

Tribal Historic Preservation Office Annual Grant Application

The Tribal Historic Preservation Office grant application consists of an **Anticipated Activities List** (also known as work plan or scope of work), a budget equal to the total exact amount of HPF funds apportioned for the specific THPO grantee and a complete set of the forms and Certifications listed below. Each of the forms is discussed in the HPF Manual Chapter 7; however, original copies of all of these forms (and instructions on how to complete them) can also be downloaded from the Tribal HPF Grant website <http://www.nps.gov/history/hps/tribal/101Dreg.htm>.

All Annual Grant Applications must contain the following Standard Forms and Certifications:

- Anticipated Activities List
- SF424, Application for Federal Assistance
- SF424A, Budget for Non-Construction Programs
- SF424B, Non-Construction Assurances
- SF424C, Budget – Construction Programs
- SF424D, Construction – Assurances
- DI-2010, Certifications Regarding Debarment and Suspension
- Environmental Certification Form
- Organizational Chart (created by grantee)
- Direct Deposit form (for new grantees)
- Financial Contact form (for new grantees)

Anticipated Activities List. The Anticipated Activities List is the means by which the Annual Grant Application identifies the activities that the Tribe will carry out which will, in part, help achieve the goals and objectives in the Tribe's Historic Preservation Plan. The list provides a brief indication of how the Tribe intends to use its HPF grant for this purpose.

- a. Under each *Program Area*, the Tribe must list a brief descriptive title of each major project or activity it proposes to undertake, and reference the THPO Program Plan goal(s) and objective(s) to which the project/activity helps to achieve (see HPF Manual Chapter 6, Section G for guidance). There does not need to be a complete one-to-one correlation between every activity or project undertaken with HPF assistance and the Tribe's Plan. The project title must be descriptive rather than numeric. For example, use "Inventory Computerization" or "Pre-Historic Hunter's Camp Archeological Survey," but not "14-BAL-42B10." Projects with multiple phases must include the phase number in the title. There must be enough information in the descriptive title to indicate the tangible nature of the project or activity. Multiple goals and objectives may be referenced for an activity, if that activity helps achieve more than one goal or objective.

- b. Each *Program Area* must be listed; even if only to indicate that no major projects/activities are planned. For example, if a Tribe plans only routine Review and Compliance activities, it should state this in the list. For example:

Survey and Inventory Program Area

1. Western Counties Mining Resources Survey (Phase III)--Goal VI, Objective 4
 2. Test software for possible automation of tribal inventory--Goal II, Objective 1
- If the Goals or Objectives of the THPO Plan are not numbered or lettered, some other means, such as a short title or description must be used. Each anticipated activity listed in the annual application must be reported on in the End-of-Year Report.

THPO Budget.

Budget Information Form (SF 424A). See HPF Manual Exhibit 7-B. The budget should include only current fiscal year HPF grant funds (not funds carried over from prior years). If the Tribe will fund construction work, a Construction Budget Information Form (SF 424C) must also be submitted. The budget must be equal to the total exact amount of the HPF funds apportioned to the Tribe to support the THPO Program Area activities. The budget should list only the totals of the line items, and not be broken out into individual expenditures within that line item.

For example:

Salaries	\$ 80,000
Fringe Benefits	\$ 0
Contracts	\$ 8,000
Travel/Per Diem	\$ 10,000
Supplies	\$ 2,000
Capital Equipment	\$ 0
*Indirect Costs	\$ 0
Total:	\$100,000

*If a THPO includes indirect costs in the budget, an approved, current indirect cost rate agreement must be submitted with the budget.

In the event that the program area activities are revised during the term of the grant, the THPO may submit a budget amendment consistent with the realignment of the activities being supported by the HPF grant.