

Grant Reporting Directions

Reporting Deadlines & General Information

- Cache la Poudre River National Heritage Area has set grant reporting deadlines of **June 1** and **December 1** of each year. You may submit your final report ahead of the deadline.
- All reports and attachments will be submitted through the online portal where you submitted your application.

Required Grant Reporting Forms

- **Final Report Required Documents:** To be submitted at the completion of the project
 - **Final Grant Report Form**
 - **Request for Grant Payment Amount**
 - **Final Profit & Loss Summary:** Report of all final project income and expenses. This report is submitted at the beginning and end of the project, or as requested by the heritage area.
 - **IRS W-9**
 - **Grantee Value of Donated Personnel/Volunteer Document Report -or- Personnel Timesheets:** Please the form provided to report donated in-kind *total* personnel or volunteer time if you *do not* have payroll reports from your organization to provide as documentation of personnel or volunteer 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 ([Submit online](#))
 - **Project 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. Applicable federal regulations includes [2 CFR 200, Subpart D](#) (see [200.318 General Procurement Standards](#), [200.319 Competition](#), [200.320 Methods of Procurement](#), etc.)
- Section 106 compliance and consultation 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.
- Documentation should be stored and retained by you as recipient of federal funding.
- 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>
- Grantees must comply with federal financial assistance regulations set forth in [2 CFR, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

Allowable Costs

The following is a description of some typical costs that 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 Sabrina Stoker at [sstoker@poudreheritage.org](mailto:ssstoker@poudreheritage.org) or (970) 295-4851 before you apply for, or expend, grant funds. A complete list of allowable and unallowable costs are also found in [2 CFR Part 200, Subpart E "Cost Principles"](#).

Advertising and unallowable costs

- 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. Other unallowable costs include fundraising, lobbying, land acquisition, costs unrelated to the project, promotional items, gifts.

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.

Survey

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

Sample Letter to Congressional Representatives

Current Colorado Congressional representatives and their contact information can be found here:

<https://www.govtrack.us/congress/members/CO>

Please utilize your own letterhead for actual letter to Congressional representatives.

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