

## Grant Reporting Directions

### Reporting Deadlines & General Information

- Dependent on your grant timeframe, the PHA has set grant reporting deadlines of **June 1** and **December 1** of each year.
- Please utilize the documents below to report time and money spent and include full documentation of invoices for the period of the interim report, prior to each deadline
- Information about **Allowable Costs** is included in your Grant Award Package
- Reports can be uploaded online at <http://www.poudreheritage.org/submit-grant-update> or emailed to [kbenedict@poudreheritage.org](mailto:kbenedict@poudreheritage.org)
- For questions, please contact Kathleen Benedict, Executive Director at 970-295-4851 or [kbenedict@poudreheritage.org](mailto:kbenedict@poudreheritage.org)

### Required Grant Reporting Forms

- **Interim Report Required Documents:** To be submitted at reporting deadlines before the completion of the project
  - **Interim Grant Report Form**
  - **Grantee Value of Personnel Document Report -or- Personnel Timesheets:** Please use this form to report personnel and in-kind time accrued *during the interim reporting period* if you *do not* have payroll reports from your organization to provide as documentation of personnel costs associated with this grant.
  - **Receipts/Invoices:** Receipts recording all project expenditures that were accrued *during the interim reporting period*
- **Post Grant Report Required Documents:** To be submitted at the completion of the project
  - **Post Grant Report Form**
  - **Request for Grant Payment Form**
  - **Grant Project Budget Form:** Report of all project income and expenses. This report is submitted at the beginning and end of the project, or as requested by the PHA.
  - **IRS W-9** (included in this package as an attachment)
  - **Grantee Value of Personnel Document Report -or- Personnel Timesheets:** Please use this form to report *total* personnel and in-kind time if you *do not* have payroll reports from your organization to provide as documentation of personnel costs associated with this grant.
  - **Receipts/Invoices:** Receipts recording *all* project expenditures that were accrued *for the entire project as one pdf document*.
  - **Congressional Announcement Letter:** Copy of letter announcing federal grant award to congressional representatives (letter template attached)
  - **Photo Waiver:** Photo waiver for all photographed participants
  - **Photos:** Photos of project in process/completion, before/after photos, etc
  - **Other Contract-Specified Deliverables:** As outlined in your grant contract and/or application, please submit any other deliverables at completion of the project

**Additional Information:**

- All contracted work paid with grant funds should be competitively selected. Procurement procedures should be consistent with the organization's procurement standards and federal regulations for federal funds when selecting contractors. They should also document and provide adequate justification for sole-sources.
- Section 106 compliance for the National Historic Preservation Act should be completed by CALA and the grantee for undertakings on National Register properties or properties eligible for National Register.
- For any construction related projects over \$2000, the grantee will need to follow the Davis-Bacon Act when using grant funds.

**Thank you for Partnering with the Cache la Poudre River National Heritage Area!**

- Please review your budget as submitted in your proposal and with each reporting and be sure to retain documentation for all line items listed.
- Documentation should be stored by you as recipient of a federal grant.
- Grantees need to retain records for 3 years after the submission of their final report.
- See the following website(s) for additional information as needed:

**Resources:**

- IRS W-9 Form: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- See the following website(s) for additional information as needed: [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)

**OMB Circular A-87**, Cost Principles for State, Local and Indian Tribal Governments (05/10/2004) [HTML](#) or [PDF](#) (58 pages, 216 kb), [Relocated to 2 CFR, Part 225](#) (18 pages, 362 kb)

**OMB Circular A-102**, Grants and Cooperative Agreements With State and Local Governments (10/07/1994) (further amended 08/29/1997) [HTML](#) or [PDF](#) (10 pages, 43 kb)

**OMB Circular A-110**, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (11/19/1993) (further amended 09/30/1999, [Relocated to 2 CFR, Part 215](#) (32 pages, 243 kb))

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**OMB Circular A-133**, Audits of States, Local Governments and Non-Profit Organizations (includes revisions published in the *Federal Register* 06/27/2003 and 06/26/2007) (34 pages, 173 kb)  
-- [July 2015 Compliance Supplement](#)

## Allowable Costs

The following is a description of what costs are allowable under the Cache la Poudre River National Heritage Area Grant Program. This list, although relatively complete, is not all-inclusive. If you have any questions regarding allowable or unallowable costs, please contact Kathleen Benedict at [kbenedict@poudreheritage.org](mailto:kbenedict@poudreheritage.org) or (970) 295-4851 before you apply for, or expend, grant funds.

### Accounting

- Cost for recruitment of personnel for grant program, solicitation of bids for buying goods or services for grant program, notices required by Federal or State regulation. Funds may not be used to advertise the regular agenda of a commission meeting or other notices which are part of the normal administration of the local ordinance. Funds may be used to advertise agendas which include review of National Register nominations as part of the "Certified Local Government" responsibilities.

### Auditing

- Costs for auditing the administration and management of the project grant.

### Communications

- Cost for telephone, etc., which are directly related to the grant project program or administration of the grant.

### Consulting Services

- Cost for retaining qualified consultants to provide assistance for design review, program administration, planning, or other necessary contractual services.

### Employee Wages, Salaries, Fringe Benefits

- Cost for payment of employees hired to carry out or administer the grant project program only.

### Equipment

- Equipment costing less than \$3,000 which is critical to the accomplishment of the grant project program is eligible. Prior written approval from the CALA and National Park Service is required for purchase of any automated data computing equipment above \$3,000. Preference for American-made goods.

### Exhibits

- Cost of exhibits directly related to the process, accomplishments, or results of the grant project program.

### Legal Expenses

- Cost of legal expenses required for administering the grant project program.

### Materials and Supplies

- Cost of materials and supplies necessary to carry out the grant program.

### Memberships, Subscriptions

- The cost of membership in civic, business, technical and professional organizations provided that:
  - the benefit from membership is directly related to the objectives of the project grant;
  - the expenditure is for agency rather than personal membership;
  - the cost of membership is related reasonably to the value of the services received; and
  - the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.

### Meetings and Conferences

- Costs are allowable when the primary purpose of the meeting is to disseminate information relating to the grant program.

### National Register Nomination Preparation

- Costs for nominating properties to the National Register of Historic Places.

### **Planning Studies**

- Certified Local Government Grant Guidelines and Application Instructions Studies used to understand, predict, and plan for trends affecting (and impacts to) historic properties, and to guide resource management decisions and operations.

### **Printing and Production**

- Cost of printing forms, reports, manuals, and informational literature directly related to the grant program. This can include routine correspondence, minutes, and other paperwork required for program administration.
- Newsletters, pamphlets, news releases, etc., which inform or instruct individuals, groups or the general public of local historic preservation accomplishments or problems/issues directly related to the grant program.
- Reports such as the annual report required of Certified Local Governments, or necessary for reporting achievements of the grant program.

### **Research**

- Costs of historical, architectural, or archaeological research necessary to carry out the grant program.

### **Training and Education**

- Costs of in-service training for employees or Boards of Historic Architectural Review or similar commissions which directly or indirectly benefits the objectives of the grant program.

### **Travel**

- Costs are allowable for expenses for transportation, lodging, subsistence, etc. for individuals with official status or on business for the grant program. Travel expenses should be consistent with the organization's written travel policy. If none exists, then the organization should follow travel/per diem rates established by the General Services Administration. These can be found online at: [www.gsa.gov](http://www.gsa.gov).

### **Survey**

- Costs for undertaking a professionally organized or supervised inventory and survey of buildings, structures, and sites of historical or architectural significance.

### **Further information and clarification of allowable costs for the National Heritage Area Grant Program can be found at: [http://www.whitehouse.gov/omb/circulars\\_default](http://www.whitehouse.gov/omb/circulars_default)**

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## Sample Letter to Congressional Representatives

*Current Colorado Congressional representatives and their contact information can be found here:*  
<https://www.govtrack.us/congress/members/CO>

Date

The Honorable \_\_\_\_\_  
Address

Dear Congressman/woman \_\_\_\_\_,

We would like to take this opportunity to thank you! (Name of Organization) is a recipient of the \_\_\_\_\_ Grant awarded to our organization by the Poudre Heritage Alliance, managing entity for the Cache la Poudre River National Heritage Area. This much needed grant of (\$ amount) was used to fund the following project(s); \_\_\_\_\_ with a budget of \$\_\_\_\_\_.

This grant, made possible by federal funding through the National Heritage Areas Program, is helping our organization to.... (describe problem or challenge being addressed through your project, impact on the specific audience you are serving with this projects, how this project fulfills your mission/objective, etc.)

The (Organization Name) is very appreciative of your continued support of National Heritage Areas. The Cache la Poudre River National Heritage is one of only three National Heritage Areas in Colorado and one of only 49 in the entire United States. Your endorsement and continued financial support of National Heritage Areas is very significant and greatly valued.

Thank you for your time and consideration.

Sincerely,

Name  
Title  
Organization  
Email address



## INTERIM Grant Report Form

**SECTION A (Applicant Information):**

**Date of Report:** \_\_\_\_\_ **Report # (check one):**    1    2    3    4    5

**Organization:** \_\_\_\_\_

**Grant Project Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**SECTION B (Contract Information):**

**Project/Program Name / Grant Name:** \_\_\_\_\_

**Status of project:** \_\_\_\_\_

**Total match amount:**                    \$ \_\_\_\_\_

**Total amount of grant awarded:**    \$ \_\_\_\_\_

**Total Amount of Project:**            \$ \_\_\_\_\_

**Grant Period Dates:** \_\_\_\_\_ to \_\_\_\_\_

**SECTION C (Interim Report Information):**

**Period covered by this Interim Report:** \_\_\_\_\_ to \_\_\_\_\_

**Status Report** (Including progress and challenges encountered, changes to scope of work or budget, photos, waivers, etc.):

**SECTION D (Expense Summary):**

**Current Expenses of Project to date** (Must attach: Invoices for all cash expenses, Grantee Value of Personnel Document Report -or- Personnel Timesheets):

	Date of Report	Cash Expenses	In-Kind	TOTAL
<b>Interim Report #1</b>				
<b>Interim Report #2</b>				
<b>Interim Report #3</b>				
<b>Interim Report #4</b>				
<b>Interim Report #5</b>				
<b>TOTAL</b>				

**Signature of grantee:** \_\_\_\_\_

**Typed or printed name and title:** \_\_\_\_\_



## POST Grant Report Form

### **SECTION A (Applicant Information):**

Date of Report: \_\_\_\_\_

Organization: \_\_\_\_\_

Grant Project Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

### **SECTION B (Final Report Information):**

Project/Program Name / Grant Name: \_\_\_\_\_

Status of project: \_\_\_\_\_

Total match amount: \$ \_\_\_\_\_ Total amount of grant awarded: \$ \_\_\_\_\_

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

### **SECTION C (Summary Notes):**

Summary of project (Please note any timeline discrepancies or issues):

### **SECTION D (Expense Summary):**

**Total Expenses of Project** (Must attach: Invoices for all cash expenses, Grantee Value of Personnel Document Report -or- Personnel Timesheets):

**Total CASH Expenses being reported:** \_\_\_\_\_

**Total IN-KIND Expenses being reported:** \_\_\_\_\_

**TOTAL EXPENSES:** \_\_\_\_\_

Signature of grantee: \_\_\_\_\_

Typed or printed name and title: \_\_\_\_\_



## Grant Project Budget Report Form

**Organization:** \_\_\_\_\_

**Grant Project Manager:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Project/Program Name / Grant Name:** \_\_\_\_\_

**Cash Grant Award Amount:** \$ \_\_\_\_\_

**Project Income:** Match funding sources must be equal to or greater than the amount of the requested grant. Matching funds must be from non-federal sources.

Income Source	Cash or In-Kind	\$ Amount
<i>Total Project Funding and Total Project Expenses must be Equal</i>	<b>Total Project Funding:</b>	

**Project Expenses:**

Expense	Cash or In-Kind	\$ Amount
<i>Total Project Funding and Total Project Expenses must be Equal</i>	<b>Total Project Expenses:</b>	





## Request for Grant Payment Form *Invoice*

**Submit this form only when your grant project:**

- Is 100% complete
- Has been approved by the PHA
- All forms outlined on the Grant Reporting Directions page must accompany your request for the disbursement of grant funds have been submitted
  - This form, along with the Post Grant Report Form, Project Budget Report Form, and Grantee Value of Personnel Document Report -or- Personnel Timesheets must accompany your request for the disbursement of grant funds.

**Grantee Organization:** \_\_\_\_\_ **Grant Date:** \_\_\_\_\_

**Project/Program Name / Grant Name:** \_\_\_\_\_

**Total Project Expenses:** \$ \_\_\_\_\_

**Amount Being Requested:** \$ \_\_\_\_\_

**Name/ Payment Remittance Info:** \_\_\_\_\_

**Address to Send Payment:** \_\_\_\_\_

**I hereby certify that any special terms or contingencies of the above noted program/project have been met, project expenditures have been made, and receipts are attached. A grant payment is hereby requested.**

**Signature of Grantee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Typed or printed name and title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



## Grantee Value of Personnel Document Report

**Organization:** \_\_\_\_\_ **Project/Program Name / Grant Name:** \_\_\_\_\_

**Grant Project Manager/Title:** \_\_\_\_\_ **Cash Grant Award Amount: \$** \_\_\_\_\_

*If you do not have payroll reports from your organization to provide as documentation of personnel costs associated with this grant, use this form to report staff time. Use one form per person.*

Personnel are staff employed by the grantee's agency/organization named in the grant contract. Personnel costs counted as matching may only include time spent working directly on the project and may be calculated at the employees normal hourly rate or as a percentage of their annual salary.

Examples: John Smith, Engineer - \$80,000 (annual salary) x 20% of time working on project = \$16,000  
 Mary Jones, Graphic Designer - \$30/hr x 40 hours = \$1,200

Fringe Benefit Rates charged to the project may not exceed what is currently provided by the organization/agency. If you are counting fringe benefits as matching share, insert the rate amount by the appropriate name/title of position. Your Personnel/Human Resources Department should be able to provide you the fringe rate.

Federal Volunteer Rate = \_\_\_\_\_

Date Work Performed	Name/Title of Position and Description of Work Performed	Annual Salary or Hourly Wage	% of Time or Hours	Total Salary or Wage Costs	Fringe Rate %	Total Fringe Costs	Total Value of Time
<b>Total Costs</b>							

**Signature of Person Donating Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Verifying Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_