



Chesapeake Bay Gateways and Watertrails Network 2010 Financial Assistance Awards Program

Guidelines & Application Instructions

Issued: January 29, 2010

Applications Due: NOON Friday, March 5, 2010

**Chesapeake Bay Gateways and Watertrails Network
National Park Service
Chesapeake Bay Office
410 Severn Avenue, Suite 314
Annapolis, MD 21403
www.baygateways.net**

The Chesapeake Bay Gateways and Water Trails Network (CBGN) connects visitors with the Chesapeake and its rivers through over 160 parks, wildlife refuges, museums, sailing ships, historic communities, trails and more. These Gateways are the special places where people can experience the authentic Chesapeake – its spectacular natural areas, its unique contributions to America’s history, its maritime heritage. Authorized by the United States Congress in 1998 and created in 2000, the Network is coordinated by the National Park Service (NPS), a partner of the Chesapeake Bay Program to inspire public appreciation of the Bay as a national treasure and to foster Chesapeake stewardship.

Table of Contents

What is the CBGN Financial Assistance Awards Program?	3
Who May Apply for a Gateways Financial Assistance Awards?	3
What Kinds of Projects Can be Funded?	3
Eligible Categories for Funding	4
What is Not Funded?	5
What Are the Assistance Funding Levels & Matching Requirements?	5
Calculating Matching Funds	6
Environmental and Cultural Analysis Requirements	6
When Are Proposals Due?	8
How Will Proposals be Reviewed?	8
Putting an Application Package Together	9
Required Elements	9
Project Specific Elements	9
The Application Package	11
Cover Letter	11
Gateways Financial Assistance Award Application Form	11
Proposal Budget	12
Scope of Work - Task and Schedule List	12
Scope of Work - Schedule of Deliverables	12
Site Map	12
Supporting Information	12
Completed Environmental Cultural Analysis Checklist	13
State Historic Preservation Officers	13
State Agencies in Charge of State Endangered Species	14
Intergovernmental Review	15
Financial Assistance Award Questions?	15

Additional critical application materials are available online at www.baygateways.net/grants.cfm including:

- 2010 Gateways Financial Assistance Award Application Form
- Environmental & Cultural Analysis Checklist
- Sample Scope of Work - Task and Schedule List (**and Blank Form for use in application**)
- Sample Scope of Work - Project Deliverables (**and Blank Form for use in application**)
- Sample Proposal Budget

What Is the Chesapeake Bay Gateways and Watertrails Network Financial Assistance Awards Program?

Chesapeake Bay Gateways and Watertrails Network (CBGN) financial assistance awards are intended to assist projects at designated Gateways. Financial assistance awards assist designated Gateways in implementing high-quality public access, stewardship and interpretive and educational projects that advance **Network goals**:

- provide public access to special places and resources within the watershed
- help people understand the Chesapeake Bay and its watershed through its special places and stories
- enhance conservation stewardship and motivate people to support Bay restoration efforts

Who May Apply for Gateways Financial Assistance Awards?

Only designated Gateways are eligible to apply for financial assistance awards. Designated Gateways enter into a Memorandum of Understanding with the National Park Service (NPS) outlining mutual [commitments](#) to enhance the public's ability to access and explore the Chesapeake Bay's natural and cultural resources, learn about and enjoy the Bay's special stories and significance, and become involved in Chesapeake stewardship. **If you are not yet a designated Gateway*, you will not be eligible to participate in this award round.**

** Gateways are designated through a nomination process entirely separate from the Financial Assistance Award application process. Information about the nomination process may be found at www.baygateways.net/join.cfm. A list of designated Gateways may be found at www.baygateways.net/aboutthenetwork.cfm*

Financial Assistance Award 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. 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. If a partner organization is submitting the application, then the application must also be signed by the Gateway's Chief Executive to verify their knowledge of and support for the application.

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 managing the project; however, other partners may contribute to elements of the project. The application must be signed by the Gateway's Chief Executive.

Applicants with Current Awards: To be considered for a new project, the outstanding project funded in 2008 or 2009 **must** be on schedule for completion within the agreed time frame and all reports **must** be current.

What Kinds of Projects Can be Funded?

Due to the current status of CBGN authorization, funding for financial assistance awards for Gateways is limited to projects that relate to national trails in the Chesapeake Bay watershed. In 2010, the National Park Service (NPS) will **ONLY** accept Financial Assistance Award proposals for projects at Gateways that advance the development of the Captain John Smith Chesapeake National Historic Trail

(CAJO), Potomac Heritage National Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or national recreational trails within the Chesapeake Bay watershed.

Eligible Categories for Funding:

Projects at designated Gateways that relate to and advance the development of the Captain John Smith Chesapeake National Historic Trail (CAJO), Potomac Heritage National Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or national recreational trails within the Chesapeake Bay watershed by offering new or expanded opportunities for public access to the Chesapeake Bay and its rivers to advance national trails in the Chesapeake watershed.

What kind of projects are eligible?

- Projects that offer the public greater proximity to the Bay or its rivers in a way they did not have previously, and/or in a way that puts them in contact with Bay waters for additional activities
- Projects that improve access opportunities for a greater or broader public audience
- Projects that provide land-to-water and/or water-to-land access
- Projects that build waterfront recreational features or amenities such as beach access, docks, observation decks, trails, boardwalks, soft launches, car-top boat access, etc.
- Projects to plan and design waterfront recreational features or amenities, including completing all necessary environmental and cultural consultation, compliance and permitting requirements
- Clearly defined interpretive or educational products or programs developed in association with access enhancement projects that help people understand the relationship of that place/resource to the Chesapeake Bay

Projects at designated Gateways that relate to and advance the development of the Captain John Smith Chesapeake National Historic Trail (CAJO), Potomac Heritage national Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or national recreational trails within the Chesapeake Bay watershed by promoting a broadly applicable stewardship ethic and actively fostering citizen stewardship of the Chesapeake.

What kinds of projects are eligible?

- Restoration, conservation and preservation projects that provide volunteers with opportunities for hands-on participation and build on-going volunteer/visitor involvement
- Projects that demonstrate and promote exemplary conservation stewardship and sustainability and serve as models for others to follow
- Clearly defined interpretive or educational products or programs at sites that directly support restoration, conservation and preservation projects and/or provide visitors with actionable information on their role in Chesapeake stewardship

Projects at designated Gateways that relate to and otherwise advance the development of the Captain John Smith Chesapeake National Historic Trail (CAJO), Potomac Heritage National Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or the national recreational trails within the Chesapeake Bay watershed.

What kinds of projects are eligible?

- Projects that help fulfill baseline trail development needs and provide sufficient services for

anticipated trail visitor use, such as interpretive and orientation signage, maps, guides, on-line resources, etc.

- Clearly defined interpretive or educational products or programs at Gateway sites that are on or near the trail routes and that develop interpretive themes of the national trails
- On-water educational programs that develop interpretive themes of the national trails

What Is Not Funded?

Activities that Gateways financial assistance awards **do not** fund include the following:

- projects not associated with a designated Gateway
- general operating budgets or routine operational costs of a Gateway, facility or program (this especially 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)
- construction or purchase of vehicles, boats or other watercraft
- land acquisition
- costs, including legal fees, related to or involving property ownership or lease agreements, easements, or financial assistance agreements

What Are the financial assistance award funding levels & matching requirements?

Financial Assistance Award Levels: The minimum Financial Assistance Award request is \$10,000. The maximum Financial Assistance Award request is \$250,000. Financial Assistance Award proposals over \$100,000 should pertain to complex, highly visible projects.

All financial assistance award proposals must demonstrate a reasonable budget analysis (presented in the submitted budget) ensuring the project can be completed within the proposed budget. Applicants are cautioned equally against both over- or under-budgeting for their project. Financial assistance may be awarded at a level below the full amount requested through a process of negotiation between the applicant and NPS staff.

Payments to successful applicants will occur on a reimbursement basis after costs have been obligated.

Matching Fund Requirements: The requested funds must be matched by an equal (1:1) or greater amount of non-federal support dedicated to the proposed project. The matching share may include cash or in-kind contributions of services or materials. The matching share and any work funded or provided by non-federal funds are considered part of the overall project. There must be a clear functional relation between all aspects of the project, including those supported by the non-federal match. Other Federal funds (including Federal employee work time) may not be used as a matching share.

Project Period: All project costs, both financial assistance award-funded and matching, must occur within the 20-24 month performance period. The start date and end date are calculated from the date the NPS contracting officer signs the award and will be confirmed by NPS staff. **Costs from either before or after the project period may not be included.** Some projects involving complex

access improvements may require more than 24 months. If this is the case, an extended time frame may be negotiated with NPS staff.

Calculating Matching Funds

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:

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.

Environmental and Cultural Analysis Requirements (Note: Early Attention Essential!)

Gateways financial assistance award applicants are required to comply with all applicable federal, state, and local environmental laws and regulations. Allocate time for consultation with your State Historic Preservation Office, local planning officials, other affected agencies or

parties and NPS staff as you develop your project proposal. Pending the advice you receive through these consultations, time for specific compliance and permitting processes should be factored into your Scope of Work - Task and Schedule List.

Gateways financial assistance award applicants must meet certain requirements designed to minimize the potential impact of their proposed projects on the human environment, natural, and/or historic resources. Furthermore, states within the Chesapeake Bay watershed take particular interest in proposed development and land-clearing activities (e.g., clearing trees, grading, construction, etc.) on or near the Chesapeake Bay or its rivers. For example, the State of Maryland defines a “critical area” as “all land and water areas within 1,000 feet beyond the landward boundaries of tidal wetlands, the Bay and its tributaries.” Avoiding impacts to sensitive resources, developing environmentally sensitive designs and incorporating low-impact development techniques can help to ease the compliance and permitting process.

Before preparing your full Financial Assistance Award application, please follow the steps described below to determine what type of compliance and/or permitting requirements your project may require.

(1) Fill out the “Environmental & Cultural Analysis Checklist” provided in Appendix C and on the Gateways website. The checklist will help determine what type of environmental or cultural impacts your proposed project might have. Familiarity with the site is essential; a site visit, by resource experts with the necessary expertise and experience, for the specific purpose of assessing potential impacts is advised. The Environmental & Cultural Analysis Checklist will be submitted with your application. By signing this form, you will affirm the following: you have either completed a site visit or are familiar with the specifics of the site; you have consulted with affected agencies and tribes; and you, to the best of your knowledge, have answered the questions posed in the checklist correctly. If you have any questions about the checklist, contact NPS staff.

(2) You **must** consult with your State Historic Preservation Officer ((SHPO) see contact information below). Requests for information on potential impacts to cultural and historical resources should be submitted on letterhead and should include a full description of the proposed project and a copy of a map, preferably a U.S.G.S. topographic map, delineating the boundaries of the area of interest. You will submit a copy of your letter to the SHPO (along with their reply, if available) with your Gateways Financial Assistance Award application. The SHPO staff will consult their database of resources that may be impacted and will advise you on additional information, consultations, compliance or mitigation that may be necessary.

(3) You **must** consult with your state agencies in charge of State Endangered Species (see contact information below). Requests for information on potential impacts to State Endangered Species should be submitted on letterhead and should include a full description of the proposed project and a copy of a map, preferably a U.S.G.S. topographic map, delineating the boundaries of the area of interest. You will submit a copy of your letter to the state contact for State Endangered Species (along with their reply, if available) with your Gateways Financial Assistance Award application. The Endangered Species contact will consult their database of resources that may be impacted and will advise you on additional information, consultations, compliance or mitigation that may be necessary.

(4) You **must** consult with your local planning and zoning office for detailed guidance on their local compliance and permitting requirements. Ensuring compliance with local (county or town) ordinance or zoning is a local responsibility. Most jurisdictions require that property owners work to assure the environmental compliance of their development projects through the local permitting process (e.g., building or grading permits) or through management planning that may include mitigation of

unavoidable environmental impacts. Your local planning officials will advise you on additional information, consultations, compliance or mitigation that may be necessary; and will also advise you on local permits that may be necessary.

(5) Contact a NPS staff to discuss your completed checklist (see contact information under “Financial Assistance Award Questions?” below). Be sure to share the status of your consultations process when you call. If your project requires some type of local, state or federal permit to proceed (see step 4), please be sure to share that status as well. Based on your checklist, NPS staff will advise you on whether your proposal:

- is likely to be “categorically excluded” from further environmental or cultural analysis requirements under the National Environmental Policy Act of 1969 (NEPA) and Section 106 of the National Historic Preservation Act of 1966 (NHPA);
- may require further analysis under NEPA and NHPA; or
- some additional information is needed to make the decision.

When are Proposals Due?

- Financial assistance award application packages **must be received by NOON, Friday, March 5, 2010**. This is **not** a postmark deadline.
- Anticipated start date of projects: approximately August 1, 2010 (*Confirmation of actual start date will be provided by NPS staff.*)
- Project completion date: **20-24 months after award (longer if justified in negotiation with NPS staff)**

How will Proposals be Reviewed?

Financial assistance award proposals are reviewed by a review panel and NPS staff. Proposals **must** be specifically appropriate to the 2010 eligible categories for funding (see page 4). Proposals will be further evaluated on:

- 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 access to and education about the Chesapeake Bay
- Measurable results toward established Gateways Network goals

In all cases, financial assistance award project proposals will be judged strongest when they:

- Create/enhance multiple access sites in serviceable geographic proximity to one another so as to address gaps in the accessibility and usability of a water trail and/or a contributing segment of Captain John Smith Chesapeake National Historic Trail (CAJO), Potomac Heritage National Scenic Trail (PHNST), Star-Spangled Banner National Historic Trail (STSP), and/or the national recreational trails within the Chesapeake Bay watershed.
- Provide opportunities for citizen volunteers to be directly involved in the development and implementation of restoration, conservation and preservation projects to build their

understanding and appreciation of Chesapeake Bay resources and stewardship.

- Provide opportunities for visitors to be directly involved in hands on activities as part of an interpretive or educational program to build their understanding and appreciation of Chesapeake Bay resources and stewardship.
- Build working relationships among Gateways through cooperative projects that involve multiple Gateways in development and implementation partnerships.
- Support multiple priorities as described above. For example:
 - an access enhancement project that is constructed by volunteers; or
 - a stewardship project with an integrated educational component
- Have already completed all necessary environmental consultation, compliance and permitting requirements.
- Offer a significant leveraging of Federal funds in excess of the minimum qualifying requirement of a 1:1 non Federal match

Putting an Application Package Together

Required Elements (for all proposals)

Graphic Standards: All projects **must** follow the Gateways Network Graphics Standards. This flexible system is detailed in the Gateways Network Graphics Style Manual on the Gateways website at www.baygateways.net/graphicstandards.cfm.

Measurable Results: All proposals **must** indicate the measurable results that are expected to result from the project. At a minimum 2010 awardees **must** collect data on measurable results of the projects, such as:

- The number of new access sites created or access sites enhanced
- The number of land or water trails created; the total number of miles of trail created or enhanced
- The number of deliverables produced (e.g., habitat restoration work days hosted, educational programs delivered, wayside exhibits developed, etc.)
- Projected and, as possible, actual numbers of new users served by the enhanced access
- Projected and, as possible, actual number of students/teachers/participants that will benefit from an educational program
- Some qualitative measure of educational impact relative to the learning objectives
- Number of volunteer hours generated in the development and implementation of the project
- The value of funds and in kind services that have been generated or leveraged

Sustainability: The Gateways financial assistance award should be viewed as "seed money"—a one-time funding source to create the product or establish the program. The resulting product or program should not be dependent on multi-year funding from this source. The ability to demonstrate how the product or program will continue will positively impact your proposal.

Project Specific Elements (which may apply to your specific proposal)

Construction Projects: Eligible construction projects must occur on lands owned in “fee simple” by the project sponsor or where ownership is less than fee simple interest, ownership rights must provide for control of the property commensurate with the proposed development. The project sponsor must have title or adequate control and tenure of the project area in order to provide reasonable assurance that a conversion of use will not occur. All capital improvements made on land leased to the project sponsor must have lease terms at least 25 years in length to ensure a conversion to any other use in that period will not occur. Proof of ownership may include Certificate of Title and/or copies of the lease at the time of application.

All construction projects must be designed and engineered in accordance with applicable law. All engineering must be completed by a professional, registered engineer or architect to assure that proper and necessary provisions are being met with respect to public safety, codes, and standards.

Due to the short period in which financial assistance award funds must be used, some preliminary project engineering and a preliminary cost should be established prior to submitting an application for construction project funds.

The financial assistance award applicant must demonstrate the ability to secure all necessary permits and local land use approvals necessary for the construction and operation of the proposed facility.

Physical Development: All projects involving physical development **must** incorporate 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, utilizing native, non-invasive plant species, and using green procurement practices (e.g., buying recycled and recyclable materials and/or recycling existing materials for use in the proposed project).

Interpretation and Education: All projects involving interpretation or education **must** relate stories or themes to the Chesapeake Bay and/or the Bay watershed. In other words “the Chesapeake Connection” must be made clear by the applicant and so clearly understood by both the proposal reviewers and ultimately the visitors.

If your proposal involves some kind of programming such as first or third person interpretation, community education through lectures or children’s programming your proposal should address:

- What efforts have been made to include other Gateways, with similar themes, in the program planning process?
- How might other Gateways directly benefit from or utilize the program?
- What efforts are being made to reach out to under-served or non-traditional audiences?

Projects can also support the start-up of 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. Such programs must relate to both the Gateway’s interpretive goals and themes and an established curriculum for the target grade(s). These proposals need to 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?

The Application Package

- **Fifteen (15) paper copies and one (1) electronic copy** (disk or CD) of your complete financial assistance award application package **must be received by** the National Park Service Chesapeake Bay Office by **Noon, Friday, March 5, 2010**. This is **not** a postmark deadline. Late, faxed, e-mailed or incomplete applications will not be considered.
- It is suggested that the entire financial assistance award application package not exceed 15-20 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. (Note: Do not send general marketing materials you use for your Gateway.)
- In order to be considered for funding you must submit a complete application package. **If any of the following elements are missing the application will not qualify to be reviewed for potential award.**

➤ **Cover Letter**

The cover letter should be addressed to:

John Maounis, Superintendent
National Park Service
Chesapeake Bay Office
410 Severn Avenue, Suite 314
Annapolis, MD 21403

The cover letter **MUST**:

- be signed by the chief executive of the applicant's agency or organization
- clearly identify the designated Gateway with which the proposal is associated
- identify the eligible category(s) (see page 4) and briefly, but specifically state how your project relates to the eligible category(s)
- certify intent to comply with all Financial Assistance Award program guidelines
- certify intent to comply with all applicable federal, state and local environmental laws and regulations

➤ **Gateways Financial Assistance Award Application Form**

The Gateways Financial Assistance Award 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 Financial Assistance Award 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.

Cover Sheet: The cover sheet requests basic information about the project, the Gateway and the applicant. The cover sheet **must** be signed by both the Applicant's Chief Executive and the Gateway's Chief Executive.

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.” In addition to a DUNS number you must 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 August, 2010.

There are instructions concerning both DUNS and CCR on the website under Financial and Reporting Information at www.baygateways.net/grantmanagement.cfm

Proposal Narratives: The application form requires response to a series of questions 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. Please check your budget for accuracy and make sure that all budget lines are complete and add up to the totals presented.

➤ **Scope of Work – Task and Schedule List**

Your description of your proposal as presented in the Scope of Work - Task and Schedule List is a critical part of the application as it shows how prepared you are to carry out the project. A sample of the Task and Schedule List, along with a Microsoft Word version formatted for your use, is provided on the Gateways web site at www.baygateways.net/grants.cfm. Remember that your Task and Schedule List **must** incorporate NPS staff reviews at appropriate stages of the project.

➤ **Scope of Work – Schedule of Deliverables**

The Scope of Work - Schedule of Deliverables provides a quick reference format for what product(s) will be produced as result of your proposal. For example if you are proposing to develop a new riverside boardwalk trail with interpretive components you might report 1 boardwalk trail, 3 directional signs, and 5 interpretive wayside signs. This form helps to account for product development should your proposal be funded.

➤ **Site Map**

For all proposals, 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. The map should show the project location in relation to highways, local roads/streets, landmarks, etc.

➤ **Supporting Information**

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 financial assistance award approval.)
- Letters or other evidence of commitment to the project from key partners who will be responsible for carrying out specific project tasks.
- Other supporting graphics (maps, photographs, drawings) essential to illustrating your proposal.
- For construction projects, provide:

- conceptual or preliminary drawings that consist of existing and proposed site plans in sufficient detail to review what is being proposed
- copies of title documents appropriate to the ownership/control of the project property

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. Do not submit videos, CDs, or other A/V media with your application unless they are specific examples for a proposed A/V project.

➤ **Completed Environmental & Cultural Analysis Checklist**

You **must** submit copies of your completed Environmental & Cultural Analysis Checklist along with documentation of your consultation process with your Gateways financial assistance award application. Contact information for consultations as described under Environmental and Cultural Analysis Requirements (see p. 6-8) is as follows:

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 #401
 Department of Historic Resources
 Washington, DC 20009
 Fax: 202-741-5246

Virginia:

Ms. Kathleen Kilpatrick, SHPO
 Historic Preservation Office
 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

State Agencies in Charge of State Endangered Species:

Delaware:

Environmental Review/Information Request
Delaware Natural Heritage Program
Division of Fish and Wildlife
4876 Hay Point Landing Road
Smyrna, Delaware 19977
Phone: 302-653-2880 or 2881
Fax: 302-653-343

Maryland:

Maryland Department of Natural Resources
580 Taylor Avenue
Tawes State Office Building
Annapolis, MD 2140
Attention: Laurie Byrne, E-1
Email: customerservice@dnr.state.md.us
Phone: 410-260-8573

Pennsylvania:

In Pennsylvania a project planner can use the Pennsylvania Natural Diversity Index (PNDI) to:

1. Locate and draw a project on an interactive map;
2. Submit project information into the PA Natural Heritage Program Environmental Review System; and
3. Perform an analysis (re: special concern species and resources) and generate a receipt.

Then, follow instructions on the receipt to pursue project clearance with agencies having jurisdiction over special concern species and resources. Access the PNDI online at:

<http://www.gis.dcnr.state.pa.us/hgis-er/default.aspx> -or-

<http://www.naturalheritage.state.pa.us/> (Click PNDI Project Planning Environmental Review tab (lower left))

Virginia:

Department of Conservation and Recreation
Natural Heritage Program
217 Governor Street, Suite 312
Richmond, VA 23219-2094
Attention: Rene Hypes, Project Review Coordinator
Phone: 804-786-7951
Fax: 804-371-2674

West Virginia:

WV Division of Natural Resources
Natural Heritage Program
PO Box 67 Ward Road
Elkins, WV 26241
Attention: Barbara Sargent.
Email: barbarasargent@wvdnr.gov
Phone: 304-637-0245

➤ **Intergovernmental Review**

If your Gateway is in **Delaware, District of Columbia, Maryland or West Virginia**, then you **must** participate in an “intergovernmental review” process. This process is designed to facilitate coordination of Gateways financial assistance awards with state programs. 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. State single points of contact are:

DELAWARE

Cathy Wolfe
Management Analyst
Office of Management and Budget
Budget Development, Planning &
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In addition, you **must** submit a copy of the letter of submission to your state single point of contact as part of your application package.

Financial Assistance Award Questions

You are strongly encouraged to contact us to discuss your proposal in advance. Recipients of prior financial assistance awards should contact their primary NPS project coordinator. First time applicants may contact any of the following staff:

Cheryl Branagan
Phone: 410-260-2475
Email: cheryl_branagan@nps.gov

Paula Degen
Phone: 410-260-2479
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Bob Campbell
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Peggy Wall
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Additional information on the Chesapeake Bay Gateways and Watertrails Network and Gateways financial assistance program can be found online at www.baygateways.net.