

RESOLUTION 2015 - 170

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, ON BEHALF OF THE ST. JOHNS COUNTY PUBLIC LIBRARY SYSTEM, TO SUBMIT AN APPLICATION, AND ANY OTHER ASSOCIATED PAPERWORK FOR A NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION GRANT IN THE AMOUNT OF \$34,502.00 FROM THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION.

WHEREAS, St. Johns County, Florida, on behalf of the St. Johns County Public Library System is applying for a National Historical Publications and Records Commission Grant; and

WHEREAS, the Grant funds will assist in digitizing 301 documents, consisting of 3,621 pages and 1,684 photographs, that document the history of the Town of Hastings and the Hastings Branch Library, dating from 1910 to the present day; and

WHEREAS, the collection will be uploaded to an Internet cloud-based storage platform, presenting a searchable database with descriptive informational content to the general public free of charge; and

WHEREAS, the County has reviewed the guidelines and requirements of the National Historical Publications and Records Commission Grant application; and

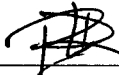
WHEREAS, the County has determined that accepting the terms of the application, and entering into said application will serve the interests of the County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

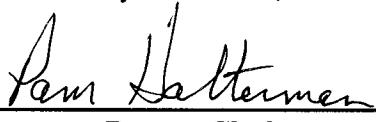
- Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.
- Section 2. The Board of County Commissioners hereby authorizes the County Administrator, or designee, on behalf of the St. Johns County Public Library System, to submit an application, and any other associated paperwork for a National Historical Publications and Records Commission Grant in the amount of \$34,502.00 from the National Historical Publications and Records Commission.
- Section 3. To the extent that there are typographical and/or administrative errors and/or omissions that do not change the tone, tenor, or context of this Resolution, then this Resolution may be revised without subsequent approval of the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County,
State of Florida, this 2nd day of June, 2015.

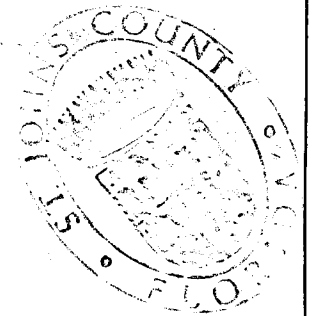
**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: 
Priscilla L. Bennett, Chair

ATTEST: Cheryl Strickland, Clerk

By: 
Deputy Clerk

RENDITION DATE 6/5/15



How to Fill Out the Application for Federal Domestic Assistance SF-424

Before you open the SF-424, determine if you are applying as an individual. If so, check the box on the Grant Application Package marked "I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization."

Select the SF-424 from the menu then click the Open Form button.

1. All submissions are considered a New Application (question 1 and 2). Questions 3-7 will be filled in automatically (or left blank intentionally) by Grants.gov.
2. *Applicant Information:* In Section 8, please supply the name of the applicant organization, address, employer/taxpayer identification number (EIN/TIN), and DUNS number of the applicant. (If applying as an individual, enter your name in item 8(a) and your social security number in item 8(b). Item 8(c), Organizational DUNS, is auto-filled.)

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grant administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711.

If the project is going to be undertaken by an organizational unit of a larger institution, please provide that information in 8 (e). In the next subsection 8 (f), please list the Project Director and relevant contact information. The Project Director is the individual who will manage the day-to-day operations of the project and serve as contact with the NHPRC. Section 9 will provide a drop-down menu of Applicant Types. Please select the most appropriate categories. (If applying as an individual, Select P. Individual, from the drop-down.) Sections 10-12 will be filled in automatically by Grants.gov. Ignore Section 13. Please list in Section 14 the geographic areas affected by the project.

3. *Project Information:* Provide the title of your project in Section 15. Your title should be concise, substantive and informative to a non-specialist audience.

In Section 16 (a), list the Congressional District where the applicant is located. If, for example, it is located in the 5th Congressional District of New York, put a "5" in the box. In section 16(b), list the primary Congressional Districts served by the project; you may use up to six alphanumeric characters to represent ranges of districts. You may attach a list of additional Districts to the next box.

List the starting and ending dates for your project in Section 17. All NHPRC projects start on the first day of the month and end on the last day of the month.

4. *Budget Information:* Section 18 requires applicants to provide estimated total project costs with projected levels of support. To accurately estimate these costs, you should first prepare a full budget (see instructions).
5. *Executive Order 12372:* Section 19 requires applicants to determine whether or not their application is subject to State review under Executive Order 12372. A table of contact information for the respective State offices is available at the White House Grants Management - Intergovernmental Review (SPOC List) page.
6. *Authorities, Representations, and Signatures:* Provide, in section 21, the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.Gov user guide, which is available at: <http://www.grants.gov/CustomerSupport>. (If applying as an individual, repeat your personal name and contact information in item 21. You are the Authorized Representative.)

Authorizing Official:

X

Application Instructions

Grants.gov has identified an issue with the compatibility of Adobe Reader's latest version – Adobe Reader XI. If you receive the following message when trying to submit your application packages:

"At least one required field was empty. Please fill in the required field (highlighted) before continuing."

Grants.gov advises you to download an older version of the Adobe Reader software – which can be accessed here:
<http://get.adobe.com/reader/otherversions/>.

These application instructions apply to all NHPRC grants. Before you apply, make sure you understand all applicable requirements and regulations, including:

- NHPRC Statutory Grant Making Authority
- NHPRC Requirements
- Federal Regulations & Requirements
- Reporting Requirements
- Payment Requirements

All institutions applying for an NHPRC grant should apply via Grants.gov, the government-wide grants portal.

- You will no longer have to send in multiple paper copies of your applications.
- The easy way to begin is by printing out the specific NHPRC Grant Opportunity and these instructions and have them handy as you prepare your application.

First Time Using Grants.gov?

Everyone who uses Grants.gov to apply for a grant must complete these one-time-only steps:

1. Register yourself and your organization as Grants.gov users. (At larger organizations, a Grants Administrator might register for the entire organization.)
 - Once registered, your organization can apply for any government grant via Grants.gov. (See Getting Started for more information.)
 - Allow two weeks before application deadlines for your registration to be processed.
 - If you have problems registering, call the Grants.gov Help Desk: 1-800-518-4726
2. Download and install the free Adobe Reader.
 - This software allows you to view and fill out the Grants.gov application forms for any Federal agency.
 - If you have a problem installing the Adobe Reader, it may be because you do not have permission to install a new program on your computer. Contact your System Administrator.
3. Once you are registered, you can find and apply for grant opportunities through Grants.gov or through the Grant Opportunity announcements on our site.

Download the Application Package and NHPRC Budget Form

You may download the application package from Grants.gov at any time after you install the Adobe Reader. (You do not have to wait for the registration process to be complete.) A link from the NHPRC Grant Opportunity announcement will take you directly to the page from which you may download the appropriate application. You must use the application package associated with the grant announcement under which you are applying.

Save the application package to your computer's hard drive or network. You do not have to be online to work on it. You can save, open and edit, and share with others as you draft your application.

You must also download and complete the NHPRC Budget Form [\[2\]](http://www.archives.gov/nhprc/apply/budget.pdf) (located at <http://www.archives.gov/nhprc/apply/budget.pdf>). After saving a copy of this form to your local computer or network, you will be able save and edit your entries.

You can save your application package at any time by clicking the "Save" button at the top of your screen.

Tip: If you choose to save your application before you have completed it, you may receive an error message indicating that your application is not valid if all forms have not been completed. Click "OK" to save your work and complete the package at a later time.

Caution: If you fail to save before closing the Adobe Reader software, or if you click your browser's Back button, you will lose your changes.

If you require an accessible version of the Budget form, please contact the Grants Workflow and Information Coordinator at 202-357-5022.

The application package contains mandatory forms that you must complete in order to submit your application:

1. Application for Federal Domestic Assistance (SF-424) - the basic information required for Federal grants (see instructions)
2. Grants.gov Lobbying Form - self-explanatory
3. Attachments - including the Project Narrative and other information required by NHPRC (see instructions)
4. Assurances for Non-Construction Programs (SF-424B) - self-explanatory

In addition, one Optional Document (SF-LLL) is required if your organization engages in Lobbying Activities.

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How to Prepare Your Project Budget

Download the official NHPRC Budget Form [\[PDF\]](#). Save a copy of the form to your local hard drive or network.

Applicants should review the relevant NHPRC Grant Opportunity announcement for particular cost-sharing requirements, the kinds of funding available, and any restrictions on the types of costs that may appear in the project budget. Your budget should include the project costs to be charged to grant funds as well as those supported by applicant or third-party cash and in-kind contributions.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to written policies and established practices of the applicant organization.

The NHPRC Budget form calculates some, but not all, of the values in the budget. You may copy and paste values from a desktop calculator, and from one field to another within the form to ensure accuracy.

Budget Form

Complete the top of the form with the name of the Project Director and the Organization applying.

Input the dates of the requested grant period for your project. Grant periods begin on the first day of the month and end on the last day of the month. All project activities must take place during the requested grant period.

Projects with grant periods up to 18 months should show total expenses in each of the categories under Section A - Year#1. If the proposed grant period is 18 months or longer, project expenses for each 12-month period must be developed and listed separately. You may need to fill some fields with zero until the data from all pertinent periods are entered.

SECTION A

Complete the beginning and ending dates for this project period.

Complete each line of each budget category as necessary. You should distribute the costs among NHPRC (column a) and Cost Share (column b) and input the Total (column c). The subtotals for each of the categories are auto-filled.

If there is insufficient space for all of your budget lines in any category, create a budget overflow document (name it BudgetAttach.pdf) and attach it directly after the NHPRC Budget Form on the Attachments Form. Your budget overflow form should be a table or a series of tables; it may be created with a word processing or spreadsheet program, but it must be converted to PDF before it is attached. The table should replicate the form for each relevant category and be clearly labeled with the budget period and category. Reserve the last line in the category for the sum of the lines listed in the Budget Overflow. (For example, if a category on the Budget Form has 6 lines, but you need 7 or more, enter the first 5 lines on the Budget Form and enter the sum from the Overflow on the line 6 with the note: See Overflow Document. This is necessary to ensure that totals on the Budget Form include the figures on the Overflow form.)

Total Direct Costs are calculated (the sum of subtotals of categories 1 through 7) automatically.

Total Indirect Costs are overhead costs incurred for an organization's common or joint objectives which cannot be readily identified with a specific project or activity. Typical items of indirect costs are salaries of an organization's executive officer, costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services. Indirect costs are computed by applying a percentage rate to a distribution base (usually the direct costs of the project).

Care should be taken that expenses included in the organization's indirect cost pool are not charged to the project as direct costs.

The NHPRC does not require formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, up to a maximum of \$5,000 per year. (Applicants who choose this option must maintain documentation to support overhead charges claimed as part of project costs.) If you choose this option, select the fourth option under Indirect Costs and enter the appropriate rate under Item B.

The NHPRC will recognize other indirect cost rates already negotiated between its applicants and other Federal agencies. Choose the first, second, or fifth option under Indirect Costs and complete Item A and B, as necessary.

Total Project Costs are calculated (the sum of Items 8 and 9) automatically.

SECTION B

The Summary Budget is auto-filled with data from each of the completed budget periods.

In the Requested section under Project Funding for Entire Grant Period, please be sure that you have not exceeded the percentage available from the NHPRC, usually up to 50 percent of total project costs, for the particular Grant Opportunity announcement. Check that the amount equals the total of NHPRC funds requested on Section A of the form and on the SF424.

Budget narrative (optional)

If needed, prepare a brief supplement to the narrative explaining projected expenses or other items in the financial information provided on NHPRC's budget form. The budget narrative may be single-spaced and included with other attached documents.

How to Prepare and Submit Attachments

Use a computer word processing system, following the instructions in the Grant Opportunity announcement, to prepare the following attachments:

- Project Summary
- Project Narrative
- Participants' Résumés & Job Descriptions
- Budget Narrative

- Appendices.

Use the NHPRC Budget Form to prepare your budget.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, there are many low-cost and free software packages available. To learn more, go to PDF Conversion Programs (http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs).

Select Attachments from the menu then click the Open Form button to open it. Only one document may be attached under each attachment button. Be sure not to leave blank spaces between attachments. Attach the documents using this order:

1. Project Summary
2. Project Narrative
3. Participants' Résumés and Job Descriptions
4. NHPRC Budget Form
5. Budget Overflow Document
6. Budget Narrative
7. Appendices

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

Complete All Other Required Forms

Select each form from the menu then click the Open Form button to open it. In most cases, these forms can be completed by filling a few highlighted fields.

Uploading Your Application to Grants.gov

When you have completed all forms, use the right-facing arrow to move each of them to the "Submission" columns. Once they have been moved over, the "Save and Submit" button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that was assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "submit" button. A page will appear asking the AOR to sign and submit your application. At this point, your AOR will enter his or her username and password. When the AOR clicks the "sign and submit application" button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page, which includes a tracking number, will appear indicating that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail.

How to Submit Supplementary Materials

Send any supplementary materials (those that cannot be submitted electronically) to:

Supplementary Application Materials
[Add the Grants.gov tracking number here]

National Historical Publications and Records Commission
National Archives
Room 114
700 Pennsylvania Avenue, NW
Washington, DC 20408

NHPRC continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline. If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

PDF files require the free Adobe Reader
More information on Adobe Acrobat PDF files is available on our Accessibility page.

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

NHPRC Requirements

Federal rules are supplemented by the Commission's own requirements and suggestions for grant administration.

When will the terms of the grant be specified?

- The official grant instrument is a grant notification form from the Commission's chair to the project director. This form and its attachments and references specify the terms of the grant.
- The Commission staff notifies project directors informally of awards soon after the Commission recommends the grants.

Who administers the grant?

- Responsibility for administering the grant is shared by the project director and the institution disbursing the grant funds.
- Grant recipients are generally required to submit annual financial status reports and semiannual or annual narrative progress reports (depending on the nature of the project), as well as final reports at the conclusion of the grant period.
- Ongoing documentary editing projects are subject to slightly different requirements, explained in the Reporting section.

When will the grant begin?

- The grant period begins and ends on the dates specified in the official grant instrument. Grant periods must begin on the first day of a month and end on the last day of a month.
- The grant period may begin any time after the Commission makes its determination; however, please allow at least 3 weeks lead time between the date of the Commission meeting and the start of the grant period.

How soon and for how long can grant funds be used?

- Grant recipients may not use grant funds to pay expenses incurred prior to the official starting date of the grant period or count any funds expended before the start of the grant period in the cost-sharing or matching categories, except in unusual circumstances, and only with prior approval.
- All funds must be obligated (by contract or purchase order) by the ending date of the grant period. All bills and invoices must be paid within the 90 days following the end of the grant period.
- The final financial report and request for payment must be received by the end of the 90-day period. Any grant funds not requested by that time may be forfeited. Also, all financial and narrative reports must be up-to-date in order to have payments processed.

How are grant funds made available?

- The grant notification form will be accompanied by instructions that explain how to receive grant funds and how to manage them.
- All payments are made by electronic funds transfer into designated accounts. Please feel free to consult the Commission staff if you require more information.

Does receiving an NHPRC grant affect recruitment of project personnel?

- Yes. Qualifications of professional personnel should conform to the standards of the job descriptions included in the proposal. Grant recipients should conduct the widest possible recruitment effort for personnel not specified by name in the grant proposal.
- Professional positions should ordinarily be advertised in such periodicals as the *Chronicle of Higher Education*, the American Historical Association's *Perspectives*, the Organization of American Historians *Newsletter*, the Association for Documentary Editing's *Documentary Editing*, the Society of American Archivists' *Archival Outlook* and *Employment Bulletin*, and the American Association of State and Local History's *Dispatch*. State, regional, and subject-oriented media are also appropriate. Electronic postings are encouraged.

What are the legal requirements for keeping track of grant funds?

- Grant recipients must keep financial records for each grant in accordance with generally accepted accounting practices. In other words, you must be able to show how you spent the money in a clearly understandable manner. These and other program records are subject to inspection and audit by authorized Federal agencies at all reasonable times during the grant period and for 3 years thereafter.
- Federal regulations specify standards for grant recipients' financial management systems. State, local, and federally recognized Native American tribal governments may use their own financial management systems, as authorized by state law, as well as their own procedures, as long as the system is able to provide the required financial reports and to trace funds to a level of expenditure sufficient to show that grant funds have been spent in compliance with applicable laws and regulations (see 36 CFR 1207).
- For institutions of higher learning, hospitals, and other nonprofit organizations, financial systems must meet seven key financial management standards. In very general terms, these grant recipients must be able to demonstrate accounting, budgetary and internal controls, cash management, reporting capability, cost allowable determination, and source documentation (see 36 CFR 1210).

Are grant funds subject to audits?

- Yes. Grant recipients must comply with the audit requirements set forth in OMB Circular A-133, "Audits of State, Local Governments, and Non-Profit Institutions." Generally, grant recipients that expend \$500,000 or more in a year in Federal awards must have a single or program-specific audit conducted for that year. A reasonable portion of grant funds, as defined in the OMB circular, may be used to comply with audit requirements. The Commission prefers that grant recipients assume such costs as cost sharing.

Are there rules that affect procurements?

- Yes. Please see 36 CFR 1207 or 1210, as applicable.

What if there is a problem with a contractor?

- The Commission will not be responsible for the settlement of contractual or administrative disputes relating to procurements.

Are there any limitations on the awarding of subgrants or contracts?

- Yes. Grant and subgrant recipients must not make any award (subgrant or contract) to any party that is debarred, suspended, or otherwise excluded from, or ineligible for participation in Federal assistance programs.
- The General Services Administration publishes a monthly *List of Parties Excluded from Federal Procurement or Nonprocurement Programs* that grant recipients should consult before awarding a sub-grant or contract.

- The List is available:
 - By subscription from the Government Printing Office
 - Telephone 202-512-1800
 - Request Reference Stock Number 722-002-00000-8
 - Electronically:
 - Online at <https://www.epls.gov/>
 - Electronic Bulletin Board
 - Dial 202-219-0132 and use settings N-8-1-F

May an extension of the grant period be requested?

- Yes. An extension of the grant period may be requested if it is absolutely necessary to conclude the project. It is necessary to request the extension prior to the time the grant period ends, but not more than 2 months before that scheduled end. All financial and narrative reports must be up to date before an extension will be considered. No more than two extensions will normally be granted.
- The request for an extension must be signed by the grant-receiving institution's authorized representative as indicated on the grant application form (SF 424).

What if there are unexpected expenses in a budget category?

- Amounts allocated to existing budget lines for both grant funds and cost sharing may be adjusted to meet unanticipated program needs. Grant funds may be transferred among existing NHPRC-funded direct cost categories that appear in the final project budget approved by the Commission at the time of the grant award. Cost-sharing funds may also be shifted among existing cost-sharing categories.
- For grants in which the NHPRC's award is less than \$100,000, grant recipients may make these transfers without NHPRC approval. When Commission grant awards are \$100,000 or more, grant recipients must obtain prior approval from the NHPRC when cumulative transfers among direct cost categories total more than 10 percent of the total project budget (i.e., grant funds plus other funds).
- In addition, the Executive Director of the Commission, or the Executive Director's designee, may approve the use of NHPRC grant funds for new cost categories for which Commission funds were not provided in the final approved budget where such action seems appropriate for the fulfillment of the original purposes of the grant, and where the amount of funds involved does not exceed 10 percent of the amount of the award.

What types of project changes require NHPRC approval?

- Prior written approval must be obtained from the Commission for changes in all cases, including:
 - Revision of the scope or objectives of the project.
 - Change of the project director or other key project personnel who are specifically named in the grant application or award or related correspondence.
 - Contracting out, subgranting, or otherwise obtaining the services of a third party to perform activities central to the purposes of the grant, unless specified in the grant proposal.

- You must submit all requests for changes in the form of a letter signed by the grant-receiving institution's authorized representative. A written response signed by the Commission's Executive Director, or the Executive Director's designee, will constitute approval for the change.

PDF files require the free Adobe Reader.

More information on Adobe Acrobat PDF files is available on our Accessibility page.

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)


The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

Financial and Narrative Reporting Instructions

All grant recipients must submit Federal financial reports and narrative progress reports as specified in the Grant Award Summary and/or extension letter.

Financial Reports

Financial reports must be submitted on the **Federal Financial Report**, Standard Form 425 . They are generally required on a yearly basis, with a final report due 90 days after the end of the grant period.

- Due dates are shown on the Grant Award Summary and/or extension letter.
- Be sure to refer to the original or revised Application for Federal Assistance (SF 424) and NHPRC Budget Form when preparing the form to see if costs were in line with the information on the original or revised budget and be sure cost sharing is accurately reflected.

STEP BY STEP INSTRUCTIONS for SF 425 boxes:

1. Enter "NHPRC"
2. Enter the 14-digit grant number assigned by the NHPRC (see the Grant Award Summary)
3. Enter the name and full address of the grantee
4. a. Enter your DUNS number
b. Enter your organization's Employer Identification Number (EIN), also known as the Tax Identification Number (TIN) assigned by the IRS
5. May be left blank, or you can insert your own account number
6. Check which period is covered by this report In NHPRC's case, most financial reports are either annual reports or final reports, if the grant is complete. In certain circumstances you will be asked to report more frequently.
7. Indicate the method used to record costs in your accounting ledgers. If you recognize expenses only as you pay them, check CASH. If you recognize expenses before paying them, check ACCRUAL.
8. Enter the full grant period as show on the Grant Award Summary, or as amended by an extension letter.
9. Indicate the expenditure period ending date covered by this report. This period must fall within the stated grant period on the Grant Award Summary or as amended in an extension letter.

10. TRANSACTIONS

Federal Cash:

- a. Indicate the amount of NHPRC funds received as of the date in no. 9
- b. Show expenses paid to date with NHPRC funds
- c. Indicate if any cash is left over (10a. minus 10b.) This may be a negative number if you have spent more than you have received.

Federal Expenditures and Unobligated Balance:

- d. Enter the full amount of the grant
- e. Indicate the NHPRC share of all allowable project costs that have been incurred and/or paid as of the date in no. 9 above. NOTE: All expenditures must be allowable and appropriate. Expense documentation (e.g., timesheets, payroll records, contracts, receipts, invoices, cancelled checks, etc.) must be maintained and available for submission upon request.

- f. If you have expenses which have been obligated (contracts, etc.) and will be paid with NHPRC funds, enter that amount here, otherwise enter \$0.
- g. Enter the total of 10e. and 10f.
- h. Enter the remaining NHPRC funds not yet spent or obligated (lines 10d. minus 10g.)

Recipient Share:

- i. Enter your share of allowable and allocable project costs (cost sharing as shown on the Grant Award Summary). This may include the value of allowable and allocable third party in-kind contributions and indirect costs if in the approved budget or as amended.
- j. Show how much of your share has been spent as of the date in no. 9
- k. Enter how much of your share is still to be provided/spent on the grant (lines 10i. minus 10j). If this is a final report, enter \$0.

Program Income: Provide this information only if you received income from meeting registration fees, etc., that are to be applied to the grant. Not many NHPRC grantees anticipate receiving and/or using program income under their grants. Please call us if you have any questions about this section.

- 11. Indirect Expense. Complete if an indirect cost rate established with a Federal agency was included in your application and approved for this award. If it was allowed as part of your cost sharing, be sure this amount is included in the figure on line 10j.
- 12. Remarks: You may enter explanations or additional information here.
- 13. Complete all boxes. This form must be signed by a responsible fiscal agent for the grant.

Scan and email the signed SF 425 to nhprc@nara.gov or fax it to 202-357-5914. You should keep the original in your files.

How to Return Unspent Funds

Please make your check payable to NHPRC, and mail it to:

National Historical Publications and Records Commission (NHPRC)
National Archives and Records Administration
700 Pennsylvania Avenue, NW, Room 114
Washington, DC 20408-0001

Questions?

- Please contact Annette Paul at annette.paul@nara.gov or 202-357-5045.

Narrative Reports**When are narrative reports due?**

Due dates for all reports are indicated in your award document. Please note them at the beginning of your project. If you receive a no-cost extension, we will indicate new dates for reports in our approval letter. Timely submission of all narrative reports is required of all grantees.

What should be included in narrative reports?

Using your project's performance objectives (which were sent to you with your Grant Award Summary) as a template, provide a summary of project activities undertaken during the reporting period. Analyze in detail the goals met during the reporting period. Note any goals for the period that were not accomplished and explain why these objectives were not achieved and how this will affect the anticipated completion date of the project. Note whether there is a need to revise the work plan, staffing pattern, or budget.

Note significant developments, such as the publication of volumes or the completion of finding aids, as well as any work that is pending with presses. If the project has established a website or a social

media account for the project, please provide the appropriate information so your program officer can explore it.

Project directors are encouraged to offer frank assessments of their projects.

- Were the goals set in the original proposal realistic? If not, what alternative goals might have been accomplished during the grant period?
- Did the project staff face unexpected problems? If so, how did the project address them? Were the problems solved? Could similar problems be avoided in the future?
- Has the project led to unanticipated benefits? If so, what were they?

A full discussion of these matters in your narrative report will aid the Commission in assessing future grant applications and providing guidance to other projects.

Discuss the project's impact, if any, on the grant recipient or others who may have used project materials or benefited from the project. Mention any publicity or interest generated because of the project. Please note project-related publications, speaking engagements, or professional development efforts undertaken by the staff during the grant period or planned for the future. We urge grant recipients to prepare and distribute press releases regarding their NHPRC grants (for suggestions see <http://www.archives.gov/nhprc/administer/publicity.html>)

Final reports should cover the entire grant period. In addition to the above materials, indicate whether all or part of the project activities will be continued after the end of the NHPRC grant. Will institutional funds or other grant funds provide ongoing support for any of these activities? Was the NHPRC grant instrumental in obtaining these funds.

If your project is a records project, send one copy of all narrative reports to the state or territorial coordinator(s) whose states or territories are involved in or affected by the project. Send another copy via email to the NHPRC program officer assigned to your grant. When submitting your report to the Commission staff, please indicate the names of individuals to whom additional copies have been sent. Also, please include your grant number on all correspondence and reports. Your program officer will contact you if additional information or clarification is needed.

Please note that all reports are Federal records, and are subject to the requirements of the Freedom of Information Act.

What additional information should be submitted to the NHPRC?

The results of any work supported by a grant or award by the Commission may be published. Publications or other written products resulting from the project must acknowledge the assistance of the Commission.

For records-related projects, grant recipients are required to send the Commission one copy of any printed finding aids, reports, manuals, guides, forms, and other materials produced by the project at the time that the final narrative report is submitted. If materials are only available online, contact your program officer for submission requirements. These products then can be shared with others interested in similar projects and can be used in evaluating more fully the results of projects supported by the Commission. Please note that mail irradiation may damage the quality of items, so final products should be sent via Fed-Ex/UPS.

Documentary editing projects should send the Commission 3 copies of any book edition unless support for their publication was provided by an NHPRC subvention grant. For these volumes, presses rather than projects are responsible for submitting 5 copies to the NHPRC and 10 copies to the project director or editor.

Publicity

The Commission encourages grant project directors and staff members to submit articles on the project to appropriate journals and newsletters, especially when the methodology or results of a project might be of broad interest. The project director should inform journals, newsletters, and listservs of the completion of the project and the availability of any publications, reports, finding aids, and manuals produced through a grant. NHPRC maintains an active social media presence and frequently promotes grant projects on various platforms including Twitter and Facebook.

For use in its publicity, the NHPRC would welcome digital images of project activities or historical photographs relating to the project's work. Please contact Keith Donohue, Director of Communications at keith.donohue@nara.gov.

[Updated July 2013]

Contact Us

- Contact the NHPRC
- **E-mail:** nhprc@nara.gov*
- **Telephone:** 202-357-5010
- **Fax:** 202-357-5914

Unless otherwise indicated, please send all correspondence relating to your grant to:

- NHPRC
National Archives
700 Pennsylvania Avenue, NW
Room 114
Washington, DC 20408

Please include the grant number on all correspondence to ensure prompt response and payment.

* Please see our [Privacy Statement](#)

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The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272

**“Digitizing the History a Small Town with a Big Role in Florida’s Growth and Development”
Hastings History**

Scope of the Project: The Hastings Branch of the St. Johns County Public Library System proposes a two year project to digitize 301 documents consisting of 3,621 pages and 1,684 photographs that document the history of the Town of Hastings, FL and the Hastings Branch Library. The Town of Hastings located 15 miles southwest of St. Augustine, FL was first settled by Thomas Horace Hastings, a cousin of Henry Flagler, in 1890. Thomas Hastings established a farm called Prairie Garden as a source of fresh vegetables for the hotels built by Henry Flagler. This agricultural venture led to a v-shaped detour to the otherwise straight path from Jacksonville to Miami taken by the Historic Florida East Coast Railway.

This detour was included in the railway’s planned route so that Flagler’s trains would run through Hastings where they could pick up and distribute produce fresh from the fields. Since Hastings’ and Flagler’s time the Town of Hastings has gone on to become the “Potato Capital of Florida” and one of the largest producers of potatoes and cabbage in the United States. The Hastings library was started by the St. Johns Methodist Episcopal Church in Hastings in 1906.

The collection to be digitized includes documents dating from the Gem City Improvement Company’s 1910 marketing campaign to bring farmers to the Hastings area to the present day incarnations of both the Town of Hastings and the Hastings Branch Library. The collection will be digitized in its entirety at the Hastings Branch Library and uploaded to CONTENTdm, an OCLC product. OCLC is a library cooperative that maintains the world’s most

comprehensive database of library materials. CONTENTdm is cloud based storage for documents and metadata in a windows based interface that can be presented as a searchable website for library patrons and other interested parties.

Upon completion the project will produce 5,305 digital pages with descriptive informational content. The digital data stored on CONTENTdm will be linked to the St. Johns County Public Library System's website at www.sjcpls.org and will be available to the general public free of charge. In addition library patrons and researchers accessing the digital collection will be encouraged to contribute descriptive data pertaining to the historical photographs and to bring photos and non-copyrighted materials related to the history of the Town of Hastings and the Hastings Branch Library from their own personal collections to be scanned and included in the collection stored on CONTENTdm.

This project will make historical documents telling the story of a small town which played a little known role in the history of St. Augustine, FL and the socioeconomic development brought about by Henry Flagler and his business ventures in the State of Florida freely available to a large audience via the library website. The project guarantees long term preservation of historical documents and will protect the original documents from the effects of being handled. Project staff will aggressively promote the project through programming in the community, through forging partnerships with other organizations dedicated to the preservation of historical documents such as the St. Augustine Historical Society and through the wider reach of the Library System's web page and social media avenues.

Plan of Work:

The following activities will be used to see the project through to completion:

1. A Library Assistant II will be recruited and hired to process the collection and build the digital collection on CONTENTdm and create programs designed to promote the project.
2. All documents and photographs will be scanned, edited and uploaded to CONTENTdm.
3. Upon completion the website created in CONTENTdm will be linked to the St. Johns County Public Library System's website to provide free public access.
4. Original documents will be maintained in conventional files located in an area non-accessible to the general public and will be maintained by library personnel.
5. Programs will be created and executed for the purpose of promoting the collection and encouraging public participation in the project.

Key Personnel:

- **Brad Powell**, Project Manager. Branch Manager, Hastings Branch Library. (904)827-6970. bpowell@sjcfl.us
- **Susan Vieson**, Local Historian. Library Assistant I, Hastings Branch Library. (904)827-6970. svieson@sjcfl.us
- **Marguerite Foust**, Adult Programming Coordinator. Library Assistant I, Hastings Branch Library. (904)827-6970. mfoust@sjcfl.us

Products:

1. Digitize 3,621 pages of historical documents and 1,684 photos and make them widely available to the general public.
2. Upload 5,305 digital files to CONTENTdm with descriptive information and link the CONTENTdm webpage created to the St. Johns County Public Library System Webpage.
3. Create programs at branch library and for other organizations outside the library system to promote the digital collection and encourage public participation in the project.
4. Build a network of historical repositories in the community such as the St. Augustine Historical Society and encourage them to lend materials to library staff for inclusion in the digital collection.
5. Encourage members of the local community to donate or lend materials for inclusion in the project.