

Coastal Preservation & Adaptation for Rural Communities

December 19, 2025 – February 22, 2026

Grant Manual and Instructions

Managed by the Washington Trust for Historic Preservation

Contact: Moira Nadal

Email: grants@preservewa.org

Phone: 206-462-2999

GRANT MANUAL & INSTRUCTIONS

Please carefully review the Coastal Preservation & Adaptation for Rural Communities Grant Manual and Instructions before completing the online application.

Applications must be submitted online by February 22, 2026, by 11:59 pm.

INTRODUCTION

With funding provided through the National Park Service's Paul Bruhn Historic Revitalization Grant Program (P24AP02534-00), the Coastal Preservation & Adaptation for Rural Communities (CPARC) program will provide grants for preservation activities on properties listed in or eligible for the National Register of Historic Places in coastal areas of the State of Washington. Grantees are selected through a documented, competitive process. Eligible projects must be major building renovations or adaptations, including to the landscape surrounding a building, in response to flood events, using one of the technical strategies recommended by the National Park Service in its 2021 "Guidelines on Flood Adaptation for Rehabilitating Historic Buildings."

The CPARC grants are a one-time opportunity provided by the Washington Trust for Historic Preservation (the Trust) and funded through the National Park Service (NPS) Paul Bruhn Historic Revitalization Grants Program which supports the rehabilitation of historic properties and fosters economic development of rural communities. This program will fund physical preservation projects for historic sites through architectural/engineering services and physical preservation. The grant program will be managed by the Trust, a non-profit organization.

The total funding available for this one-time grant opportunity is approximately \$650,000. The maximum grant award will be \$150,000.

Important dates:

- December 19, 2025: Application period opens (Office hours will be scheduled and announced to serve as informational sessions to support potential applicants)
- February 22, 2026: Applications due (must be submitted through online form)
- April 10, 2026: Grant awards announced
- April 10 – July 1, 2026: Contract drafting period (the beginning of your contract period will vary depending on when your contract is finalized and signed by all parties)
- February 1, 2027: Draft of property easement due to the Trust
- September 30, 2027: End of contract period (projects must be completed and all documentation submitted)

PROCEDURES AND REQUIREMENTS FOR AWARDING CPARC GRANTS

1. CPARC Grants are competitively awarded.

The grant application process is initiated by the distribution of the application information to the public. Grant applications are reviewed by the Trust staff and then by an advisory committee. The advisory committee is made up of professionals in historic preservation and closely related fields. The committee will score the applications based on the grant evaluation criteria, meet to discuss, rank applications by score, and recommend a list of projects for funding based on the ranking. The Trust will review the committee's recommendations and submit the final selections to NPS for approval. Notice of awards will be sent to applicants at the conclusion of the review period and after approval of final selections by NPS.

2. Eligible Properties

Only properties and projects meeting the following criteria will be considered for CPARC grant award selection.

- Property must be located in rural coastal areas of Washington State. Eligible rural places include all areas of a state that are not within urban areas. Urban areas include municipalities with populations of 50,000 or more and adjacent urbanized areas as defined by the 2020 U.S. Census. This definition of rural follows the basic eligibility requirements used by the U.S. Department of Agriculture for Rural Business Programs. Search here to find qualifying rural areas:
<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=irp>
- Property must be determined eligible for or currently listed in the National Register of Historic Places or applicable Tribal Register either individually or as contributing to an historic district. For properties not yet listed in the National Register, listing is required to be complete before the end of the grant contract period and the applicant must include a determination of eligibility from DAHP with their grant application. Final reimbursement and grant closeout will not occur until a National Register nomination is submitted to and accepted by NPS.
 - If the property is not listed, please contact Michael.Houser@dahp.wa.gov to find out if the property is eligible for listing before completing the application.
- Eligible applicants include private property owners, non-profits, tribal governments, and local governments. Long-term lessees of properties may apply with express written

permission from the property owner, demonstrated site control, and with the understanding that the property owner must agree to the grant program's easement requirements.

- Note: Properties owned by religious entities and institutional campuses are not eligible for this grant program.

3. Standards Applicable to Grantees.

It is essential that applicants be responsible for and capable of successfully administering sometimes complex grant and contractual agreements. To qualify a grantee as responsible, the Trust must be assured that a grantee will have access to appropriate technical and financial management assistance to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

- Have adequate financial resources to complete the project work before grant funding is disbursed;
- The necessary experience, organization, technical qualifications, and facilities to complete the project, or a firm commitment from contractors and/or consultants with the necessary experience, organization, technical qualifications, and facilities to complete the project;
- Be able to complete the project by September 30, 2027;
- Demonstrated experience in handling complex grant procedures, including state or Federal grants, is preferred;
- Abide by federal laws and regulations including, but not limited to;
 - The requirements of 2 CFR Part 200, Subpart
 - The "[Secretary of the Interior's Standards for Rehabilitation](#)" and associated include the "Guidelines on Flood Adaptation for Rehabilitating Historic Buildings"; and
- The recipient shall be required to obtain liability insurance to cover claims brought by third parties for death, bodily injury, property damage, or other loss resulting from one or more identified activities carried out in connection with this financial assistance agreement. The Washington Trust for Historic Preservation shall be named as an additional insured under the recipient's insurance policy. Documentation of liability insurance is required to be submitted with this application.

4. Eligible Expenses. All projects must contribute to the physical preservation of historic places, which includes:

- Rehabilitation of properties;
 - Eligible projects must be major building renovations or adaptations, including to the surrounding landscape, in response to flood events, using one of the technical strategies recommended by the National Park Service in its 2021 "[Guidelines on Flood Adaptation for Rehabilitating Historic Buildings](#)" -- including site/landscape adaptation (via construction of floodwalls, etc.), dry floodproofing, and elevation of buildings on new foundations above flood levels;

- Eligible properties include historic districts, buildings, sites, structures and objects listed or eligible for listing in the National Register of Historic Places or applicable Tribal Register;
 - Unlisted properties determined eligible for listing by DAHP that receive funding must complete and submit a nomination as part of the project;
 - All work must meet the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation; and
 - All projects receiving grant funds must record a preservation easement to be held by the Washington Trust for Historic Preservation
 - Construction-related architectural or engineering plans and specifications and consultant costs for permitting and regulatory review may account for up to 20% of total project costs;
 - Cost to produce a nomination to the National Register of Historic Places (if applicable);
 - Cost to prepare and record an easement for the property; and
 - Cost to produce the required project sign (grant acknowledgement sign).
5. Criteria for Evaluation. All projects will be evaluated by the advisory committee in accordance with the criteria indicated below and effectiveness with which they are addressed.

10 pts Applicant's readiness to proceed. Points in this category are given if:

- Applicant presents a clear and organized budget and timeline that considers the permitting needs of the project.
- Applicant has a firm commitment from a project team of contractors/consultants that meet the professional needs required by their proposed project.
- Property is currently listed on the National Register of Historic Places or applicable Tribal Register either individually or as part of a district. If property is eligible, significant progress has been made towards nomination.
- Applicant provides architectural and/or engineering drawings for the project.
- Applicant clearly identifies which specific strategy they propose to undertake to adapt to flood risk, and the description demonstrates an understanding of NPS "Guidelines on Flood Adaptation for Rehabilitating Historic Buildings."
- Responses to the application are thorough and complete and the applicant includes all requested attachments.

10 pts Applicant's ability to execute project. Points in this category are given if:

- Applicant indicates that they have the financial capability to complete the work prior to grant reimbursement and have secured funding for the required match.
- Applicant and/or project team has experience in conducting preservation/rehabilitation projects.
- Proposed contractors/consultants have the necessary experience, organization, technical qualifications, and facilities to complete the proposed project.

- Applicant and/or project team have experience managing grant-funded projects, specifically from federal sources.

10 pts Urgency of the project. Points in this category are given if:

- Property has been impacted by sea level rise/flood events. Properties impacted more frequently or significantly will be considered more urgent.
- Properties with a higher established flood risk level (the property-specific height of anticipated floodwater) will be considered more urgent.

10 pts Community impact of the project. Points in this category are given if:

- The proposed project will benefit the overall community, culturally or economically.
- The proposed flood risk adaptation strategies are replicable in/applicable to other properties and communities.
- Applicant provides letters of support from relevant community stakeholders that demonstrate the project's community impact.
- Saving the property safeguards Washington's history and heritage?
- The property is a familiar visual feature of the community, and the proposed project contributes to its preservation.

10 pts Property and/or project variety. Points in this category are given if:

- The proposed project protects a place that tells stories that are otherwise under-told.
- The proposed project contributes to the geographic spread of funding across the eligible region.
- The property is a unique resource, represents a unique resource type, or plays a unique role in the community.

50 pts Total

6. Match Requirements. The federal share (grant amount) of any grant award must be matched by a 40% grantee share. The 40% grantee matching share may be cash or in-kind or a combination; cash match must be on hand at the time of application.

7. Prevailing Wage.

Grants through the CPARC Fund are subject to state prevailing wage law (please see RCW 39.12 and WAC 296-127). Grantees are advised to consult with the Industrial Statistician at the Washington State Department of Labor and Industries to determine the appropriate prevailing wage for their location. All documentation submitted as part of this grant award must confirm that contractors are paid prevailing wages. **The Trust is not responsible for determining prevailing wage rates or ensuring the accuracy of the grantee's documentation.**

8. Covenant/Easement. Section 54 USC 302902 of the National Historic Preservation Act requires that grantees agree to assume, after the completion of the project, the total cost of

continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior.

Accordingly, recipients awarded funds for the physical preservation of a historic site shall sign a Preservation Covenant/Easement with the Trust. The term of the covenant/easement must run for 5-10 years determined by the amount of the subgrant from the end date of the contract. The covenant/easement must be executed by registering it with the deed of the property.

Grant Amount	Protection Required
\$1.00 - \$50,000	5-year preservation agreement (easement not required)
\$50,001 - \$150,000	10-year preservation easement

A draft copy of the easement must be submitted to the Trust for NPS for review and comment by February 1, 2027. Baseline documentation of the character-defining features of the site should be documented prior to construction through photographs and keyed plans. Following the completion of all work, the preservation covenant/easement must document the grant-assisted condition of the site and the character defining features included as part of the document registered with the deed.

The easement must be finalized and recorded with the property parcel with the local County Register prior to seeking grant reimbursement. A photocopy of the executed covenant/easement, stamped registered with the deed, must also be submitted to the grant managers for review by the NPS prior to the end of the contract.

Applicants may download a draft easement template document for reference:
<https://preservewa.org/wp-content/uploads/2025/12/Easement-draft-TEMPLATE.pdf>.

9. Grant Period. The grant period is 18 (eighteen) months, from February 28, 2026 to September 30, 2027. Once the award is approved by NPS and the grantee is notified, the grantee and the Trust will enter into a grant contract outlining the scope of work, budget, and the grant requirements. The contract start date for each individual grant project will vary depending on when each contract is executed (finalized and signed by all parties) but all projects must be completed and documentation submitted by September 30, 2027.
10. Project Signage. Grant recipients must display a sign at the project location, during the grant period, where it can be viewed by the public. A sign design will be provided to be printed and installed by the grantee. Grantees will be required to send a photo of the sign in its installed location.

Additionally, any project-related publications or press releases will require text acknowledging Federal funding. The required text will be provided in the grant contract.

APPLICATION WITH INSTRUCTIONS

General Instructions

Before completing the CPARC grant application, please thoroughly read the application instructions with care. When you are ready to submit an application, follow the prompts in each section to fill out the application fields according to the instructions via the form linked here <https://preservewa.org/programs/grants/cparc/application/>.

Section 1. Property Information Please provide the following information for the property for which you are requesting grant funds.

1. Property name and, if applicable, any historic names
2. Proof of rural property eligibility

For question 2, please upload a PDF showing the property is located within a rural area as defined by the U.S. Department of Agriculture for Rural Business Programs:

<https://eligibility.sc.egov.usda.gov/eligibility/welcomeAction.do?pageAction=irp>

Instructions: Follow the above link, in the "Find Your Address" bar in the top left enter the property address and click go, click the printer icon to the right of the "Find Your Address" bar and click "Print" to download a PDF of your results. Upload the result below.

3. Address including zip code
4. Name of property owner
5. Contact information of property owner
6. Upload proof of ownership of the building. This may be a printed page from the County Assessor's website

If you are not the property owner, you must provide additional information with your application. If you are the property owner, you may skip questions 6 through 10.

7. Name of applicant
8. Contact information of applicant
9. Upload documentation that you as the applicant have demonstrated site control

Site control documentation must show that the applicant has the legal right to access and use the property for the duration of the project (e.g., a lease, use agreement, or MOU).

10. Upload documentation that you as the applicant have express permission from the property owner for this project

This documentation is required for all non-owner applicants, including those with site control, and must confirm owner approval of the project scope.

11. Upload documentation the property owner is aware of and agrees to the program's preservation easement requirements if a grant is awarded (This documentation must explicitly reference the preservation easement.)

The federal government requires a Unique Entity ID (UEI) for all organizations receiving federal funds. If you need help to obtain a UEI, please visit the SAM.gov website for assistance. There is no charge for this number. Once on the SAM.gov site, please look to the right of the screen. It will state: Register Your Entity or Get a Unique Entity ID. Please enter this portal, and it will walk you through the steps to obtain a UEI. (Please note: you do not need to register your organization in SAM.gov—you simply need to get a UEI).

12. Provide your federally issued Unique Entity ID.

Only National Register listed or eligible properties are eligible for this funding. If the property is not listed, please contact Michael.Houser@dahp.wa.gov to find out if the property is eligible for listing before completing the application.

13. Is the property listed in the National Register of Historic Places? Select all that apply:
 - a. Listed individually
 - b. Listed as part of a historic district
 - c. Listed in the applicable Tribal Register
 - d. Listed as a National Historic Landmark
 - e. Determined eligible for National Register listing by the Department of Archaeology and Historic Preservation (DAHP)

Section 2. Project Information

In questions 13 and 14, you will be asked to reference the [“Guidelines on Flood Adaptation for Rehabilitating Historic Buildings.”](#) In your response to question 13, please select your specific approach or combination of approaches from the Guidelines. In your response to question 14, please describe how your planned work follows the Guidelines for that approach.

14. Identify your flood adaptation approach. Select all that apply:
 - a. Site/landscape adaptation (via construction of floodwalls, etc.)
 - b. Dry floodproofing
 - c. Elevation of buildings on new foundations above flood levels
 - d. Other approved method of flood adaptation for historic buildings

Please organize your detailed project description in question 14 into no more than four specific phases or milestones. Examples of phases or milestones may be construction items like “Floodwall construction”—or it can be work that requires specialized professional services such as “Structural engineering assessment” or a “National Register nomination.” In your description:

- Reference the photos which you will attach to describe the existing conditions and what the proposed outcome will be for each phase or milestone

- Clearly indicate where materials will be repaired and if any replacement is necessary, explain why.
 - Illustrate how each work item will meet the [Secretary of the Interior’s Standards for Rehabilitation](#). Be sure to describe any ground disturbing activities that will be required for any of the work items.
 - Each work item must have an estimated start and completion date within the grant period. There will be no reimbursements for expenses incurred outside the grant period. Additionally, applicants should allow time in the proposed schedule for the required reviews by the Trust and the NPS.
15. Describe your proposed project in detail, organized by project phases or milestones. For each of the phases/milestones, be sure to describe:
- a. the goal and proposed outcome
 - b. the techniques and materials to be used in the work
 - c. who will perform the work (contractors, owner, volunteers)
 - d. any community involvement (other funding support, volunteer support, etc.)
 - e. estimated start and end dates
16. Upload documents demonstrating the qualifications and experience of your selected contractor(s) in working on historic structures.

Section 3. Budget Information

The “CPARC Grant Budget Worksheet” is an Excel document for you to outline your project budget. Please break your budget into no more than four (4) sections using the same phases/milestones you listed in the detailed project description. Grantees should only fill in the blue boxes—everything else will tabulate automatically. When filling out the budget worksheet:

- In the “Cost” column, enter the estimated costs for each phase/element of the project. All costs listed as expenses should be based on a contractor’s estimate or previous research which must be included as an attachment in question 18. Expenses related to easement recording, National Register nomination preparation, and project sign production are allowed and may be included.
- In the “Grant Request” column, please indicate how much of the project expenses you are proposing will be covered in grant dollars for each project phase/element.
- In the “Grantee Cash Match” columns, please indicate how much will be covered with your own cash for each project phase/element.
- In the “Grantee In-Kind Match” columns, please indicate how much will be covered with in-kind (donated) labor, equipment, or materials for each project phase/element.
- In the “Match Source” column, list the source of match funding. Funds counting towards grantee match cannot be from federal sources. Sources of federal funding include anything with federal origin, including other grant programs, with the exception of Community Development Block Grants (CDBG).

17. Upload your filled out Grant Budget Worksheet

The maximum grant request is \$150,000. The grantee must provide no less than 40% of the total grant award through either cash or in-kind match (or a combination of both). For example, a grantee requesting the maximum grant request of \$150,000 would need to demonstrate a minimum match of \$60,000 and a minimum total project cost of \$210,000.

18. In your proposed budget, is the identified match from non-federal sources at least 40% of the requested grant amount?

- a. Yes
- b. No

Please note: if a consultant/contractor bills hourly, please note that professional hourly rates are capped by the National Park Service each Federal fiscal year. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. For 2025, the cap would be \$112.24.

19. Upload 3 project estimates or bids from qualified contractors that support the information provided in your project budget.

Clear rationale for the dollar value of professional in-kind labor, materials, and/or equipment must be presented through documentation. Values assigned to donated material may not exceed current market values at the time the donation is assigned to the project. If you are proposing in-kind labor, materials, or equipment for your project, please provide a short description such as “100 hours of volunteer labor at \$34.79/hour” or “1 week rental of a scissor lift valued at \$200.00/day.” Volunteer time should be valued at \$34.79, unless a higher rate is documented and is approved in writing by the Trust. If the proposed rate is higher than \$34.79, it must be for a volunteer who is a professional and is performing professional duties for the project. Their normal rate of pay will be accepted, and documentation of their normal rate must be included.

Grant recipients must also maintain documentation of their reasoning for determining current market values to submit with the reimbursement request.

20. Upload documentation of the estimated values of proposed in-kind labor, material, or equipment contributions to the project (if applicable).

Section 4. Project Urgency

21. Describe the urgency and importance of your project. What would happen if you did not receive this grant?

To answer question 21, you might reference [Washington State Department of Ecology's Coastal Atlas](#), [FEMA's Flood Map Service Center](#), or [NOAA's Coastal Flood Exposure Mapper](#).

22. What is the established flood risk level of the property? Please provide details of how this measurement is determined, using recognized flood data, past flood events, site-specific reports, and/or other applicable information.
23. Has the property experienced a flood event before? If so, provide details on the date(s), level of flooding, and impacts to the property.
24. How has coastal flooding impacted your community?

Section 5. Community Impact of the Project

25. Describe the historic and cultural significance of this property in your community.
26. How will the proposed project increase the capacity of this property to contribute culturally and/or economically to your community?
27. Describe how the learnings/results your project might be applicable as a case study for others in the community or in coastal Washington.

To demonstrate community support, you may submit letters from any variety of stakeholders including:

- Community members who can speak to the cultural role of the building;
 - local planning/environmental professionals who can speak to the need for flood adaptation in the community;
 - local businesses who can speak to the place's contribution to the local economic "ecosystem;" or
 - any other community partners who can speak to its contribution to the community
28. Upload at least two letters of support that describe the importance of this property and your project.

Section 6. Project Readiness

Grant funds are reimbursement only, meaning applicants must be able to expend all costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Commitment of funds means that the applicant has the cash on hand (or has an agreement with a lender) to complete the project without requesting reimbursement until the task is completed and paid for.

29. Are your project funds committed? If your funds are not yet committed, explain how you plan to secure funds before your proposed project start date.
30. Please describe whether or not you are immediately ready to proceed with your project if you receive a grant. If you would not be, what needs to happen to be ready to proceed?
31. Have you, or a member of your team, managed a project like this before?
32. Upload documentation of liability insurance for this project

Your grant-funded work may be a portion of a larger project at the property. Any project work that continues after the grant period must adhere to the same regulatory standards and requirements as grant-funded work. This is a requirement of federally-funded grants.

33. Is this proposed grant-funded work part of a larger project?
- a. Yes
 - b. No

If your answer to question 32 is yes, please contact the grant administrator directly with details of the larger project, funding sources, and current regulatory status.

Section 7. Photos

Please see the CPARC Photo Guide, [linked here](#), before taking and uploading your photos. Use the uploaded file names to clearly label/identify images and include photo credits. If preferred, you may also upload a separate document of photo captions and credits. Provide enough photos to clearly show the property and project areas so that someone who has never been to the area or property can feel oriented and clearly understand the property and its features.

- 34. Upload the images of the entire property that show all sides of the building, its siting/context, and its relationship to the public right-of-way.
- 35. Upload detail images of the property areas specifically related to your project proposal. Be sure to clearly illustrate the project need and urgency with the photos you select.
- 36. If you have photos showing the impact of flooding on the property or in your community, please upload them here (optional).

Section 8. Confirmation and Submission

Please confirm that the information you provide is complete and accurate.

33. Check one:

For applicants who are the property owners, check the box: “I certify to the best of my knowledge that the information provided in this application is complete and accurate.”

For applicants who are not the property owners, check the box: “I certify to the best of my knowledge that the information provided in this application is complete and accurate and that this application is submitted in full cooperation with the property owner.”

Please confirm that you understand the easement requirements of the grant program.

34. Check one:

As the property owner, I understand that if a grant is awarded, I will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. I understand that the term of the easement will be 5-10 years, depending on the grant award. As the property owner, I understand I will not be reimbursed for any work completed until a recorded preservation easement is submitted.

As the applicant, I attest that the property owner understands that if a grant is awarded, the property owner will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The property owner understands that the term of the easement will be 5-10 years, depending on the grant award. As the applicant, I understand I will not be reimbursed for any work completed until a recorded preservation easement is submitted.

Applicants are required to follow all federal assurances and compliance requirements detailed in 2 CFR 200. Refer to this regulation for all mandatory certifications and documentation here: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

When your application is complete, click the “Submit Grant Application” button. You will receive a confirmation email that your application has successfully been submitted.

All applications are due no later than February 22, 2026.

APPLICATION ATTACHMENT CHECKLIST

Be sure to have all the following attachments ready to upload into the application form before you plan to finalize your submission.

Step 1 of 7

1A. National Register nomination form OR letter of eligibility for the National Register

Step 2 of 7

2A. Confirmation of property ownership (can be a copy of a county assessor’s webpage)

2B. Confirmation of owner consent (if owner is not the applicant)

Step 3 of 7 (none)

Step 4 of 7

3A. Completed Budget and Details Worksheet

3B. Three project estimates or bids from qualified contractors

3C. Documentation demonstrating the qualifications and experience of your selected contractor(s) in working on historic structures.

3D. Documentation of the estimated values of proposed in-kind labor, material, or equipment contributions to the project (if applicable)

3E. Documentation of liability insurance for your project

3F. Professional property appraisal (for grant requests involving property acquisition only)

Step 5 of 7

5A. Letters of support (at least 2)

Step 6 of 7

6A. Property photos (6-8)

6B. Project photos (10-12)

6C. Flood risk photos

Step 7 of 7 (none)

7A. Civil Rights Assurance

7B. Statement of Understanding for Grant Management Requirements

7C. Certification Regarding Disbarment

7D. Form 424D (Construction Programs)

GRANT COMPLETION

Grant Project Timeline

The grant contract period for CPARC is unique to your grant agreement and shall conclude by September 30, 2027. All expenditures for which you will request reimbursement need to be incurred during the time identified in your grant agreement. We anticipate being able to execute all grant contracts by July 2026. It is important to be in contact with the Trust to ensure timely completion. Extensions are possible and will be handled on a case-by-case basis. Any request for extension must occur at least six months in advance of the end of the grant period and must be approved by the National Park Service.

Documentation Required for Reimbursement

Grant funds are reimbursement only, meaning applicants must be able to expend all costs associated with the project and then request reimbursement for eligible costs covered by the grant award. Grantees may request up to three total reimbursements throughout the grant contract period (two midway payments and one after project completion). A midway reimbursement payment will only be made after the completion of and payment for a phase of project work.

The project budget as stated in the contract will be the guiding document when the Trust is processing submittals for reimbursement. It is extremely important that all reported expenses relate directly back to that budget. Below is a list of items that must be submitted to the Trust.

A. Documentation of Completed Work. Thorough photographic documentation of the completed work, with a photo key, must be provided.

B. Timesheets. Whether you're using an hourly rate for reimbursable labor or in-kind labor, we must have a record of the hours spent and activities performed. 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 of each laborer charging time to the grant so that expenditures can be verified. Finally, be sure that the work performed is within the contract period. Any expenditures of time beyond those dates cannot be reimbursed.

C. Consultants. Please provide copies of invoice vouchers from consultants/contractors. The invoice vouchers should clearly identify the time period during which the work was performed and if applicable, the hourly rate at which work is charged, again so that expenditures can be verified. Remember that the Trust can only reimburse wages at not more than an hourly rate as directed by the National Park Service each federal fiscal year. Maximum rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary per project location. Current regional salary tables can be found on the Office of Personnel and Management website:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>. For 2025, this would be \$112.24. Please also note that grantees and their contractors are responsible for meeting prevailing wage requirements as per the David Bacon Act, RCW 39.12, and WAC 296-127.

D. Other Expenditures, if applicable. Please provide copies of invoice vouchers and/or receipts for other expenditures related to the project. 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 consultant fees, paid staff time, and other expenditures, please provide documentation that payment was indeed made. This typically includes copies of canceled checks, itemized receipts showing the payment methods, and/or documentation from your accounting office such as computer printouts or warrants.

F. Volunteer Services, if applicable. To document volunteer services that are used as project match, please use the “Report of Services” or donated labor form found in your contract. The Report of Services form needs to be completed for each volunteer with original signatures from both the volunteer and the person supervising the volunteer’s work. The wage rate for the volunteer activities must also be identified and justified. For example, if a mason volunteers her time to repoint mortar joints and her typical hourly wage is \$50, then the hourly wage shown as a volunteer should be \$50/hour. However, if that mason is volunteering to paint siding, the hourly wage should reflect the base volunteer rate of \$34.79/hour. 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.

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.

For more detailed requirements, applicants should refer to and comply with the regulations in 2 CFR 200: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>