

SMARTLINK Payment System

All National Park Service (NPS) Historic Preservation Fund grant recipients are required to use the SMARTLINK II payment management system to request payments. The system is administered by the Department of Health and Human Services (HHS).

It can take up to six weeks to process the paperwork and set-up an account once NPS receives the required initial Direct Deposit form and Contact Information Sheet.

*You must go into your account every 90 days to keep your password active.

If your password expires, please contact SMARTLINK for a new password.

Most grants reimbursed through the SMARTLINK system are paid only with authorization from NPS. For the fastest service, fax the completed SF-270, *Request for Advance or Reimbursement*, to the Historic Preservation Grants Division, NPS, at 202-371-1794. (Please do not mail a hard copy of the SF-270 if you have faxed a copy to the office.)

If NPS approves your request, your financial contact person will be copied in an email to the SMARTLINK contact stating that the advance or reimbursement drawdown request has been approved. Your financial contact may then drawdown the funds through the SMARTLINK system. NPS will contact your organization directly if the payment is denied.

Advances - Grantees allowed to draw down funds without pre-approval by NPS may not take advances. Those getting pre-approval may take advances.

If you are authorized for an advance payment, you must expend the advanced funds within 30 days of receipt. A form SF425, *Federal Financial Report (FFR)*, must be submitted to NPS at the end of the 30 days to verify the amount of advanced funds that have been expended. Any unexpended advanced funds must be returned to NPS in the form of a check along with the FFR. No additional funds will be released until an acceptable FFR is received and all funds have been accounted for.

If you experience difficulties accessing your account or drawing down the approved payments, please contact the SMARTLINK representative, at:

Raynette Robinson
301-492-4938
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