

# National Park Service U.S. Department of the Interior



## National NAGPRA

## Native American Graves Protection and Repatriation Act FY2010 Grant Guidelines

In 1990, Congress passed the [Native American Graves Protection and Repatriation Act](#) (NAGPRA). NAGPRA provides a process for museums and Federal agencies to return certain Native American cultural items -- human remains, funerary objects, sacred objects, or objects of cultural patrimony -- to lineal descendants, and culturally affiliated Indian tribes and Native Hawaiian organizations. NAGPRA includes provisions for unclaimed and culturally unidentifiable Native American cultural items, intentional and inadvertent discovery of Native American cultural items on Federal and tribal lands, and penalties for noncompliance and illegal trafficking. In addition, NAGPRA authorizes Federal grants to Indian tribes, Native Hawaiian organizations, and museums to assist with the documentation and repatriation of Native American cultural items, and establishes the Native American Graves Protection and Repatriation Review Committee to monitor the NAGPRA process and facilitate the resolution of disputes that may arise concerning repatriation under NAGPRA.

**Repatriation.** The term repatriation means the transfer of legal interest, that is, control of Native American human remains and/or cultural items to lineal descendants, culturally affiliated Indian tribes, and Native Hawaiian organizations.

**Consultation.** Museums and Federal agencies must consult with known Indian tribes and Native Hawaiian organizations that are, or are likely to be culturally affiliated or have demonstrated a cultural relationship with the human remains, funerary objects, sacred objects, or objects of cultural patrimony. Consultation should lead to determining control, treatment and disposition of NAGPRA-related human remains and objects. The consultation process is outlined in 43 CFR 10.5, 10.8 (a), and 10.9 (b).

**Documentation.** Under NAGPRA, the term documentation refers to the summary of existing museum or Federal agency records including inventories or catalogues, relevant studies, or other pertinent data for the limited purpose of determining the geographical origin, cultural affiliation, and basic facts surrounding the acquisition and accession of human remains and associated funerary objects.

### NAGPRA Grants

Section 10 of the Act authorizes the Secretary of the Interior to make grants to museums, Indian tribes, and Native Hawaiian organizations for the purposes of assisting in consultation, documentation, and repatriation of Native American "cultural items," including human remains, funerary objects, sacred objects, and objects of cultural patrimony.

The National Park Service's (NPS) National NAGPRA Program invites proposals for FY2010 Native American Graves Protection and Repatriation Act (NAGPRA) grants. Two types of NAGPRA grants are available: Consultation/Documentation Awards (up to \$90,000) and Repatriation Awards (up to \$15,000).

NAGPRA grants are available pending Congressional appropriation of funds.

## Eligibility Requirements

The following entities are eligible to apply for a NAGPRA Grant:

### **(1) An Indian tribe or Native Hawaiian organization**

An *Indian tribe* is defined under NAGPRA as any tribe, band, nation, or other organized group or community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to approximately 770 Indian tribes, Alaska Native villages, and Alaska Native corporations that are recognized by the Bureau of Indian Affairs.

*Native Hawaiian organization* includes any organization that: (a) serves and represents the interests of Native Hawaiians, (b) has as a primary and stated purpose the provision of services to Native Hawaiians, and (c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna O Hawai'i Nei.

### **(2) A museum that has control of Native American human remains, funerary objects, sacred objects, or objects of cultural patrimony and has received Federal funds.**

*Museums* may include state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds.

Eligible museums must have completed a summary or inventory and as applicable to their institution:

- Provided a written summary by November 16, 1993, of Native American collections in their possession or control to culturally affiliated Indian tribes, Native Hawaiian organizations, and the National NAGPRA program office; and updated the summary for new collections and sent the summary to new tribes per the Future Applicability Rule 43 CFR 10.13.
- Submitted an inventory by November 16, 1995 (or other deadline as stipulated by the Department of the Interior), of Native American human remains and associated funerary objects in their possession or control in 1990 and thereafter according to 43 CFR 10.13 to culturally affiliated Indian tribes, Native Hawaiian organizations, and the National NAGPRA program office.

Applicants who previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award may be penalized in the review process by having their score docked. This applies to all applicants involved in collaborative proposals as well. If you have questions about the eligibility of your organization, please contact the National NAGPRA Program at (202) 354-2203, or via e-mail at [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov).

## What NAGPRA GRANTS Do Not Fund

NAGPRA grants do not fund:

- Activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990. However, NAGPRA Grants will fund consultation, documentation and repatriation activities related to collections resulting from excavation on local or state land;
- Consultation, documentation or repatriation of cultural items that are in the *control* of a foreign institution. Grants may be awarded for consultation/documentation or repatriation of cultural items in the *possession* of a foreign institution that are in the *control* of a museum or Federal agency subject to NAGPRA;

- Consultation, documentation or repatriation activities associated with the Smithsonian Institution. Contact the Smithsonian Institution regarding funding opportunities related to their collections;
- Ongoing cultural properties management activities;
- Cultural resources protection activities;
- Costs of litigation;
- Ongoing care and curation of cultural items;
- Construction and/or renovation of facilities;
- Purchase of land and/or buildings;
- Costs associated with the transport of cultural items for which control is not transferred to an Indian tribe, or Native Hawaiian organization.

Additional restrictions apply to Federal and National Park Service grants. Please read OMB Circular A-21 (Cost Principles for Educational Institutions), OMB Circular A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments), and OMB Circular A-122 (Cost Principles for Nonprofit Organizations). OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>, or can be requested from the National NAGPRA office.

### Reporting Requirements for Grantees

Grantees are required to submit an interim progress report as well as a SF-425 every six months for the duration of their grant. A final narrative report is due 90 days after the completion of the grant. Grantees will be required to submit copies of deliverables as detailed in their grant agreement.

### Funding Categories

NAGPRA grants are awarded in two categories: Consultation/Documentation and Repatriation. The grant period is August 2010 – January 2012.

### Consultation/Documentation Grants

**Amount and Matching Funds:** Grant awards are \$5,000 - \$90,000. No matching funds are required.

<b>Deadlines</b>	
Consultation/Documentation grants are awarded once a year on a competitive basis.	
December 30, 2009	Deadline for draft proposal* submission.
<b>Tuesday, March 3, 2010</b>	<b>Deadline for grant application submission.</b> Applications must be postmarked on or before March 3, 2010. Applications postmarked after March 3, 2010 will not be accepted.
July 15, 2010	Target date for grant awards announcement

\* The National NAGPRA Program will review drafts of proposals and provide comments. Pre-review of your proposal does NOT guarantee funding for your project, and is intended as guidance only. Final proposals are reviewed by an expert panel of museum and Native American professionals from Federal agencies.

## Period of Support

Projects may begin after receiving a grant agreement and all corresponding documentation. Grants are expected to be completed within 18 months of the start date. Extensions and budget modifications are available pending approval from the NAGPRA Grants Coordinator. Please be certain when requesting an extension or budget modification to provide detailed information regarding why they are needed. No pre-award costs are allowable.

## Grant Category Description

Consultation/Documentation Grants are intended to support

- (1) museums and Federal agencies efforts to inventory and identify Native American human remains and cultural items in their collections through consultation with culturally affiliated Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations regarding repatriation;

and/or

- (2) Native American tribes, Alaska Native villages and corporations and Native Hawaiian organizations efforts to increase their capacity and ability to consult with museums and Federal agencies regarding human remains and cultural items of significance to their tribe or organization and determine items for which they desire to make a claim and consult on repatriation and disposition.

**Grants are used to support specific, discrete projects that can be accomplished within the 18-month grant period. Projects can be part of a larger program. NAGPRA grants will support both new projects as well as phases of larger, ongoing projects.** Projects may include but are not limited to:

**Research and/or data collection.** This includes academic research, database development, interviews with tribal Elders, and other forms of data collection to support consultations and repatriation claims. For museums this would include determining cultural affiliation of newly acquired collections, re-doing previously researched collections or collections previously identified as culturally unidentifiable, developing databases or other records management systems to improve consultations, or partnering with other museums and/or tribes to improve identification and consultation. For tribes this would include developing a database system to maintain information gained from summaries and inventories, producing research to support NAGPRA claims, or working with tribes and/or museums to determine affiliation of human remains and objects.

**Training.** This includes the development and production of conferences or workshops; attending established conferences and workshops including the NAGPRA Review Committee meetings to gain knowledge on a variety of NAGPRA-related issues including consultations, repatriation, and caring for contaminated collections.

**Note:** *The NAGPRA Review Committee meets twice a year. One day prior to the meeting, the National NAGPRA Program offers a free, one-day training. NAGPRA Basics. Dates and locations for upcoming trainings can be found on the NAGPRA website at [www.nps.gov/history/nagpra](http://www.nps.gov/history/nagpra).*

**Travel.** Museums, Indian tribes and Native Hawaiian organizations can use NAGPRA grants to cover travel costs for representatives to visit museums and Federal agencies to view collections and consult regarding the identification, cultural affiliation, proper care, and repatriation of human remains and cultural items.

**Meetings.** NAGPRA encourages the development of innovative techniques to bring museums and tribes together to consult. Meetings can be conducted onsite or remotely via teleconferences, webinars, conference calls, etc. Meetings can range in size and scope. Museums could use NAGPRA funds to support the preparation and hosting of tribes for consultations or meetings with other museums or Federal

agencies. Tribes may consider using the grant to support various meetings including internal NAGPRA committee meetings, regularly scheduled meetings with a NAGPRA coalition; or meetings with museums or Federal agencies.

**Collections Care.** Many NAGPRA items in museums were treated with potentially hazardous materials in an effort to preserve them, and now pose health and environmental concerns. Funds can be used to test collections for the presence of pesticides or other contaminants, research and document a collections treatment history, and cover the costs of decontaminating items. Funds can also be used to train museum and tribal staff on the care and maintenance of contaminated collections.

## Current Trends in NAGPRA Consultations

The following trends have been identified as areas of particular interest and opportunity and are listed here to help grantees formulate potential grant projects:

- 1) **Consultation and documentation to update previously completed summaries or inventories.** Museums may need to update previously completed summaries or inventories to account for newly acquired collections; to involve newly acknowledged Indian tribes; or to reverse and affiliate prior culturally unaffiliated items.
- 2) **Consultations regarding the disposition of culturally unidentifiable Native American human remains and associated funerary objects in collections.** Both Indian tribes and museums have expressed interest in developing models and agreements to effect the return of culturally unidentifiable human remains and associated funerary objects. Potential consultation topics include collaborative information sharing to establish cultural affiliation where information in museum records is currently lacking, regional inter-tribal agreements on the disposition of culturally unidentifiable human remains and associated funerary objects, and the development of documentation to support specific disposition requests to the NAGPRA Review Committee.
- 3) **Collaborative consultations regarding the cultural affiliation and repatriation of Federal collections.** The documentation of Federal collections subject to NAGPRA continues to be an issue of concern to Indian tribes, Native Hawaiian organizations, museums, and the Review Committee. Tribes and museums may develop creative solutions to this problem through collaborative consultations and documentation projects that focus on Federal collections, and involve joint tribal, museum, and Federal agency participation. The funding cap of \$90,000 also applies to any collaborative project.
- 4) **Expanding NAGPRA consultation through innovative technological applications.** Among the requirements of meaningful NAGPRA consultation is the need to share information with all potentially affected parties. Barriers to this information sharing can include geographic distance, as well as cultural and individual differences in what constitutes useful information. Innovative technological applications, such as the Web, digital imaging, televideo conferencing, and desktop publishing, can serve to help bridge these barriers.

## Application Review

Proposals are reviewed by an expert panel that includes Native Americans and museum professionals. The National Park Service forwards recommendations for funding to the Secretary of the Interior, whose decision is final.

Grant applications will be reviewed by the panel in a two-step process. First the panel will review all grant applications received and will rank all grants on the basis of project merit. Next the panel will examine the budget items and approve the grant in an amount to meet the project goals, not to exceed \$90,000 per project. The panel will support each applicant's efforts to meet the project goals, while seeking to fund the maximum number of meritorious grant requests. A grant may not be funded to the full amount of the request.

## Selection Criteria

Grant proposals will be evaluated according to four criteria

**Criterion A** - Are project objectives consistent with the goals of the Native American Graves Protection and Repatriation Act? Are project objectives and activities clearly described in detail? Is there an explicit link between the objectives, activities and deliverables? Will the activities accomplish the project objectives logically and within the timeframe provided? Are project methods and techniques described clearly? (20 points possible)

**Criterion B** - Does the applicant have a clear strategic plan and are the goals and objectives aligned with the strategic plan? Does the applicant have the capacity to achieve the project goals? Are the roles and responsibilities of all project participants clearly described and defined? Is there a clear plan to assess and evaluate the project? (20 points possible).

**Criterion C** - Is the budget reasonable to accomplish project tasks and activities? Are budget items necessary to accomplish project activities? Is the budget justification sufficient to explain project costs in detail? (20 points possible).

**Criterion D** - Are project personnel qualified to accomplish project objectives? Are project personnel qualified for the activities and tasks assigned? Are unfilled positions and consultancies clearly described? Are search criteria defined for all unfilled positions and consultancies? (20 points possible).

## Number of Proposals

You may submit more than one project proposal. However, *a separate and complete proposal package must be submitted for each project.* If you submit multiple proposals, include a cover letter that ranks them in order of priority.

## Repatriation Awards

**Amount and Matching Funds:** Grant awards are for up to \$15,000. No matching funds are required.

**Deadlines:** Repatriation awards are awarded on a rolling basis. These awards are non-competitive and will be considered on an as received basis to the extent that funds are available. Repatriation grant applications should be submitted at least 8 weeks prior to the scheduled repatriation as funding may not be immediately available.

**October 1, 2009 – June 30, 2010**

Applications are accepted for FY 2010. Any application received after June 30 will not be processed until October 2010.

## Application Review

Repatriation grants will be awarded only after:

Publication of the required Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register*; and

Documentation of transfer of control of the cultural items from the museum or Federal agency to the lineal descendant, Indian tribe, or Native Hawaiian organization; and

Review and approval by the National NAGPRA staff in consultation with the applicant.

## Period of Support

Projects may begin after receiving a grant agreement. Grants are expected to be completed within 18 months from the start date. Extensions are available pending approval from the NAGPRA Grants Coordinator. Funding is not available for activities that occurred prior to staff approval of the application.

## Grant Category Description

Repatriation grants cover costs associated with the transfer of possession of Native American cultural items from museums and Federal agencies to Indian tribes and Native Hawaiian organizations as part of the repatriation process.

Appropriate costs may include:

- Travel by representatives from Indian tribes, Native Hawaiian organizations and museums to prepare and/or accompany cultural items to the Indian tribe or Native Hawaiian organization;
- Transportation of cultural items to the Indian tribe, or Native Hawaiian organization;
- Documenting the condition and treatment history of cultural items to be repatriated in order to mitigate potential health risks and where possible mitigating health risks;
- Construction of appropriate containers for the transport and disposition of repatriated cultural items.

## Submission Guidelines

Applicants may submit more than one project proposal at the same time or at different times during the fiscal year. *A separate and complete proposal package must be submitted for each project.* If you submit multiple proposals, please rank them in order of priority.

A maximum of \$15,000 is available per repatriation. Multiple applications can be submitted for one repatriation, however, applicants are encouraged to determine how the \$15,000 will be distributed prior to submittal.

Applicants are encouraged to accomplish the repatriation of items listed in separate notices, but from the same museum or in the same geographical area, in a single repatriation grant request.

## Preparing the Proposal Package

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**Electronic copies of the proposal can be downloaded from the following website address:**  
<http://www.nps.gov/history/nagpra/grants/index.htm>

Read the instructions below before completing each question. Applications should be typed in 12-point font. Applicants should submit one original set of documents. Additional copies are required. Please refer to the **Proposal Cover Page** for either Consultation/Documentation grants or for Repatriation grants for the correct number of copies. All copies must be binder clipped or stapled together (do not use plastic covers, folders, etc.). Applicants should review the proposal package carefully before submission. Include required items and the proper number of copies of each document. *The proposal is subject to rejection without review if any required item is missing.*

All attachments should be printed on 8 1/2 x 11 inch paper and attached to the application. Legal size paper for attachments is not acceptable. Photocopies are acceptable.

Grant proposals must include the following items to be considered

- Signed Proposal Cover Sheet
- SF-424
- Complete Proposal
- Indirect Cost Rate Agreement (if applicable)
- Auditor's Report Letter
- Additional Support Material (optional for Consultation/Documentation grants)
- Survey (optional)

**SF-424: Application for Federal Assistance**

All items should be completed (except for items 3 and 4) and signed by the authorizing official. Note that grant funds will not be available until approximately August 1, 2010. All project activities must take place within the requested time period.

**FY2010 Grant Proposal Form**

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**Section 1: Project Information**

Provide this information for efficient consideration of your proposal and for administering the grant if an award is made.

- A. Name of applicant
- B. Type of FY2010 Grant Application
- C. Type of Applicant
- D. Amount requested from the NAGPRA Grants program
- E. Has your institution received a Consultation/Documentation or Repatriation grant from the National NAGPRA program in the past?
- F. If this is a repatriation grant, give the date of the planned repatriation. An estimated date is acceptable.
- G. Provide a brief summary of no more than 250 words describing your project, Specify the number of notices and/or repatriations you expect to produce and list major project partners.
- H. Museum applicants only. Provide a single number representing the best estimate of the number of items in the indicated NAGPRA categories.
- I. Provide general contact information for the tribe or museum.
- J. Enter the name, title, e-mail address, phone and fax numbers of the person who is authorizing the project (this person also signs the SF424).
- K. Enter the name, title, e-mail address, phone and fax numbers of the person who will carry out the project or will be responsible for directing it.
- L. Enter the name, title, e-mail address, phone and fax numbers of the person who will be responsible for the fiscal management of the grant.
- M. Enter the name, title, e-mail address, phone and fax numbers of the person serving as the main point of contact with the National NAGPRA Program office regarding the grant.

## Section 2: Project Description

Submit narrative responses to Questions A -D. Section 2 should not exceed 5 single-sided pages and should be typed in 12-point font. Applicants should clearly define their project and explain how it relates to their institution's strategic plan or goal. Activities should be clear, measurable and consistent with the project objectives. Applicants are encouraged to identify discrete activities within the project, and to demonstrate how the project personnel and resources will be managed to achieve the stated objectives. Include a schedule for completing each project activity discussed in the Project Description. Grant funds will not be available until approximately August 1, 2010. Projects shall be completed within 18 months of award. Schedule enough time to plan, conduct, and close out the proposed project accordingly.

Projects will be evaluated on the goal and objectives, and the activities planned to meet the goal and objectives. Funding requests will also be evaluated on the necessity of the item to meet the project goal and objectives, so funding should be linked to activities necessary to meet expected outcomes.

### Definitions

For the purposes of the NAGPRA Grants Program the following definitions are used:

A **Goal** is considered high level statement that provides overall context for what the project is trying to achieve, and should align to the tribe/museum's strategic plan for NAGPRA. Goals are conceptual and abstract and provide a view of the anticipated outcome of the project.

**Objectives** are concrete statements describing what the project is trying to achieve. They should describe what will be improved, when and how it will be measured. An objective is achievable within a particular timeframe and realistic.

**Activities** support project objectives. They are more specific than objectives and usually describe a process.

## Section 3: Budget

Before developing the project budget, applicants should review the section of the guidelines that discusses the different types of awards, limitations on the length of the grant period, and restrictions on the types of costs that may appear in the project budget. Please also consult all OMB Circulars (A-21, A-87, and A-122) that may apply, see <http://www.whitehouse.gov/omb/circulars/index.html>. The budget should include project costs that will be charged to grant funds (Grant Funds) as well as those that will be supported by applicant or third-party cash and in-kind contributions (Match/Cost Share). **A match/cost share is not required.**

- A. *Salaries and Wages*: Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. The "% FTE" is the percentage of a Full Time Equivalent that each person will be working (for example: 50% FTE = half time).

Example:

Name/Title	Full Time Monthly Salary	% FTE	No. of Months	Grant Funds	Match/ Cost Share	Total
Jane Able, project director	\$3,000	100%	9	0	\$27,000	\$27,000
John Baker, cultural spec.	\$2,000	50%	6	\$6,000	0	\$6,000

- B. *Fringe Benefits*: Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits that are not included in an organization's indirect costs may be shown as direct costs.

Example:

Rate		Salary Base	Grant Funds	Match/ Cost Share	Total
11%	multiplied by	\$27,000	0	\$ 2,970	\$ 2,970
8%	multiplied by	\$11,874	\$ 500	\$ 450	\$ 950

- C. *Consultant Fees*: This category includes professional and technical consultant fees. **DO NOT include stipends for Elders here** (see section F). Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs). Where applicable, include a justification for costs indicating regional costs or ranges for services.

Competitive selection of all consultants and contracting is required as stipulated in OMB Circular A-76. Daily rates may not exceed 120% of a federal position, grade GS-15, step 10. Please see the Office of Management and Budget website for current Government Pay Scale Schedules at <http://www.opm.gov/oca/09tables/indexGS.asp>.

Example:

Name/Type of consultant	Number of days on project	Daily Rate of compensation	Grant Funds	Match/ Cost Share	Total
Sally Smith, physical anth.	6	\$200/day	\$1,200	0	\$1,200
Archeologist	5	\$150/day	0	\$ 750	\$ 750

- D. *Travel*: Applicants should specify A) how many people will be taking each trip; B) how many days each person will be traveling; C) the per diem rate (meals and lodging) per person per day; D) the total per diem (meals and lodging) for each trip; E) transportation costs per person, such as airfare or mileage; and F) the total transportation cost for the trip. All travel must be justified in the project narrative. Per Diem costs may not exceed the federally approved rates. Current per diem rates are available at <http://www.gsa.gov/Portal/gsa/ep/channelView.do?pageTypeld=8203&channelId=-15943>. Follow the links for domestic per diem rates. The federal allowable mileage rate for 2009 was 55 cents per mile. For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported.

Example:

From/To	No. of persons A	No. of Travel Days B	Per diem (lodging and meals) <u>per person per day</u> C	<u>Total per diem</u> (lodging and meals) for this trip D = A x B x C	Transportation costs (airfare and mileage) <u>per person</u> E	<u>Total transportation costs</u> (airfare and mileage) for this trip F = A x E	Grant Funds	Match/ Cost Share	Total G = D + F
Reno, NV to Washington, DC	2	2	\$200	\$800	\$1,500	\$3,000	\$3,300	\$ 500	\$3,800

E. *Supplies and Materials*: This category includes consumable supplies, raw materials, and expendable equipment (items that cost less than \$5,000 or have an estimated useful life of less than 2 years). "General office supplies" is not an acceptable line item.

Example:

Item	No.	Method of Computation	Grant Funds	Match/ Cost Share	Total
Computer	1	\$2,350 each	\$2,350	0	\$2,350
Digital Camera	1	\$250 each	0	\$250	\$250
Binders	10	\$3.00/each	\$30	0	\$30

F. *Other Costs*: This category includes such items as stipends for tribal Elders and interns, services and equipment purchases over \$5,000 per item, and other items not previously listed. An applicant shall demonstrate that purchasing permanent equipment is less expensive than renting in order to charge the project for such purchases. Whenever possible, a large budget item should be broken out into per unit costs. "Miscellaneous," "overhead," and "contingency" are not acceptable line items.

G. *Indirect Costs*: This category includes costs that are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. If indirect costs are charged to the grant, include a copy of the Federal agency approval of the current indirect cost rate with Section 7. Note that rates above 25% shall be listed as "Match/Cost Share" costs.

#### Section 4: Budget Summary and Justification

All items listed, whether supported by grant funds or cost-sharing contributions, shall be reasonable, necessary to accomplish project objectives, allowable according to applicable Federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contract services shall conform to the applicant organization's written policies and established practices. In the section below the Budget Summary, provide a narrative justification of all cost items, including matching funds. Attach a separate page, if needed.

## Section 5: Status of Current or Recent NAGPRA Grant(s)

If the applicant has a NAGPRA-funded project and has not yet fulfilled the obligations of that grant, and the grant period has not expired, describe the activities and accomplishments thus far. If a NAGPRA grant was completed in the last five years, describe the proposed and actual outcomes of the grant (*Federal Register* notices, claim letters, completed repatriations, etc.). If the applicant failed to complete a prior NAGPRA grant or to submit required documentation to ensure compliance, explain the reasons for the failure to comply with the grant agreement. Answers should be one or two paragraphs. Attach an additional sheet if necessary.

## Section 6: Supporting Documents

Applicants must submit the following documents in support of their project proposal. Attach supporting documents to the proposal in the following order.

1. Tribal Resolution in support of grant application and authorizing grant administration, if project is funded. (Tribes and Native Hawaiian organizations only)
2. Letters of Commitment, stating specific responsibilities, from participating Indian tribes or Native Hawaiian organizations, if relevant. Please note, a letter of commitment is *required* for museums that are submitting a Repatriation Award application.
3. Letters of Commitment from participating museums, stating specific responsibilities, if relevant.

### Letters of commitment are required if:

- the applicant requests financial support for travel to a specific Indian tribe, Native Hawaiian organization or museum
- the application is to support activities associated with a collaboration or partnership; each member must include a letter of support.
- For Repatriation Grants:
  - Applications from museums must include a letter of commitment from the Indian tribe/Native Hawaiian organization leading the repatriation.
  - For applications with multiple Indian tribes/ Native Hawaiian organizations listed in the transfer of control document– all Indian tribes/Native Hawaiian organizations listed in the transfer of control must provide evidence indicating their support for the tribe(s) or Native Hawaiian organization designated to receive the grant and retrieve the human remains or cultural items.

### Letters of commitment are highly recommended in the following instances:

- The applicant expects to interact with a particular tribe, Native Hawaiian organization or museum but has not allocated specific travel funds for that purpose
  - A particular tribe, Native Hawaiian organization or museum will be significantly impacted by the results of the grant.
4. Resumes (no more than 2 pages) for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen. If awarded a grant, the applicant must be able to prove that a competitive selection process for consultants is documented. Grantees will be required to submit a Competitive Negotiations and Small Purchases Contracting Document.
  5. Letters of Commitment from selected project consultants. Letters should state the consultant's specific responsibilities in the grant.
  6. Cost estimates for equipment costing over \$5,000 identified for purchase. If the applicant has not determined which equipment will be purchased, they may provide costs estimates for staff approval during the grant period.
  7. For Repatriation Grants Only. The National NAGPRA Program requires all human remains and cultural items identified for repatriation to be listed in the *Federal Register* for 30 days prior to

repatriation. In addition, the museum must provide written documentation stating that transfer of control of the human remains or cultural items is going to the designated tribe(s) or Native Hawaiian organizations. Applicants must submit a copy of the *Federal Register* notice as well as a transfer of control letter from the museum. Sample copies of transfer of control letters can be found on the NAGPRA website.

8. For Consultation/Documentation Grants Only. Applicants have the option to include up to 5 pages of supporting material. Material could include newspaper articles, letters, pictures, maps, etc. Material should directly support information in the application. Material longer than 5 pages will be removed.

### **Section 7: Current Indirect Cost Rate Agreement**

The agreement shall be negotiated with and signed by the Federal granting agency that awards the most Federal funds (the cognizant Federal agency) to the applicant. This is only required if indirect costs are charged to the grant.

### **Section 8: Most Recent Auditor's Report letter**

Include a copy of the letter that accompanied the most recent Independent Auditor's Report. DO NOT ATTACH a full audit.

### **Submitting Your Proposal**

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The National Park Service will not accept proposals sent via facsimile or e-mail.

#### **Address proposal packages sent by mail or courier service (FedEx, UPS, DHL, etc.) to:**

National Park Service  
National NAGPRA Program  
1201 Eye Street, NW  
(2253)  
8<sup>th</sup> Floor  
Washington, DC 20005  
ATTENTION: NAGPRA Grants

Note: Mail delivered by U.S. Postal Service may be subject to irradiation prior to delivery

Hand-delivered proposals will be accepted between 9:00 a.m. and 5:00 p.m. EST daily, except Saturdays, Sundays, and Federal holidays. Please do not leave proposals with the building security guard or at the front desk in the building lobby, as this does not guarantee delivery.

### **Submitting Draft Proposal for Pre-review**

Draft proposals may be sent via mail, fax at 202-371-5197, or email to [Nagpra\\_Grants@nps.gov](mailto:Nagpra_Grants@nps.gov).

### **Technical Assistance**

All questions regarding the grant application should be addressed to:

**Sangita Chari**  
**Grants Coordinator**  
**National NAGPRA Program**  
**(202) 354-2203 (phone)**  
**(202) 371-5197 (fax)**  
**[Nagpra\\_grants@nps.gov](mailto:Nagpra_grants@nps.gov)**

Applications can be found on the web at <http://www.nps.gov/nagpra/GRANTS>