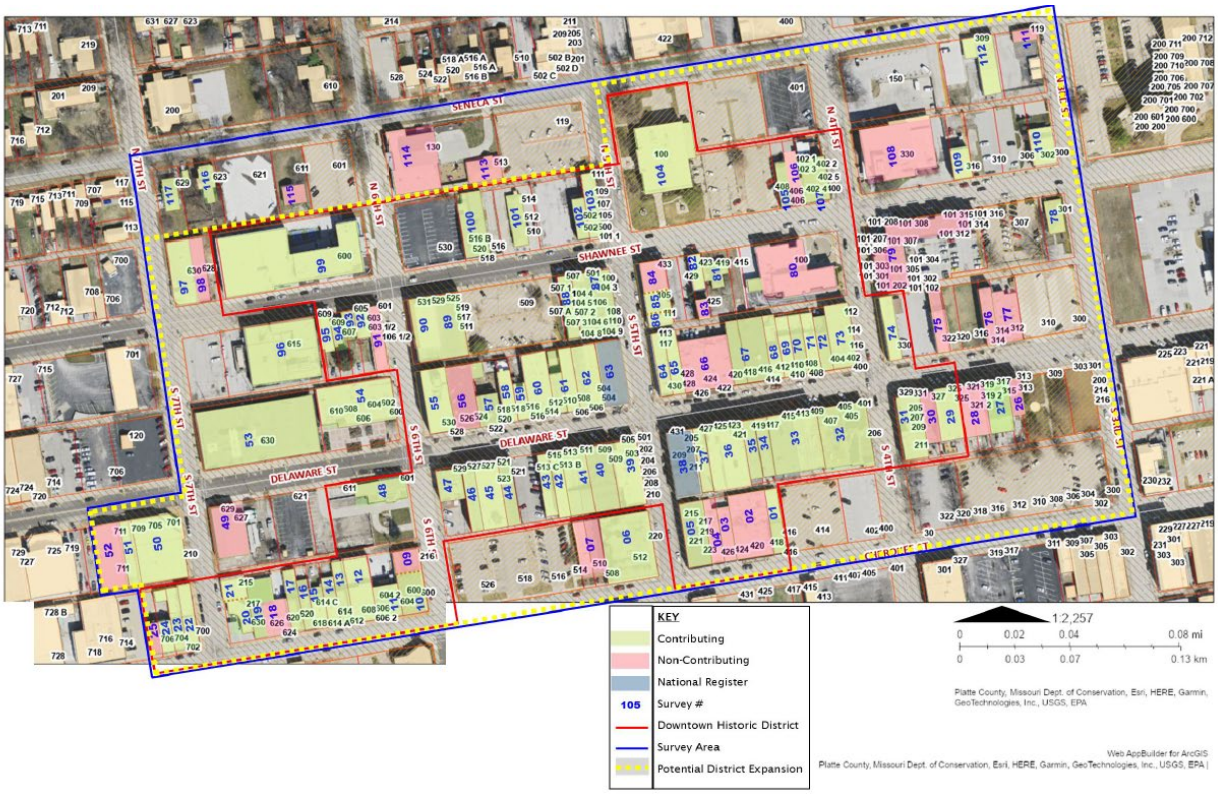
Historic Preservation Fund
2024 Grant Guide



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CFDA #15-904 National Park Service-Department of Interior

Historic Preservation Fund Grant Program

INTRODUCTION

The Historic Preservation Fund is a grant program funded by the National Park Service (NPS) of the Department of the Interior. Each year the NPS provides the Kansas Historic Preservation Office (SHPO) with funds that in part finance its operations and salaries. A portion of the funds are then passed on to local governments and organizations to pay for historic preservation activities on the local level. Eligible activities include historic preservation and archeological surveys, preparation of nominations to the National Register of Historic Places, creation of community wide historic preservation plans and design guidelines, and educational activities. The program is based on the idea that communities should be given the information and tools they need to plan for the preservation of their own historic resources.

Although the funds are provided by the NPS, the program is administered by the Kansas Historic Preservation Office, which is in the Kansas Historical Society (KSHS). The SHPO may establish provisions that are unique to the needs of the Kansas program and state laws. The SHPO must, however, meet any federal requirements established by the NPS and must pass along certain requirements to subgrantees. These are found in the Historic Preservation Fund Grants Manual and in circulars distributed by the Office of Management and Budget. This guide is written to supplement the manual and to focus on those aspects of grant administration most commonly encountered in typical nomination, survey, or planning grants. This manual represents a selection of those aspects of the manual relevant to most HPF grants. Please consult SHPO staff for additional information or interpretations of NPS requirements when needed.

The guide has been designed to direct you through the process of initiating and completing an HPF grant project. It, therefore, has been broken out into a series of steps. As always, we at the state office welcome any questions you may have as you work on your grant project. It is always best to answer any questions or concerns when they come up rather than later when the problem is harder to handle.

CHAPTER 1
Establishing the Project Guidelines

Project Agreement

Should an application be selected for funding, a project agreement must be signed by both the grant recipient and the Kansas Historical Society **before** any project related activities may be initiated or expenses incurred. Any activities that occur before the signing of the grant agreement may not be counted as match for the federal funds. The project agreement will establish the scope of work, schedule, budget, and other conditions of the award of the grant. These items are drawn from the information presented in the grant application. This is a standard contract. Only those parts of the agreement that deal with the specifics of the project may be altered. The grant recipient should read and understand the provisions of the agreement since it outlines the important conditions governing the grant. The applicant must sign the project agreement and the applicant's project administrator must attend an HPF grant orientation session **before** beginning work on the project.

The project agreement will state a project starting date. No project work should begin, nor grant related expenses be incurred, prior to the project starting date or the date that the agreement is signed. Contracts for professional services to be paid with the grant funds should not be signed prior to the project starting date. Execution of the project scope of work must begin within sixty (60) days of the project starting date unless a delay is approved in writing by the SHPO grants manager.

The schedule in the grant agreement provides the milestones that should be met during the grant project. These milestones include the grant products and the dates when they should be completed.

The budget in the grant agreement also describes the categories in which expenses can be incurred and indicate whether these expenses are meant to be counted as a matching share or be reimbursed with federal funds. Costs cannot be claimed for reimbursement unless they appear as stated line items in the budget or an amendment thereto. No expenditure made by the grant recipient may be charged to the grant unless it is for a payment made during the grant period, is necessary for the accomplishment of the approved grant objectives, and it conforms to appropriate state and federal cost principals.

Please note that the budget also specifies when you may request reimbursement. SHPO may only reimburse for completed products. Each product in the budget section, therefore, is linked to a maximum amount of federal grant funds that may be requested upon its

submission. When reviewing your contract, please read this section carefully to ensure that you may receive funds when needed to meet your financial obligations.

Any substantive changes in the project agreement, such as the inclusion of new budget line items or changes in the scope of work, require an amendment to the project agreement. To request an amendment, a grant recipient must send a letter or email to the SHPO grants manager that describes the proposed change and explains why the amendment is needed. If the request is approved, a draft amendment will be returned for your review and signature.

NOTE: All provisions and requirements in the project agreement also pertain to your agreements and contracts with any subawards you pass-through to others and/or contracts you negotiate with consultants and contractors.

CHAPTER 2
Contracting for Consultant Services

Most Historic Preservation Fund projects involve the employment of consultants. If you intend to contract for professional services with individuals not in your organization, you will need to seek competitive proposals. All project professionals must be selected in a manner consistent with the conditions identified in the Project Agreement. **Verification** of selection of qualified professionals to execute the scope of work **is required**. Copies of all contracts for professional services to complete the scope of work and requests for waivers must be submitted to the SHPO grants manager for approval before any work begins. All contracts must be approved, in writing, before signing. *We have included a checklist in this packet to guide you in completing the required documentation for consultant selection.*

If federal funds are available for development (i.e. excavation, physical repairs) or acquisition projects, grant recipients will need to work directly with SHPO staff to establish the requirements and parameters of the project.

I. Procurement Methods

Please read carefully.
All procurement transactions must be conducted in a manner that provides maximum open and free competition. Procurement procedures must not restrict or eliminate competition. Restrictive competition includes, but is not necessarily limited to:

1. Placing unreasonable requirements on firms for them to qualify to do business.
2. Noncompetitive practices between firms.
3. Organizational conflicts of interest.
4. Unnecessary experience and bonding requirements.

Code of Conduct

The grant recipient's officers, employees, or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements arising because of the funding provided through the grant award.

Furthermore, no employee, officer, or agent of the grant will participate in the selection, award, or administration of a contract supported by HPF grant funds if a conflict of interest, real or apparent, would be involved.

Such a conflict of interest would arise when any of the following has financial or other interest in the firm selected for award:

1. The employee, officer, or agent.
2. Any member of his or her immediate family.
3. His or her partner.
4. An organization that employs, or is about to employ, any of the above.

A. Requests for Proposals

Choosing the right preservation consultant for the project is an important responsibility. Making an "investment" in the proper consultant will help guide the project through planning and implementation. Not all preservation consultants are qualified to handle every type of project. To select the right consultant for the project, the SHPO has identified the steps typically used in the selection process.

Selecting qualified consultants usually begins by issuing a request for proposals (RFP). An RFP typically includes an indication of the type of work involved; the scope of services required; time constraints; evaluation criteria; the form in which the statement of interest and qualifications are to be submitted; and the submittal deadline. The RFPs asks the consultant to submit a proposed budget and timeline for the subgrantee to evaluate. Alternatively, subgrantees may issue a request for qualifications (RFQ) that lays out all the information in an RFP but includes an established project budget and timeline. All RFPs / RFQs **must be approved** by the SHPO grants manager **before** they are sent to potential consultants.

RFPs / RFQs should:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be provided. Such description will not contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be produced and, when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

2. Clearly set forth all requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work.

3. Subgrantees must establish evaluation criteria before the RFP/RFQ is distributed. Make sure you explain in the RFP/RFQ how you will be evaluating the proposals received.

4. Include the following or similar language:

   "The project has been financed in part with Federal funds from the National Park Service, a division of the United States Department of the Interior and administered by the Kansas Historical Society. The contents and opinions contained within project products, however, do not necessarily reflect the view or policies of the United States Department of the Interior or the Kansas Historical Society.

   This (program / project) receives Federal funds from the National Park Service. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, 1849 C Street, N.W., Washington, DC 20240."

B. Qualification Requirements for Professionals

The following professional qualifications will be required unless a professional meeting the requirements is not available, or it is not feasible to employ such a professional and the requirement is waived by the SHPO grants manager. The SHPO maintains a list of qualified consultants approved for HPF projects, however this is not an all-inclusive list. Always verify credentials of prospective consultants. Consultants not on the SHPO list may compete for contracts on HPF financed projects but must be approved by SHPO as meeting the NPS requirements. To do so they must submit full resumes for evaluation with their proposals.

The following qualifications are based on those established by the National Park Service:

* Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus (1) at least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management; (2) at least four months of supervised field and analytic experience in general North American archeology; and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

cont.

* Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

* Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a Kansas license to practice architecture, plus one of the following: (1) at least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or (2) at least one year of full-time professional experience on historic preservation projects.

* History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

C. Competitive Procurement

Hiring a consultant must be done in a way that promotes fair and open competition while providing the best opportunity for the project to have a qualified professional within the Subgrantee's budget. Evidence that competitive procurement requirements for professional services and subcontracts have been met must be submitted to SHPO before contracts are signed with your chosen consultant. Federal regulations (see Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards - 2 CFR Part 200) defer many procurement procedures to the federal awardee (i.e. State of Kansas) when our requirements are more restrictive. Use the following procedures and the enclosed Consultant Selection Checklist to guide your hiring process for consultants under this grant:

i. All goods and services must be procured by written contract no matter the size of the purchase.

ii. Procuring goods and services valued **under $5,000 requires no special conditions**, but the Subgrantee must make every effort to obtain the most advantageous purchase both in terms of economy and efficiency. Decisions may be made based on informal discussions with qualified persons or firms but should consider qualifications and availability of the vendor to perform the work. Services include, but are not limited to, professional services (i.e., architecture, engineering, and land surveying) and consultant and individual services.

iii. For goods and services valued **from $5,000 to $24,999** in a single purchase or in multiple purchases from the same vendor, the Subgrantee will **seek a minimum of three qualified vendors with whom to informally negotiate** prior to selection and execution of a contract. **Solicitation for proposals will also be posted publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 3 days.** The Subgrantee will describe in writing its selection process and the basis of its choice of vendor using objective standards. Approval of this process by the SHPO is required prior to the awarding of a contract.

cont.

iv. For goods and services valued **from $25,000 to $49,999** in a single purchase or in multiple purchases from the same vendor, the Subgrantee will solicit requests to provide **sealed bids** via a notice **posted publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 3 days.** It is recommended that the Subgrantee also directly solicit in writing at least three qualified vendors. All bids will be sealed when received and will be opened in public at the hour stated in the notice. The award will be made to the responsive, qualified, and responsible vendor whose bid for the described work is the most advantageous to the project. Minimum qualifications may be established for bidders prior to bidding; those minimum qualifications must be enumerated in the request for bids. Requests for bids may be withdrawn or all bids rejected when it is in the best interest of the project. The Subgrantee will describe in writing its selection process and the basis of its choice of vendor using objective standards. Approval of this process by the SHPO is required prior to the awarding of any contract.

v. For all goods and services valued **at $50,000 or more** in a single purchase or in multiple purchases from the same vendor, the Subgrantee will solicit in writing several qualified vendors with requests to provide **sealed bids**. It is recommended that the Subgrantee also directly solicit at least three qualified vendors. **Solicitation for proposals will also be posted publicly for a recommended 21 days prior to the date stated for receipt of bids, but no less than 10 days.** All bids will be sealed when received and will be opened in public at the hour stated in the notice. The award will be made to the responsive, qualified, and responsible vendor whose bid for the described work is the most advantageous to the project. Minimum qualifications may be established for bidders prior to bidding; those minimum qualifications must be enumerated in the request for bids. Requests for bids may be withdrawn or all bids rejected when it is in the best interest of the project. The Subgrantee will describe in writing its selection process and the basis of its choice of vendor using objective standards. Approval of this process by the SHPO is required prior to the awarding of any contract.

vi. "Cost plus percentage " and "percentage of construction cost" methods of contracting will not be used under any circumstances. This should be clarified in the request for bids/proposals.

vii. The Subgrantee may, upon mutual written agreement with their contractor and SHPO, issue written modifications to the scope of the contract for consulting or construction services within the general scope of work in the grant agreement.

viii. When deviation from these purchasing and contracting regulations is necessary, such as when a good or service is only available from a single source, the Subgrantee will make a written request to SHPO for approval of an alternative method of procurement and must receive approval in writing prior to purchasing or contracting for goods or services by an alternative method. See Section E. below.

ix. Where its own purchasing and contracting regulations are more stringent than those stated above, the Subgrantee will follow its own regulations.

D. Evaluation of the Responses to the RFP / RFQ

Evaluation criteria should be set up BEFORE the RFP / RFQ is distributed. Be sure you indicate in the document how you will be evaluating the proposals received so that the consultants solicited know how to response to your requests. See the section below on "Ranking of Interviewed Consultants" for suggestions on what might be included in evaluation criteria.

Evaluation criteria should include relevant experience and specific expertise, performance references on previous projects, qualifications of consultants and staff, availability of key personnel, and current and projected workloads that would affect the firm's ability to perform the required work on schedule. The purpose of this preliminary evaluation is to select a manageable number of firms for personal interviews. The number of firms to be interviewed depends in part on the size, scope and complexity of the project, the number of qualified proposals, and on the time available to complete the selection process. Please keep in mind that the qualifications of the firms are of primary importance. The grant recipient's objective should be to employ the qualified bidder who offers the lower bid **or** who will perform the most work for the funds available.

Interviews with Consultants

In some cases, the written response to the RFP/RFQ is sufficient to determine which contractor is the best qualified for the job. Often, however, an interview should be conducted after the evaluation process has identified those firms with the appropriate abilities, experience, and qualifications for the project. The interview provides an opportunity to compare the different approaches to the project and interpretations of the program. To get the best answers to the questions, those firms invited to interview should be given as much advance information as possible about the project, the size and makeup of the interviewing panel, and allocation of time for presentation and for a question-and-answer period.

Interviews allow comparison of the personal styles of each firm's managers and key personnel (an important consideration since the firm selected will be closely associated with the project over a period of months). For that reason, key personnel who would be assigned to the project should appear at the interview.

cont.

Ranking of Interviewed Consultants

Ranking criteria might include such items as the ability and related experience of the firms, demonstrated interest in the project, conveyed understanding of the requirements of the project, relevance of previous projects presented during the interview, availability of personnel, ability of the personnel to work with the schedule and budget and performance on previous projects. Discussions with the top-ranked firm should follow to confirm its ability to perform the necessary work, on time, within budget, and at the expected level of quality and to further refine the performance requirements.

Awards should be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration must be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

Compensation

Several methods of compensation, such as hourly rates or a lump sum may be used (see more on this below under contracts). If the fee requested by the top ranked firm is higher than the amount available, it is reasonable and proper to review the scope of services to determine whether all the services requested are necessary. If an agreement on the scope of services and the compensation cannot be reached, negotiations with the first-ranked consultant can be formally terminated. Negotiations with the second-ranked consultant are then undertaken. The negotiation process is repeated until an agreement is reached or the process of requesting qualifications starts all over again.

The procedure outlined above is typical of the selection method that has been adopted by many governmental agencies and local groups. We urge establishment of a selection procedure prior to contacting any consultants. It is important to understand the work and establish priorities for the consultant to make the most of the selection process.

E. Non-Competitive Negotiation

Non-competitive negotiation is defined as procurement through solicitation of a proposal from only one source or when, after solicitation of several sources, competition is determined to be inadequate. Circumstances in which a contract may be awarded by non-competitive negotiation are limited to the following:

1. The item is available only from a single source. The grant recipient must document an attempt by the grant recipient to locate other sources for the needed service or product.

cont.

2. Public exigency or emergency when the urgency for the requirement will not permit a delay incident to the competitive solicitation. Emergencies caused by circumstances within the control of the grant recipient, such as failure to implement the project in a timely manner will not be considered a cause for granting procurement through non-competitive negotiation.
3. After solicitation of several sources, competition is determined to be inadequate.

The non-competitive negotiation method of procurement may only be used by the grant recipient after receiving prior written permission from the Kansas SHPO.

F. Consultant Selection Approval

Once the selection has been made, the SHPO grants manager must receive documentation of the selection process. To approve the process, the grants manager must have the items as listed in Step II of the enclosed "Documentation of Consultant Selection Checklist".

The grants manager will verify that the following requirements have been met:

1. Proposals were solicited via a public posting for the minimum amount of time..
2. Bids/proposals were sealed upon receipt and opened at the time and place identified in the solicitation (where the estimated cost will be more than $25,000).
3. That the grant recipient provided a process for evaluation of the proposals in the solicitation and followed that process for determining their chosen consultant.
4. That the award will be made to the responsible bidder whose proposal is the most advantageous to grant recipient.

A letter approving the selection process from the SHPO grants manager to the grant recipient **must be received prior** to the execution of a contract between the grant recipient and the selected professional.

G. Contracting with Consultants

Consultant contract agreements **must** be submitted for review and approval **prior** to execution, to determine any conflicts with HPF procedures. A cost-plus-percentage-of-cost method of contracting will not be used when awarding contracts involving HPF grant funds. Compensating consultant must be done with either hourly rates up to a maximum, not-to-exceed limit or a lump sum for certain service milestones. Federal regulations limit consultant services to a maximum rate per hour*. Consultants charging a lump sum for services are not held to that rate.

* Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location (about $91.24 per hour for 2024). Current regional salary tables can be found on the Office of Personnel and Management website: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/.

Any recipient of HPF grant funds must include the following contract provisions or conditions in all procurement contracts.

1. Contracts for more than $10,000 must contain suitable provisions for termination by the grant recipient, including the way it will be effected and the basis for settlement. In addition, such contract must describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

2. All contracts awarded in excess of $10,000 by grant recipients and their contractors or subcontractors must contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR 60).

3. All negotiated contracts awarded by grant recipients must include a provision to the effect that the Kansas Historical Society, the Department of the Interior, the Comptroller General of the United States, or any of their dully authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for making audit, examination, excerpts, and transcription. Grant recipients must require contractors to maintain all required records for three years after grant recipients make final payments and all other pending matters are closed.

4. Contracts may not contain provisions that allow the consultants to retain exclusive copyright of the project products. The grant recipient may retain copyright but must allow the Kansas Historical Society and the Department of the Interior full access to the resulting materials as specified in the grant agreement.

5. **All contracts** must contain the following three provisions:

   (a) The contractor will not use his or her position for the actual or apparent purpose of private gain (other than payment for services rendered) for themself or another person, particularly one with whom they have family, business, or financial ties.
   (b) The contractor will not convey inside information that has not become part of the body of public information and that would not be available upon request, directly to any person for private gain for themself or another person, particularly one with whom they have family, business, or financial ties.

cont.

(c) The contractor will not, either for or without compensation, engage in teaching, lecturing, or writing that is dependent on information obtained as a result of their participation with the recipient, except when that information has been made available to the general public or will be made available upon request, or when the SHPO gives written authorization for the use of non-public information on the basis that the use is in the public interest.

CHAPTER 3
Submission of Project Products

To be eligible for reimbursement, SHPO staff must approve all project products. Each project will have no less than two project reviewers at the SHPO. The first of these will be the grants manager who will ensure that the products submitted meet the requirements of the project agreement. Each project also will have a product reviewer. This reviewer will be assigned to the project based on the reviewer's professional background. The product reviewer will be charged with providing guidance in the development of the materials and with approving the final versions as reimbursable products. Often several submissions may be needed before a product is approved. The SHPO reviewer has up to thirty days to provide comment on each submission. Please take this into account when planning and implementing your project.

Submissions for review are generally coming from the grant recipient. Although the materials may be prepared by a professional, the grant applicant must assume full responsibility for their accuracy and quality. You should, therefore, review the products **before** they are submitted to make sure they meet your expectations and the requirements of the grant before sending them in for review. Submissions made directly from the consultant are discouraged, but we understand that there are times this may be necessary.

A **cover letter / email** should accompany **each submission** of products to the SHPO. The letter should include the project number, name of the applicant, contact information, and a brief explanation of the product.

The reviewer will ensure that each product meets the relevant NPS standards. For example, survey and nomination projects must result in materials that satisfy the Secretary of the Interior's "Standards and Guidelines for Identification and Evaluation." The reviewer also may require changes that bring the materials in line with the requirements of Kansas programs as well as substantive changes that refine the products or make them more useful.

Final products should include a disclaimer like the one quoted below however, you do not need to include a disclaimer when it would be unreasonable to do so. Examples of final products exempt from the disclaimer requirement include size-restrictive publications such as postcards and fliers and promotional products such as bags or shirts. Printed products must feature a printed disclaimer when feasible. Audio products must include a spoken version of the disclaimer. Video products must include the disclaimer as an on-screen graphic and/or audio statement.

cont.

"This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior through the Kansas Historical Society. 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 Kansas Historical Society."

Please keep in mind that the final products must be the same as those identified in the project agreement. Products not identified in the project agreement or those that vary from the description found in the scope of work **cannot** be reimbursed.

CHAPTER 4
Requests for Reimbursement

Reimbursement may only be requested when a product identified in the project agreement has been accomplished. At that time, you may request reimbursement up to the maximum identified for that milestone. Funds can only be requested for expenses identified as line items in the budget of the project agreement or a subsequent amendment. **NOTE**: Your contract with your consultant may require you to make progress payments that will not be reimbursable until a final product is produced. Grant funds will be paid only to the grant recipient and will not be paid directly to a contractor or consultant.

Reimbursement Request Form. Your request for reimbursement must be submitted on the form provided by SHPO. Reimbursement requests must be supported by documentation of all expenses claimed. This includes matching costs as well as those claimed for cash reimbursement. The reimbursement request form must be signed by the project administrator. *We have included a checklist in this packet to guide you in completing the reimbursement paperwork.*

W-9 Form. Included in your binder/packet.

Direct Deposit (EFT) Form. Included in your packet. Include a voided check or deposit slip with the form.
**Mailing address and applicant name on Direct Deposit must be the same as the address on the W-9 form.

NOTE: All reimbursement requests must be accompanied by documentation of expenses and match. Below is a description of the types of documentation needed for various line-item expenses.

Salaries

Timesheets**:** If you and/or other staff charge time to the project, either as match or for federal share, you must provide a time sheet indicating how many hours were invested in the project on a day-by-day basis and the activities that were performed on those days. The worker may use the enclosed Value of Donated Labor Form (R-02) to record their work and time spent on the grant project, however it must clearly be stated on the form that the work being submitted was paid work rather than volunteer labor. Other documentation provided by the employer (i.e. timesheets, payroll accounting reports) are also acceptable. The worker's supervisor or the grant project administrator must sign all time sheets or somehow acknowledge that they are accurate. **Paid staff** must provide documentation of their rate of pay from an authorized source such as their human resources or accounting department. Usually this is provided in the form of internal reports of some kind. Documentation must show the rate of pay for the entire duration of the project period (i.e. if the worker received a raise during the grant period, it should be noted with

the date the raise began.) Please keep in mind that worker benefits may be included along with pre-tax income.

Volunteer Services: To document volunteer services that are used as project match, please use the **Value of Donated Labor Form** enclosed. In most cases, the time invested by volunteers can only be claimed at a rate equal to the current federal minimum wage. Work performed that requires a more comprehensive set of skills (i.e. serving on a committee to select a consultant) can be charged at the most recent value of volunteer time shown via a site like IndependentSector.org. A higher rate may be claimed if the work is identical to that performed by the volunteer in his or her professional life. If that is the case, documentation must be provided that demonstrates the volunteer's usual rate of pay. This would usually be in the form of a bill that has been paid for the volunteer's service previously. The Value of Donated Labor form needs to be completed for each volunteer with an explanation of the activities performed and original signatures from both the volunteer **and** the person supervising the volunteer's work. Alternative forms of documentation are acceptable; ask SHPO grants manager for examples.

Consultants

Please provide a copy of each invoice(s) from consultants. The invoice should clearly identify the period during which the work was performed and the grant product for which work was performed. Include documentation that the invoice has been paid (i.e. copy of a check or receipt).

Mileage

To document mileage, please use the Mileage Log (form R-03) enclosed. The Mileage Log should be completed and signed by the individual claiming mileage and signed by the grant project administrator. Mileage may only be charged up to the maximum allowed for the fiscal year in which the grant was awarded. Mileage may only be charged if it was included in the project agreement budget or as subsequent amendment. Check with HPF staff for the current rate.

Expendable Supplies

This category may only include those items that are consumed during the grant. Copies of receipts must be included with the reimbursement requests. If a receipt includes items not reimbursable with grant funds, the **items being claimed should be highlighted**. If a bill is for a bulk purchase, only some of which is used for the grant, only the portion used for the project may be claimed. There must be an explanation of how the proportion of the billable item(s) was determined.

Communication

This category includes **postage** and long-distance **telephone calls.** Postage must be directly related to grant activities, such as the distribution of announcements for public meetings, and must be verified with receipts, which state the grant activity, number mailed, cost per letter and total. To charge for telephone calls, you must submit a bill and **highlight** those calls that are being claimed for reimbursement against the grant.

Office Rent

Office rent may be charged as a direct expense or, as is usually the case, can be counted as matching share. If the grant recipient is renting the space, it should be counted as a cash expense. Whether the rental cost is for match or the federal share, evidence of the expenditure, such as a bill must be submitted with documentation showing it was paid or donated.

Please keep in mind that the office space must be prorated based upon the area and time dedicated to the project. For example, if an office is used for the project twenty percent of the time and for other projects eighty percent, only twenty percent of the value may be claimed for the period of the grant. For this reason, public multi-use spaces, such as libraries, may not be used as matching share since they are never dedicated fully to the project.

Printing and Advertising

This includes **photocopies** and **computer printing.** Receipts for these costs must be submitted. If photocopies or prints are being claimed which are made **in-house**, the grant recipient must submit a count of the copies as well as a **signed statement** showing that this is the actual cost per copy paid by the subgrantee, not the same cost that would be charged to the public (if higher).

Utilities

Reimbursement for utilities must be verified by billings or receipts that cover the entire period being claimed. As is the case with office rent, they must be prorated based upon the area and time dedicated to the project.

Equipment Rental

Receipts must be submitted for each item claimed. If the use of equipment is being used as an in-kind match, the billing must include a **signed statement** from a local rental company indicating what that company would have charged for the use of that item.

Equipment Maintenance

Reimbursements for equipment maintenance must be verified receipts that cover the entire period being claimed. They must be prorated based upon the area and time the item of equipment was used for the project.

Insurance and Bonding

Only insurance and bonding that was required for the performance of this project may be claimed for reimbursement. Routine insurance costs cannot be reimbursed.

Other

The items claimed under this category must have been individually identified in the grant agreement. It may not be a catchall for miscellaneous billings. As is the case with other budget categories, evidence of expenditure must be included.

Indirect Costs

Rather than itemize various expenses like office rent, utilities, phone calls, etc. subgrantees may count indirect costs toward either the federal grant share or the match. Ten percent of project personnel salaries is allowed as indirect cost, even if it was not identified in the original grant agreement. **If indirect costs are charged, the grant recipient may not claim reimbursement for office rent, utilities, or any other expense directly related to the ongoing operation of the subgrantee's facilities**.

CHAPTER 5
General Financial Conditions

The following conditions are applicable to HPF grants and all subagreements awarded by the grant recipient.

Allowable Costs

Expenditures of the grant recipient may be charged to a grant only if they:

1. Are in payment of an obligation incurred during the grant period.
2. Are necessary for the accomplishment of the approved grant objectives.
3. Conform to appropriate state and federal cost principals.

Dual Compensation

If an HPF subgrantee or contractor staff member is involved simultaneously in two or more projects supported by any federal funds, and compensation on either project is based upon a percentage of the time spent, they may not be compensated for more than 100 percent of their time from any federal funds during any part or the period of dual involvement.

Program Income

Most HPF funded grants will not produce income during the project. Potential for the generation of income may occur, however, through avenues such as entry fees to HPF-funded events or donations for publications printed with grant funds. In most cases, such income will either be used to pay for expenses not allowed by the grant (i.e. food and drinks) or will be deducted from the grant. If there is the potential for program income, please work with SHPO staff early in the project to develop a plan for its use.

Matching Funds

Matching funds may be derived from sources such as cash contributions, earned income, or in-kind contributions. In-kind contributions (such as donated services, supplies, and facilities) may be included in the match provided they can be documented and related specifically to the proposed project. All contributions, whether cash or in-kind (including in-kind contributions from third parties), will be accepted as an eligible part of the grant recipient's matching share when such contributions meet all the following criteria:

1. Are verifiable from the subgrantee's records.
2. Are not included as matching contributions for any other federally assisted program of any federal contract. An exception to this rule would be funds provided through the Community Development Block Grant program.
3. Are necessary and reasonable for proper and efficient accomplishment of approved grant objectives.
4. Are incurred and contributed during the grant period.
5. Are types of costs that are allowable under applicable federal costs principals.
6. Are not paid by the federal government directly or indirectly under another assistance agreement unless authorized by federal law.
7. Are provided for in the grant agreement.

Items Not Allowed as Matching Share

The following is a partial list of items that are not allowable as matching share:

1. Services paid for under another federal grant or contract may not be donated as matching share for NPS grants. Any cash or in-kind contribution used to match another federal grant cannot be used again as a matching share for NPS Grant funds.
2. Volunteer work performed by full-time subgrantee staff members within the scope of the normal responsibilities more than their working hours is not allowable as matching share.
3. Part-time subgrantee staff may not donate more than forty hours per week, less their paid employment. Such donations of services must be necessary and directly related to HPF grant-assisted work and be valued and documented in accordance with the grants manual.
4. Federally funded loans are not eligible as matching share for HPF grant funds because of the possibility of directly involving federal funds in matching HPF monies should a default occur.
5. Students in a federally funded work/study or federal student loan program cannot contribute donated services as matching share for an HPF grant.
6. Any cost incurred or contribution of services made, or assets acquired, prior to or after the grant period authorized by the KSHS, unless specified in the grant agreement, or a subsequently approved amendment, is not allowable as matching share.

CHAPTER 6
Additional Grant Requirements

Monthly Progress Reports

Monthly Progress Reports (form provided by SHPO) must be received by the SHPO grants manager within ten (10) days after the end of each month. These forms are needed for auditing purposes. Failure to submit these reports by the stated deadline may be considered a breach of the project agreement and impact future funding. Reports may be submitted via email, hard copy mail, or fax.

Reimbursement requests will not be processed if monthly reports are not current. Your **first** Monthly Progress Report must be submitted for the month in which the project agreement was signed and each month thereafter until project closeout.

The Monthly Progress Report form should mention what activities have taken place and compare actual accomplishments with the project schedule. If the project has fallen behind schedule, the form should state what measures are being taken to get the project back on track. The form must be signed by the project administrator and dated. If the form is submitted via e-mail, the form should come from the project administrator whose e-mail is on file with HPF staff.

Changes to Approved Projects

Requests for changes to the conditions of the project defined in the Project Agreement must be made in writing and approved by SHPO grants manager in writing prior to deviation from the conditions set forth in the project agreement.

Completion Report

The grant recipient must provide the Completion Report / Reimbursement Request to SHPO within thirty days of submission of the final project products. The report must be submitted on the customized form provided at the grant orientation.

The completion report must compare the anticipated costs and products with those identified in the grant agreement. The last ten percent of retained grant funds will be released upon acceptance of the completion report.