



March 2020

## STLPG Bulletin - SHPO Update

Welcome, to the STLPG bulletin! In this email you'll find guidance for handling your Historic Preservation Fund grant and a Frequently Asked Questions (FAQ) related to policies and procedures affected by the coronavirus (COVID-19). For more information about our programs, please visit our website!

Visit our Website

### News & Announcements

#### Dear STLPG grantees:

We find ourselves living through what will prove to be a historical moment, and we realize that COVID-19 is changing the way we all work and live for at least the next several weeks. Our priority is for all our grantees, staff, and contractors to stay safe, thus we want to share some guidance on how to handle your Historic Preservation Fund grant during this time of uncertainty.

Currently the State, Tribal, Local, Plans & Grants (STLPG) division of the National Park Service is on mandatory telework, but we are just as available to you as we were before. Please reach out to your grant manager, send questions to our main box [stlpg@nps.gov](mailto:stlpg@nps.gov), or call **202-354-2020** and we will respond quickly as we normally do. We ask that you do not send physical mail as we are unable to retrieve it, and instead send us as much information digitally as you can. We have tools that can assist with this, like sending large files via our FTP service, etc. Just ask.

Key questions at this time seem to center around needed extensions, can staff/personnel be paid, how to handle contract changes or extension, etc. Below please find FAQs to answer those questions. We understand if your project needs to be put on hold or extended, or you may need to modify your scope of work and budget to reflect changes due to the virus. This can all happen; we have the authority to make these changes.

As a reminder, STLPG is still headed toward a change in financial systems in June 2020, so we will continue to work with you to extend grants that will not completely close out and draw down by the end of April. There has been no change (and there will be no change) to the systems that you use like ASAP, Sam.gov, or Grants.gov. They are still active, running, and staffed.

We value the important work you are doing and will continue to communicate any relevant updates. We hope you can safely continue this important work as you are able, and stay safe during this unprecedented moment in history.

In partnership,

**The STLPG Team**



## COVID-19 FAQ



*Views of the World's Fair Medicine and Public Health Building - 1939 - Library of Congress*

### ***Conferences, Trainings, & Events that are part of our grant have been canceled, what do we do?***

As per [our previous bulletin](#), NPS has the authority due to the COVID-19 to extend and amend grant agreements. We don't want to abuse this authority, so it should apply to issues caused by our new life of quarantine. Please contact your NPS grant manager with an email requesting an extension or modification and provide specific reasons for doing so. Give a realistic date that you will be able to complete all subgrant/contract(s). We would like to **process these amendments prior to the end of April 2020** due to the [switch to our new financial system](#). This will also give you the extensions and approvals you need to reassure subgrantees, etc.

### ***We incurred costs for the event we canceled, can the grant cover those?***

Costs that cannot be refunded due to the cancellation of events, travel, or other activities necessary and reasonable for the performance of the award, or the pausing and restarting of grant can still be covered. Please notify your grant manager if you are encountering these types of costs. There will not be additional funding available to make up for these lost expenses.

### ***Staff has been sent home; can we fund their salaries? What about our consultant?***

Follow your organization's administrative policies. Grantees may continue to charge salaries and benefits to active Federal awards consistent with their policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources, Federal and non-Federal. If your policy is clear that personnel will be sent home on administrative leave and not be allowed to work then yes, HPF can still cover their salaries. If your policy is personnel must telework or take leave (like NPS) then HPF can still cover their salaries. If a consultant/contractor is not able to work, they cannot be paid by HPF, but an extension could be granted. If they can continue to work, or you can adjust the work so it could be done in a telework situation, then HPF can still pay. Same rules apply to any match. We have been strongly encouraged to be as accommodating as possible to ensure those contracted for work can continue working, so please think creatively about how that can happen, and discuss with your grant manager.

### ***Our office is closed, how do we submit our interim or closeout worksheets?***

Guidance from OMB allows NPS to grant an extension and allow you to continue the work on the project during that time. You must request this extension from NPS, and then you will be allowed no more than 3 months to submit the required reporting. Extensions may also be granted for closeout reporting if requested from your NPS grant manager. Again, please submit these to us in digital format via email.

### ***Can activities we planned for FY2020 be adjusted?***

Yes, you can change the scope of work, and budget for your grant funding. As long as you are meeting the intent of your grant application then we have some flexibility. Please talk with your NPS grant manager about any major shifts that you need to make because more than 10% of any line in your SF 424A budget (personnel, fringe, travel, supplies, equipment, contracts, indirect, etc.) needs an approved modification. We can help you with this, email us and set up a time to talk.

### ***Our indirect cost rate is about to expire, can we still charge it?***

