

Chesapeake Bay  
**GATEWAYS &  
WATER TRAILS**  
Initiative



Chesapeake Bay Program

2000 Demonstration Project Grant Program

# Guidelines and Application Package

*Chesapeake Bay Gateways & Water Trails Network*



*February 28, 2000*



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# Section I:

## Summary of the Demonstration Project Grant Round

This document has been prepared to assist you in your request for funding under Public Law 105-312, the Chesapeake Bay Initiative Act of 1998 (the Act). The Act provides for a grants assistance program to implement the Chesapeake Bay Gateways and Water Trails Network (the Network). The Network is intended to link natural, cultural, historic and recreational sites and become both the guide and the entry points through which visitors and residents experience and learn about the Chesapeake Bay. The Network is described in the draft Chesapeake Bay Gateways and Water Trails *Framework* (the *Framework*), which contains the vision, goals and strategy for development of the Network.

This year, Congress appropriated \$400,000 for demonstration projects to begin developing the Network. These funds will be used to fund the Demonstration Project Grant Round described in these guidelines. The purpose of this grant round is to identify high-quality projects in three categories that can demonstrate the potential of the Network. The three categories include:

- enhancing interpretation at Gateway hubs and regional information centers;
- developing or enhancing interpretation, access and/or restoration efforts at Gateway sites; and
- developing or enhancing water trails and/or land-based trails.

Applicants will be proposing their projects as the initial components of the Network. Applicants will be required to complete their project within one year after a grant is awarded. Therefore, most projects that are funded will likely be focused implementation grants and/or small-scale construction projects. Necessary planning expenses are eligible as long as they lead to project completion within the one-year period. No more than 10 percent of the total project cost may be used for administrative purposes.

Eligible applicants include state and local governments and non-profit organizations. This program will provide grants from \$2,500 to \$40,000, depending on the category. The grants will be 50-50 matching grants. The applicant's match may include in-kind contributions of services or materials or cash. Other federal funds may not be used as the match. Proposals must focus on places that are in close proximity to the Bay or the tidal portions of its tributaries, with the exception of water trail proposals which may be located along any river or tributary in the Chesapeake Bay watershed.

Successful application proposals will demonstrate strong connections to the Network's goals and important value individually and as initial components of the Network. Additional consideration may be given to proposals that: are likely to be completed within 6 months, demonstrate strong partnerships, and/or commitments to interpretation, stewardship and/or and volunteerism.

In some cases, proposals may be funded that have the potential to impact the human environment. A checklist for evaluating whether a proposal has the potential to impact the environment is provided in Appendix B. Applicants with proposals indicating the potential for environmental impact will be responsible for ensuring compliance with the National Environmental Policy Act (NEPA) of 1969. Any such proposals should include costs for required NEPA compliance in the project budget.

Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires an applicant to consider the impact of their proposal on historic resources and to provide information to determine whether a project would effect a property listed on or eligible for listing on the National Register of Historic Places. As a first step, the applicant should contact their State Historic Preservation Office and provide that office with the information necessary to evaluate their proposal. The applicant is responsible for complying with NHPA and the proposal's budget should incorporate costs associated with meeting this requirement.

Though the fiscal year 2000 demonstration project grant round is funded at \$400,000, the Act authorizes \$3 million per year for a five-year period to implement the Network. Depending on future appropriations, applicants whose proposals are not funded this year may have opportunities to resubmit or modify their proposals in future years.

Grant application packages for this grant round must be sent by April 14, 2000 B postmarked if sent via US Mail or shipped if sent via overnight delivery. The anticipated date for grants to be awarded is June 15, 2000.

# Section II:

## Introduction to the Chesapeake Bay Gateways & Water Trails Initiative

The information below is a limited excerpt from the draft *Framework* for the Chesapeake Bay Gateways and Water Trails Network, issued on February 28, 2000. Applicants will greatly benefit from a careful reading of the draft *Framework*, which provides more complete descriptions of the material included here.

### *A. The Vision of the Chesapeake Bay Gateways & Water Trails Network after Five Years*

Imagine a network of linked natural, cultural, historical and recreational sites throughout the Chesapeake Bay region. Think of visiting these places to learn about the Bay's diverse stories, experience its history and enjoy its natural beauty. You might travel from one site to another paddling a water trail, riding on a ferry or driving a scenic tour route. Perhaps you would volunteer some time helping restore a wetland or an historic site. You would easily find information about Bay-related sites, stories, and adventures through a series of Bay Gateways and their associated sites. In effect, this network would become your guide and your entry point to experiencing and learning about the Chesapeake Bay.

This is the vision of the Chesapeake Bay Gateways & Water Trails Initiative. The Network created through this Initiative will evolve over time, adding sites, information and new routes to explore the Bay Region, while enhancing a cohesive identity for the Chesapeake Region.

Helping people understand and appreciate the Chesapeake Bay through this Network of special places is more than just tourism. Every person who lives, works or visits the region affects the Bay. Linking the places people value to an understanding of the Bay as a system is an integral part of the effort to conserve and restore the Bay's natural environment. Changing how people perceive the Bay by interpreting its resources and enhancing opportunities for exploring its resources are meaningful steps toward creating a broader commitment to Bay restoration and conservation. This is a fundamental part of the Network vision.

### *B. Origin and Goals of the Initiative/Network*

The Chesapeake Bay is the largest and most biologically diverse estuary in the United States and one of the most productive in the world. The nation, through the Chesapeake Bay Program, has established a partnership to protect and restore the Chesapeake Bay's resources. The partners in the Chesapeake Bay Program recognize the need to educate residents and visitors of the region about the Bay and the impact of their actions on it, in order to promote individual and governmental stewardship.

Through the Chesapeake Bay Initiative Act of 1998, Congress recognized a growing interest in maintaining and enhancing people's connections with the Chesapeake Bay, as well as the need for furthering stewardship of this internationally significant resource. The Act calls for a collaborative, partnership network linking many independently managed special places around the Chesapeake region by:

- identifying, conserving, restoring and interpreting the Bay region's natural, cultural, historical and recreational resources
- identifying Gateway sites for enhancing public education of, and access to, the Chesapeake Bay's resources
- linking Gateways with trails, tour roads, scenic byways, and water trails, creating an overall network of Chesapeake Bay Gateways and Water Trails.

These steps are intended to achieve three basic goals:

- Enhance place-based interpretation and education about the Bay and its related resources to increase public awareness and promote individual stewardship of the Chesapeake Bay region.

The Network will create an integrated approach to interpreting the themes and stories of the Chesapeake Bay through the physical places of the Network. This will help people explore, enjoy and better understand these places and their diverse themes in the context of the Bay and its watershed.

- Facilitate access (both physical and informational) to the Bay and Bay-related resources

The Network will facilitate access to Bay related resources through a system of Gateway hubs, sites and connecting routes. This system will enhance access through more effective orientation of people to the Bay's

resources, through support for improvements at Network components, and by offering expanded and improved access to Bay resources information.

- Foster conservation and restoration of the Bay and related resources

Bay conservation is the primary mission of the Chesapeake Bay Program. The Network will play a key role in the context of the Bay Program, focusing on stimulating public understanding of and involvement in Bay restoration through experiences at the Network's diverse components.

### *C. Physical Organization of the Network*

A fundamental aspect of the Gateways & Water Trails Network is linking people with the real physical places and experiences that are the Chesapeake Bay's heritage and the connections to its watershed. Thus, the Network organizes around a series of land-based hubs, regional information centers, sites and routes within the geographic area central to the Bay, with links to the tributaries beyond. These places encompass a diversity of natural areas, historic sites, seaports, museums, communities and recreation sites that, in total, reflect the Bay's natural and cultural history.

### *D. Initial Geographic Focus of the Network*

In its first five years, the Network focuses on places in close proximity to the Bay proper and the tidal portions of its tributaries, with the exception of also providing for water trail links along Bay watershed tributaries beyond the fall line. Network projects are limited to these areas.

Within the heart of the Bay area below the fall line are six regions that give shape to the core of the Network: the northern Bay and lower Susquehanna, the Eastern shore, the Hampton Roads and mouth of the Bay area, the Middle Peninsula and Northern Neck, the upper Potomac estuary, and finally Maryland's western shore. These distinctive Bay regions represent the incredible diversity of the Bay. In doing so they also convey many different manifestations of common overarching themes, resources and relationships that tie the entire Bay together. For this reason, these regions each contain places that people must experience to enjoy and understand the Bay.

### *E. Chesapeake Bay Themes*

The draft *Framework*, outlines a thematic structure for guiding development of Network interpretation and education. Applicants will need to become familiar with the draft *Framework* section on Chesapeake Bay themes in order to enhance the quality of their proposal. The themes are organized in a hierarchical manner:

- Overarching themes are the most broad, linking and applying to the Bay region and its watershed connections;
- Principal themes are more focused; while central to understanding the Bay as a whole, not all principle themes will be relevant in some regions, areas or sites; and
- Subthemes or topics offer opportunities for more detailed interpretation related to specific sites.

### *F. Network Components*

To accomplish the goals of the Initiative, the Network links both places within each Bay region and all regions together. However, the draft *Framework* does not identify the Bay locations that fill Network roles. Rather, the draft *Framework* outlines several types of places—or Network components—each with a different function, that are necessary and visible in the Network. Applicants for demonstration project grants propose their projects as one of the Network components.

Please refer to the draft *Framework* for detailed information about the characteristics of the various Network components. The components are described in brief below.

Each region will have one or in some cases two **Chesapeake Bay Gateway Hubs**. They will be located at a major entry point to the Bay within a particular region. They will generally be in communities where a combination of geography, location, transportation systems and services concentrate people at the Bay. These Gateway Hubs will be nearby authentic Bay-related natural, cultural, historical and recreational resources.

Gateway Hubs will be key venues for introducing people to Bay-wide interpretive themes and orienting people to the Network and where to experience its places and stories. At a Gateway hub, people will find maps of the entire Network, on-line opportunities to explore the network electronically and plan their trips, and

interpretive programs and facilities focusing on overarching Bay themes. Hubs will also have direct links to a route for touring the entire Bay area by road and to boat access for water touring. Gateway Hubs will be developed or enhanced in partnership with existing institutions already focusing on a part of the Bay story. The Hub function will expand the interpretive messages, facilities and materials to address Network-wide orientation and themes.

Because of the size of the Bay and the six regions, and because of the regions's distinctive histories and stories, people will require additional locations where they can find information about a particular area. To meet this need, a number of communities in each region will have **Regional Information Centers** orienting people to the particular region, the interpretive themes pertinent to the surrounding area and the region's key resource sites. These centers will generally be located in smaller communities where visitor services are available and often where different modes of land-and water-based transportation come together. At a regional information center, people will again have access to Network maps and on-line information, but other orientation and interpretive information is more regionally focused. Regional information centers will be linked to land (road and trail) and water (paddling trails and larger boat) routes for exploring the region. Like Gateway hubs, regional information centers will be developed in partnership with existing institutions, allowing them to enhance their interpretive and orientation function.

Central to experiencing the Bay will be numerous **Gateway Sites** consisting of Bay-related natural, cultural, historic or recreational resources. These will be publicly accessible parks, refuges, museums, historic sites or districts, resource-based recreation sites, historic seaports, natural areas and interpretive facilities. It is to these Gateway sites that the Gateway Hubs and regional information centers will orient and direct people. Gateway sites will always provide access for people to experience the resource itself. All Gateway sites will interpret specific resources in the context of Bay-related themes. Some Gateway sites will incorporate opportunities for people to volunteer in restoration projects. In partnership with existing institutions managing the sites, the Network provides opportunities to assist in the enhancements needed to fulfill these functions and make Gateway sites visitor ready.

Physical links between Gateway hubs, regional information centers and Gateway sites are fundamental to the Network. Several types of **connections** will achieve this. A Bay-wide driving tour will connect all five regions, Gateway hubs and important sites. Other regional driving routes will link information centers and sites within regions or link sites related to specific interest areas or themes. Walking trails will perform a similar function. **Water trails** and routes will be particularly important to the network because of the area's fundamental orientation to the Bay and its rivers. Water connections throughout the Network will be emphasized to provide multi-modal access for paddling water trails and for larger boats traveling across bigger water. A focus in the early years of the Network will be the addition of new and enhanced water trails for paddlers along Bay tributaries, both within the six regions and up into tributaries beyond them. For the non-tidal tributaries, these water trails represent the initial Network connections into the broader reaches of the watershed.

# Section III:

## Grant Categories Funded in this Demonstration Project Grant Round

Congress has appropriated \$400,000 for demonstration projects to begin developing the Network. These funds will be used to fund the Demonstration Project Grant Round described in these guidelines. The purpose of this grant round is to identify high-quality projects that will begin implementing the Network.

A goal of this Demonstration Project Grant Round is to translate the interest expressed by the public into on-the-ground projects, and to establish early benchmarks of success. Projects funded by grants from the Demonstration Project Grant Round must be completed within one year of the awarding of the grant.

Although grants to assist in developing all components of the Network will be available in future years, the Demonstration Project Grant Round will focus on projects in three categories that can demonstrate the potential of the Network. The three categories are:

- enhancing interpretation at **Gateway hubs** and **regional information centers**;
- developing or enhancing interpretation, access and/or restoration efforts at Gateway sites; and
- developing or enhancing **water trails** and **land-based trails**.

Because Gateway hubs, regional information centers, Gateways sites, and trail projects will be nominated by applicants, the grant application must carefully consider how the proposal meets the characteristics described in the Network Components section above and in the draft *Framework*, particularly the section, “The Types of Places in the Network”. Selected projects will automatically be recognized as partner components of the Network. In addition, all selected projects must commit to certain actions in order to ensure the cohesiveness of the Chesapeake Bay Gateways and Water Trails Network. Among these will be use of the Network logo and image, and incorporating the Chesapeake Bay’s overarching and principal themes into new and expanded interpretive materials and programs. These aspects of the Network are being developed concurrently with this Demonstration Project Grant Round and the necessary information will be provided to successful applicants before final grant approval.

Proposals will be evaluated for the extent to which they:

- advance Network goals;
- meet the characteristics of the particular Network component for which they are proposed;
- represent a visible demonstration of a significant initial component of the Network;
- include an effective budget and demonstrate the ability to provide matching funds and complete the project within the required time period; and
- demonstrate community support.

Eligible applicants include: state and local governments and non-profit organizations.

Additional consideration may be given to proposals which:

- emphasize partnership and collaboration in their approach, particularly with other proposed or potential Network components;
- include a substantial volunteer aspect;
- promote stewardship of Bay resources or mitigate impacts to traditional working culture;
- interpret themes described in the draft *Framework*;
- can be completed within six months of the grant award date; and/or
- show a match in excess of 50%.

Proposals for developing or upgrading web sites will not be considered. In addition, grants to pay for personnel costs for operations will not be funded.

### *A. Enhancing interpretation at Gateway hubs and regional information centers*

Projects eligible for funding under this category are those that would develop, produce, distribute, or install interpretive materials and programs that address Chesapeake Bay overarching or principal interpretive themes

at a Gateway hub or a regional information center. Examples of projects that may be funded include: developing new interpretation of the Chesapeake Bay's themes at a Gateway hub; expanding interpretation at a Gateway hub to incorporate the Chesapeake Bay's overarching themes; or providing interpretation at a regional information center regarding the principal themes and related sub-themes that describe the region.

The Demonstration Project Grant Round offers 50-50 matching grants of \$5,000 to \$40,000 for projects that will enhance interpretation at Gateway hubs and regional information centers. Proposals in this category are limited to the heart of the Bay area below the fall line.

### *B. Developing or enhancing interpretation, access and/or restoration efforts at Gateway sites*

This is the broadest category of grants offered in the Demonstration Project Grant Round. Projects eligible for funding under this category include those that would enhance interpretation, improve physical access, or provide for the rehabilitation, restoration or conservation of a site. Examples of projects that might be funded could include one or more of the following: developing, producing, distributing or installing interpretive materials that better interpret the site within the context of the Chesapeake Bay overarching or principal themes; enhancing physical access to a site by adding bike racks or improving the entrance; developing maps and brochures to link the site to others illustrating the same themes; developing new partnerships to involve volunteers in restoration or conservation of a resource site; providing services to make a site visitor-ready; mitigating impacts of a site on Bay-related working culture in the vicinity, or preserving, rehabilitating or restoring a site in order to provide public access to the resource.

The Demonstration Project Grant round offers 50-50 matching grants of \$2,500 to \$20,000 for projects that will enhance Gateway sites. Proposals in this category are limited to the heart of the Bay area below the fall line.

### *C. Developing or enhancing water trails and land-based trails*

Projects eligible for funding in this category include those that would provide new or improved public access, interpretation, signage or other amenities to non-motorized water and land trails. Examples of projects that may be funded could include one or more of the following: providing new or improved access to a public paddling site along a water trail; enhancing an interpretive program along an existing trail; installing directional, identifier or interpretive signage along a trail; initiating or expanding a volunteer program to incorporate visitors in restoration activities; mitigating impacts of a trail on Bay-related working culture in the vicinity, or developing and producing a map of the trail or trails for wide public distribution.

The Demonstration Project Grant round offers 50-50 matching grants of \$2,500 to \$20,000 for projects that develop or enhance water and land-based trails. Water trail projects may occur on Bay tributaries throughout the Bay watershed. Land trail projects are limited to the heart of the Bay area below the fall line.

## **Section IV:**

### **Matching Funds**

Matching share value may include in-kind contributions of services or materials, cash or revenue sources. Other Federal funds may not be used as a matching share. Projects for which the matching share exceeds 50% may receive additional consideration. Applicants will be required to document that the matching share commitment is in place prior to final grant approval. No more than 10% of all eligible project costs can be used for administrative purposes.

## **Section V:**

### **Demonstration Project Grant Round Schedule**

*Official Announcement:* February 28, 2000

*Application Due Date:* Postmarked or shipped by April 14, 2000

*Notification to Applicants:* May 12, 2000

*Additional Materials Due from Successful Applicants:* June 2, 2000

*Anticipated Date of Grant Award:* June 15, 2000

# Section VI:

## Application Requirements

The application requirements described below are consistent with Title 43 CFR Part 12 B Office of the Secretary of the Interior's Administrative Requirements and Cost Principles for Assistance Programs.

Five (5) copies of your completed grant application must be provided to the National Park Service Chesapeake Bay Program Office at the address in VI.B. Applications must be sent by April 14, 2000 — postmarked if sent via US Mail or shipped if sent via overnight delivery. Faxed or e-mailed applications will not be accepted.

It is strongly suggested that the entire application package not exceed 20 pages.

### *A. Application Checklist*

Applications must contain the following elements:

- Letter of Transmittal
- Standard Form 424 — Application for Federal Assistance
- Proposal Narrative
- Goals Narrative
- Maps, photographs and supporting documentation
- Proposal Budget — Standard form 424A (complete applicable parts of sections A, B, and C only)
- Project Compliance:
  - Complete NEPA Categorical Exclusion Checklist
  - Description of proposed NEPA compliance actions, if applicable
  - Description of proposed Section 106 compliance, if applicable

### *B. Letter of Transmittal*

This transmits the application to the National Park Service Chesapeake Bay Program Office. The letter should be addressed to:

Jonathan Doherty, Program Manager  
National Park Service  
Chesapeake Bay Program Office  
410 Severn Avenue, Suite 109  
Annapolis, MD 21403

The letter of transmittal must:

- Be signed by the chief executive of the applicant's agency or organization;
- Certify intent to comply with all grant program guidelines;
- Identify sources and types of matching share;
- Acknowledge that any required NEPA and/or Section 106 compliance steps are included within the project proposal; and
- Assure that the project will be completed within one year of grant approval date.

### *C. Standard Form 424 — Application for Federal Assistance*

A copy of the form is included as Appendix A of this package. You can find additional copies of this form and instructions on the Internet at [www.whitehouse.gov/omb/grants](http://www.whitehouse.gov/omb/grants). Scroll down to “grants management forms.”

### *D. Proposal Narrative*

The proposal narrative should be a concise, well-supported description of your project and its benefits. The narrative consists of answers to three questions, and responses that describe in detail how your project can help the Network achieve its goals. The narrative should not exceed two pages, total.

*Question 1:* In a few concise paragraphs, describe the project you are proposing. What will the outcome of your project be? In one or two paragraphs, concisely describe the measurable results that will be achieved when your project is implemented.

*Question 2:* Refer to the characteristics of Gateway hubs, regional information centers, Gateway sites, and water and land-based trails in the draft *Framework*. Concisely describe how your project fits within the appropriate Network component type, and why it should be selected as one of the initial components of the Chesapeake Bay Gateways and Water Trails Network.

*Question 3:* Describe the approach you will use to achieve your project. Is your project a partnership with other agencies or organizations? Does it involve volunteers? If so, please describe the opportunities for partnership, collaboration and cooperative development.

### *E. Goals Narrative*

In order to evaluate the contribution your project can make to the implementation of the Network's vision, you must provide information regarding the degree to which your proposal is consistent with the Network's goals. Not every project will address every goal. For every goal your project does address, please provide the few paragraphs of background information requested, and concise responses to the factors noted. Do not provide information for goals not addressed by your project. Generally, the information provided for each goal should not exceed one page.

**GOAL I:** Enhance place-based interpretation and education about the Bay and its related resources to increase public awareness and promote individual stewardship of the Chesapeake Bay region.

*Background Information:* Provide the following general information on the interpretation and education addressed or affected by your proposal. Please do not repeat this information in responses under the goal question.

- What is the nature and extent of the current interpretation offered at your proposed facility or program (e.g., hub, information center, site or trail)? How does your current interpretation reflect the Chesapeake Bay overarching themes, principal themes, or sub-themes?
- What is the nature, extent and complexity of current visitor use at your proposed Network component? (e.g., type and mix of visitors, type and nature of visitor activities, etc.) Is your Network component visitor ready, or will the project described in this application make it visitor ready?
- What is the significance of the visitor experience offered? How does it compare with others in the region? How is your site currently linked or proposed to be linked interpretively with other sites in the region?

*Goal Question:* How will your project improve interpretation or provide new educational and interpretive opportunities to visitors within the context of the Network's interpretive themes? In your response, consider the following factors:

- How will the proposal enhance interpretation and the visitor experience? How will it affect your ability to provide or expand interpretation to your visitors?
- How many visitors will be affected by these changes? What is the distribution plan for any printed materials?
- What new interpretive linkages between Gateway hubs, information center, sites or trails will be created by your project?
- How will your project address or fit in with the overarching and principal themes described in the draft Framework?

**GOAL II:** Facilitate access (both physical and informational) to the Bay and Bay-related resources.

*Background Information:* Provide the following general information on the access-related facilities or materials, both physical and informational, that are addressed or affected by your proposal. Please do not repeat this information in responses under the goal question.

- Describe the existing physical access to the Bay or Bay-related resources.

- Describe the existing informational access (site maps, user guides, etc.) orienting people on how to use your facility or program?
- What is the nature, extent and complexity of current visitor use of the existing access, if any?
- What is the significance of the proposed access? How does it compare to others in the region?

*Goal Question:* How will your project provide for enhanced or increased physical and/or informational access to the Bay and Bay-related resources? In your response, consider:

- How will your proposal change physical or informational access for visitors at your site, trail or water trail? How will it affect the ability of visitors to access Bay or Bay-related resources?
- How many visitors will be affected by these changes? What change in visitor use, if any, is anticipated as a result? For printed orientation materials, what is the distribution plan?
- What new physical linkages between Gateway sites, hubs, information centers or trails will be created by the project?

### GOAL III: Foster conservation and restoration of the Bay and related resources

*Background Information:* Provide the following general information on the natural, cultural, or recreational resources addressed or affected by your proposal. Please do not repeat this information in responses under the goal question.

- What is (are) the nature, extent, quality, quantity, condition and complexity of the resource(s) affected by your proposal? (e.g., describe the watershed, historic property or landscape, archeological or ecosystem resources, museum objects, ethnographic resources, etc. affected by your project.)
- What is the significance (local, state, regional, national) or the resource(s), including any special designation(s)? (e.g., World Heritage site, National Natural or Historic Landmark, federally endangered or state-listed species, listing on the National Register of Historic Places)
- How is the resource comparable to others in the region, either ecologically or in cultural association?

*Goal Question:* How will your project prevent the loss of resources, conserve resources, or improve the condition of resources, in part through volunteer involvement? In your response, consider:

- How will on-going opportunities for visitors and others to volunteer in restoration and conservation efforts be stimulated through the project? How many volunteers and what number of volunteer person-hours will be involved in this project or on an annual basis because of this project? How much of a change is this from the current volunteer commitment at your site?
- For a project addressing mitigation of impacts to traditional working culture, how will the project help to sustain traditional Bay-related working culture in the vicinity?
- For a project in which a resource is to be conserved or restored in order to facilitate access and enhance interpretation, how will the project affect the condition of the resource?

#### *F. Maps, photographs and supporting documentation*

For all projects, a site map identifying the project boundary and general location map showing the project area in the context of its surrounding community, town or area must be provided. In addition, evidence of community support (letters from municipal governments and key partners, or other materials) are required. Evidence of matching fund commitments is highly recommended. Other supporting maps, photographs or materials that explain the project may be provided. Examples of optional materials include conceptual drawings or other graphics that illustrate your proposal or photographs that depict the site conditions. No videos, CDs, or other media will be considered.

#### *G. Proposal Budget*

You must complete either Standard Form 424A (if the proposal is for a non-construction project) or Standard Form 424C (if the proposal is for a construction project.) Copies of the form are provided in Appendix A of this document. Additional copies of this form and instructions may be found on the internet at [www.whitehouse.gov/omb/grants](http://www.whitehouse.gov/omb/grants). Scroll down to “grants management forms.”

### *H. Compliance Requirements*

In some cases, proposals may be funded that have the potential to impact the human environment. A checklist for evaluating whether a proposal has the potential to impact the environment is provided in Appendix B and must be submitted as part of the application package. Applicants with proposals that are “categorically excluded” will have no further NEPA compliance requirements. Applicants with proposals indicating the potential for environmental impact will be responsible for ensuring compliance with NEPA. Any such proposals must include a short description of the actions planned to ensure compliance and include the costs for required NEPA compliance in the project budget.

Section 106 of the National Historic Preservation Act of 1966 (NHPA) requires an applicant to consider the impact of their proposal on historic resources and to provide information to determine whether a project would effect a property listed on or eligible for listing on the National Register of Historic Places. As a first step, the applicant should contact their State Historic Preservation Office and provide that office with the information necessary to evaluate their proposal. Applicants with proposals that would not have an effect on a National Register or Register-eligible property will have no further NHPA compliance requirements. Applicants with proposals indicating the potential to affect a property listed on eligible for listing in the National Register are responsible for complying with NHPA. Any such proposals must include a short description of the actions planned to ensure compliance and include the costs for required NHPA Section 106 compliance in the project budget.

## **Section VII: Demonstration Grant Questions**

For questions concerning the grant application process, please contact:

Fred Herling, Planner  
National Park Service  
200 Chestnut Street, 3rd Floor  
Philadelphia, PA 19106

Phone: 215-597-1782

Fax: 215-597-5747

Email: fred\_herling@nps.gov

General information and updates about the Chesapeake Bay Gateways and Water Trails Network, and the draft Framework can be found at [www.chesapeakebay.net/gateways.htm](http://www.chesapeakebay.net/gateways.htm). It is strongly suggested that the applicant become familiar with the draft Framework prior to preparing their grant application.

## **Section VIII: Final Grant Approval Process**

On or before May 12, 2000 successful applicants will be contacted regarding the application evaluation process. An applicant with a proposal that is recommended for funding in the demonstration project grant round will then be required to submit the additional information listed below to supplement the original application. Items with an “\*” are requirements that may not apply to all projects. This information package will be due by June 2, 2000 and includes:

- Letter of Transmittal for Final Package – the cover letter acknowledges that the grant recipient “signee” has legal standing to enter into the grant agreement; identifies support of applicable management entities; acknowledges any compliance requirements; identifies project contact person.
- Project Agreement (the draft legal contract agreement between NPS and the applicant) – includes project scope, funding level and schedule
- Resolution or equivalent commitments identifying that the project matching share is in place.

- Environmental compliance documentation\* – provide short description of actions and the associated schedule to ensure compliance. Include copies of relevant correspondence between applicant and involved agencies.
- Section 106 compliance documentation\* – provide short description of actions and the associated schedule to ensure compliance. Include copies of relevant correspondence between applicant and involved agencies.
- Project permit documentation\* – provide short description of actions and the associated schedule to obtain any permit required for implementing the project. Include copies of relevant correspondence between applicant and involved agencies.
- Assurances of compliance with applicable laws, regulations and policies – Form SF424B

## **Section IX:**

### **Grants Administration and Reimbursement**

Following approval, grant recipients will be required to submit brief progress reports every 3 months beginning August 30, 2000 until the project is completed. At that time a final project report will be submitted.

Payment to the applicant of the federal grant share will normally occur on a reimbursement basis after costs have been incurred. Applicants may request cash advances up to 50 percent of the federal share by documenting need.

#### **APPENDIX A: Federal Grant Forms**

Standard Form 424 — Application for Federal Assistance

Standard Form 424A — Budget for Non-Construction Programs

#### **APPENDIX B: NEPA Compliance Form**

Categorical Exclusion Checklist

# APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

<b>1. TYPE OF SUBMISSION:</b> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		<b>2. DATE SUBMITTED</b>	Applicant Identifier
		Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<b>3. DATE RECEIVED BY STATE</b>
		<b>4. DATE RECEIVED BY FEDERAL AGENCY</b>	Federal Identifier
<b>5. APPLICANT INFORMATION</b>			
Legal Name:		Organizational Unit:	
Address (give city, county, State, and zip code):		Name and telephone number of person to be contacted on matters involving this application (give area code)	
<b>6. EMPLOYER IDENTIFICATION NUMBER (EIN):</b> <input type="text"/> <input type="text"/> - <input type="text"/>		<b>7. TYPE OF APPLICANT:</b> (enter appropriate letter in box) <input type="checkbox"/>	
<b>8. TYPE OF APPLICATION:</b> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award    B. Decrease Award    C. Increase Duration D. Decrease Duration    Other(specify): _____		A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____	
		<b>9. NAME OF FEDERAL AGENCY:</b>	
<b>10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</b> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>		<b>11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</b>	
TITLE: Chesapeake Bay Gateways and Water Trails			
<b>12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):</b>			
<b>13. PROPOSED PROJECT</b>		<b>14. CONGRESSIONAL DISTRICTS OF:</b>	
Start Date	Ending Date	a. Applicant	b. Project
<b>15. ESTIMATED FUNDING:</b>		<b>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</b>	
a. Federal	\$ .00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:	
b. Applicant	\$ .00	DATE _____	
c. State	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$ .00	<b>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</b> <input type="checkbox"/> Yes    If "Yes," attach an explanation. <input type="checkbox"/> No	
f. Program Income	\$ .00		
g. TOTAL	\$ .00		
<b>18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.</b>			
a. Type Name of Authorized Representative		b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed	

## INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry:  | Item: | Entry:   |
|-------|---|-------|--|
| 1.    | Self-explanatory.   | 12.   | List only the largest political entities affected (e.g., State, counties, cities).   |
| 2.    | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).   | 13.   | Self-explanatory.  |
| 3.    | State use only (if applicable).   | 14.   | List the applicant's Congressional District and any District(s) affected by the program or project.  |
| 4.    | If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.   | 15.   | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate <i>only</i> the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5.    | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.  | 16.   | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.  |
| 6.    | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.   | 17.   | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.  |
| 7.    | Enter the appropriate letter in the space provided.   | 18.   | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)  |
| 8.    | Check appropriate box and enter appropriate letter(s) in the space(s) provided:<br><br>-- "New" means a new assistance award.<br><br>-- "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.<br><br>-- "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. |       |  |
| 9.    | Name of Federal agency from which assistance is being requested with this application.  |       |  |
| 10.   | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.   |       |  |
| 11.   | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.   |       |  |

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. Chesapeake Bay Gateways	15-AAA	\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$	\$	\$	\$	\$	\$
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual						
g. Construction						
h. Other						
i. Total Direct Charges (sum of 6a-6h)						
j. Indirect Charges						
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Chesapeake Bay Gateways and Water Trails		\$	\$	\$	\$
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
14. Non-Federal	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
15. TOTAL (sum of lines 13 and 14)	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

	(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
17.		<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
18.		<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
19.		<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>
20. TOTAL (sum of lines 16-19)		<del>\$</del>	<del>\$</del>	<del>\$</del>	<del>\$</del>

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
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23. Remarks:

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

*For new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

*For supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

# National Environmental Policy Act

## *Categorical Exclusion Form*

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

**Part 1:**

Categorical exclusions are applicable to actions which normally are neither considered major federal actions nor have measurable impacts on the human environment. If the answer to each of the questions below is either “yes” or “not applicable” (N/A), then the proposal is “categorically excluded” and Part 2 does not have to be completed. If the answer to all questions in Part 1 is “no”, then complete Part 2.

ENVIRONMENTAL FACTORS	Yes	No	N/A
Is the proposal focused only on the following:			
Activities which are educational, informational, advisory, or consultative to other agencies, public and private entities, visitors, individuals or the general public?			
Preparation and issuance of publications?			
Changes in interpretive and/or environmental education programs?			

**Part 2:**

If the answer to all questions below is “no” the proposal is “categorically excluded”. If the answer to any question below is “yes”, additional environmental compliance, most likely an environmental assessment, will be required in order to comply with the National Environmental Policy Act. If this is the case, please make sure that this requirement is reflected in the proposal write-up and budget.

ENVIRONMENTAL FACTORS Would the proposal, if implemented:	Yes	No	Additional Data Needed
a. Have significant adverse effects on public health or safety?			
b. Have adverse effects on historic, cultural, natural or recreational resources; park or refuge lands; wild or scenic rivers; prime farmlands; or other ecologically significant areas?			
c. Have adverse effects on water-related resource conditions such as water quality or quantity, fish and fish habitats, sole or principle drinking water aquifers, wetlands, floodplains, marine or estuary resources?			
d. Have highly controversial environmental effects?			
e. Have highly uncertain or potentially significant effects or involve unique or unknown environmental risks?			
f. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects?			
g. Have the potential to adversely effect socioeconomic conditions such as land use, property values, tax bases, minority and low income populations, employment, infrastructure?			
h. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places?			
i. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have adverse effects on designated Critical Habitat for these species?			
j. Introduce or promote non-native plant or animal species?			
k. Have the potential to adversely effect visitor experiences through increased noise pollution, additional traffic, or the loss of scenic or aesthetic conditions?			
l. Threaten to violate a federal, state, local or tribal law or requirement imposed for the protection of the environment?			
m. Have the potential for significant impact as indicated by a federal, state or local agency or Indian Tribe?			
n. Require a permit from a federal, state or local agency to proceed, unless the agency from whom the permit is required agrees a categorical exclusion is appropriate?			
o. Have the potential to be controversial regardless of its impact?			