



**State of Alaska**  
Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Office of History and Archaeology  
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**NPS Historic Preservation Fund (HPF)  
Reimbursement Requirements for Subawardees  
(Quick Reference Guide)**

**Purpose**

This document provides clear guidance for subrecipients on reimbursement requirements under the National Park Service (NPS) Historic Preservation Fund (HPF). These requirements apply to all Certified Local Government (CLG) subawards issued by the State of Alaska.

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**1. Subrecipient Eligibility for Reimbursement**

Under **2 CFR § 200.331**, a subaward establishes a federal assistance relationship and must be issued by the grantee (State of Alaska) to the designated subrecipient (e.g., City of Any Town).

Collaborators, partners, or third-party organizations *cannot* receive reimbursement directly.

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**2. Flow of Federal Funds**

Per **2 CFR § 200.332**, all federal funds must flow:

Federal Agency → Grantee (State of Alaska) → Subrecipient.

Payments may only be made after required performance and reporting conditions are met.

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**3. Proof of Payment Requirement**

According to **2 CFR § 200.305(b)(1)**, reimbursements may be issued **only after**:

- The subrecipient has incurred allowable costs, and
  - The subrecipient has provided proof of payment (e.g., receipt, cleared check, financial system report).
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#### **4. Required Billing Documentation**

To comply with federal regulations, all reimbursement requests must include:

- **Contracts, invoices, or bills clearly issued to the subrecipient**, not a collaborator or partner organization.
  - Proof of payment showing the subrecipient has paid the vendor.
  - Documentation supporting that the expense is allowable, reasonable, and tied to the approved project scope.
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#### **5. Key Requirement**

**The contract or bill must list the subrecipient's name and information—not a collaborator or partner.**

Only expenses incurred and paid by the subrecipient are eligible for HPF reimbursement.

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#### **6. What This Means for Your Project**

- The subrecipient must enter into agreements directly with vendors or consultants.
- Partners or collaborators may assist, but they cannot sign contracts or submit bills for reimbursement.
- Any invoice or contract issued to a partner or collaborator is *not* eligible for reimbursement.