**GRANT COMPLETION FY14 Grants**

**Grant Project Timeline**

The grant period for Historic Preservation Fund grants runs on the federal fiscal year from October 1 to September 30. Federal Fiscal Year 2014 begins on October 1, 2013. **Final grant projects are due on Thursday, August 28, 2014**. ***DAHP requires two draft submittal dates for FY14 grant projects – May 15 and July 17, 2014.*** These draft submittals are extremely important since they are DAHP’s official opportunity to comment on the project. DAHP is afforded a 30-day review period to comment on your draft. DAHP will attempt to comment on every project, however, if you do not hear from us within 30-days, it is assumed that we do not have any comment on your draft and you may proceed with your project. The change involving two draft submittals has occurred as a result of several late submittals of grant products and last minute contract amendments for time extensions. With the May submittal, we are hoping to identify problems earlier in the grant period to avoid delays and missed deadlines at the end of the project. All contract amendments must be requested at least 60 days prior to the end date of the contract. You are encouraged to check in with DAHP often during the grant cycle for guidance concerning your project.

As stated above, the **final grant product is due on Thursday, August 28, 2014**. This is a change from earlier policy when grant products were due on September 30. Due to deadlines to provide end-of-year reports to the National Park Service, DAHP is pulling the product and reimbursement submissions back by a month. Once the product submission occurs, it is distributed to the appropriate Program Manager at DAHP for review of the final project. The Program Manager will compare the submitted product with the Scope of Work from the subgrantee’s contract. It is with the Program Manager’s signed “Subgrant Payment Approval Checklist” that reimbursement may occur. After product submission on August 31, 2014, grantees will have the next 30 days to gather and submit reimbursement materials to DAHP. **Reimbursement requests and completion reports must be received at DAHP by September 30, 2014**.

The completion report and all grant related paperwork should be submitted to DAHP’s Grants Manager no later than Tuesday, September 30, 2014, although earlier submittals are allowable and encouraged. This allows for the Grants Manager to review the items submitted and contact the subgrantee for any additional information or paperwork required for reimbursement.

**Documentation Required for Reimbursement**

The process of submitting documentation for grant reimbursement is often confusing, complicated, and frustrating for subgrantees. By including this section, it is our hope that some of the mystery involved will be lessened. We have included a checklist at the end of this section to guide you in completing the reimbursement paperwork.

It is worth noting that your project budget as stated in your contract will be the guiding document when DAHP is processing your submittals for reimbursement. It is extremely important that all of your reported expenses relate directly back to that budget. If you anticipate a change within a budgeted category of more than 15%, a contract amendment must be submitted.

A. **A-19 Invoice Voucher Form.** Your invoice to DAHP should be submitted on the state A-19 form. There is a hard copy of the A-19 form attached to your contract, or feel free to download an electronic version from our website under the Certified Local Government section at http://www.dahp.wa.gov/certified-local-government-grants. The A-19 form must include an original signature from someone in your agency authorized to make billings. The A-19 form must also be dated before September 30, 2014. Think of the A-19 form as your table of contents for the rest of your reimbursement paperwork. Everything on the A-19 form must be detailed in your supporting documentation.

B. **Timesheets.** If you and/or other local government staff charged time to the project in direct fulfillment of the project, you must provide copies of all of the timesheets documenting time you charged to the grant. The timesheets must be signed by you and whoever reviews and signs your timesheets (supervisor, personnel officer, etc.). The timesheets must clearly identify the month, date, and the hours spent on the project for which time is charged. You must also identify the hourly pay rate (including benefits) of each employee charging time to the grant so that expenditures can be verified. Be sure to take into account changes in pay rate that may have occurred during the term of the contract. Finally, be sure that the work performed is within the contract period of October 1, 2013 to September 30, 2014. Any expenditures of time beyond those dates cannot be reimbursed.

C. **Consultants.** Please provide copies of invoice vouchers from consultants. The invoice vouchers should clearly identify the time period during which the work was performed and the hourly rate at which work is charged, again so that expenditures can be verified. Remember that DAHP can only reimburse wages at not more than an hourly rate as directed by the National Park Service each federal fiscal year. For fiscal year 2014 grants, the rate is $82.49/hour. The invoices from your consultant(s) must include their signature and must also be within the contract time period.

D. **Other Expenditures.** Please provide copies of invoice vouchers and/or receipts for other expenditures related to the project (i.e. paper, printing, film, film development, etc.). These expenditures must be identified in your project budget to be allowable for reimbursement. Again, the expenditures must be within the contract period in order to be reimbursed.

E. **Proof of Payment.**  For staff time, consultant fees, and other expenditures, please provide documentation that payment was indeed made. This typically includes documentation from your accounting office such as computer printouts or warrants.

F. **Procurement Documentation.** Please include proof of a competitive process for procuring consulting, construction and contract services. This can be fulfilled through completion of Attachment 7 of your contract or by providing copies of advertisements and other documents associated with the procurement process. For consultants performing historic preservation activities such as surveys or National Register nominations, please submit a copy of their resume, vitae, or other description that documents that they meet the Secretary of the Interior’s Professional Qualification Standards of 1983. The consultant should have been approved as meeting the Secretary’s Professional Standards before the project began. For contract services, such as printing, please include bids from two or more suppliers.

G. **Volunteer Services.** To document volunteer services that are used as project match, please use Attachment 5a found in your contract. The Report of Services form needs to be completed for each volunteer with original signatures from both the volunteer (must sign both 5a and 5b) and the person supervising the volunteer’s work. The wage rate for the volunteer activities must also be identified and justified. For example, if an archaeologist who sits on the local historic preservation commission volunteers his time as an archaeologist for the grant project and his typical hourly wage is $50, then the hourly wage shown as a volunteer should be $50/hour. However, if that archaeologist is volunteering to stuff envelopes for a mailing, the hourly wage should reflect what one could reasonably expect to make stuffing envelopes. The form should also identify the month, date, and number of hours worked. Again, this is used to document and verify the value of volunteer services and contributed match.

H. **Mileage.**  Please submit mileage logs to document miles driven in support of the project. Allowable mileage reimbursement rate is 51 cents/mile. Only mileage driven during the contract period is reimbursable.

Remember to use the project budget from your contract as a guide to the documentation you will need at reimbursement time. Make sure that everything is signed and dated and ALWAYS within the contract period. Use the checklist that follows as a guide to your completion report.

If there are questions, don’t hesitate to contact DAHP’s Grants Manager, Loren Doolittle at 360-586-3072.

**A-19 form**

**Grant Completion Checklist**

* Is it filled out correctly and completed with an original signature?

 **Timesheets**

* Have they been signed by you or other government staff working on the project **and** whoever reviews timesheets in your jurisdiction?
* Do they clearly identify the day, month, and hours spent on the grant project?
* Have you identified the hourly rate (including benefits) at which the work is being charged?
* Was the work completed during the contract period (October 1, 2013 to September 30, 2014)?

**Consultant Services**

* Have you enclosed the invoice voucher from the consultant?
* Does the invoice voucher clearly indicate the time period in which the work was performed?
* Is the hourly rate evident (DAHP can reimburse only up to the allowable Federally approved rate of $82.49/hr)?
* Has the invoice been signed by the consultant?
* Was the work performed during the contract period?

**Other Expenditures**

* Were these expenditures identified in your original project budget?
* Were these expenditures within the contract period?
* Have you included copies of all receipts/invoices? Are they clearly identified?

 **Proof of Payment**

* Have you included documentation that shows payment was indeed made for each of the above categories?

**Procurement Documentation**

* Have you included documentation that shows you used a competitive process to hire a consultant?
* Did you include a copy of the professional consultant’s resume, vitae or other description that shows they meet professional qualification standards for historic preservation?

 **Volunteer Services**

* Has each volunteer completed a “Report of Services” (Attachment 5A) form?
* Are there original signatures on the “Report of Services” form from both the volunteer and the volunteer’s supervisor?
* Is the wage rate identified and justified (Attachment 5B)?
* Is the month, day and hours worked identified on the form?
* Was the work performed during the contract period?

 **Mileage**

* Have you submitted mileage logs showing the miles driven were in support of the project?
* Was the mileage driven during the contract period?
* DAHP can reimburse only up to the allowable federally approved rate (55 cents).

**Other**