

# Steps for Submitting Your Tribe's THPO Historic Preservation Fund Fiscal Year (FY) 2016 Annual Report Package and FY 2015 Close-Out Report Package

1. Complete all required forms as listed at <https://www.nps.gov/thpo/grants/report-forms.html> and print and scan/save to your computer.
2. Go to (<https://grantsdev.cr.nps.gov/THPO/login.cfm>)
3. Enter your Tribe's individual User ID and Password (provided by NPS)
4. This will take you to your tribe's account
5. Attach **ALL** required reports by **December 31, 2016**. (see screen shots below)

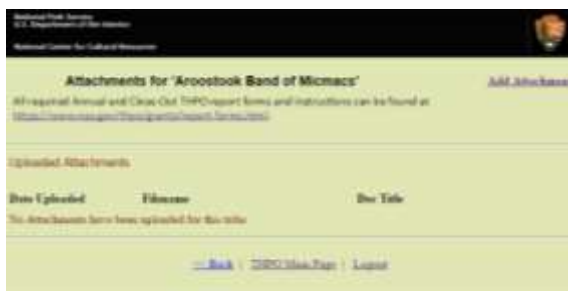
NPS will review the documents submitted. If any reports are missing, or there are problems with any of the reports, NPS will contact the THPO/Tribe so that the Tribe can go back into the same site and either add a new report or replace an incorrect report.

If the Tribe did not receive a grant in FY 2015 (grant numbers for FY 2015 start with P15AF....) for any reason then no Close-Out report package is necessary.

If the Tribe did not receive a grant in FY 2016 (grant numbers or FY 2016 begin with F16AF....) for any reason then no Annual report package is necessary. However, you still must submit a Grants Product Summary Report and Annual Accomplishments report to the Tribal Grants Program in compliance with the terms of your tribe's Memorandum of Agreement with NPS to assume the responsibilities of the State Historic Preservation Office.



Step 1: Click on the "attachments link"



Step 2: Click on "add attachments" in upper right hand corner.



Step 3:

- a. Click on “Choose File” and find the file you want to attach on your computer.
- b. Name the document in the box marked “Document Title”. Please name the file in a way that we can determine what form it is and the grant number to which it refers.
- c. Click on “add attachment”.



Step 4: The document you attached should show in the section marked “Uploaded Attachments”.

Step 5: Click on “Add Attachment” in the upper right to add the next file/attachment. You can attach as many files as necessary.

Step 6: The tribe may replace/update a file by clicking on “Edit”, or remove a file completely by clicking on “Remove”.

Once all required Annual and Close-Out forms are attached, you can email NPS to let us know that the reports are ready to be reviewed. Otherwise, NPS will periodically check to see what reports have been submitted.

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