



National Park Service
U.S. Department of the
Interior

From the Desk of:
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To: GRANTS MANAGER
Date: 05/12/08
Re: IMPORTANT INFORMATION

This memo is to advise you that going forward the National Park Service will require all grantees to submit documentation indicating that your organization has expended the funds in which you are requesting.

Your organization must submit documentation indicating that you have spent an equal or greater amount of the awarded funds when submitting a request (i.e. General Ledger or Invoice). If documentation is not submitted at the time of your request the request will be denied and you will have to resubmit your request ([see example here](#)).

Please make certain to submit all of your reporting information on or before the due dates or your grant will become noncompliant. If your organization becomes noncompliant your requests for reimbursement or advance will be denied.

A Financial Status Report (269-A) is due every six months through the duration of your grant. If your grant exceeds the two year original end date (through an extension request) you are to submit the 269-A every six months until your grant is closed.

Please be mindful of your Project End Dates. If your organization exceeds the original End Date (as indicated in your grant agreement) without written approval of an extension your organization will become noncompliant. Obtaining a noncompliant status may hinder your organization from receiving future grants and could also cause your organization to be placed on probation for the duration of your grant.

Budget Modification Requests and Final Budgets are to be submitted on your organization's letterhead and you must use a three-column format (please see the sample enclosed). If a Budget Modification Request or Final Budget is not submitted using this format it will be denied and will prolong approval.

Extension requests must be submitted on your organization's letterhead. **NO EXCEPTIONS.**

If your organization has indicated that you plan to use consultants/contractors you **MUST** submit a Competitive Negotiations form, CV's of the consultants/contractors and you **MUST** receive written approval from NPS as indicated in your Grant Agreement.

Smartlink Contacts must be submitted for ALL grantees. Even if your organization has previously had a grant with NPS you must submit a Smartlink Contact for your new grant.