

## Preagreement Costs

In very special circumstances, the National Park Service (NPS) may agree to allow preagreement costs to be counted toward a grantees matching share. Any preagreement costs incurred as part of your grant project must be approved in writing by the National Park Service (NPS) and be authorized to be charged to this grant in accordance with OMB Circular A-122, *Cost Principles for Nonprofit Organizations*.

If NPS agrees to consider the preagreement costs for a Save America's Treasures grant project, the grantee must submit the following materials to NPS for review:

1. A letter requesting approval for preagreement costs including: an outline of the work that was completed prior to the awarding of the grant agreement; an explanation of how the completed work fits into the proposed work being funded under the current grant agreement; and the dates that the preagreement work was completed.
2. Copies of all receipts or invoices for completed work, and their accompanying payment checks documenting that the funds have been expended.
3. Copies of plans and specifications for all construction work completed as part of preagreement costs. Good quality photographs showing detailed images of the completed work must be included with the plans and specification.
4. A letter from your State Historic Preservation Officer stating that they have reviewed the work in compliance with Section 106 of the National Historic Preservation Act, and they the work has had, or will have, no adverse effect on the property. To obtain preagreement cost approval for work under a Save America's Treasure grant, the letter from the SHPO must state that the completed work had "no adverse affect" on the historic property.
5. Documentation that all contractors or consultants paid through Federal or matching grant funds were competitively selected along with a copy of the professional qualifications for the selected contractor(s).

NPS will review the above documentation and make a decision as to whether or not the preagreement costs are allowable. A letter will then be sent to the grantee with the final decision. If approved, documentation of the pre-award costs must be retained by the grantee for review during the grantee's final audit.