



NATIONAL ENDOWMENT FOR THE HUMANITIES

**NOTICE OF FUNDING OPPORTUNITY**

Funding Opportunity Title:  
**Infrastructure and Capacity Building Challenge Grants: Capital Projects**

Funding Opportunity Number: 20200515-CHA

Funding Opportunity Type: New

Federal Assistance Listing Number: 45.130

**Application Due Date: May 15, 2020**

**Ensure your SAM.gov and Grants.gov registrations and passwords are current.  
NEH will not grant deadline extensions for lack of registration.  
Registration in all systems, including SAM.gov and Grants.gov,  
may take up to 1 month to complete.**

Office of Challenge Programs  
Telephone: 202-606-8309  
Email: [challenge@neh.gov](mailto:challenge@neh.gov)  
TTY: 800-877-8399

OMB Control Number 3136-0134, expiration date June 30, 2021

## Executive Summary

The National Endowment for the Humanities (NEH) Office of Challenge Grants is accepting applications for the Infrastructure and Capacity Building Challenge Grants. This notice of funding opportunity is for Capital Projects that support the design, purchase, construction, restoration, or renovation of facilities for humanities activities. This includes the purchase and installation of related moveable and permanently affixed equipment for exhibiting, maintaining, monitoring, and protecting collections (whether on exhibit or in storage), and for critical building systems, such as electrical, heating ventilation and air conditioning, security, life safety, lighting, utilities, telecommunications, and energy management. Expenditures must be shown to bring long-term benefits to the institution and to the humanities more broadly.

Funding Opportunity Title:	Infrastructure and Capacity Building Challenge Grants: Capital Projects
Funding Opportunity Number:	20200515-CHA
Federal Assistance Listing Number (CFDA):	45.130
Application Due Date:	May 15, 2020, 11:59 p.m. Eastern Time
Anticipated Announcement:	December 2020
Anticipated Total Annual Available FY 21 Funding:	Approximately \$12,500,000 (Capital Projects and Digital Infrastructure combined)
Estimated Number and Type of Awards:	Up to 30 grants (Capital Projects and Digital Infrastructure combined)
Funding Range:	Up to \$750,000
Match Required:	Yes. See Section <a href="#">C2 Matching Requirements</a> .
Period of Performance:	Up to 6 years for eligible Historically Black Colleges and Universities, Tribal Colleges and Universities, Hispanic-Serving Institutions of higher education, and two-year community colleges.  Up to 5 years for all other eligible applicants.  The period of performance begins as early as May 1, 2021 and no later than September 1, 2021.
Eligible Applicants:	Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.  See <a href="#">Section C. Eligibility Information</a> .
Program Resource Page:	<a href="https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants">https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants</a>
Pre-Application Webinar:	A pre-recorded technical assistance webinar will be available on the program resource page on March 20, 2020.

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# A. Program Description

## 1. Purpose

This notice solicits applications for Infrastructure and Capacity Building Challenge Grants: Capital Projects program. This notice of funding opportunity is for Capital Projects that strengthen the institutional base of the humanities with grants that support infrastructure development and capacity building to help institutions secure and sustain their core humanities activities for the long-term.

Grants support the design, purchase, construction, restoration, or renovation of facilities for humanities activities. This includes the purchase and installation of related moveable and permanently affixed equipment for exhibiting, maintaining, monitoring, and protecting collections (whether on exhibit or in storage), and for critical building systems, such as electrical, heating ventilation and air conditioning, security, life safety, lighting, utilities, telecommunications, and energy management. Proposed projects must enhance the humanities over the long term and build on careful strategic planning to strengthen and enrich an institution's humanities activities.

Fundraising costs for the project are limited to 10 percent of total project costs (federal funds plus non-federal certified gifts) during the period of performance.

In accordance with [Executive Order 13779](#) on Historically Black Colleges and Universities (HBCUs), [Executive Order 13592](#) on Tribal Colleges and Universities (TCUs), and [Executive Order 13555](#) on Educational Excellence for Hispanics, NEH especially welcomes Challenge Grant applications from HBCUs, TCUs, and Hispanic-serving institutions of higher education (HSIs), as well as from two-year community colleges. These institutions may be eligible for special periods of performance and matching requirements; see section [B. Federal Award Information](#) and [C. Eligibility Information](#).

Potential applicants are encouraged to contact program staff to discuss their projects.

Unallowable activities are described in section [D6. Funding Restrictions](#).

## Funding categories

The Infrastructure and Capacity Building Challenge Grants program funds two distinct types of projects, each with its own notice of funding opportunity: Capital Projects (covered in this notice of funding opportunity) and Digital Infrastructure (covered in a separate notice of funding opportunity available on the [program resource page](#)).

## 2. Background

This program is authorized by 20 U.S.C. §956 *et seq.* Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

According to the 1965 National Foundation on the Arts and the Humanities Act, "The term 'humanities' includes, but is not limited to, the study of the following: language, both modern and classical; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism and theory of the arts; those aspects of the social sciences which have humanistic content and employ humanistic methods; and the study

and application of the humanities to the human environment with particular attention to reflecting our diverse heritage, traditions, and history and to the relevance of the humanities to the current conditions of national life.”

Examples of previously funded projects may be found by using the NEH's Funded Projects Query Form available online at <https://securegrants.neh.gov/publicquery/main.aspx>.

To learn more about the National Endowment for the Humanities, visit <https://www.neh.gov/about>.

## **NEH Areas of Interest**

NEH is especially interested in supporting projects that advance humanities-related work in the following areas.

### **“A More Perfect Union”: NEH Special Initiative Advancing Civic Education and Commemorating the Nation’s 250th Anniversary**

As our nation approaches its 250th anniversary in 2026, NEH encourages projects that promote a deeper understanding of American history and culture and that advance civic education and knowledge of our core principles of government. The agency-wide [“A More Perfect Union”](#) initiative will help Americans better understand the world’s oldest constitutional democracy and how our founding ideals are met in a modern, pluralistic society.

NEH welcomes consideration of diverse topics in American history, from Native American culture to rural life to the rise of the industrial city, from the Civil War to the Cold War to the Civil Rights movement, etc. We also seek projects that examine foundational documents in U.S. history, as well as projects that examine historical objects, places, traditions, events, and individuals who collectively shaped our states and nation. Applications about the contributions of under-represented communities are highly encouraged.

## **B. Federal Award Information**

### **1. Type of Application and Award**

Type of applications sought: new.

NEH will provide funding in the form of grants.

### **2. Summary of Funding**

Approximately \$12,500,000 is expected to be available to fund up to 30 recipients (Capital Projects and Digital Infrastructure combined). You may apply for a ceiling amount of up to \$750,000. The requested grant amount should be appropriate to the humanities needs and the fundraising capacity of the institution.

NEH will not determine the amount available until Congress has enacted the final FY 2021 budget. This program notice is subject to the appropriation of funds, and is a contingency action taken to ensure that, should funds become available for this purpose, applications can be processed and funds awarded in a timely manner.

HBCUs, TCUs, HSIs, and two-year community colleges may request a period of performance of up to six years provided they meet the criteria stipulated in section [C1. Eligible Applicants](#). All other applicants may request a period of performance of up to five years. All projects have a

period of performance start date no earlier than May 1, 2021, and no later than September 1, 2021.

Successful applicants will be awarded Challenge matching funds. Recipients must certify that they have raised eligible contributions from non-federal third parties before matching funds are released (see Section III of [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#)). The full amount of Challenge matching funds may not be available for release in the first year of a multi-year period of performance. Challenge matching funds are typically distributed on an annual basis over the life of the award.

Funding beyond the first year is dependent on the availability of appropriated funds for Infrastructure and Capacity Building Challenge Grants in subsequent fiscal years, satisfactory recipient performance, and a decision that continued funding is in the best interest of the Federal Government.

## C. Eligibility Information

### 1. Eligible Applicants

Eligible applicants include U.S. nonprofit organizations with 501(c)(3) tax-exempt status, accredited public and 501(c)(3) institutions of higher education, state and local governmental agencies, and federally recognized Native American tribal governments.

Applicants must work wholly or in part in the humanities: they must support research, education, preservation, or public programming in the humanities.

In addition to the general eligibility criteria described above, institutions seeking a period of performance of six years and/or claiming a 1:1 match ratio must meet one or more of the following requirements:

- public or 501(c)(3) nonprofit community colleges and post-secondary two-year institutions of higher education
- public or nonprofit 501(c)(3) U.S. historically black colleges or universities, as defined by Executive Order 13532. Eligible institutions are those included in the Department of Education's list of HBCUs (click on "[Accredited HBCU listing](#)," available at the link)
- public or nonprofit 501(c)(3) Hispanic-serving institutions of higher education:
  - To determine whether your institution is eligible, begin by consulting the most recent Eligibility Matrix, compiled by the Department of Education and available [here](#). (Scroll down to the middle of the webpage; then click on "Eligibility Matrix 2019." The Eligibility Matrix typically appears as the second item under "Tips and Assistance.")
  - The Eligibility Matrix is a read-only Excel worksheet that lists data for all potentially eligible postsecondary institutions. First, locate your institution's name in column A ("Institution Name"). Next, scroll across to look at column AV ("HSI Elig"). If the row for your institution in that column appears green and has a number 5 or 6, you are affiliated with an eligible institution.
  - If you're unable to verify your institution's status as a Hispanic-Serving Institution by consulting the most recent Eligibility Matrix, you may establish your institution's status with a 2019 or 2020 letter or other document from the Department of Education, certifying Title III and Title V eligibility. Obtain a PDF of this document from your institution and include it in [Attachment 13: Additional Supporting Documentation](#). In addition to submitting documentation of Title III and Title V eligibility, your institution must also meet the Department of Education's definition of a Hispanic-Serving Institution. You may determine

your institution’s eligibility by consulting enrollment data for your institution at this link: <https://nces.ed.gov/collegenavigator/>. (Search for your institution, then click on “Enrollment.”)

- U.S. tribal college or university recognized by the Department of Education and listed at <http://www.aihec.org/who-we-serve/TCUmap.cfm>.

Individuals, foreign and for-profit entities are not eligible to apply.

## 2. Matching Requirements

In order to receive Challenge matching funds, recipients must raise and certify eligible matching gifts from non-federal third-party sources.

Eligible applicants (other than HBCUs, TCUs, HSIs, and two-year community colleges) must meet the following matching ratios:

- Requests for grants \$500,000 or less must be matched at \$3 in non-federal gifts for every \$1 in federal funds (3:1).
- Requests for grants exceeding \$500,000 and up to \$750,000 must be matched at \$4 in non-federal gifts for every \$1 in federal funds (4:1).

### Sample matching requirements for applicants meeting general eligibility

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by grant recipient (from third-party non-federal donors)	Total project cost
3:1	\$500,000	\$1,500,000	\$2,000,000
4:1	\$600,000	\$2,400,000	\$3,000,000

Eligible HBCUs, TCUs, HSIs, and two-year community colleges must match \$1 in non-federal gifts for every \$1 in federal funds, regardless of the awarded amount.

### Sample matching requirements for HBCUs, TCU’s, HSI’s and two-year community college applicants

Match Ratio (Non-federal: federal)	Requested NEH Challenge Grant funds	Gifts to be raised by recipient (from third-party non-federal donors)	Total project cost
1:1	\$550,000	\$550,000	\$1,100,000

### Fundraising period

Recipients may raise gifts from non-federal third-party sources five months prior to the application deadline through the period of performance end date.

### Allowability of gifts

To be eligible for matching, gifts may not derive from the recipient institution itself. Recipients may not supplant, shift, or reallocate internal funds for matching purposes. All non-federal funds, such as matching pledges and gifts must be new—that is, given (and pledges fulfilled) during the fundraising period.



The majority of gifts eligible for matching must be *restricted*—that is, donations made explicitly in response to or in anticipation of the Challenge Grant. Donors of *restricted* gifts must be aware that their gifts will be used to fulfill the match of the Challenge Grant and that their gifts will be used to support the purposes outlined in the approved Challenge Grant application.

*Unrestricted* gifts—that is, gifts donated without limitations on their use—may be allowable, but the donor must have made the gift within the fundraising period. Pledges of unrestricted gifts require no reference to the NEH challenge, except that the gifts must be pledged and paid within the fundraising period. **The total of unrestricted gifts that may be certified cannot exceed the amount of the federal portion of the Challenge Grant.**

Some types of gifts, such as real estate, earned income, planned giving, and in-kind gifts, are subject to special limitations. Discounts on contracted goods and services, as well as contributions from federal sources, are not eligible for matching.

Recipients may use Challenge Grant funds, both federal and non-federal, only to support the purposes outlined in the approved Challenge Grant budget.

Additional information on allowable gifts is available in Section III of the [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#).

### **Release of Challenge matching funds**

The federal portion of Challenge Grants is typically offered in annual installments. NEH releases federal funds according to a schedule that allows donations received as early as five months prior to the application deadline through the period of performance. During a five-year period of performance, federal funds are typically released in the first three years when completely matched according to the required ratio (3:1 or 4:1) and amount. The fourth year's installment allows the release of the federal funds when matched one-to-one, with the remaining parts of the match to be raised in the fifth year, to allow time in the final year of the period of performance to finish the match and collect outstanding pledges.

### **Sample match and release schedule for applicants meeting general eligibility requirements**

NEH Challenge Grant offer of \$300,000, with a 3:1 matching ratio

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Total</b>
<b>NEH funds (federal) offered</b>	\$25,000	\$100,000	\$100,000	\$75,000	n/a	\$300,000
<b>Non-federal gifts to be raised</b>	\$75,000	\$300,000	\$300,000	\$75,000	\$150,000	\$900,000
<b>Total Challenge funds (federal + non-federal)</b>	\$100,000	\$400,000	\$400,000	\$150,000	\$150,000	\$1,200,000

The federal portion of Challenge Grants to HBCUs, TCUs, HSIs, and two-year community colleges is typically released in annual installments over a six-year period of performance. NEH releases funds when completely matched according to the required one-to-one ratio and amount. The fundraising period begins as early as five months prior to the application deadline and can include donations through the period of performance.

### **Sample match and release schedule for HBCUs, TCUs, HSIs, and two-year community colleges**



NEH Challenge offer of \$300,000, with a 1:1 matching ratio

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
<b>NEH funds (federal) offered</b>	\$25,000	\$75,000	\$100,000	\$50,000	\$25,000	\$25,000	\$300,000
<b>Non-federal gifts to be raised</b>	\$25,000	\$75,000	\$100,000	\$50,000	\$25,000	\$25,000	\$300,000
<b>Total Challenge funds (federal + non-federal)</b>	\$50,000	\$150,000	\$200,000	\$100,000	\$50,000	\$50,000	\$600,000

Variations on a typical match and release schedule are possible. NEH makes the final determination of the match and release schedule.

Recipients are encouraged to certify gifts in advance of the required matching schedule. Depending on available program funds, advance certification may result in the early release of federal funds.

Recipients are responsible for maintaining auditable records of the source and use of required matching gifts. See [2 CFR §200.306](#) for additional information.

### 3. Other Eligibility Information

Applicants may apply for only one NEH Challenge Grant per calendar year (either Capital Projects or Digital Infrastructure). Previous recipients of Challenge Grants (including Infrastructure and Capacity Building Challenge Grants (CHA), Challenge Grants (CH), Cooperative Agreements and Special Projects (ZZ), and Special Initiatives (CZ)) are eligible to apply for a subsequent Challenge Grant beginning in the third year after the submission of the final financial report for its most recent NEH Challenge Grant. For example, if a prior Challenge Grant recipient submitted their final financial report in 2017, they would not be eligible to apply for a subsequent Challenge Grant until 2020. Recipients of Next Generation Challenge Grants (ZB and ZA), Humanities Access Grants (ZH), and Creating Humanities Communities grants (ZR) are exempt from this requirement.

Proposals involving collaboration among multiple institutions for a proposed project are eligible, but one institution must serve as the applicant of record that will be legally, programmatically, and fiscally responsible for the award.

If for any reason an application is submitted more than once prior to the application due date (including submitting to the wrong funding opportunity number or making corrections/updates), NEH will only accept your **last** validated online submission, under the correct funding opportunity number, prior to the Grants.gov application due date as the final and only acceptable application.

Two or more applications for federal funding and/or approved federal award budgets are not permitted to include overlapping project costs.

NEH does not make awards to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using funds from, or sites and materials controlled by, other federal entities in their projects. Such resources may not, however, be used as gifts to release NEH matching funds.

All application materials must be received by the application deadline. Late, incomplete, or ineligible applications will not be considered for funding under this notice. Applications that exceed specified page limits will not be reviewed. See the [Application Components Table](#).

## **D. Application and Submission Information**

### **1. Application Package**

You must apply electronically, using either [Grants.gov Workspace](#) or your organization's system-to-system software. Use the Standard Form 424 (SF-424) application package associated with the funding opportunity and following the instructions provided by Grants.gov unless otherwise noted below.

Infrastructure and Capacity Building Challenge Grants have two application packages available in Grants.gov. Please select the appropriate package based upon your project type.

Capital2020 -Capital Projects  
Digital2020 -Digital Infrastructure

To request a paper copy of this announcement, contact [challenge@neh.gov](mailto:challenge@neh.gov). Applicants who are deaf or hard of hearing (TTY users) can contact NEH via Federal Relay at 800-877-8399.

### **2. Content and Form of Application Submission**

Your application will consist of a narrative, budget, budget justification, and other required forms and components described below.

#### **i. Project Narrative**

The narrative provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory, well organized, and free of technical terms and jargon so that peer reviewers can understand the proposed project.

You must limit the narrative to ten double-spaced pages with one-inch margins and a font size no smaller than twelve points.

NEH has aligned each section of the narrative with a corresponding review criterion. Refer to [Section E1. Review Criteria](#) for full descriptions.

Successful applications will contain the information below. Use the following section headings for the narrative.

#### **Project Overview (corresponds with Review Criterion “[Institutional impact and sustainability](#)”)**

Describe the proposed capital project and its humanities objectives. Explain how the capital project aligns with long-range institutional planning, and whether it is part of a larger project. Explain how the institution, through its mission, personnel, governance, facilities, and resources, will sustain the outcomes of the capital project.

#### **Humanities significance and audience (corresponds with Review Criterion “[The significance of humanities activities and audience](#)”)**

Describe the current and planned humanities activities, programs, and/or holdings of the institution. Explain why the institution's activities, programs, and/or holdings are important. Describe the current and intended audiences to be served (including their estimated size) and

how they will benefit from the proposed project, both directly and indirectly. Provide letters from program partners, constituents, and/or outside experts in the field (in [Attachment 8](#)). You may also provide examples to illustrate humanities activities, programs, and/or holdings, such as programming and/or exhibition materials (in [Attachment 13](#)).

**Personnel and project plans (corresponds with Review Criterion “[Appropriateness of personnel and project planning](#)”)**

Summarize the activities supported by the Challenge Grant (that correspond with the work plan in [Attachment 3](#)). Identify the project team, collaborators, partners, and specialists, including fundraising staff (as appropriate), involved in capital project activities and describe how the institution has or will obtain the appropriate knowledge, resources, and capabilities to successfully complete the capital project (e.g., prior experience, project management capabilities). Provide letters of support and commitment from appropriate institutional officials, program partners, constituents, and/or outside experts in the field in [Attachment 8](#). Provide planning and/or design documents in [Attachment 9](#).

**Evaluation (corresponds with Review Criterion “[Evaluation](#)”)**

Describe how the capital project will directly and indirectly help the applicant achieve long-term goals for its work in the humanities. Explain how you plan to evaluate the Challenge Grant, in both qualitative and quantitative terms (as appropriate). Describe how you will measure outcomes and determine whether the project has accomplished its stated goals. You may provide evaluation materials (for example, established evaluation or proposed metrics or a survey that you propose to conduct) in [Attachment 13](#).

**Fundraising and financial capacity (corresponds with Review Criterion “[Fundraising and financial capacity](#)”)**

Describe the plans for raising eligible gifts to meet the NEH matching requirement. If the project is a smaller component of a larger project, please briefly describe how you intend to finance the entire project. Offer evidence of long-term financial stability at the institution (if appropriate, this information may refer to information provided in the financial statements in [Attachment 5](#). Explain how the institution’s history of fundraising, resources, leadership, staff, and experience will enable it to conduct a successful fundraising campaign. Describe the fundraising strategy, which should align with the project timeline and work plan, and include specific information on funds raised to date and plans for soliciting additional funds; explain its feasibility and how it will broaden the base of institutional support.

<b>NARRATIVE GUIDANCE</b>	
To ensure that you fully address the review criteria, this table provides a crosswalk between the narrative language and where each section falls within the review criteria.	
<b><u>Narrative Section</u></b>	<b><u>Review Criteria</u></b>
<a href="#">Program overview</a>	<a href="#">Institutional impact and sustainability</a>
<a href="#">Humanities significance and audience</a>	<a href="#">The significance of humanities activities and audience</a>
<a href="#">Personnel and project plans</a>	<a href="#">The appropriateness of personnel and project plans</a>
<a href="#">Evaluation</a>	<a href="#">Evaluation</a>
<a href="#">Fundraising and financial capacity</a>	<a href="#">Fundraising and financial capacity</a>

## ii. Budget (SF-424C: Budget Information for Construction Programs)

Applicants must submit their project budgets using SF-424C, Budget Information for Construction Programs, which is included in the Grants.gov application package. Enter your budget information into the SF-424C using the instructions below.

All of the items listed, whether supported by NEH funds or required matching contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of [2 CFR 200 Subpart E – Cost Principles](#), auditable, and incurred during the period of performance. See the property and procurement standards set forth in [2 CFR 200 Subpart D](#). See section [D6. Funding Restrictions](#) for a list of unallowable costs. All costs are subject to audit, record retention and other requirements set forth in [2 CFR 200 Subpart F – Audit Requirements](#).

Note, that for purposes of expenditure, there is no distinction between federal funds and non-federal gifts. Even if the proposal is part of a larger project, the Challenge Grant budget should be limited to requested NEH funds plus the minimum required non-federal gifts for each year of the period of performance.

**Column A – Total Cost:** Identify only allowable project costs under the proposed Challenge Grant project in this column (Challenge and non-federal matching funds).

**Column B – Costs Not Allowable for Participation:** Leave this column blank. Do not include costs identified as unallowable under section [D6. Funding Restrictions](#).

**Column C – Total Allowable Costs:** Column C should equal the amount under Column A.

### 1. Administrative and legal expenses

Enter the cost of administrative and legal expenses. Administrative expenses include salary and fringe benefits of applicant staff and consultant fees that are directly related to the administration of the proposed project. This includes fundraising, oversight of the project and compliance with the terms and conditions of the award (including required reporting). All salaries and wages claimed must be in compliance with [2 CFR §§ 200.430](#) and [466](#). Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. All fringe benefits claimed must be in compliance with [2 CFR §200.431](#).

Fundraising costs may not exceed 10 percent of total Challenge funds (federal funds plus non-federal certified gifts).

Consultant fees claimed must be in compliance with [2 CFR §200.459](#).

Important note: To protect the federal interest in real property that has been purchased, constructed or has undergone major renovation with NEH funds, recipients awarded more than \$500,000 must record a notice of federal interest (NFI) in the appropriate official records of the jurisdiction in which the property is located. Other administrative and legal expenses include filing fees for recording a Notice of Federal Interest against the property in the local land records office, if applicable (refer to [2 CFR §200.316](#) and Appendix 3 of the [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#) for further information), the costs of bid advertising, and insurance costs (see [2 CFR §200.447](#)).

## **2. Land, structures, right-of-way, appraisals, etc.**

Enter the acquisition, right-of-way, or appraisal costs for land and structures.

## **3. Relocation expenses and payments**

Enter the costs of relocation expenses and payments to lease temporary space while the main space is being constructed or altered/renovated/repaired.

## **4. Architectural and engineering fees**

Enter costs related to architectural and engineering fees such as feasibility studies, design work, and related costs incurred throughout the project.

## **5. Other architectural and engineering fees**

Enter other architectural and engineering fees such as surveys, tests, and borings; sustainable design services, including commissioning; preparation of the National Environmental Policy Act Environmental Assessment; and Section 106 consultation under the National Historic Preservation Act and associated documents.

## **6. Project inspection fees**

Enter fees for permits, structural certification, onsite technical and other project inspection fees.

## **7. Site work**

Enter costs related to site work such as site clearance, grading, sidewalks, drives, parking areas, and landscaping costs.

## **8. Demolition and removal**

Enter costs related demolition or removal of structures, including landfill and hauling fees.

## **9. Construction**

Enter costs related to construction such as building, conversion, extension, preservation, alteration and renovation of facilities; and installation of permanently affixed equipment (such as HVAC, electrical, and other systems and utilities).

Cost plus a percentage of cost and percentage of construction cost methods of contracting are not allowable.

## **10. Equipment**

Enter costs of equipment to be purchased. Equipment is defined as nonexpendable personal property costing \$5,000 or more and having a useful life of more than one year. See [2 CFR §§ 200.313 Equipment](#) and [439 Equipment and other capital expenditures](#).

Equipment may be purchased for a project if an analysis demonstrates that purchasing is more economical and practical than leasing.

Consistent with [Executive Order 13788](#) (“Buy American and Hire American”), recipients and subrecipients who purchase equipment and products costing \$10,000 or more per unit with grant funds should purchase only American-made equipment and products. This encouragement does not apply to commercial information technology.

### 11. Miscellaneous

Enter miscellaneous costs such as equipment rental, supplies, and other items not previously listed under other budget categories. Note that “miscellaneous” is not an acceptable line item within this category. **Indirect costs are not allowable.**

### 12. Subtotal

Enter the sum of lines 1 through 11.

### 13. Contingencies

Enter construction contingency costs. See [2 CFR §200.433 Contingency Provisions](#).

### 14. Subtotal

Enter the sum of lines 12 and 13.

### 15. Program Income

Leave this line blank.

### 16. Total project costs

Enter the amount in line 14.

### 17. Federal assistance requested:

Enter the following into line 17:

- 50% -for applicants requesting a 1:1 match ratio
- 25% - for applicants requesting a 3:1 match ratio
- 20% - for applicants requesting a 4:1 match ratio

### iii. Budget justification

The budget justification has two components.

1. An estimate of the NEH funds requested, non-federal gifts to be raised, and total project costs for each year of the period of performance.

#### Sample annual aggregate Challenge Grant, non-federal gifts, and total:

Year	Total NEH funds requested:	Total non-federal gifts:	Total:
Year 1	\$25,000	\$75,000	\$100,000
Year 2	\$100,000	\$350,000	\$450,000
Year 3	\$100,000	\$350,000	\$450,000
Year 4	\$75,000	\$125,000	\$200,000
Total	\$300,000	\$900,000	\$1,200,000

2. A detailed and concise justification that further breaks down cost items under each category of the [SF-424C](#). The budget justification should clearly describe the purpose of expenditures and align with the proposed project as described in the [narrative](#). Identify the names of key personnel and their roles and responsibilities on the project. The budget justification should show quantities, unit prices and total cost, as applicable. Do not use the budget justification to expand the project narrative.

A construction estimate may be provided to supplement this section of the budget narrative.

#### **iv. Application Components**

In addition to the standard forms included in the Grants.gov application package, your application also consists of a narrative, budget justification, and other required attachments. You will upload these components into the [Attachments Form](#).

The Application Components Table below will help you prepare a complete application. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

Proposals that exceed page limits or violate format instructions will be considered nonresponsive and will be rejected from further consideration.

<b>Application component</b>	<b>Naming convention</b>	<b>Page limits</b>	<b>Notes</b>
<a href="#">SF-424 Application for Federal Assistance - Short Organizational</a>	Not applicable (Grants.gov form)		Required
<a href="#">Supplementary Cover Sheet for NEH Grant Programs</a>	Not applicable (Grants.gov form)		Required
<a href="#">Project/Performance Site Location Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">SF-424C (Budget Information for Construction Projects)</a>	Not applicable (Grants.gov form)		Required
<a href="#">Certification Regarding Lobbying</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Standard Form-LLL, Disclosure of Lobbying Activities</a>	Not applicable (Grants.gov form)		Conditionally required
<a href="#">Attachments Form</a>	Not applicable (Grants.gov form)		Required
<a href="#">Attachment 1: Narrative</a>	narrative.pdf	10	Required
<a href="#">Attachment 2: Budget justification</a>	justification.pdf		Required
<a href="#">Attachment 3: Work plan</a>	workplan.pdf		Required
<a href="#">Attachment 4: Institutional profile</a>	profile.pdf	1	Required
<a href="#">Attachment 5: Financial statements</a>	financial.pdf		Required
<a href="#">Attachment 6: List of trustees and staff</a>	trustees.pdf		Required
<a href="#">Attachment 7: Résumés for key personnel</a>	resumes.pdf		Required
<a href="#">Attachment 8: Letters of commitment or support</a>	letters.pdf		Required
<a href="#">Attachment 9: Planning and design documents</a>	design.pdf		Required
<a href="#">Attachment 10: Site description (SF-429A)</a>	429a.pdf		Required
<a href="#">Attachment 11: Certification of gifts raised to date</a>	giftcertification.pdf		Conditionally required



<a href="#">Attachment 12: Explanation of delinquent federal debt</a>	delinquentdebt.pdf		Conditionally required
<a href="#">Attachment 13: Additional supporting documentation</a>	documentation.pdf	25	Optional

## SF-424 Application for Federal Assistance – Short Organizational

This form asks for basic information about the project, the project director, and the institution. Items **1**, **2**, and **4** will be automatically filled in; item **3** should be left blank. Provide the following information:

### 5. Applicant Information

Provide your organization’s legal name, address, employer/taxpayer identification number (EIN/TIN), D-U-N-S® number, website address, and congressional district of the institution.

If your institution is located, for example, in the 5th Congressional District of your state, put a “5.” If your institution doesn’t have a congressional district (for example, it is in a state or U.S. territory that doesn’t have districts or is in a foreign country), put a “0” (zero).

Also choose the “type” that best describes your institution (you only need to select one).

All institutions applying to federal programs are required to provide a D-U-N-S® number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution’s grants administrator or chief financial officer to obtain their institution’s D-U-N-S® number.

### 6. Project Information

a. Provide the title of your project. Your title should be brief (no more than 125 characters, including spaces), descriptive, and substantive. Successful applications will typically have titles that are descriptive of the project, substantive, and free of specialized language. Most importantly, your title should be easily understood by the general public. NEH reserves the right to retitle funded projects for clarity when announcing its funding decisions and in its own reports and communications, but recipients are permitted to use their preferred title for any award products.

b. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities.

c. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

### 7. Project Director

Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director. The project director is responsible for the programmatic aspects and day-to-day management of the proposed project. Because the project director’s involvement in the proposed project is critical to its success, applicants must notify NEH immediately if the project director listed in the application changes.

### 8. Primary Contact/Grants Administrator

Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official.

As a matter of NEH policy, the Project Director listed in section 7 may **not** be the same individual listed as the Primary Contact/Grants Administrator listed in section 8. The role of the project director must be distinguished from that of the institutional grant administrator, who functions as the representative of the recipient organization with authority to act on the organization's behalf in matters related to the administration of the award. All financial reports and prior approval requests such as budget revisions, extensions of the period of performance, and changes in key personnel must be signed or countersigned by the institutional grant administrator. Similarly, official correspondence from NEH to a recipient (for example, an offer letter, the award document, an extension, a supplement or amendment) is addressed to the institutional grant administrator and copied to the project director.

### **9. Authorized Representative**

Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. To become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, consult the [Grants.gov Online User Guide](#).

## **Supplementary Cover Sheet for NEH Grant Programs**

Provide the following information:

### **1. Project Director**

Use the pull-down menu to select the major field of study for the project director.

### **2. Institutional Information**

Select the appropriate institution type from the drop-down menu.

### **3. Project Funding**

Enter the requested amount of federal funds as "Federal Match" and your non-federal third-party gifts as "Cost Sharing."

### **4. Application Information**

Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, indicate when and to whom. NEH frequently cosponsors projects with other funders. Providing this information will not prejudice the review of your application.

For Type of Application, check "new."

Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

## **Project/Performance Site Location(s) Form**

Provide the primary location and any other locations where the project activity will occur **during the period of performance**. This form allows for the collection of multiple performance sites. If you need to add more project/performance site locations than the form allows, enter the information in a separate file and add it to the "Additional Locations" section. Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

## **SF-424C: Budget Information for Construction Projects**

Refer to the prior instructions on preparing your budget using the [SF-424C](#).

### **Certification Regarding Lobbying**

Applicants requesting awards greater than \$100,000 must complete and submit the Certification Regarding Lobbying.

### **Standard Form-LLL, “Disclosure of Lobbying Activities”**

If non-federal funds have been or will be used for lobbying, you must also complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities.” See [2 CFR §200.450](#) for additional information.

### **Attachments Form**

Attach your narrative, budget, and the other application components to this form. Consult the Application Component Table to learn about the required application components, how to name each attachment, and the order in which to attach them. You must name and attach your files in the proper order so that NEH can identify them.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple documents, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit [Grants.gov’s Adobe Software Compatibility page](#) to verify the compatibility of your current software or to download the appropriate version. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled “Attachment 1” through “Attachment 15.” By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Note the following Grants.gov file naming conventions: limit file names to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name. Use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

Grants.gov may accept and validate your submission even if required components are missing. This may result in NEH rejecting your application as incomplete. It is your responsibility to ensure that all required components are properly attached and submitted.

## **v. Attachments**

Provide the following items in the order specified below to complete the content of the application. Each attachment must be saved as a PDF and named in accordance with naming conventions specified below and outlined in the [Application Components Table](#).

### **Attachment 1: Narrative (required)**

Refer to the prior instructions on preparing your [narrative](#). Name the file narrative.pdf.

### **Attachment 2: Budget justification (required)**

Refer to the prior instructions on preparing your [budget justification](#). Name the file justification.pdf.

### **Attachment 3: Work plan (required)**

Attach a work plan that reflects the proposal detailed in the [narrative](#). Add additional detail as appropriate for your proposed project, including fundraising plans. Include and describe the current status of the project including any steps that may have been accomplished to date. The work plan must include a schedule with the anticipated start and finish dates and the number of months for each of the following critical milestones (as applicable) within the project period, such as facility or land purchase; planning and design; construction documents, permits and/or variances; meeting federal environmental and historic preservation requirements; procurements of contracts; site work, foundation, fabrication, material shipments, utilities and systems, fit-out, millwork and casework; additional design documents and permitting; purchase and installation of equipment, etc. Applicants should build sufficient time into their work plans to account for an environmental and historic preservation review. The amount of time required will vary based on the complexity of the project and other site-specific factors.

Name the file workplan.pdf.

### **Attachment 4: Institutional profile (required)**

Provide the following in an outline **limited to one page**:

1. Relevant facts and statistics about the institution or organization, such as its
  - a. history
  - b. mission
  - c. governance and administration
  - d. physical facilities (including whether structures are owned or leased by the applicant institution)
  - e. humanities staff size and composition (including the percentage of all staff who are in the humanities)
  - f. humanities collections (including the percentage of all collections that are in the humanities)
  - g. accreditation or affiliation (if applicable)
2. Data on recent humanities activities, including
  - a. types and numbers of enrollments, programs, exhibitions, courses, and degrees awarded in the past two years
  - b. percentage of total offerings that are in the humanities
  - c. size and nature of audience or population served
  - d. cost to participants (if any)
  - e. number of publications produced (if applicable); and evidence for the success of these humanities activities

For applications involving multiple institutional partners, only the applicant of record must provide an institutional profile. Partner institutions, however, are welcome to submit profiles to document their institutional character and humanities capacities.

Name the file profile.pdf.

### **Attachment 5: Financial statements (required)**

Include the applicant's financial statements (Statement of Financial Position, Statement of Activities, and Statement of Cash Flows) with notes for the three most recently completed fiscal years. Where the application concerns a sub-unit of a larger whole (for example, a library on a university campus), include summaries for the smaller units. Figures should be compatible with figures cited elsewhere in the proposal. Applicants should explain significant operating surpluses or deficits in accompanying notes. Name the file financial.pdf.

### **Attachment 6: List of trustees and staff (required)**

Include a list of the institution's current board of governors or trustees with their professional affiliations and a list of staff members principally involved with the proposed project, indicating their professional qualifications. Name the file trustees.pdf.

### **Attachment 7: Résumés for key personnel (required)**

Include résumés for the project director and persons occupying the key positions described in the [budget justification](#), not to exceed two pages in length per person. In the event that a biographical sketch is included for an identified individual who is not yet hired, include a letter of commitment from that person with the biographical sketch. Name the file resumes.pdf.

### **Attachment 8: Letters of commitment or support (required)**

Include letters of commitment or support from appropriate institutional officials, confirming the institution's commitment to the humanities activities and to meeting the requirements of the Challenge Grant. If your proposed project involves collaboration among multiple institutions, provide documentation such as memorandum of agreement or letters of commitment that describe the partnership, roles and responsibilities.

Other letters of support, such as from scholars in the field, and participants in or beneficiaries of the humanities activities, may be included as appropriate. Letters of commitment must be signed and dated. Letters from the applicant's Congressional Representatives or Senators and members of the National Council on the Humanities should not be included.

Name the file letters.pdf.

### **Attachment 9: Planning and design documents (required)**

Include planning and design documents such as architectural schematics, collections assessment reports, and other pertinent materials that inform and guide the proposed activities. Drawings should be to scale and clearly identify the proposed project components. Name the file design.pdf.

### **Attachment 10: Site description (SF-429A Real Property Status Report) (required)**

NEH requires applicants with proposed projects involving new construction, expansion, alteration, renovation, repair, rehabilitation, or ground disturbance to provide information on anticipated environmental and historic preservation impacts as part of their applications for NEH review. Applicants must submit a [Real Property Status Report \(SF-429A\) using the NEH SF-429A instructions](#) with their application. This form and instructions are available on the [program resource page](#).

Name the file 429a.pdf.

### **Attachment 11: Certification of gifts raised to date (conditionally required)**

If there were gifts raised within the five months prior to the application deadline, you may certify funding using the [Certification of Matching Gifts for NEH Challenge Grants](#) form and submit the supporting documentation. Name the file giftcertification.pdf.

### **Attachment 12: Explanation of delinquent federal debt (conditionally required)**

If you are delinquent in the repayment of any federal debt, provide explanatory information on a separate page or pages. Also provide evidence that you have entered into a repayment agreement with the Internal Revenue Service, and that you are current on all payments due. Examples of relevant debt include, delinquent payroll or other taxes, audit disallowances, and benefit overpayments. See [OMB Circular A-129](#).

Name the file delinquentdebt.pdf.

### **Attachment 13: Additional supporting documentation (optional)**

Applicants may include other relevant documents to support the application, including materials that illustrate humanities activities, such as programming and/or exhibition materials, organizational brochures, evaluation materials (metrics or survey documents), or a summary of an Environmental Assessment.

If an applicant proposed to renovate leased property, it must submit a copy of the existing or proposed long-term lease agreement (the lease must extend at least five (5) years from the end of the proposed period of performance), the landlord or lessor's consent to the renovation, and the landlord or lessor's agreement to file an NFI (as applicable).

If a Hispanic-Serving Institution of higher education is unable to verify their institution's status as a HSI by consulting the most recent Eligibility Matrix, include a PDF of a 2019 or 2020 letter or other document from the Department of Education, certifying Title III and Title V eligibility.

Documentation may not exceed 25 pages. Merge all relevant materials into a single document and name the file documentation.pdf.

## **3. Unique Entity Identifier and System for Award Management**

All organizations must submit their applications for NEH funding using Grants.gov Workspace or a Grants.gov system-to-system solution. Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:

1. Dun and Bradstreet (<https://fedgov.dnb.com/webform>)
2. System for Award Management (SAM) (<https://www.sam.gov/SAM/>)
3. Grants.gov (<https://www.grants.gov/web/grants/applicants/organization-registration.html>)

Organizations must obtain a Unique Entity Identifier, currently a valid Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number. Organizations must also register with the System for Award Management (SAM) and continue to maintain active SAM registration with current information at all times during which you have an active federal award or an application or plan under consideration by an agency (unless the applicant is an individual or federal agency



that is exempted from those requirements under [2 CFR §25.110\(b\) or \(c\)](#), or has an exception approved by the agency under [2 CFR §25.110\(d\)](#).

If you have not already done so, SAM.gov will require entities to create a Login.gov user account. Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. As of February 2, 2019, you will be required to review and agree to the Financial Assistance Representations and Certifications when registering or renewing in SAM.gov. These are a common set of certifications and representations required by federal statutes or regulations in accordance with Title 2 of the Code of Federal Regulations. You can review your organization's SAM registration [here](#).

NEH may not make an award to an applicant until the applicant has complied with all applicable D-U-N-S® and SAM requirements and, if an applicant has not fully complied with the requirements by the time NEH is ready to make an award, NEH may determine that the applicant is not qualified to receive an award and use that determination as the basis for making an award to another applicant.

If you have already completed Grants.gov registration for NEH or another federal agency, confirm that the registration is still active and that the Authorized Organization Representative (AOR) has been approved.

If you fail to allow sufficient time to complete registration with SAM or Grants.gov, you will not be eligible for a deadline extension or waiver of the online submission requirement.

## **4. Submission Dates and Times**

Program officers will review draft proposals submitted by April 3, 2020. Program staff will not review drafts submitted after this deadline. Although this optional preliminary review is not part of the formal review process and has no bearing on the final outcome of the proposal, previous applicants have found it helpful in strengthening their applications. If you choose to submit a draft proposal, send it as an attachment to [challenge@neh.gov](mailto:challenge@neh.gov).

The due date for applications under this announcement is May 15, 2020 at 11:59 p.m. Eastern Time.

Applications must be complete, within the specified page limits, and validated by Grants.gov under the correct funding opportunity number prior to the deadline to be considered under this notice.

**[Confirm that you successfully submitted your application.](#)** It is your responsibility as an applicant to confirm that Grants.gov and subsequently NEH have received your application.

NEH will assign a tracking number beginning with "CHA" to your application when it has been received by the agency. The assignment of a tracking number does not, however, guarantee that the application is free of technical problems (such as missing attachments or failure to convert attachments to PDFs). If NEH's system detects a technical problem with your application after retrieving it from Grants.gov, NEH will send you an email notification.

Once an applicant formally submits an application, NEH will not comment on its status except with respect to issues of completeness and eligibility.



## 5. Intergovernmental Review

This funding opportunity is not subject to intergovernmental review under [Executive Order 12373](#).

## 6. Funding Restrictions

Awards to support projects beyond the first budget year will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that continued funding would be in the best interest of the Federal Government.

Funds under this notice may not be used for the following purposes:

- indirect costs
- routine operating costs
- interpretive activities related to museum and gallery renovation or installation projects
- fellowships, scholarships, or stipends
- obtaining other sources of project financing (other than fundraising), such as loans, tax credits, etc.
- abandoned plans (i.e., costs associated with a design that will not be used to construct the building)
- architectural and engineering fees for work that is not within the scope of the approved project
- cost plus a percentage of cost and percentage of construction cost methods of contracting
- purchase of vehicles
- promotion of a particular political, religious, or ideological point of view
- advocacy of a particular program of social or political action
- support of specific public policies or legislation
- lobbying
- projects that fall outside of the humanities (including the creation or performance of art; creative writing, autobiographies, memoirs, and creative nonfiction; and empirically based social science research or policy studies)

See [Section H. Other Information](#) for a list of related funding opportunities.

All program income generated as a result of awarded funds must be used for approved project-related activities. The program income alternative applied to the award(s) under the program will be addition. Post-award requirements for program income can be found at [2 CFR §200.307](#).

## E. Application Review Information

### 1. Review Criteria

Peer reviewers will use the following criteria to review Capital Projects applications in the Infrastructure and Capacity Building Challenge Grants: Capital Projects program:

**Project Overview** (corresponds to narrative section [Institutional impact and sustainability](#))

Is the proposed project aligned with long-range institutional planning? How will the institution sustain the project outcomes in the long-term?

**The significance of humanities activities and audience**

(corresponds to narrative section [Humanities significance and audience](#))

To what extent are the current and planned humanities programs, activities, and/or holdings—particularly those that will be enhanced by the proposed project—significant to the institution or organization? What are the intended audiences, and what are their estimated sizes? To what extent will these audiences benefit directly and indirectly from the activities resulting from the award?

### **The appropriateness of personnel and project plans**

(corresponds to narrative section [Personnel and project planning](#))

Is the workplan realistic and feasible? Does the workplan align with the budget and fundraising strategy? Does the project team possess the appropriate expertise? Has the applicant demonstrated that it will be able to successfully complete the project? Does the application clearly illustrate the proposed project's plans, as relative to the proposed activities?

### **Evaluation**

(corresponds to narrative section [Evaluation](#))

To what extent will the capital project, as described, help the applicant achieve its long-term goals for work in the humanities? Does the application demonstrate appropriate quantitative and qualitative evaluation strategies, as relative to the proposed activities?

### **Fundraising and financial capacity**

(corresponds to narrative section [Fundraising and financial capacity and Attachment 5: Financial Statements](#))

To what extent do the applicant's fundraising plan, resources, leadership, staff, and history of fundraising suggest that it will be able to conduct a successful campaign to meet the NEH matching requirement? To what extent does the applicant offer evidence that the fundraising plan is feasible, and aligned with the project timeline and work plan? To what extent will the fundraising strategy broaden the base of institutional support?

## **2. Review and Selection Process**

NEH staff review applications for eligibility and completeness. NEH uses a peer review process to evaluate all eligible and complete applications. Peer reviewers are experts in the field with relevant knowledge and expertise in the types of project activities identified in the applications. NEH instructs reviewers to evaluate applications according to the review criteria outlined in this notice of funding opportunity. Peer reviewers must comply with federal ethics and conflicts of interest requirements.

NEH staff comments on matters of fact or on significant issues that otherwise would be missing from peer reviews, then makes recommendations to the National Council on the Humanities. The National Council meets at least twice annually to advise the NEH Chairman. The Chairman considers the advice provided by the review process and, by law, makes all funding decisions. [Learn more about NEH's review process.](#)

## **3. Assessment of Risk and Other Pre-Award Activities**

NEH may elect not to fund applicants with management or financial instability that affects their ability to implement the terms and conditions of the award ([2 CFR §200.205](#)).

Applications that have received a favorable objective review are reviewed for other considerations that include past performance, as applicable; cost analysis of the project budget; assessment of management systems; continued applicant eligibility; and compliance with any public policy requirements. You may be asked to submit additional programmatic or administrative information (such as an updated budget or supporting documentation) or to undertake certain activities in anticipation of an award. However, even at this point in the process, such requests do not guarantee that an award will be made. Following review of all

applicable information, NEH's approving and grant management officials will determine whether an award can be made, if special conditions are required, and what level of funding is appropriate.

Award decisions are discretionary and are not subject to appeal to any NEH official or board.

NEH is required to review and consider any information about your organization that is in the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#). You may review and comment on any information about your organization that a federal awarding agency previously entered. NEH will consider any of your comments, in addition to other information in [FAPIIS](#) in making a judgment about your organization's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed as described in [2 CFR §200.205](#). A determination that an applicant is not qualified will be reported by NEH to FAPIIS ([2 CFR §200.212](#)).

## **4. Anticipated Announcement and Award Dates**

Applicants will be notified of funding decisions by e-mail in December 2020. For successful applicants, this notification is not an authorization to begin performance or incur related costs. Applicants may request evaluations of their applications by emailing [challenge@neh.gov](mailto:challenge@neh.gov).

## **F. Federal Award Administration Information**

### **1. Federal Award Notices**

Institutional grant administrators and project directors of successful applications will receive offer documents conditional upon certification of matching funds from the NEH Office of Grant Management by e-mail in January 2020. Applicants that certified matching funds at the time of application will receive award documents from the NEH Office of Grant Management by e-mail in January 2020.

### **2. Administrative and National Policy Requirements**

Awards are subject to [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#), and the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#), [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#), and the specific terms and conditions in the offer letter and Notice of Award.

### **Section 106 of the National Historic Preservation Act of 1966 and National Environmental Policy Act of 1969**

NEH-supported Infrastructure and Capacity Building Challenge Grants: Capital Projects must be reviewed under Section 106 of the National Historic Preservation Act of 1966 (NHPA) ([54 U.S.C. §306108](#)) and the National Environmental Policy Act of 1969 (NEPA) ([42 U.S.C. §4321 et seq](#)) when the proposed project involves:

- new construction and expansion projects (including demolition);
- alteration/renovation/repair projects where exterior changes to the building façade or surroundings may be made (including roof, windows);
- interior renovations to a building that is over fifty (50) years old, or is historically, architecturally, or culturally significant;
- ground disturbing activities (including parking lots);
- a change in land use that is significant (such as the project is an integral part of a larger redevelopment project);

- an impact within or to a flood plain or wetland;
- a determination of an adverse effect that cannot be mitigated on a property eligible for inclusion the National Register of Historic Places; and/or
- an extraordinary circumstance, such as: public controversy, or extensive site contamination.

**If NEH funds your project, you may not start physical work (demolition, construction, or renovation) until NEH has completed its environmental and historic preservation compliance reviews required by NEPA and Section 106 of the NHPA.**

Applicants should review the NEH's [Section 106 and NEPA guidance](#) to familiarize themselves with the Section 106 process.

## **Other requirements for projects involving construction, renovation, repair, rehabilitation, and ground and visual disturbances**

NEH-funded Infrastructure and Capacity Building Challenge Grants: Capital Projects must also comply with all applicable government-wide laws and requirements. See articles 25 through 32 of the [General Terms and Conditions for Awards to Organizations \(for grants and cooperative agreements issued December 26, 2014 or later\)](#) and [Administration of NEH Challenge Infrastructure and Capacity Building Grants](#). Also see [2 CFR Part 200 Appendix 2 –Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

## **Debarment, Suspension, Ineligibility, and Voluntary Exclusion Certification**

You must comply with [2 CFR §§ 180.335](#) and [180.350](#) with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

- 1) The prospective recipient certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Failure to make required disclosures can result in any of the remedies described in [2 CFR §200.338](#), including suspension or debarment. (See also 2 CFR parts [180](#) and [3369](#)).
- 3) Where the prospective recipient is unable to attest to the statements in this certification, an explanation must be included in [Attachment 12 Explanation of delinquent federal debt](#).

## **Providing access to NEH-funded products**

As a taxpayer-supported federal agency, NEH endeavors to make the products of its awards available to the broadest possible audience. Our goal is for scholars, educators, students, and the American public to have ready and easy access to the wide range of NEH award products. All other considerations being equal, NEH gives preference to those that provide free access to the public.

NEH recipients must follow the requirements of Section 504 of the Rehabilitation Act of 1973, which is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. For more information consult [Design for Accessibility: A Cultural Administrator's Handbook](#).

## Acknowledging NEH support

All materials publicizing or products resulting from NEH-funded activities must contain an acknowledgment of NEH support. Consult the [Acknowledgment and Publicity Requirements for NEH Awards](#) and [Publicizing Your Project](#) pages on the NEH website for guidance on acknowledging NEH support and promotion.

## Eliminate waste, fraud, and abuse

Help NEH eliminate fraud and improve management by providing information about allegations or suspicions of waste, fraud, abuse, mismanagement, research misconduct (fabrication, falsification, plagiarism), or unnecessary government expenditures, during the period of award performance, to the [NEH Office of the Inspector General](#).

## 3. Reporting

Recipients must comply with the following reporting and review activities:

- 1.) **Federal Financial Report.** Recipients must submit the Federal Financial Report (SF-425) on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 2.) **Performance Progress Report(s).** Recipients must submit a performance progress report to NEH on an **annual** basis. It must be completed online in eGMS Reach. Further information will be provided in the Notice of Action.
- 3.) **Final Reports.** Recipients must submit a final financial report, a final performance report, and a final certification report within 90 calendar days after the period of performance ends. The final reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.
- 4.) **Real Property Status Report.** If applicable, recipients using NEH funds to purchase land or buildings, or for new construction, expansion or major renovations must submit the Real Property Status Report (SF-429A, General Reporting) annually during the period of performance and the five-year period covered by the NFI. Reports must be submitted online in eGMS Reach. Further information will be provided in the Notice of Action.
- 5.) **Tangible Personal Property Report.** If applicable, recipients must submit the Tangible Personal Property Report (SF-428) and any related forms within 90 calendar days after the period of performance ends. Recipients are required to report all equipment with an acquisition cost of \$5,000 or more per unit purchased with NEH funds. Tangible personal property reports must be submitted online through eGMS Reach. Further information will be included in the Notice of Action.

Learn more about [Performance Reporting Requirements](#) and [Financial Reporting Requirements](#).

## G. Agency Contacts

If you have questions about the program, contact:

Office of Challenge Grants  
National Endowment for the Humanities  
400 Seventh Street, SW  
Washington, DC 20506

202-606-8309  
[challenge@neh.gov](mailto:challenge@neh.gov)

If you have questions about registering or renewing your registration with [login.gov](http://login.gov) or [SAM.gov](http://SAM.gov), contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

The Federal Service Desk: [FSD.gov](http://FSD.gov)  
U.S. calls: 866-606-8220  
International calls: +1 334-206-7828

For assistance in registering with or submitting your application through [Grants.gov](http://Grants.gov), contact [Grants.gov](http://Grants.gov) 24 hours a day, 7 days a week, excluding federal holidays at:

Grants.gov Applicant Support  
Telephone: 1-800-518-4726  
International Calls: 606-545-5035  
Email: [support@grants.gov](mailto:support@grants.gov)  
[Grants.gov Support](#)  
[Self-Service Knowledge Base](#)

Always obtain a case number when calling for support.

## H. Other Information

### Related funding opportunities

Applicants seeking support for public programming, exhibitions, and museum interpretive projects should apply to the [Public Humanities Projects](#) program.

Applicants seeking support for short-term projects that focus on purchasing storage furniture and rehousing collections; improving environmental conditions (including the installation of climate control systems); and installing security, lighting, and fire-prevention systems may also consult the [Sustaining Cultural Heritage Collections](#) and [Preservation Assistance Grants](#) programs.

### Privacy policy

Information in these guidelines is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, [20 U.S.C. 956 et seq.](#) The principal purpose for which the information will be used is to process the application. The information may also be used for statistical research, analysis of trends, and Congressional oversight. Failure to provide the information may result in the delay or rejection of the application.

### Application completion time

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates that on average it takes fifteen hours to complete this application. This estimate includes time for reviewing instructions, researching, gathering, and maintaining the information needed, and completing and reviewing the application.

You may send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the completion time, to the Chief Funding Opportunity Officer at [grantmanagement@neh.gov](mailto:grantmanagement@neh.gov). According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a

valid OMB number. The OMB Control Number for this notice of funding opportunity is 3136-0134, expiration date June 30, 2021.