

# National Park Service

## U.S. Department of the Interior



### FY2014 Grant Guidelines

### Native American Graves Protection and Repatriation Act (NAGPRA)

The Native American Graves Protection and Repatriation Act (NAGPRA) is a Federal law passed in 1990 that provides a process for Museums and Federal agencies to resolve interests in Native American cultural items -- human remains, funerary objects, sacred objects, and objects of cultural patrimony -- amongst lineal descendants, Indian tribes, and Native Hawaiian organizations.

### Introduction to the National NAGPRA Program

The National NAGPRA Program assists the Secretary of the Interior with some responsibilities under NAGPRA. Section 10 of NAGPRA 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.

Among its chief activities, the National NAGPRA Program: 1.) Develops regulations and guidance for implementing NAGPRA; 2.) Provides administrative support for the Native American Graves Protection and Repatriation Review Committee; 3.) Assists Indian tribes, Native Hawaiian organizations, museums, Federal agencies, and the public with the NAGPRA process; 4.) Maintains the NAGPRA Review Committee database of culturally unidentifiable Native American human remains (CUI) and other online databases; 5.) Provides training; manages a grants program; staffs the Assistant Secretary for Fish and Wildlife and Parks on civil penalty investigations; and 6.) Publishes notices in the Federal Register reflecting the decisions of museums and Federal agencies regarding Native American human remains and/or cultural items to lineal descendants, Indian tribes, and Native Hawaiian organizations.

### I. NAGPRA Grants

The National NAGPRA Program invites FY2014 NAGPRA Grant Proposals that are currently available, pending and upon Congressional appropriation of funds, with two types of NAGPRA grants awards available:

1. **Consultation/Documentation Grants** -- Up to \$90,000
2. **Repatriation Grants** -- Up to \$15,000 -- Repatriation Grants may include costs associated with disposition of culturally unidentifiable human remains (CUI).

The following terms: a.) Consultation; b. Documentation; and c.) Repatriation contains specific meanings in regards to NAGPRA and for the purposes of NAGPRA Grants, as follows:

- a. **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 a cultural relationship with the human remains, funerary objects, sacred objects, or objects of cultural patrimony, and in the absence of a cultural relationship then a geographical relationship to the site of excavation. 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), 10.9(b) and 10.11.
- b. **Documentation:** Under NAGPRA, the term documentation refers to the existing museum or Federal agency records including inventories or catalogues, relevant studies, or other pertinent data for the purpose of determining the geographical origin, cultural affiliation, and basic facts surrounding the acquisition and accession of Native American human remains and cultural items.
- c. **Repatriation:** The term repatriation means the transfer of control of Native American human remains and/or cultural items pursuant to the requirements of NAGPRA to lineal descendants, Indian tribes and Native Hawaiian organizations. Repatriation includes disposition of culturally unidentifiable Native American human remains (CUI) according to 43 CFR 10.11.

## II. Eligibility Requirements

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

### 1. An Indian Tribe or Native Hawaiian Organization

An "Indian tribe" means any tribe, band, nation, or other organized group or community of Indians, including any Alaska Native village (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act), which 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 over 560 Indian tribes and Alaska Native villages that are recognized by the United States Government. The Bureau of Indian Affairs' list of federally recognized tribes is posted on the National NAGPRA website at [www.nps.gov/nagpra](http://www.nps.gov/nagpra). This list and the NAGPRA regulations do not include Alaska regional or village corporations, although Alaska Native Villages may subcontract work under grants to such corporations.

A "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.

*The term "Museum"* includes state or local government agencies, private institutions, and institutions of higher learning that have received Federal funds. As applicable to their institution, eligible museums must have completed and provided the following documents:

- Provided a summary by November 16, 1993, of the Native American unassociated funerary objects, sacred objects or objects of cultural patrimony in their possession or control and thereafter not exceeded time limits according to 43 CFR 10.13, for new collections, (Future Applicability Rule) to the National NAGPRA Program and to the Indian tribes and Native Hawaiian organizations that may have an interest in the collection.
- 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 updated timely according to 43 CFR 10.13 (Future Applicability Rule), to the National NAGPRA Program and to the culturally affiliated Indian tribes and Native Hawaiian organizations.

A museum that has not timely completed the initial obligations of NAGPRA, that is, the initial summaries and inventories, but does so prior to application for a grant, may then receive grants. A tribe may receive a NAGPRA grant which includes NAGPRA collections in the control of a museum that is ineligible due to not having submitted an applicable summary or inventory. Also, funding is available to museums to update and revise their summaries and inventories, including additional consultations.

Note: 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. If you have questions about the eligibility of your organization please contact National NAGPRA at (202) 354-2201, or via e-mail at [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov)

### III. Determining Eligible and Ineligible Activities

This table of ineligible and eligible activities outlines the scope of activities that are allowable with either a Consultation/Documentation or Repatriation Grant. For additional information or clarification please contact the National NAGPRA Grants Management Specialist at (202) 354-2201 or NAGPRA\_Grants@nps.gov.

Activity	DOES NOT FUND	WILL FUND
Advocacy/ Fundraising	Any activity that can be construed as either advocacy or fundraising including the preparation of grants, fundraising committee meetings, and lobbying.	Presentations to the NAGPRA Review Committee as long as the presentation is integral to the completion of the consultation process and repatriation.
Capital Projects	This includes the purchase, construction or renovation of land and/or buildings, as well as the purchase of gravesites	None.
Coalitions and Partnerships	Food for meetings.	Travel costs to attend coalition meetings, training for coalition members, development of MOUs and other agreements to facilitate the repatriation process, materials for coalition meetings, website development if it directly supports the repatriation process
Cultural Resource Activities	Any ongoing cultural resource activities not directly tied to NAGPRA activities (consultation, documentation and repatriation of human remains and cultural items in museum collections) including: <ul style="list-style-type: none"> <li>• Ongoing cultural properties management</li> <li>• Ongoing care and curation of cultural items including the purchase of display cases, storage furniture or other materials to hold repatriated items</li> <li>• Ongoing care and maintenance of grave sites</li> <li>• Ongoing cultural protection activities</li> <li>• General cultural resource training</li> </ul>	Culturally appropriate storage materials for specific items identified in consultation with tribes  Contamination testing, treatment and training on handling NAGPRA items identified for repatriation  Documentation efforts by museums and tribes that directly support consultation work including mapping, surveys, research and studies
CUI Rule		Consultation, documentation and disposition of human remains that fall under the CUI Rule
Databases	The purchase of a database to conduct work beyond the scope of the NAGPRA grant project such as collections management	Databases integral to the NAGPRA process including but not limited to the following: Password protected databases to allow tribes to access relevant parts of the collection, a database of all inventories and summaries received by a tribe, a database of objects of importance to a tribe, a database recording activities of a tribe or museum related to consultation efforts. Note: Applications that demonstrate an understanding of the National NAGPRA Program databases and their content will be favored, rather than those duplicating existing resources.

Activity	DOES NOT FUND	WILL FUND
Foreign Institutions	Consultation, documentation or repatriation of cultural items that are in the <i>control</i> of a foreign institution.	Consultation, documentation and/or repatriation of cultural items in the custody of a foreign institution that are in the <i>control(decision authority)</i> of a museum subject to NAGPRA
Future Applicability Rule		Any timely activity that falls under the Future Applicability Rule, including the creation of new inventories and summaries and consultation with newly recognized tribes
General Education and Outreach	Programs, contests, broader cultural resource training, festivals, or similar events and activities that do not directly impact a consultation or repatriation effort	Community activities focused on gathering documentation for a specific NAGPRA project, educating the community about to increase involvement in NAGPRA.
Inadvertent Discoveries	Activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990	Consultation, documentation and repatriation activities related to collections that are the result of excavations on local or state land, which have resulted in museum collections under NAGPRA
Non-federally recognized Indian Groups	Members of Indian groups that are not integral to the consultation process	Travel and related expenses for representatives from an Indian group(s) who are integral to a consultation for a museum collection
Inventories and Summaries	NAGPRA grants do not fund initial compliance activities including the development and submission of initial summaries and inventories to achieve basic compliance with NAGPRA,	<p>The National NAGPRA Program recognizes that much of the initial compliance conducted by museums must be updated. NAGPRA grants can be used for the following:</p> <p>Additional consultation or to supplement consultation conducted during the development of initial inventories</p> <p>Inspection of faunal remains to ascertain if human remains were overlooked</p> <p>The consultation and development of inventories and summaries for human remains or items that were lost or miscataloged when initial inventories were developed</p>
Litigation	All litigation-related costs	None
Review Committee	Grants do not fund dispute actions.	Presentations at Review Committee meetings (including training given prior thereto) if the appearance is to a) inform the committee of successes and barriers to repatriation or (b) request findings related to the identity or cultural affiliation of cultural items or the return of such items under 25 U.S.C. § 3006(c)(3) .

Activity	DOES NOT FUND	WILL FUND
Scientific Study or Destructive Analysis	Testing to determine whether or not the human remains are Native American.	Be aware that the grants review panel will assess the activity based on the following criteria: whether the possibly interested tribes have been consulted as to the use of destructive analysis, and if the justification demonstrates that such a study is integral to resolving cultural affiliation for the purpose of a NAGPRA decision and not for general information
Smithsonian Institution	Any consultation, documentation or repatriation activities associated with human remains and cultural objects in control of the Smithsonian Institution.	NONE
Training	Payment for National NAGPRA Program staff to conduct training or to attend a conference or other event.	Training on NAGPRA and its implementation either on or offsite, training for internal museum or tribal NAGPRA committee members, attendance at National NAGPRA trainings at Review Committee meetings.

Additional Items of Note:

- 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.
- The NAGPRA statute provides only for grants to tribes and museums. Therefore Federal agencies may not be grant recipients. Tribes may receive repatriation grants to receive items from Federal collections, and tribes and museums may receive grants to document indeterminate Federal/museum collections.
- NAGPRA grants will not be awarded for costs associated with collections in the control of museums that do not have NAGPRA obligations, or for non-NAGPRA items.

Note: Tribes and museums may apply for more than one repatriation and/or documentation/consultation grant in a single year. Complementary proposals by tribes and museums, in the same year, to address the same collection will be considered competing grant requests.

#### IV. Reporting Requirements for Grantees

Grantees are required to submit an interim progress report as well as a SF425 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.

#### V. Funding Categories

NAGPRA grants are awarded in two categories: 1.) Consultation/Documentation (Competitive); and 2.) Repatriation (Rolling Basis).

## 1. Consultation/Documentation Grants

Grant Awards: \$5,000 - \$90,000 (No matching funds are required)

### Key Dates

March 3, 2014	Draft proposal* submissions will be accepted through January 4 for pre-review assistance
Wednesday, March 7, 2014	<b>Deadline to submit grant application.</b> Applications must be postmarked on or before March 7, 2014. Applications postmarked after March 7, 2014 will not be considered.
July 2014	Target date for grant award announcements

\*Note: Pre-review of your proposal does NOT guarantee funding for your project, and is intended as guidance only.

### 1. Period of Support

Consultation/Documentation grants are awarded once a year on a competitive basis. Projects may begin after signing and submitting a grant agreement and all corresponding documentation to the National Park Service. Grants are expected to be completed within 24 months of the start date. Extensions, changes to the scope of work, and budget modifications are available pending approval from the National Park Service. No pre-award costs are allowable. Grants are expected to be completed within 24 months of the start date listed as Beginning Date on page 1 of the Grant Agreement. Extensions, changes to the scope of work and budget modifications are available pending approval from the National Park Service and are submitted to the National NAGPRA Program Grants Management Specialist, NAGPRA\_Grants@nps.gov.

### 2. Submitting a Draft Proposal

The National NAGPRA Program will review drafts of proposals and provide comments and suggestions; however, the Program does not participate in the final decision-making process. Submission of a draft proposal has no impact on final decisions. To submit a draft proposal, submit one copy of the narrative portion of your project to the Grants Management Specialist at NAGPRA\_Grants@nps.gov, or via fax at 202-371-5197. A response will be emailed to you within two weeks of receipt.

#### Grant Category Description

Consultation/Documentation Grants are intended to support

- (1) Museums' efforts to further identify Native American human remains and cultural items in their collections through consultation with Indian tribes and Native Hawaiian organizations leading toward repatriation;  
  
and/or
- (2) Indian tribes and Native Hawaiian organizations' efforts to increase their capacity and ability to consult with museums regarding human remains and cultural items of interest to their tribe or organization and determine items for which they desire to make a claim and consult on repatriation/disposition.

**Grants are used to support specific, discrete projects that can be accomplished within the 24-month grant period. 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 leading to cultural affiliation and repatriation/disposition claims. For museums this would include research to determine cultural affiliation of newly acquired collections, updating collections previously identified as culturally unidentifiable for additional tribal or aboriginal land interests of tribes, 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 and NHOs this would include developing a database system to maintain information gained from summaries and inventories, producing research to support NAGPRA claims, or working with Indian tribes, NHOs and/or museums on projects to determine the cultural affiliation or tribal or aboriginal land connections of the human remains and cultural items.

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

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

**Travel.** Museums, Indian tribes and Native Hawaiian organizations can use NAGPRA grants to cover travel costs for tribal representatives 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, Indian tribes and Native Hawaiian organizations together to consult. Meetings can be conducted onsite or remotely via teleconferences, webinars, conference calls, etc. Meetings can range in size and scope. Museums may use NAGPRA funds to support the preparation and hosting of tribes for consultations or meetings with other museums. Tribes may consider using the grant to support various meetings including internal NAGPRA committee meetings, meetings with a NAGPRA coalition, or meetings with museums.

**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 cost of decontaminating items. Funds can also be used to train museum and tribal staff on the care and maintenance of contaminated collections subject to handling in consultation and repatriation.

### Application Review

Proposals are reviewed by a panel of Federal employees with an expertise in Indian issues, museums, and/or NAGPRA. The National Park Service forwards recommendations for funding to the Assistant Secretary for Fish and Wildlife and Parks, 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 seeks to support each applicant's efforts to meet the project goals, while seeking to fund the maximum number of meritorious grant requests. A grant may be funded to less than the full amount of the request.

### 3. Selection Criteria

Grant proposals will be evaluated according to the following criteria.

- **Criterion A – (Implementation)** 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?
- **Criterion B – (Partnerships/Relationships)** Does the applicant list all project partners and describe their participation in sufficient detail? Has the applicant included all required letters of commitment? If the project includes work with a coalition, does the applicant describe the goals of the coalition? Has the applicant included letters of commitment from members of the coalition?
- **Criterion C – (Impact/Evaluation)** Are project objectives consistent with the goals of the Native American Graves Protection and Repatriation Act? Does the applicant have a clear strategic plan for NAGPRA implementation and does the project help to achieve the plan's goals? Is there a clear plan to assess and evaluate the project? May the project result in forwarding the NAGPRA process toward publication of NAGPRA notices and transfer of control?
- **Criterion D – (Administration)** Is the budget reasonable to accomplish project tasks and activities? Is the budget justification sufficient to explain project costs in detail? Are the roles and responsibilities of all project personnel clearly described and defined? Has the applicant devoted sufficient personnel and resources to ensure that all administrative and financial requirements related to the grant will be met in a timely manner? Are unfilled positions and consultancies clearly described and search criteria defined for all unfilled positions and consultancies? For applicants that have received prior NAGPRA grants, did they successfully close out old grants? Are they in compliance with current grants?

### 4. Submission Guidelines

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.

## 2. Repatriation Grants

Grant awards are for up to \$15,000. No matching funds are required.

### Key Dates

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Repatriation grants are awarded on a rolling basis. These grants 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 to allow time for processing.

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**October 1, 2013– June 2, 2014** Applications are accepted for FY2014. Any application received after June 2, 2014 will not be processed until October 2014 (FY2015).

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### 1. Period of Support

Grants are expected to be completed within 12 months of the start date listed as Beginning Date on page 1 of the Grant Agreement. Extensions, changes to the scope of work and budget modifications are available pending approval from the National Park Service. Submit to: NAGPRA\_Grants@nps.gov.

### 2. Pre-award Costs

Due to the timely nature of repatriations, the National NAGPRA Program supports pre-award costs for Repatriation Grants, but only for those incurred after applications have been received and provisionally reviewed. Once the National NAGPRA Program has verified that the applicant has submitted a complete proposal package, an email will be sent to the grantee authorizing any listed project costs incurred from that day onward to be charged to the grant. Please note that pre-award costs are not allowable unless specified in writing in the grant agreement or in authorized correspondence from the National Park Service. Purchase of items or action conducted prior to the publication of the NAGPRA notice and submission of a grant application is not allowable.

### 3. Grant Category Description

Repatriation grants cover costs associated with the transfer of possession of Native American human remains and cultural items from museums and Federal agencies to Indian tribes and Native Hawaiian organizations as part of the NAGPRA process. Appropriate costs may include:

- Travel by representatives from Indian tribes, Native Hawaiian organizations and museums to prepare and/or accompany Native American human remains and/or cultural items to the Indian tribe or Native Hawaiian organization
- Transportation of Native American human remains and/or cultural items to the Indian tribe or Native Hawaiian organization
- Hazardous substance testing, documentation and decontamination of Native American human remains or cultural items
- Construction of appropriate containers for the transport and disposition of repatriated cultural items
- Ceremonial materials necessary for the appropriate return of Native American human remains and cultural items
- Staff time dedicated to the administrative and logistical arrangements

### 5. Application Review

Repatriation grants will be awarded (funded) only after:

- Publication of the required Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register* and passage of the required 30 days; and
- Documentation of transfer of control of the cultural items from the museum or Federal agency to the, Indian tribe or Native Hawaiian organization; and
- Review and approval of the complete application package by the National NAGPRA Program.

### 6. Submission Guidelines

- Applicants may submit more than one project proposal 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. Several applications from controlling tribes/NHOs can be submitted for the same repatriation however, applicants should determine how the \$15,000 will be distributed prior to submittal and budget accordingly. A single joint request is preferred.
- 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.

## VI. Preparing the Proposal Package

Electronic copies of the proposal can be downloaded from the following website address:

<http://www.nps.gov/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 together (do not use plastic covers, folders, etc.). Applicants should review the proposal package carefully before submission to ensure the inclusion of required items and the proper number of copies of each document. 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 be complete and include the following items to be considered:

- Signed Proposal Cover Sheet
- SF-424 Application for Federal Assistance
- *Repatriation Grants only* - Copy of *Federal Register* notice(s)
- *Repatriation Grants only* - Transfer of Control document
- Indirect Cost Rate Agreement (if applicable)
- Auditor's Report Letter
- Additional Support Material (optional for *Consultation/Documentation grants only*)

SF-424: Application for Federal Assistance

The following sections of the SF-424 must be completed. Without these items filled out your application is incomplete and if awarded, cannot be processed.

1. Type of Submission
5. Applicant Information
6. Employer Identification Number
7. Type of Applicant
8. Type of Application
11. Descriptive Title of Applicant's Project
12. Areas Affected by Project
13. Proposed Project
14. Congressional District
15. a-g (if applicable) Estimated Funding
16. Is Application Subject to Review by State Executive Order 12372 Process?
17. Is the Applicant Delinquent on any Federal Debt?
18. a-e Authorized Signature

## VII. FY2014 Grant Application

Form available at: <http://www.nps.gov/nagpra/GRANTS>

### 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 Grant Application (Consultation/Documentation or Repatriation)
- c. Type of Applicant (Tribal or Museum)
- 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. For Repatriation grants, provide the estimated date for the planned repatriation.
- g. Provide a brief summary of no more than 250 words describing your project, Specify major activities, the number of notices and/or repatriations you expect to produce and major project partners.
- h. Museum applicants only. Provide a number representing the best estimate of the number of items in the indicated NAGPRA categories.
- i. Provide general contact information for the tribe, NHO 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 SF-424).
- k. Enter the name, title, e-mail address, phone and fax numbers of the person who will oversee the project or will be responsible for ensuring that all project activities are completed.
- 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. Please note that all correspondence regarding the grant will be directed to this person.

Please note that at least two people must be listed in items J through M. Additionally, the National Park Service cannot correspond regarding financial and administrative matters pertaining to the grant with anyone not listed in Sections J - M unless they are specifically added to the grant at a later date.

### 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 a 12-point font.

#### Part A: Grant Objectives and Activities

Goals and Objectives, Grant Activities, Deliverables (Consultation Grants): Applicants should clearly define the goals and activities of their project and explain how it relates to the goals of NAGPRA. Activities should be clear, measurable and consistent with the project objectives. Project deliverables should be aligned with the grant objectives. Please note that grantees will be required to submit copies of their project deliverables, as described in the Grant Agreement, upon completion of grant. Deliverables are public documents unless otherwise indicated by the applicant.

Goals and Objectives, Grant Activities, Deliverables (Repatriation Grants): Applicants should clearly define the goals and activities of their repatriation project. Activities should be clear, measurable and consistent with the project objectives. Project deliverables should be aligned with the grant objectives. Please note that grantees will be required to submit copies of their project deliverables, as described in the Grant Agreement, upon completion of grant. In addition, Repatriation grant applicants should include specific information from the Federal Register Notice(s) that pertain to the repatriation(s) including date of publication, number of human remains/items to be repatriated, NAGPRA category (human remains, associated funerary object, sacred object, object of cultural patrimony, or unassociated funerary object) and projected date for repatriation. Lastly, if this is a repatriation from a Federal Agency, the agency must indicate that they do not have the funds to support the repatriation activities described in the grant.

## Definitions

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

- A **Goal** is considered a 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 and when and how it will be measured. An objective is achievable within a particular timeframe and is realistic.
- **Activities** support project objectives. They are more specific than objectives and usually describe a process.

## Part B: Partnerships and Results

**Partnerships:** Consultation Grant and Repatriation Grant applicants should provide a list of all project partners and describe their involvement in grant activities. If the project involves working with a coalition, describe the goals of the coalition and list all members. Include letters of commitment from coalition members and project partners. In addition to providing a list of project partners, Repatriation grant applicants should ensure that all tribes listed as culturally affiliated, or as tribal or aboriginal land tribes, to the human remains and/or cultural items designated for repatriation support the tribe(s) designated to conduct the repatriation. This should be indicated in the transfer of control letter from the museum as well as in supporting documentation including letters of support.

**Strategic Plan/ Capacity (Consultation Grants only):** Describe how the tribe/museum will support the project, the capacity of the tribe/museum to implement the project and the impact the project will have on the tribe/museum's strategic plan for NAGPRA.

**Monitoring and Evaluation:** Outline the tribe/museum's plans for monitoring and evaluating the project specifically as the plan relates to overseeing the accomplishment of all project activities and ensuring that all administrative requirements are met in a timely manner.

## Part C: Personnel Qualifications

Applicants should list all project personnel, including consultants, and describe their qualifications and role in the grant project. If project personnel, including consultants, have not been hired, describe the process to competitively select an appropriate person.

## Part D: Schedule of Completion

Applicants should provide a schedule for completing each project activity discussed in the Project Description. Project grant funds will not be available until Summer 2014. Consultation/Documentation projects shall be completed within 24 months of award. Repatriation grant projects shall be completed within 12 months. Repatriation grant funds are available pending allocation of funds from Congress in each fiscal year. Schedule enough time to plan, conduct, and close out the proposed project accordingly.

## Section 3: Budget

Before developing the project budget, applicants should thoroughly review the grant guidelines to understand 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.**

Please round all figures in the budget summary to the nearest dollar amount. Inaccuracies between the detailed budget and the budget summary and/or the SF-424 will result in delays in processing your grant.

- 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). (Note: payment to staff also funded by Federal funds, such as THPO funding, may not be duplicated by NAGPRA grant funds).

i. Example (Salaries and Wages)

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, NAGPRA Assistant	\$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.

ii. Example (Fringe Benefits)

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 Personnel Management website for current Government Pay Scale Schedules at <http://www.opm.gov/oca/10tables/index.asp>.

iii. Example (Consultant Fees)

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

- d. Travel:** Applicants should specify 1) how many people will be taking each trip; 2) how many days each person will be traveling (Note: this includes the day spent travelling to the destination, days spent at the destination, and the travel day to return home); 3) the per diem rate (meals and lodging) per person per day; 4) the total per diem (meals and lodging) for each trip; 5) transportation costs per person, such as airfare or mileage; and 6) 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/eaetgory/21287>. Please note: **The first and last calendar day of travel is calculated at 75 percent of the per diem rate for days spent at the destination.** Be sure to calculate your per diem accordingly. The federal allowable mileage rate for 2012 was 55.5 cents per mile. For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported.

iv. Example (Travel):

	No. of persons	No. of Travel Days	Per diem (lodging and meals) <u>per person per day</u>	<u>Total per diem (lodging and meals) for this trip</u>	Transportation costs (airfare and mileage) <u>per person</u>	<u>Total transportation costs (airfare and mileage) for this trip</u>	Grant Funds	Match/ Cost Share	Total
From/To	A	B	C	$D = A \times B \times C$	E	$F = A \times E$			$G = D + F$
Reno, NV to Washington DC	2	2	\$288	\$1,152	\$1,500	\$3,000	\$3,300	\$ 852	\$4,152

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.

v. Example (Supplies and Materials):

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 or students, 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. If funded, applicants are required to maintain records that demonstrate that a competitive bidding process was used to purchase such services or equipment (at least three different bids). 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 NAGPRA Grants only fund up to 25% of a tribe/museum's indirect cost rate. The remaining portion of rates above 25% must 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 order indicated on the FY2014 Consultation/Documentation Proposal Cover Sheet or the FY2014 Repatriation Grant Cover Sheet.

1. *Indian Tribes only* - Tribal Resolution in support of grant application and authorizing grant administration, if project is funded. As to repatriation grants, a blanket tribal resolution for a period of time will be accepted to fund multiple repatriation grants.
2. Letters of Commitment, stating specific responsibilities, from participating Indian tribes or Native Hawaiian organizations, if relevant.
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.
- *Repatriation Grants only* –
  - Applications from museums must include a letter of commitment from the Indian tribe(s)/Native Hawaiian organization(s) conducting the repatriation.
  - All tribes/Native Hawaiian organizations listed in the transfer of control document must provide evidence indicating their support for the tribe/Native Hawaiian organization designated to receive the grant and retrieve the human remains or cultural items.

### Letters of commitment are not required, but 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 and their commitment to participating in the grant if funded.
  6. Attach, if applicable, a list of proposed equipment to be purchased and the cost of each item. Equipment exceeding a cost of \$5,000 per item must be listed. Equipment costing more than \$5,000 not listed as part of the grant application will require a separate letter from the grantee and written NPS approval prior to purchase.
  7. The following documents are required for Repatriation Grants only:
    - Copy of relevant Federal Register notice(s). 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 award of grant.

- Transfer of Control Letter from museum to tribe(s)/Native Hawaiian organizations. The National NAGPRA Program requires museums to 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. The transfer of control document must include the names of all recipient tribe(s)/Native Hawaiian organization(s). Sample copies of transfer of control letters can be found on the NAGPRA website (<http://www.nps.gov/nagpra/GRANTS>).

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 Federal agency with the predominant interest in the work of the grantee department will be responsible for necessary negotiation, approval and audit of the indirect cost proposal. For Indian tribes this will typically be the Department of the Interior. If indirect costs are to be applied, a cost allocation plan must be submitted annually to the Department of the Interior's Office of Inspector General (Attention: Regional Audit Manager) for negotiation and approval. In cases where the grantee's approved indirect cost rate is a provisional rate, subject to later finalization after the actual costs for the applicable fiscal period are known, the amount budgeted for indirect costs must not exceed the amount derived under a provisional rate contained in the agreement for the current budget period. Guidance and advice concerning indirect cost proposals may be obtained from the Office of Inspector General.

## 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.**

## How to Submit Your Proposal

### 1. In-Person

Hand-delivered proposals will be accepted between 9:00 a.m. and 5:00 p.m. EST but they must be delivered directly to NAGPRA staff. Please send any electronic copies to: [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov)

**2. Mail or Courier Service (FedEx, UPS, DHL, etc.) - Also, please do not staple any materials together as they will be scanned once received.**

National NAGPRA Program  
Attn: Grants Management Specialist  
1201 Eye Street, NW, 8<sup>th</sup> Floor  
Washington, DC 20005

**All questions regarding the grant application should be addressed to:**

National NAGPRA Program  
Attn: NAGPRA Grants Management Specialist  
Phone: (202) 354-2201  
Email: [NAGPRA\\_Grants@nps.gov](mailto:NAGPRA_Grants@nps.gov)  
Applications can be found on the web at <http://www.nps.gov/nagpra/GRANTS>