



Grants Administration Webinar
October 25, 2011

National NAGPRA Program

Sangita Chari, Grants Coordinator, National NAGPRA Program
Vedet Coleman, Grants Management Specialist, Historic Preservation Division

Webinar Instructions

- Mute your phone
- Use the chat function to ask questions
- Use the toggle keys
- Hang up, do not put call on hold

FY2011 NAGPRA Grantees

Bad River Band of the Lake Superior Tribe of Chippewa Indians

Caddo Nation of Oklahoma

California State University, Sacramento

Central Council of the Tlingit & Haida Indian Tribes

Choctaw Nation of Oklahoma

Confederated Tribes of the Umatilla Indian Reservation

Del Norte County Historical Society

Denver Museum of Nature & Science

Flandreau Santee Sioux Tribe of South Dakota

Gila River Indian Community

Grand Traverse Band of Ottawa and Chippewa Indians

Greenville Rancheria

Mashpee Wampanoag Tribe

Maxwell Museum of Anthropology, University of New Mexico

Oakland Museum of California

FY2011 NAGPRA Grantees

Organized Village of Kasaan

Paiute-Shoshone Tribe of the Fallon Paiute Reservation

Peabody Museum of Archaeology and Ethnology

Rochester Museum & Science Center

Saginaw Chippewa Indian Tribe

Sitka Tribe of Alaska

SUNY, College at Oswego

Susanville Indian Rancheria

Turtle Mountain Band of Chippewa Indians

University of Colorado Museum, Boulder

University of Denver, Department of Anthropology

Utah Museum of Natural History

Washington State Parks and Recreation Commission

White Mountain Apache Tribe of the Fort Apache Reservation

Wisconsin Historical Society

Agenda

- I. Introductions
- II. Overview of NAGPRA Grants administration program
- III. Grant Agreements
- IV. Reporting Requirements
- V. Financial Reports
- VI. Obtaining payments
- VII. Reporting Requirements
- VIII. Modifying the Grant
- IX. Recommendations
- X. Announcements
- XI. Contact Information

Consultation/Documentation Grants

The goal of the NAGPRA Grants program is to increase the number of successful repatriations through support for projects that increase the ability of tribes and museums and Federal agencies to facilitate consultations and work together through the NAGPRA process

Goals of Grant Administration

- Accountability – for grantee and grantor
- Identify problems or concerns
- Allow grantees to adjust their project to reflect the realities of implementation
- Provide valuable data
- Make a case for maintaining or increasing funding

NAGPRA Grants Staff

National NAGPRA Program

Sangita Chari

- Manages application process
- Approves interim and final reports
- Receives budget modifications and extension requests
- Approves consultants and Competitive Negotiation Forms
- Approves Scope of Work modifications
- Closes out grants
- Updates contact information

Historic Preservation Grants

Vedret Coleman

- Finalizes budgets
- Approves financial forms (SF-425, SF-270, SF-272)
- Approves Payment Requests
- Processes SMARTLINK registrations
- Sends official letters to grantees approving changes after the NAGPRA Program has reviewed and approved the requests.
- Closes out grants

NAGPRA Grants Staffing Chart



Grant Agreement

Grant #
55-09-GP-515

INCLUDE IN ALL
CORRESPONDENCE
INCLUDING SUBJECT
LINE OF EMAILS



United States Department of the Interior
NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

GRANT AGREEMENT No. 55-09-GP-515

Upon signature of both parties below, the National Park Service will obligate the sum of **\$90,000**. This money must be used to support the proposed Native American Graves Protection and Repatriation Act (NAGPRA) grant work shown in the Summary of Objectives and Results and the Work-Cost Budget stipulated as part of this Grant Agreement.

In accepting this grant, evidenced by signature below, the applicant agrees to comply with Department of the Interior regulations and requirements governing grants stipulated in Office of Management and Budget Circulars A-102 (Uniform Administrative Requirements), A-87 (Cost Principles), and A-133 (Audit Requirements). These elements and reporting forms with instructions enclosed with the transmittal letter are hereby incorporated into this Grant Agreement together with the terms and conditions stipulated on the following pages. The terms and conditions of this grant shall be extended to subcontractors.

The term of this Grant Agreement is:

Beginning Date:	July 1, 2009
Ending Date:	July 31, 2010

None of the funds awarded may be used to process any grant or contract documents that do not include the text of 18 U.S.C. 1913 prohibiting lobbying with appropriated funds. In accordance with Section 303 of Public Law 110-161 (the Fiscal Year 2008 Appropriations Act for the Department of the Interior and Related Agencies), the recipient shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

In witness thereof, the parties have executed this Grant Agreement as of the dates entered below.

UNIVERSITY OF WISCONSIN:	NATIONAL PARK SERVICE:
By  (Signature) Stephanie Gray, Managing Officer Research & Sponsored Programs	By _____ Hampton Tucker, Chief Historic Preservation Grants Division
_____ (Typed Name and Title of Authorizing Official)	_____ (Date)
8-18-09 (Date)	_____ (Date)

Grant Agreement

- Department of Interior Regulation and Requirements, OMB Circulars
- Term of Grant Agreement
- Payment
- Eligible Costs
- Project Monitoring
- Interim and Final Report Deadlines
- Financial Audit
- Records
- Acknowledgement of Federal Assistance and Disclaimer
- Compliance
- Suspension or Termination
- Scope of Work
- Budget
- Deliverables
- Repatriation
- Lobbying Prohibitions
- Fundraising

Term of Grant Agreement

The term of this Grant Agreement is:

Beginning Date:

Ending Date:

Interim and Final Project Reports

- Interim Progress Report and SF-425. An acceptable Interim Progress Report and SF-425 must be submitted to NPS **every six months** during the grant period, with the initial Progress Report due not later than **January 31, 2012**, and every six months thereafter. If your organization becomes non-compliant, all requests for funds, budget modifications and extensions will be rejected until your organization becomes compliant.
- Final Project Report and SF-425. An acceptable Final Progress Report and SF-425 must be submitted by **October 31, 2013** or within 90 days after the completion of project work, whichever is sooner.

Acknowledgement of Federal Assistance and Disclaimer

For all publications and materials -

“This material is based upon work assisted by a grant from the Department of Interior, National Park Service, National NAGPRA Program. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior or the National NAGPRA Program.”

Scope of Work

15. Scope of Work: The approved Summary of Objectives and Results to be performed with this grant award is as follows:

Examples:

- *Provide NAGPRA-related training to prepare staff for the repatriation process.*
- *Acquire, compile and review museum records regarding XX Tribe cultural material and consult with Elder committee regarding items to be repatriated.*
- *Travel and consult with the XYZ Museum, the ABC Museum of Natural History, and the DEF Museum.*
- *Develop a Repatriation Plan.*

Original Approved Budget

Found in the Grant Agreement

Salaries and Wages	\$13,280
Fringe Benefits	\$425
Consultant Fees	\$17,000
Travel and Per Diem	\$36,250
Supplies and Materials	\$500
Other Costs	\$5,000
Indirect Costs	\$16,109
TOTAL	\$88,564

***PLEASE NOTE: The Approved Budget in the Grant Agreement may vary from the budget submitted with your application. The Budget that is located in your grant agreement is the budget that you will use When requesting a Budget Modification or when completing your Final Budget.**

Deliverables

17. Deliverables: The following products produced with this grant assistance must be forwarded to the National Park Service with the Final Project Report (see Grant Condition 7):

Examples:

- *A comprehensive written report summarizing the work completed under this grant, together with any photographs deemed suitable for publication.*
- *A copy of the tribe's Repatriation Plan.*
- *A copy of all training materials, list of attendees and summaries produced for training.*
- *A copy of the Federal Register notices produced through this grant.*

Reporting Requirements

Programmatic

- Interim Reports
- Final Report
- Competitive Negotiations Form
- Programmatic modifications
 - Time extensions
 - Scope of work changes

Financial

- SF-425
- SF-270
- SF-272
- Budget modifications

Key Dates

July 1, 2011 – Start of grant period

January 31, 2012 – 1st Interim Report due

July 31, 2012 – 2nd Interim Report due

January 31, 2013 – 3rd Interim Report due

July 31, 2013 – Grant Period Ends

October 31, 2013– Final Reports due

Interim Reports

Part I. Project Description

1. Briefly describe progress to date in completing the project objectives and results as listed in the Scope of Work of your Grant Agreement.
2. Briefly describe the status of grant deliverables, as described in the Grant Agreement, to date. What products have been completed? What products are currently underway? What products have not yet been initiated?
3. Have you encountered any challenges to completing the grant work? If so, how do you plan to address these challenges?

Interim Reports

Part II. Administration

See Condition 6 of the Grant Agreement regarding modifications to the original grant agreement

4. List any amendments to the original grant agreement including extensions and/or modifications to the Scope of Work or Work-Cost Budget. Provide the NPS approval dates.

5. Do you anticipate any changes to the Scope of Work, Work-Cost Budget or Deliverables listed in the grant agreement? If yes, describe changes, and indicate when a written request for modification will be submitted to NPS.
(This does not constitute a modification request. You must submit a separate request for a modification to your grant agreement.)

6. Attach a completed SF 425, *Federal Financial Report* to the interim progress report.

Final Reports

Part I. Administrative, Part II. Project Description

Administrative

1. List any amendments to the original Grant Agreement including extensions and/or modifications to the Scope of Work or Budget. Provide the National Park Service approval dates.

Project Description

1. Briefly summarize the results of the project accomplished under this grant.
2. Describe any differences between the planned results as listed under the Scope of Work and Deliverables in the Grant Agreement and the actual results.
3. List all key partners and participants (museums, tribes, institutions, individuals) in the grant and briefly describe their participation in the project.
4. Beyond the grants deliverables, what was the larger impact of the project on your institution/community?
5. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project.
6. Provide any other data required by the Grant Agreement's NPS Special Condition or instructions.

Final Reports

Part III. Experience

Answers to the following questions will help the National NAGPRA Program improve its support to museums and tribes in their efforts to effectively meet the goals of NAGPRA.

1. Other than funding, what were the major obstacles you faced in implementing your grant?
2. Provide two specific suggestions of how the National NAGPRA Grant Program could better support your grant implementation efforts.
3. Add any additional comments/thoughts here.

A. Financial Information Please provide the original and one copy of your financial information.

1. Using the budget provided in the Grant Agreement or the approved budget modification (if applicable) submit a final Work-Cost expense report showing the budget versus actual work-costs.
2. Explain any differences between the planned and actual work-costs.
3. Attach a signed copy of the final SF-425 *Federal Financial Report* form.
4. Attach a SF-270 *Request for Advance or Reimbursement* requesting your final payment.
5. If applicable, attach a SF-272 *Federal Cash Transactions Report* showing the liquidation of any cash advances.

Final Reports

Part IV. Attachments

B. Deliverables

1. Include a copy of any required Deliverables as outlined in your Grant Agreement.
2. If any publications were produced with the assistance of this grant, enclose **three** copies of the publication.

Final Reports – CONSULTATION/DOCUMENTATION GRANTS

Part V. Statistical Information

Repatriation

____ # of consultations conducted

____ # of human remains identified for repatriation /disposition

____ # of associated funerary objects Identified for repatriation

____ # of unassociated funerary objects, sacred items and/or objects of cultural patrimony identified for repatriation

____ # of Notices of Inventory Completion generated as a result of this grant

____ # of Notices of Intent to Repatriate generated as a result of this grant

Education/Training

____ # of trainings/workshops presented by grantee as a result of this grant

____ # of people attending trainings/workshops presented by grantee

____ # of outside trainings/workshops attended by grantee with support From this grant

____ # of people attending outside trainings/workshops with support from this grant

Community Involvement

____ # of tribes participating in the grant

____ # of museums participating in the grant

____ # of other institutions participating in the grant

____ # of individuals (not associated with a tribe/museum/institution listed above participating in this grant

Part VI. Activities

Did grant funds support your involvement in a coalition or partnership? Yes No

What is the name of the coalition or partnership efforts?

How many tribes/museums participate in the coalition/partnership?

Part V. Statistical Information

Your responses should include only those human remains, cultural items, activities, individuals and institutions that were directly involved or impacted by grant-funded activities between the project start and end dates.

Repatriation

_____ # of human remains repatriated/dispositioned through the grant

_____ # of associated funerary objects repatriated through the grant

_____ # of unassociated funerary objects repatriated through the grant

_____ # of sacred items repatriated through the grant

_____ # of objects of cultural patrimony repatriated through the grant

Community Involvement

_____ # of tribes participating in the grant

_____ # of museums participating in the grant

_____ # of other institutions participating in the grant

_____ # of other individuals participating in the grant

Part VI. Activities

Were grant funds used for the testing or removal of contaminants? If yes, please describe.

Did the tribe/Native Hawaiian organization receive training on safe handling procedures for contaminated human remains or cultural items under this grant? If yes, please describe.

Did grant funds support your involvement in a coalition or partnership? Yes No

What is the name of the coalition or partnership effort?

How many tribes/museums participate in the coalition/partnership effort?

Competitive Negotiations Form

What is the purpose?

To prove that a competitive selection process was used for hiring consultants.

What is the process?

Fax or email the form to Sangita. You will receive an email response approving the form.

When should I submit the form?

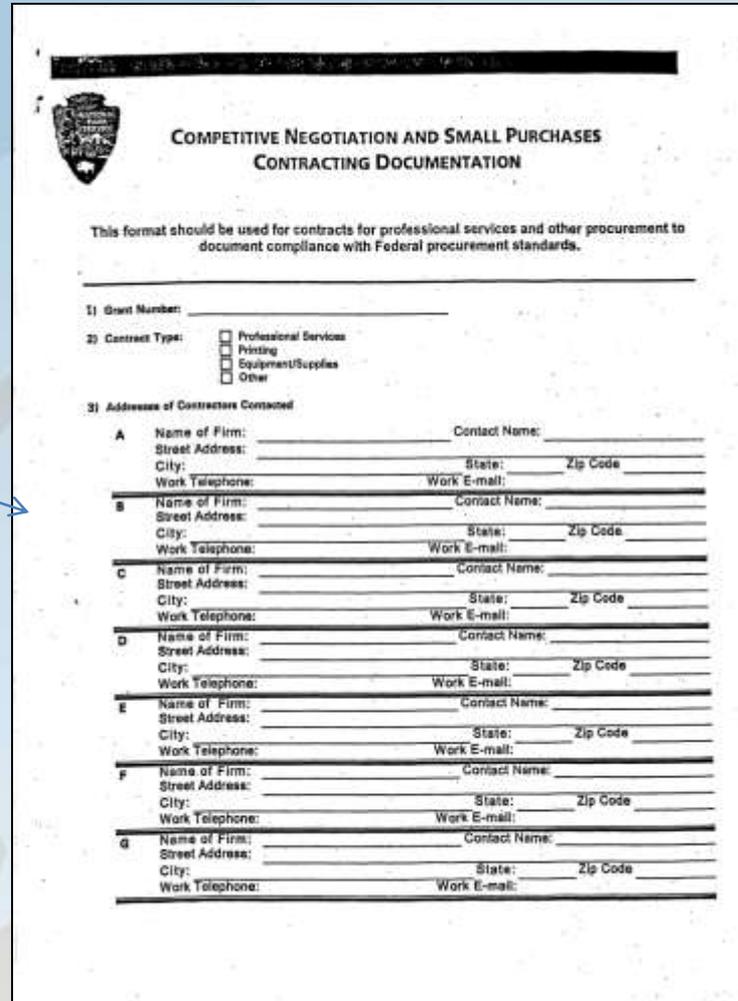
Form should be submitted to Sangita within 30 business days or as soon as your organization goes through the consultant selection process.

Do I use this form to report Elders, students, or interns? **NO**

Do I use this form to report on any equipment purchases over \$5,000? **YES**

Competitive Negotiations Form

Include information from 3 consultants



The form is titled "COMPETITIVE NEGOTIATION AND SMALL PURCHASES CONTRACTING DOCUMENTATION" and features the Department of Defense seal. It includes instructions for use and a series of fields for contractor information. A blue box on the left points to the first three contractor sections (A, B, and C).

**COMPETITIVE NEGOTIATION AND SMALL PURCHASES
CONTRACTING DOCUMENTATION**

This format should be used for contracts for professional services and other procurement to document compliance with Federal procurement standards.

1) Grant Number: _____

2) Contract Type: Professional Services
 Printing
 Equipment/Supplies
 Other

3) Addresses of Contractors Contacted

A Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

B Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

C Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

D Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

E Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

F Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

G Name of Firm: _____ Contact Name: _____
Street Address: _____
City: _____ State: _____ Zip Code _____
Work Telephone: _____ Work E-mail: _____

Competitive Negotiations Form

Place price quote here

Justification for sole source vendor here (why you didn't do a competitive selection)

Sign here

4) Comparative Summary of Responses Received (must be AT LEAST 3 firms)

Use one row for each firm.

Letter ID or Firm Name	Date quote obtained	Price Quote	Obtained how?
A.			
B.			
C.			
D.			
E.			
F.			
G.			

5) Basis for Selection: Lowest Price Other

For the purposes of an SAT Grant, Selection criteria DOES NOT have to be lowest price, however, the explanation for the basis used must be described:

Signature of Grants Official Title Date

SF-425 (FFR) Reporting Requirements

Reporting Requirements

- 1) The submission of interim FFRs will be due semi-annually along with your Interim Report. A final FFR shall be submitted at the completion of the award agreement. For Final FFRs, the reporting period end date shall be the end date of the project or grant period.
- 2) Semi-annual interim reports shall be submitted on the dates stipulated in your grant agreement. Final reports shall be submitted no later than 90 days after the project or grant period end date.

-<http://forms.gov/bgfPortal/docDetails.do;jsessionid=10912C03F93E5894DC7F59ED4C4E7948?dId=15150>

SF-425

Federal Cash Transaction Report

What else is the form used for?

Liquidate any advances made to your organization

When do I submit the form?

Within 30 business days from the advance

How can I submit the form?

Via email or fax to Sangita

SF-425

Federal Financial Report

FEDERAL FINANCIAL REPORT							
(Follow form instructions)				Page	of		
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1 of 1 pages		
3. Recipient Organization (Name and complete address including Zip code)							
4a. OMB Number	4b. FFR	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)				To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)	
10. Transactions Cumulative							
(Use lines a-c for single or multiple grant reporting)							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts							
b. Cash Disbursements							
c. Cash on Hand (line a minus b)							
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized							
e. Federal share of expenditures							
f. Federal share of unliquidated obligations							
g. Total Federal share (sum of lines e and f)							
h. Unobligated balance of Federal funds (line d minus g)							
Recipient Share:							
i. Total recipient share required							
j. Recipient share of expenditures							
k. Remaining recipient share to be provided (line i minus j)							
Program Income:							
l. Total Federal program income earned							
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)							
11. Indirect Expense							
a. Type		b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
g. Total:							
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
b. Signature of Authorized Certifying Official				d. Email address			
				e. Date Report Submitted (Month, Day, Year)			
14. Agency use only							
OMB Form 325 OMB Approval Number: 0348-0001 Expiration Date: 10/01/2011							
Paperwork Burden Statement According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0001. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0000), Washington, DC 20503.							

Insert Grant Agreement Numbers

Insert Semi-Annual or Final

Insert six month period covered by SF425

Sign and print name

Requirements for an Advance

Funds must be spent within 30 days

Grantee must submit the SF-425 to liquidate the funds within 30 days

Failure to submit the SF-425 within 30 days will result in your grant becoming noncompliant

Unresolved accounts will be disallowed from requesting future advances

SF-270

Request for Advance or Reimbursement

NPS will be unable to approve advances or reimbursements if your organization is non-compliant for any of the following reasons:

Failure to submit an acceptable Interim Report and SF-425 on the due date (See Special Condition # 7)

Failure to submit an acceptable Final Report and SF-425 on the due date (See Special Condition # 7)

Failure to comply with Agreement Terms and Conditions numbers 1-20.

With particular interest in:

- 2. Work Program (Competitive Negotiations Form)
- 6. Project Monitoring
- 15. Scope of Work
- 16. Budget

SF-270

Request for Advance or Reimbursement

REQUEST FOR ADVANCE OR REIMBURSEMENT <i>(See instructions on back)</i>		OMB APPROVAL NO. 0348-0004		PAGE _____ OF _____ PAGES
		1. TYPE OF PAYMENT REQUESTED a. <input type="checkbox"/> ADVANCE <input type="checkbox"/> REIMBURSEMENT b. <input type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANTOR OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST
6. EMPLOYER IDENTIFICATION NUMBER	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	8. PERIOD COVERED BY THIS REQUEST FROM (month, day, year) _____ TO (month, day, year) _____		
9. RECIPIENT ORGANIZATION Name: Number and Street: City, State and ZIP Code:		10. PAYEE (Where check is to be sent if different than item 9) Name: Number and Street: City, State and ZIP Code:		
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES	(a)	(b)	(c)	TOTAL
a. Total program outlays to date <i>(As of date)</i>	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays <i>(Line a minus line b)</i>	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total <i>(Sum of lines c & d)</i>	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested <i>(Line g minus line h)</i>	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month			0.00
	2nd month			0.00
	3rd month			0.00
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY				
a. Estimated Federal cash outlays that will be made during period covered by the advance				\$
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period				\$
c. Amount requested <i>(Line a minus line b)</i>				\$ 0.00
AUTHORIZED FOR LOCAL REPRODUCTION		<i>(Continued on Reverse)</i>		STANDARD FORM 270 (Rev. 7-97) Prescribed by OMB Circulars A-102 and A-110

SF-270

Request for Advance or Reimbursement

What is the SF-270?

Used to request an advance or reimbursement.

When do I submit the 270?

No deadline. As needed by the grantee.

What is the process?

Submit to Sangita Chari via fax or email (scanned with signature).

If the SF-270 is accepted, Vedet will email an approval to your SMARTLINK Contact.

If your SF-270 is not accepted

You will receive an email from Sangita or Vedet with an explanation.

If your organization submits a request for reimbursement or advance and you receive an email informing you of your non-compliant status please respond within 10 business days.

Final Budget Template

Line Item	Original Budget	Change	Actual Expenditures
Salaries and Wages	\$3,000	-\$500	\$2,500
Fringe Benefits	----	-----	-----
Consultant Fees	\$2,000	+\$800	\$2,800
Travel and Per Diem	\$300	-\$300	0
Supplies and Material	-----	-----	-----
Other Costs	-----	-----	-----
Indirect Costs	-----	-----	-----
Total Grant	\$5,300		\$5,300

Final Payment

15% of total grant amount will be withheld until all reporting requirements are fulfilled.

Drawing down funds

- Send in the following items:
 - Direct Deposit Sign-up form
 - Division of Payment Management, Payment Management System Access Form (establish SMARTLINK Contact)
- Your SMARTLINK contact will receive an email from Vivian Hughes with the Log-in and PIN # for the SMARTLINK System. Expect a turnaround period of 4-8 weeks.

Payment Management System Access Form



DEPARTMENT OF HEALTH & HUMAN SERVICES Program Support Center

Division of Payment Management
5600 Fishers Lane, Room 11-33
Rockville, Maryland 20852

Division of Payment Management Payment Management System Access Form

This form must be completed in its entirety in order to be processed

Please print or type

Action Requested (check one):

- Establish New User Access
- Change Existing User Access: Current PMS Username _____
- Deactivate User Access: Current PMS Username _____

Name of Institution/Organization: _____

Payee Identification Number(s) (PIN) if not known, list EIN: _____

Do you need access to all accounts associated with this PIN(s)? Yes No

If not, please list the Payee Account Number(s) (PAN) for which you are requesting access.

Access Requested for:

Name: _____

Titles: _____

Telephone #: _____

E-Mail Address: _____

Mailing Address: _____

Type of access requested for user. Please select one in each category if applicable.

- | | |
|---|---|
| Payment Requests and Inquiries | Federal Financial Report (FFR) |
| <input type="checkbox"/> Payment Requests and Inquiries | <input type="checkbox"/> FFR Preparer Only |
| <input type="checkbox"/> Inquiry Only | <input type="checkbox"/> FFR Certifier Only |
| | <input type="checkbox"/> FFR Preparer and Certifier |

Supervisor Name (Please Print): _____

Supervisor's Signature: _____

Supervisor's Title: _____

IF THIS IS A NEW ACCOUNT, PLEASE MAIL THIS FORM ALONG WITH YOUR SF-1199A DIRECT DEPOSIT FORM.

IF YOUR BANKING INFORMATION HAS BEEN ESTABLISHED IN THE PAYMENT MANAGEMENT SYSTEM, YOU MAY FAX THIS FORM TO THE PAYMENT MANAGEMENT SYSTEM HELPDESK AT 301-443-8362.

Obtaining Payments

Submission

- Your organization will submit a SF-270 to Sangita via email or fax

Approval

- If your grant is compliant Vedet emails Payment Management System approving your payment and will copy SMARTLINK Contact

Payment

- Your organization can then go into the SMARTLINK System to request the drawdown

Remember: Please do not request payment before receiving an email from Vedet.

Chart of Required Forms

CHART OF REQUIRED FORMS				
Form	When to Submit	Original Required	Letterhead Required	Accepted methods of Receipt
Interim Report	Every 6 months from start of grant. Refer to your grant agreement			Scanned and submitted via email, fax, or mail
Final Report	90 days from completion of grant. Refer to grant agreement	X		Mail only *FedEx preferred
SF-425 Federal Financial Report	<ul style="list-style-type: none"> • Every 6 months with interim report • With final report • 30 days after receiving an advance 			Fax, mail, email unless otherwise requested
SF-270 Request for Advance or Reimbursement	<ul style="list-style-type: none"> • As grantee requires funds • With final report 	Final request only		Fax, mail, email unless otherwise requested
Budget Modification	At least 30 days prior to start of modification		X	Fax, mail, email unless otherwise requested
Grant Extension	At least 30 days prior to grant end date		X	Fax, mail, email unless otherwise requested
Change in Scope of Work	At least 30 days prior to start of work		X	Fax, mail, email unless otherwise requested
Change in Personnel	Immediately upon change in personnel status			Fax, mail or email
Competitive Negotiations Form	Upon selection of consultants			Scanned and submitted via email, fax, or mail

Modifying the Grant Agreement

- Time Extension
- Scope of Work Changes
- Budget Modifications

Time Extension

What is it?

Request to extend the project end date due to circumstances beyond your control.

What is the process?

Submit a written request via fax or email to Sangita. Once approved by the NAGPRA Program you will receive an official letter from Vedet with your new end date and report deadlines.

How often can I request an extension?

Extensions are for one year only.

Sample extension request

The XXX Tribe is requesting a 12-month extension for our NAGPRA Grant # 40-09-GP-215. We are currently operating with an ending date of **July 31, 2011** and are requesting the ending date be extended to **July 31, 2012**. Funds are still available for use with this grant and there are a few objectives yet to be accomplished.

In addition there have been some personal issues that have pulled the grant coordinator away from the office for an extended time this spring. This extension would give us the opportunity to complete our deliverables and fulfill tribal obligations for the successful administration of our NAGPRA grant.

Change in Scope of Work

What is it?

Change in project activities as listed in your grant agreement.

What is the process?

Submit a written request via fax or email to Sangita. You will receive an official letter from Sangita approving the change in the scope of work.

How often can I request?

As often as needed to complete the project. The scope of work cannot change the goal of the project.

Sample Change in Scope

Scope Change Approval.

Repatriate the seven sets of human remains to the XXX Tribe. Funds will be used to cover travel expenses for 2 designated representatives from the XXX Tribe to travel to Minneapolis to collect the human remains.

Deliverable.

Written report documenting the repatriation planning and activities, including copies of flyers, press releases, video footage and photographs deemed appropriate for public distribution.

Budget Modification

What is it?

A change in the budget as listed in the grant agreement.

What is the process?

Submit the form to Sangita via fax or email. She will review and approve it. The form will then be submitted to Vedet for the official letter. You will be expected to report on this budget in your final and interim reports.

How often can I request a modification?

As often as needed.

Sample Budget Modification Request

Line Item	Original Budget	Change	Revised Budget
Salaries and Wages	43,100	+1,237	44,337
Fringe Benefits	4,146	-322	3,824
Consultant Fees	8,500	+2,768	11,268
Travel and Per Diem	14,130	-2,090	12,040
Supplies and Materials	4,186	-1,474	2,712
Services	725	-119	606
Total	74,787		74,787

Remember

- The person listed as the Grant Administrator is considered the main point of contact.
- Notify the Grants Coordinator at National NAGPRA of any staff changes.
- Submit all interim reports and financial reports in a timely manner.
- Request modifications to the grant agreement prior to a report deadline to avoid being marked as non-compliant. Non-compliant status will affect your ability to draw down funds and receive future grants.
- Look for written acceptance of all modifications. A formal letter will be sent approving any changes to the grant agreement. If you do not receive written notice, follow up with Sangita.
- The only way to receive grant funds is through SMARTLINK. Keep your SMARTLINK contact current.

Tips to a successful grant project

- Keep all dates posted in your calendar.
- Identify 2 people to manage the grant – one for programmatic aspects and one for financial administration. Communicate regularly.
- Check the NAGPRA website regularly for updates and resources.
- Contact Sangita or Vedet if you have questions, do not wait until you are non-compliant to call!

Contact Information

Sangita Chari, Grants Coordinator
National NAGPRA Grants Program

Sangita_Chari@nps.gov

NAGPRA_Grants@nps.gov

202-354-2203 (phone)

202-371-5197 (fax)

Vedet Coleman, Grants Specialist
Historic Preservation Grants Division
Vedet_R_Coleman@contractor.nps.gov

202-354-2077 (phone)

202-371-1794 (fax)

National NAGPRA Program

Address:

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8th floor
Washington, DC 20005

Telephone: (202) 354-2201

FAX: (202) 371-5197

E-mail: NAGPRA_Info@nps.gov

Web: www.nps.gov/nagpra

Historic Preservation Grants Division

Address:

1201 Eye St. NW

6th floor

Washington, DC 20005

Grants to Federal, State, and local governments, American Indian Tribes, nonprofit organizations, and educational institutions for preservation projects.

Email: Preservation_Grants_Info@nps.gov

Web: www.nps.gov/history/hps/hpg