Final Project Grant Worksheet

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| **Federal Grant #: P\_ \_ A P \_ \_ \_ \_ \_** |
| **Name of Recipient:**  |
| **Project Director Name:**  | **Project Director Title:**  |
| **Project Director Phone:**  | **Project Director Email:**  |
|  |
| **Grant Period: Start date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_** |
| **Project Title:**  |

**Instructions:** Answer all questions within this document (10 page maximum not including images or other required attachments). Use 12 point font. Label all pages with the grant number and name of organization. Attach all required documents stated in **Deliverables/Publications**. The final project worksheet, and all supporting materials, must be submitted to NPS within 90 days of the end date of the grant agreement.

**Project Description**

1. Summarize the results of the project accomplished under this grant.
2. Describe any differences between the planned results as stated under the Scope of Work and Deliverables in the Grant Agreement and the actual results.
3. Describe how this project contributes to a larger community/tribe/city/regional/state comprehensive, preservation, tourism, or economic revitalization plan/initiative. Specify which plan and what goals are fulfilled?
4. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project.
5. Describe the long-term maintenance plan for the site/work/project completed under this grant. N/A is an allowable response.
6. What future public outreach activities are planned to increase the public’s access to the work completed under the grant (tours, on-line exhibitions, social media, etc.).

**Administrative**

1. List all/any amendments to the original Grant Agreement including extensions and/or modifications to the Scope of Work or Budget as listed in the Grant Agreement. **Include approval dates for each**.

**Financial Information**

1. Complete the final budget table below. Use the budget approved in your grant agreement or last approved budget modification as the basis for “Total Planned Costs.” If no matching share is included under your grant, leave this column blank. Double click on the table below to enter data.



* Budget modifications.  Unless otherwise stated, you may modify up to 10 percent of your total NPS-approved budget amount among direct cost categories or programs (2 CFR 200.308). However, if you have exceeded or expect to exceed 10% of your total NPS-approved budget among categories or programs, you must request a modification in writing to your NPS grant manager.  Please provide explanation for changes in your budget below.
* Administrative costs must be reported separately above. They include: Allowable, reasonable, and allocable costs related to the overall management of activities directly related to finance (accounting, auditing, budgeting, contracting), general administrative salaries and wages (grant administration, personnel, property management, equal opportunity) and other “overhead” functions (general legal services, general liability insurance, depreciation on buildings and equipment, etc.) not directly attributable to specific program areas identified in the grant agreement. All administrative costs reported must be absolutely necessary for project and/or program implementation, such as the cost items identified in the final grant agreement or items otherwise approved in writing by the NPS Awarding Officer (AO).

Comments:

1. Attach a signed copy of the [final **SF-425** *Federal Financial Report*](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1)*.*
2. Attach a signed copy of the [**SF428B**](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1)– *Final Tangible Personal Property Report* if your approved project included equipment that cost more than $5,000.00 per unit. Attach a copy of the drawdown history for this award from [ASAP.gov](https://www.asap.gov/).
3. Provide a summarized list of the non-Federal matching share (**IF** matching share required under your grant) that was used to complete the grant-assisted work. Identify each source of match, the amount, and the type (cash, donated labor, donated materials, etc. Partners/Individuals do not have to be named and can be listed as “private”). Volunteer labor must be documented through time sheets and kept on file for audit purposes.

**Statistical Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Project Management | Planning by Consultants | Project Work | Total |
| Hours of employment funded by project (estimate) |  |  |  |  |
|  |  |  |  |  |  |
|  |  | This year | In the next 5 years | Basis for estimate |
| Number of people that will have access to the information/sites assisted by the grant |  |  |  |
| Development/Construction Grants Only | Original Use of Building (Site) | New Use of Building (Site) |
| Indicate the use of the building (site) if it changed after the completion of the grant |  |  |
| Development/Construction Grants Only | Previous Value ($) | Current Value ($) |
| Provide value of the building (site), if known |  |  |

**Deliverables/Publications**

The grantee must include acknowledgment of grant support from the Historic Preservation Fund of the National Park Service, Department of Interior, in all deliverables, press, and publications concerning NPS grant-supported activities.

* One digital (and printed, if applicable) copy of any deliverable/publication.
* All deliverables must contain the following disclaimer and acknowledgement:

*“This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior. 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."*

* Deliverables/publications include, but are not limited to: grant project reports; books, pamphlets, brochures or magazines; video or audio files; documentation of events, including programs, invitations and photos, websites, mobile apps, exhibits, and interpretive signs.
* Refer to the supplemental guidance document "Digital Copies of Grant Products Worksheet" for instructions on creating, naming and submitting digital copies of deliverables/publications.
* The NPS shall have a royalty-free right to republish any materials produced under this grant. All photos included as part of the interim and final reporting, and deliverables/publication will be considered released to the NPS for future official use. Photographer, date and caption should be identified on each photo, so NPS may provide proper credit for use.

**Experience**

Answers to the following questions will help us improve the NPS grant programs.

1. What were the major successes or obstacles you faced in implementing your grant project and what additional assistance (from partner organizations, the community, NPS, etc.) would have benefited your organization?
2. Provide a quote and citation/author that describes how this project has benefited the local community and nation and how it has furthered the public’s knowledge of significant historical/cultural event(s) that shaped the nation. This quote may be used by NPS in publications or other social media.

Final date due: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final date submitted: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grantee Official’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Final reports must be mailed to the address above (by private carrier to avoid delay and damage caused by the irradiation of all mail send via US Postal Service) or submitted electronically to** **STLPG@nps.gov****. If you have any issues, please contact your grant manager.**

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| --- | --- | --- | --- |
| **Attachments:** | **Attached** | **Previously Submitted** | **Future Submittal** |
| Signed [SF-425](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1), even if no funds have been expended in this period |  | Must be submitted with final report | Must be submitted with final report |
| ASAP drawdown report |  | Must be submitted with final report | Must be submitted with final report |
| Final Products/ Deliverables |  |  |  |
| Proof of Liability Insurance |  |  |  |
| Consultants/ contractor approval documentation |  |  |  |
| Copy of public notice of project |  |  |  |
| [SF-428 A](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) (If applicable) |  |  |  |
| [SF-428 C](https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html#sortby=1) (if applicable) |  |  |  |

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| --- | --- | --- | --- |
| ***Attachments for Development/Archeology/ Archeological Survey Only:*** | **Attached** | **Previously Submitted** | **Future Submittal** |
| Project sign  |  |  |  |
| Section 106 Documentation |  |  |  |
| NEPA compliance worksheet |  |  |  |
| Final easement or covenant |  |  |  |
| Technical review completed by NPS |  |  |  |

Date Final received by NPS: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Final approved by NPS: \_\_\_\_\_\_\_\_\_\_\_

NPS Grant Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised January 13, 2022