investigation and defense of any claims that may be filed with NPS arising out of the activities of the **Recipient**, its agents, and employees.
- e. In the event of damage to or destruction of the buildings and facilities assigned for the use of **Recipient** in whole or in part by any cause whatsoever, nothing herein contained shall be deemed to require NPS to replace or repair the buildings or facilities. If NPS determines in writing, after consultation with **Recipient** that damage to the buildings or portions thereof renders such buildings unsuitable for continued use by **Recipient**, NPS shall assume sole control over such buildings or portions thereof. If the buildings or facilities rendered unsuitable for use are essential for conducting operations authorized under this Agreement, then failure to substitute and assign other facilities acceptable to **Recipient** will constitute termination of this Agreement by NPS.
- D. **Flow-down:** For the purposes of this clause, "recipient" includes such sub-recipients, contractors, or subcontractors as, in the judgment of the recipient and subject to the Government's determination of sufficiency, have sufficient resources and/or maintain adequate and appropriate insurance to achieve the purposes of this clause.

Application Cover Sheet

Project Name: _____

Applicant Information:

Organization/Agency _____

Contact Name/Title _____

Address _____

Phone _____

Email _____

Applicant Type:

City _____ State _____ Nonprofit Organization _____ Private _____
County _____ Tribe _____ Educational Institution _____ Other (specify) _____

Project Location (for preservation, rehabilitation and restoration projects only):

Property Address _____

County in which property resides _____

Project Area: Congressional Representation:

U.S. Representative(s) _____

U.S. Senators _____

Project Cost (in dollar amounts):

| NPS Grant Request | Applicant Cost-Share | Total (grant + cost-share) |
|-------------------|----------------------|----------------------------|
| | | |

Applicant signature certifies that the information contained within this application is true and correct (original signature required on a minimum of one copy):

Applicant Name and Title (print or type)

Applicant (signature)

Submit to: Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O. Box 728
Santa Fe, NM 87504

Physical address:
1100 Old Santa Fe Trail
Santa Fe, NM 87505

Project Proposal - Instructions

All questions and documents listed below are required to be submitted along with the submission of your application unless they are marked as “if applicable”. Failure to provide all items listed below with the exception of those marked as “if applicable” will constitute the application as being unacceptable and will not be considered for award.

1) Statement of Project Need, Purpose, Goals, and Potential Public Benefit

State the demonstrated need and purpose of the proposed project; the benefit or contribution the project will make to the overall goal of preserving or commemorating the history of Route 66; and how the project will achieve this. What is the intended use of the property or project results? Will the completed project be accessible to the public? Will it benefit the local economy? If so, state how. Include business plans, if applicable.

Response should not to exceed two typed 8-1/2 x 11 pages (12 point font)

2) History and Description of Historic Property (If applicable - other projects skip to Question 4)

Please describe the property’s history including construction, ownership, and use, providing dates whenever possible. Describe how the property has changed (additions, alterations) over time. Provide description of current ownership, use, and condition of property.

Response should not exceed two typed 8-1/2 x 11 pages (12-point font)

3) Significance of Historic Property (If applicable - other projects skip to Question 4)

Is the property listed on a state historic register, the National Register of Historic Places, or determined eligible for listing on a historic register by a State Historic Preservation Office? If so, please provide a copy of the register nomination form, or a written determination of eligibility from the State Historic Preservation Office. If not, please describe the length of association and significance of the property to the historic period of Route 66 (1926-1985).

Response should not exceed one typed 8-1/2 x 11 page, excluding nomination forms (12-point font)

4) Project Description and Project Budget

Part One: Provide a clear, concise description of the specific work to be accomplished, including design and/or construction documents. If specific plans have not been developed, explain your plan for having them developed.

Page allotment for response will depend on the scope and complexity of the project.

4) Project Description and Project Budget (cont.)

Part Two: Develop a Task Timeline and Budget table, using the headings below as a guide. List and describe each individual task to be performed including the timeframe for implementation, cost, and funding source for each task. The task descriptions should be sufficiently detailed to give a clear understanding of the general flow of work necessary to complete the project. At the end of the table, tally total NPS, cash, and in-kind contributions, as well as total project cost.

NOTE: Timeline should include 45 days for Section 106 review for preservation, restoration, and rehabilitation projects.

Please use the following headings as a guide for developing the table (additional headings may be included as needed):

| Task Description | Task Timeline | Task Budget | NPS Contribution (\$ amount) | Applicant Cash Contribution (\$ amount) | Applicant In-Kind Contribution (Service/Item Description) | Source of Cash or In-Kind Contribution |
|------------------|---------------|-------------|------------------------------|---|---|--|
|------------------|---------------|-------------|------------------------------|---|---|--|

5) Project Team

Please provide information on each member of the Project Team, including contractors and subcontractors. Describe the role and qualifications of each member, including a brief profile or resume, if applicable.

The page allotment for response will depend on the number of project team members.

6) Funding Considerations

Applicants must demonstrate how the required minimum 1:1 match will be provided. Non-federal funds and/or in-kind contributions (e.g. donated services, materials, and equipment) may be used to meet this requirement. Please list all sponsors, donors, etc., here or in Section #4, Task Budget.

Response should not exceed one typed 8-1/2 x 11 page (12-point font)

7) Project Completion and Ongoing Project Maintenance

What financial and other plans exist for the maintenance and continued support of the project results? If the proposed project is part of a multi-phase or long-term project, explain how and when the additional phases will be financed and completed.

Response should not exceed one typed 8-1/2 x 11 page (12-point font)

PART II - Attachments

- 1) Three Letters of Recommendation (for example, community members/leaders; Chambers of Commerce; Scenic Byway programs; Route 66 associations; historical societies; nonprofit organizations; State Historic Preservation Office; and/or state/federal legislators).
- 2) Project Graphics (if applicable):
 - Labeled photographs (digital printouts and/or color photocopies):
 - historic images of property, if available
 - current images of property
 - current images of property showing details of existing conditions
 - Map showing property location and physical address.
 - Drawings of existing conditions and work proposed, prepared by a registered historical architect or other related professional. If drawings have not yet been created, their production may be included as part of the project proposal.
- 3) State or National Register of Historic Places nomination forms, or statement of eligibility from State Historic Preservation Office (if applicable).
- 4) Property Protection and Maintenance Agreement – see attached (if applicable).
- 5) Laws and Standards Agreement – see attached (if applicable).
- 6) Applicants are required to complete and submit the following forms as they apply to their project. For non-construction projects applicants must complete a SF-424, SF-424A, and SF-424B. For construction projects applicants must complete a SF-424, SF-424C, and SF-424D. “Construction” means construction, alteration, or repair (including painting) of building, structures or other real property.
 - SF-424, Application for Federal Assistance (All applicants must complete) **Important: in Box 11 enter “CFDA Number 15.958, Route 66 Corridor Preservation program”, and in Box 12 enter “Funding Opportunity Number NPSFOANTIR160001” (no “Title” necessary).**
 - SF-424A, Budget Information for Non-Construction Programs (complete if you are proposing a non-construction project such as a research, interpretive, oral history, or educational project)
 - SF-424B, Assurances for Non-Construction Programs (complete if you are proposing a non-construction project such as a research, interpretive, oral history, or educational project)
 - SF-424C, Budget Information for Construction Programs (complete if you are proposing a brick-and-mortar preservation, restoration, and rehabilitation project)
 - SF-424D, Assurances for Construction Programs (complete if you are proposing a brick-and-mortar preservation, restoration, and rehabilitation project)

Copies of all forms can be found at:

<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>

Property Maintenance and Protection Agreement

(for preservation, rehabilitation, and restoration projects only)

I/we, _____, owner of the property known as _____, agree that if funds from the National Park Service Route 66 Corridor Preservation Program are used towards the preservation, restoration, or rehabilitation of the property, I/we will ensure that the property is maintained and kept in a state of good repair for no less than 10 years after the project work is completed. This will be done in order to preserve the historical and architectural integrity of the property in its improved condition, and to protect the investment of public federal funds.

If I/we are personally unable to maintain the property, I/we will ensure that another entity assumes these responsibilities.

If I/we must sell the property, I/we will encourage the new owner to continue the care and protection of the property.

Name of Owner

Date

Property Name

Laws and Standards Agreement

(for preservation, rehabilitation, and restoration projects only)

I/we, _____, if awarded a cost-share grant from the National Park Service Route 66 Corridor Preservation Program for the project known as _____, agree to comply with laws and standards set forth in the Secretary of the Interior's *Standards for Treatment of Historic Properties*; Section 106 of the National Historic Preservation Act again, as amended; Occupational Health and Safety Administration Regulations; and all appropriate local and state building codes.

If awarded a cost-share grant, I will ensure that the project is implemented in compliance with these laws and standards, and provide documentation and reporting of this compliance as specified in the final award contract.

Name of Owner

Date

Project Name

Application Checklist

Applications **must include** the items listed below, as specified in the Cost-Share Grant Guidelines and Application materials. **Failure to provide all items listed below with the exception of those marked as “if applicable” will constitute the application as being unacceptable and will not be considered for award.** Please use the boxes to show that the application is complete, and include this sheet with your application.

Applications are due and must be received by the National Park Service no later than April 1, 2016. Applications postmarked April 1, 2016 but received after that date WILL NOT be accepted. Please submit all documents to:

Trish Fresquez-Hernandez, Contracting Officer
National Park Service
P.O. Box 728
Santa Fe, NM 87504

Physical address:
1100 Old Santa Fe Trail
Santa Fe, NM 87505

Project Title: _____

Five (5) copies each of:

- 1. Application Cover Sheet**
- 2. Project Proposal**
- 4. Attachments**
 - Letters of Recommendation
 - Graphics and Maps (if applicable)
 - State/National Register of Historic Places Nomination Forms (if applicable)
 - Signed Property Maintenance and Protection Agreement (preservation, restoration, and rehabilitation projects only) (if applicable)
 - Signed Laws and Standards Agreement (preservation, restoration, and rehabilitation projects only) (if applicable)
 - Standard Forms SF-424, 424A, 424B if submitting a non-construction project, or SF-424, 424C and 424D if submitting an application for a construction project which can be found at: <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>