

## Application Instructions

The funding opportunity is announced via Grants.gov, but the ABPP is not accepting submissions through Grants.gov at this time. Application packages must be submitted in hard copy. The ABPP will not accept faxed or e-mailed application packages. The ABPP will not act on incomplete application packages. The ABPP will accept application packages from government applicants or, where applicable, from the proposed non-profit sub-grantee. Each application package must include the following elements:

### 1) Cover Sheet/Check List

Applicants must complete the Battlefield Land Acquisition Grants Cover Sheet/Check List (see below) with an original signature of an authorizing official within the applicant's organization. The name of the battlefield, identifying number, and its priority listing should be written as they appear in the 1993 CWSAC *Report on the Nation's Civil War Battlefields* or the 2007 *Report to Congress on the Historic Preservation of Revolutionary War and War of 1812 sites in the United States*.

### 2) Standard Form 424 – Application for Federal Assistance

The Standard Form 424 (SF424) Application for Federal Assistance is to be completed by the **government sponsor**. The responsible official of the government sponsor must sign this form, not the official at the non-profit organization. The SF424 can be found [here](http://www.nps.gov/abpp/grants/LWCF/LWCFSF424.doc). (<http://www.nps.gov/abpp/grants/LWCF/LWCFSF424.doc>).

### 3) Standard Form 424A - Budget Information for Non-Construction Projects

The Standard Form 424A (SF 424A) Budget Information for Non-Construction Projects can be completed by the government sponsor or non-profit applicant. Be sure to include the purchase price and associated closing costs in the budget calculation. The SF 424A and instructions can be found [here](http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1) (<http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>).

### 4) Certification Letter – Acknowledgement of 6(f)(3) and Matching Fund Disclosure

Applicants must provide a letter, signed by or on behalf of the head of the agency or organization (or their designee), certifying the accuracy of the information included in the application package. This letter must acknowledge that the applicant understands that Section 6(f)(3) of the Land and Water Conservation Act of 1965 applies, in perpetuity, to the land proposed for purchase using LWCF funds, and that the applicant accepts the perpetual land use restrictions of Section 6(f)(3).

The letter must also disclose all sources of secured matching funds making up the required non-Federal match. In the letter, the applicant must certify that the non-Federal matching funds are either "in-hand" or otherwise committed at the time of application.

Parties committing matching funds must provide a letter to the applicant verifying their contribution. These letter(s) must be included with the application package. If third parties will not commit matching funds without the leverage provided by this grant, applicants must provide a letter from potential funding sources guaranteeing that receipt of a Battlefield Land Acquisition Grant will release matching funds.

Applicants who have not yet secured matching funds must submit a specific, credible plan for raising the necessary matching funds in a timely manner (usually within 120 days of award of Battlefield Land Acquisition Grant). The plan must identify potential sources of funds and include a proposed schedule for securing funds or commitments of funds.

For the purposes of this program, applicants may use a loan as non-Federal match. However, if the loan is secured by the land to be acquired, the lending institution must agree, in writing, that it will subordinate its own interest in the property to the terms of the grant, especially the 6(f)(3) "non-conversion" and conservation easement requirements. The applicant must include this explicit, written agreement from the lending institution in the proposal package. (This provision is not required if the Battlefield Land Acquisition Grant will retire the entire debt.)

### 5) Statement of Threat

Applicants must include a statement that demonstrates the nature, extent, and level of severity of the threat(s) to the battlefield landscape and/or known battlefield archeological resources. Explain how and to what extent the proposed acquisition addresses and mitigates the described threat(s). In cases of minimal threats, provide a compelling reason for why the acquisition of the property **at this time** is the most appropriate preservation strategy for the battlefield.

### 6) Property Use Statement

Applicants must include a statement that explains the current and proposed future use of the parcel(s). Provide the parcel(s) current land use (e.g. residential, agricultural, industrial, etc.), proposed or known future land use(s), a list of current structures on the parcel(s) and their approximate age, and any planned alterations to those structures and/or the

battlefield landscape. In cases where a property is currently in commercial use (excluding agricultural uses), the ABPP requires that the commercial activity cease within two (2) years of the purchase. Areas where probable/known new construction not relating to the property as a battlefield is proposed should not be included in the acreage purchased using these Federal grant funds. Those areas can be purchased solely from non-federal matching funds, but will not be subject to LWCF Act Section 6(f)(3) provisions. See the LWCF Battlefield Land Acquisition Grant Manual for more information.

#### **7) Battlefield and Parcel Map**

Applicants must document that the proposed acquisition lies within the battlefield's Core and/or Study Area. Include a USGS 1:24,000 scale, 7.5 minute **topographic** map (or similar) marked with the boundaries of the battlefield's Core and Study Areas and marked with the boundary of the parcel(s) to be acquired. Applicants may submit a GIS shapefile of the parcel boundary instead of a paper map. If submitting GIS data, applicants must ensure that the parcel shapefile includes Federal Geographic Data Committee compliant metadata and can be read with ESRI ArcGIS 10.x.

#### **8) Willing Seller**

Applicants must demonstrate in writing that the owner of the property to be acquired is willing to sell or donate the land at an agreed-upon price. Acceptable documentation includes a signed contract or contingent contract to buy the land, or a signed letter from the owner indicating willingness to enter into such a contract at a specified price.

#### **9) Government Sponsor/Grantee**

Non-profit applicants must include a letter from the State or local government sponsor indicating its agreement to receive and administer the Battlefield Land Acquisition Grant for the proposed acquisition.

#### **10) Agreement to Hold Easement or Preservation Letter**

In cases where the State will not take ownership of the land to be acquired, applicants must include a letter from the appropriate State Historic Preservation Office (or other agency acceptable to the NPS) indicating its agreement to hold the required preservation easement in perpetuity.

#### **11) Schedule for Acquisition**

Applicants must include a schedule for completion of the acquisition, noting final tasks and closing date.

**\* AN APPLICATION PACKAGE IS NOT COMPLETE UNLESS IT MEETS ALL OF THE APPLICATION PACKAGE REQUIRED ELEMENTS\***

### **Application Deadlines**

Applicants may submit their proposals to the NPS at any time, with grant awards made as funds are available. The NPS will review all **complete** application packages as they are received. The NPS will review projects at Priority I and II battlefields of within 60 days of receipt of a **complete** application package. The NPS will review projects at Priority III and IV battlefields after it considers pending Priority I and II application packages but no later than 120 days after receipt of a **complete** application package. If an applicant at a Priority III or IV battlefield gives a compelling reason to expedite a decision on an application package, the NPS may agree to do so.

### **Where to Send Applications**

#### **Via Courier Service (Fed Ex, UPS, DHL) or U.S. Postal Service\***

American Battlefield Protection Program  
National Park Service  
1849 C Street, NW  
Room 7228  
Washington, D.C. 20240  
(202) 354-2037

\*Note: U.S. Postal Service mail will be irradiated as a precaution before it is delivered. The irradiation process can cause **significant delays** in delivery. It will also damage materials such as photographs.

### **Contacting the ABPP**

Please address any questions or requests to ABPP Staff at [abpp@nps.gov](mailto:abpp@nps.gov), or by phone at (202) 354-2037.