Draft: 5/26/2025

NETWORK TO FREEDOM GRANT PORTAL

Grantee Handbook

NATIONAL PARK SERVICE

NATIONAL UNDERGROUND RAILROAD NETWORK TO FREEDOM

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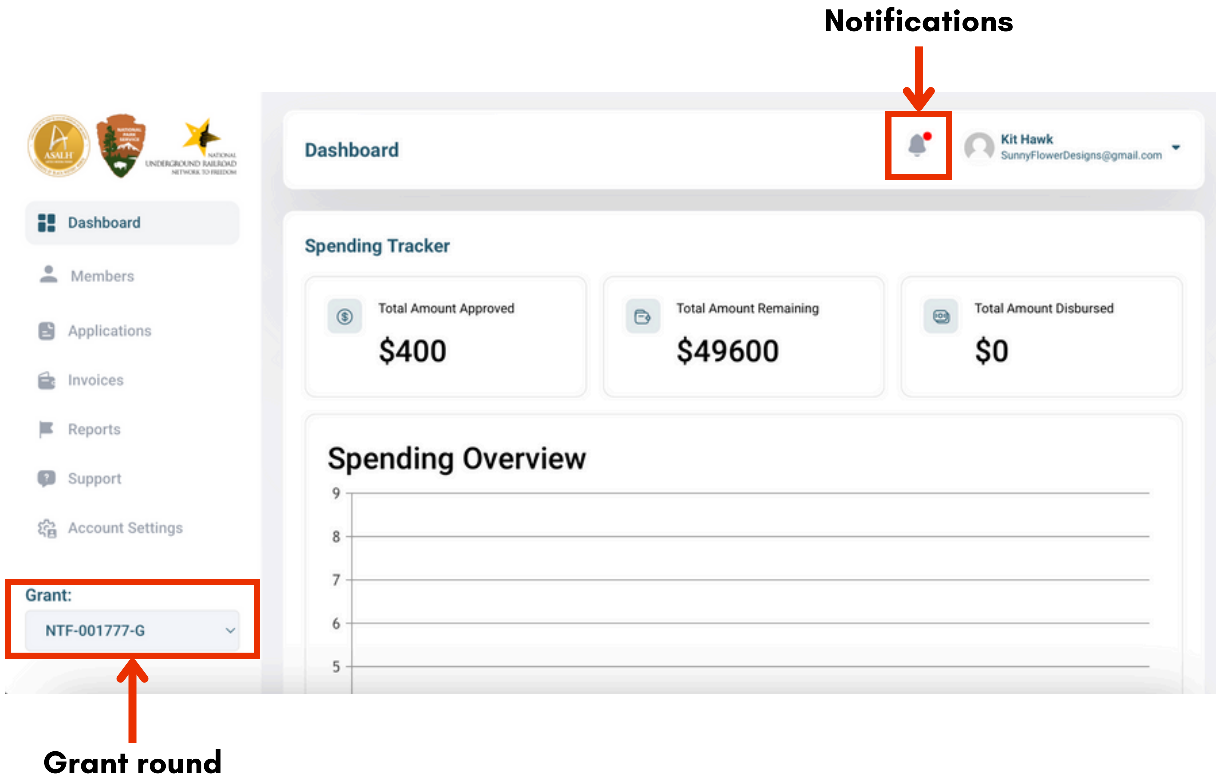
Portal Login: asalhpartners.org/pgn

Dashboard, Notifications, and Grant Round



Dashboard

The dashboard will appear when you initially log into your grantee portal. It will display your spending tracker, containing information such as: the amount approved for your invoices, the amount remaining in your grant, the total amount disbursed, and your spending overview.

Notifications

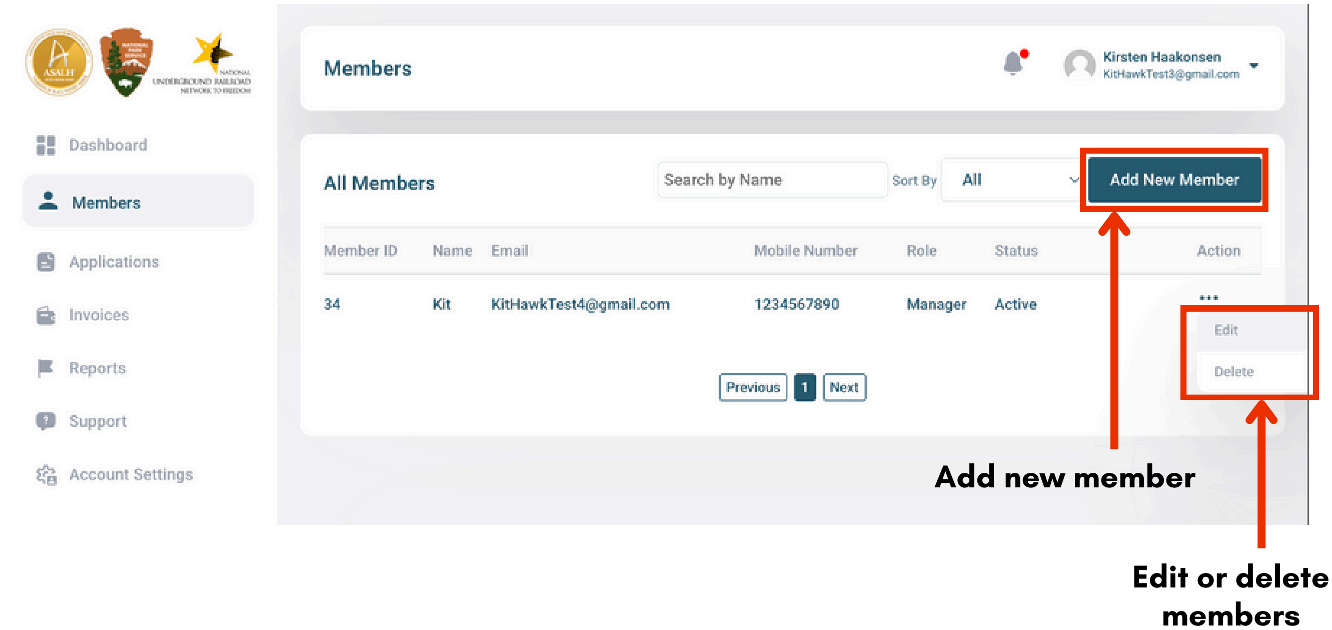
The notifications bell icon at the top of your screen will display any latest updates and changes to your grant. Hover your mouse over the icon to let the notifications show. A red dot will appear with any new notifications near the icon. Notifications can be clicked to be taken to the page where the notification occurred. The top button in the tab, named “Mark as Read”, can be used to mark any old notifications as read.

Grant Round

The grant round currently being accessed will appear in the menu on the left side, below the other menu items. If multiple grants are running simultaneously, they can be accessed by clicking this button and switching between the two.

Members

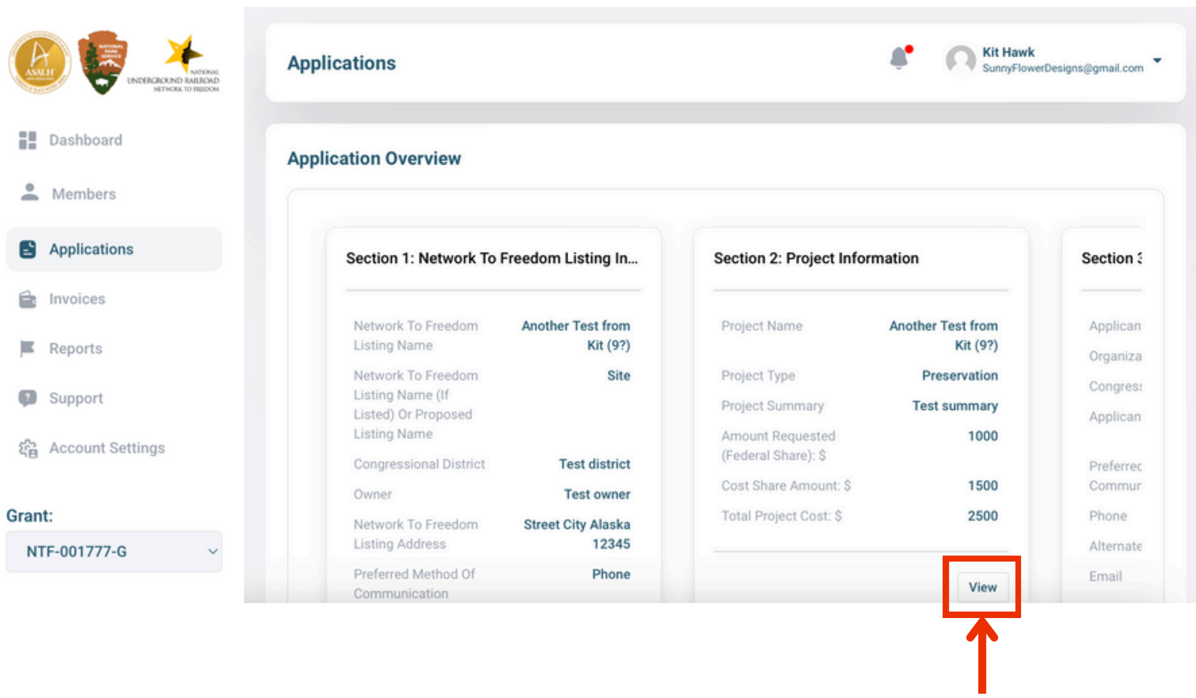
This tab allows the main account owner/user to give other team members access to the account. The main account owner/user will have the ability to add, edit, or delete other members.



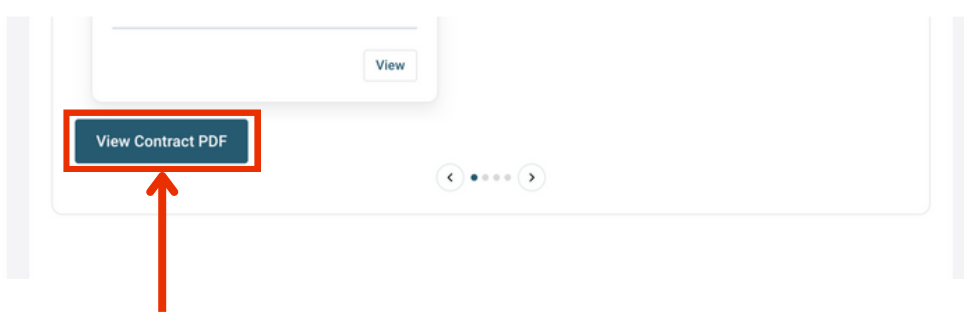
Add new members

Applications

This tab will display your grant application overview. You can review the information that was initially submitted through your grant application in this location. Use the tabs below to swipe through the different sections of the application. Click on "View" at the bottom of a section to expand details and read more about that section.

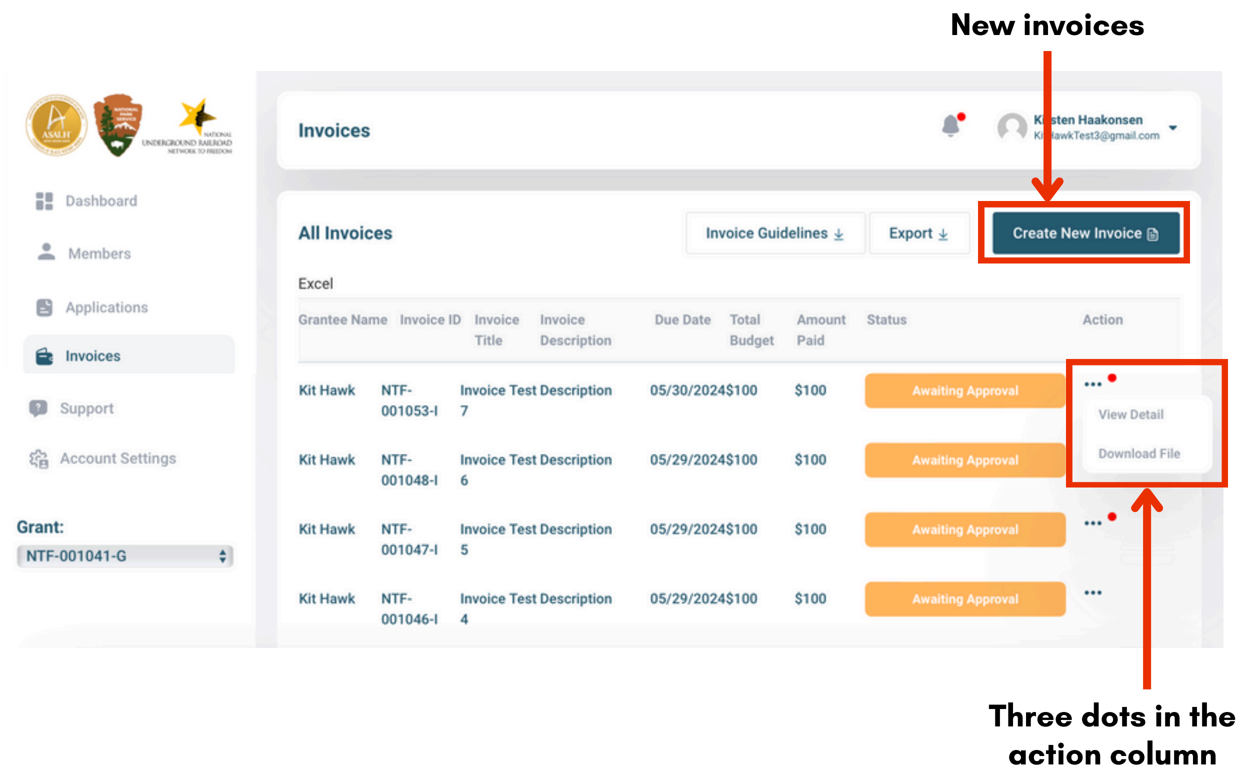


Click to view more details



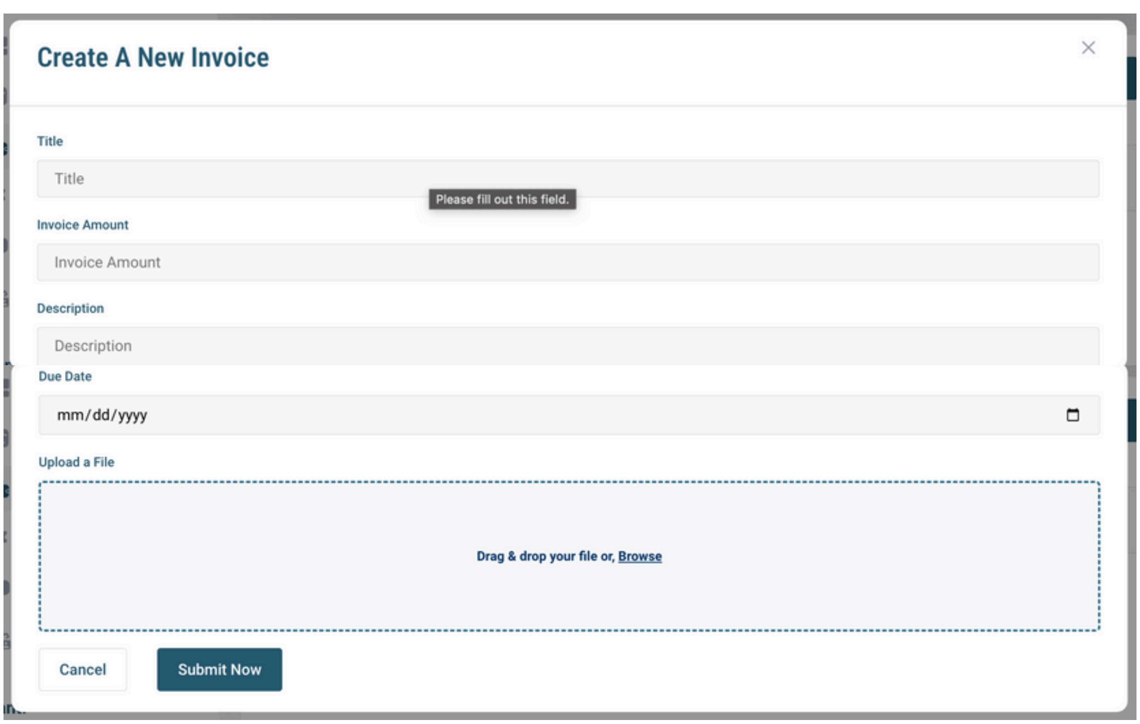
Click to view contract agreement

Invoices



Creating a New Invoice

To create a new invoice, click the “Create a New Invoice” button. Fill out the information required (title, amount, description, and date submitted). Click the attachments box to upload your invoice file. Once completed, click “Submit Now”.

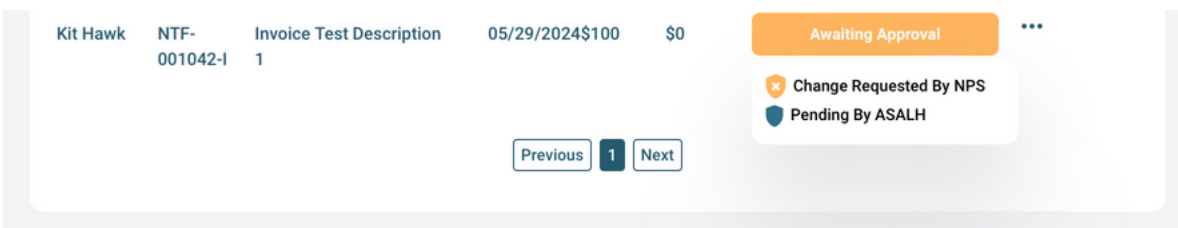


Invoice Status

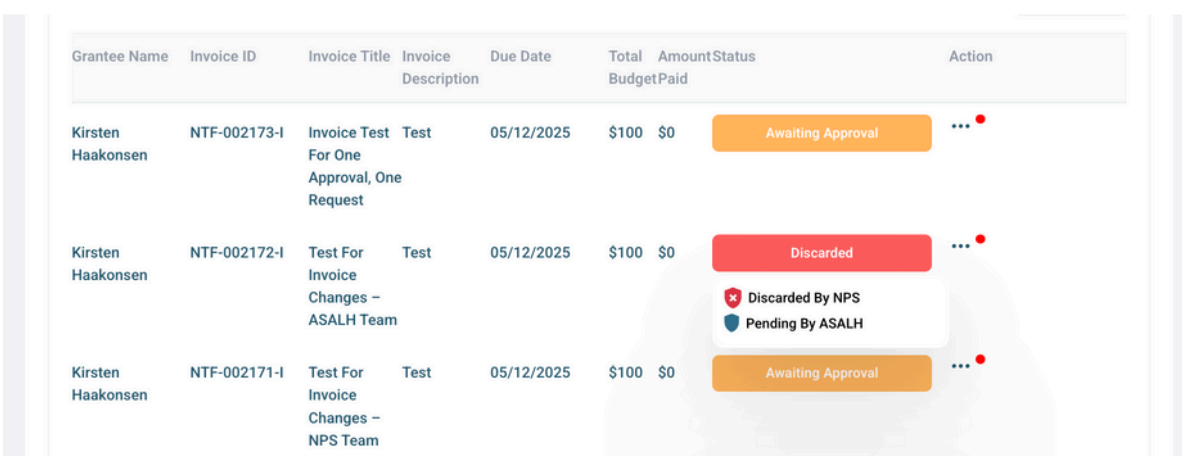
The status for a submitted invoice will change throughout the approval process.

Awaiting Approval – When initially submitted, an invoice will be marked as "Awaiting Approval". If your mouse hovers over the status bar, it will reveal which team has approved your invoice and which team has yet to send approval.

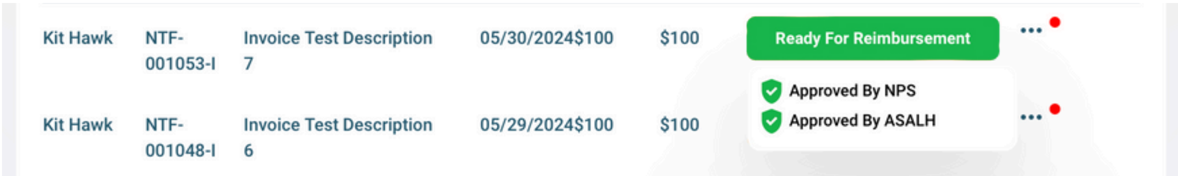
Change Requested – When hovering over a status, "Change requested by…" text will appear next to the team that has requested a change. View the message in the invoice to see the changes that are requested from the team. **Please submit a new invoice with this information.**



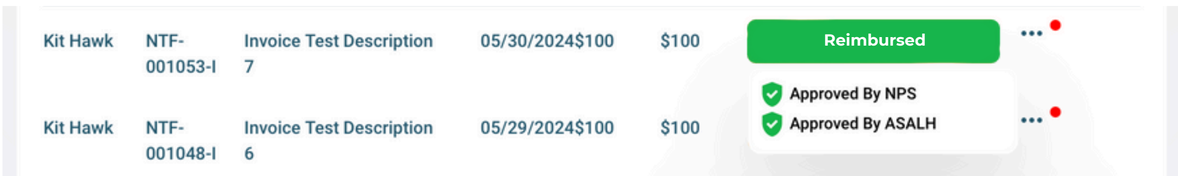
Discarded – Invoices may be labeled by ASALH or NPS staff as "Discarded" after being marked as "Change Requested by [team name]". Please use the feedback from the staff on the changes that need to be made to an invoice to resubmit a new one. Discarded invoices are then to be disregarded as they are no longer usable.



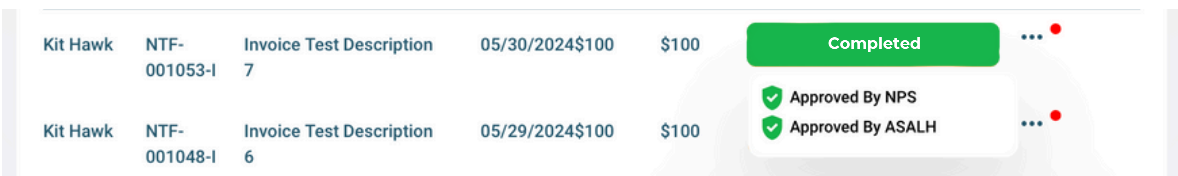
Ready for Reimbursement – This will appear when both teams have approved of an invoice. In this state, the invoice is waiting for payment to be sent before moving to the next stage.

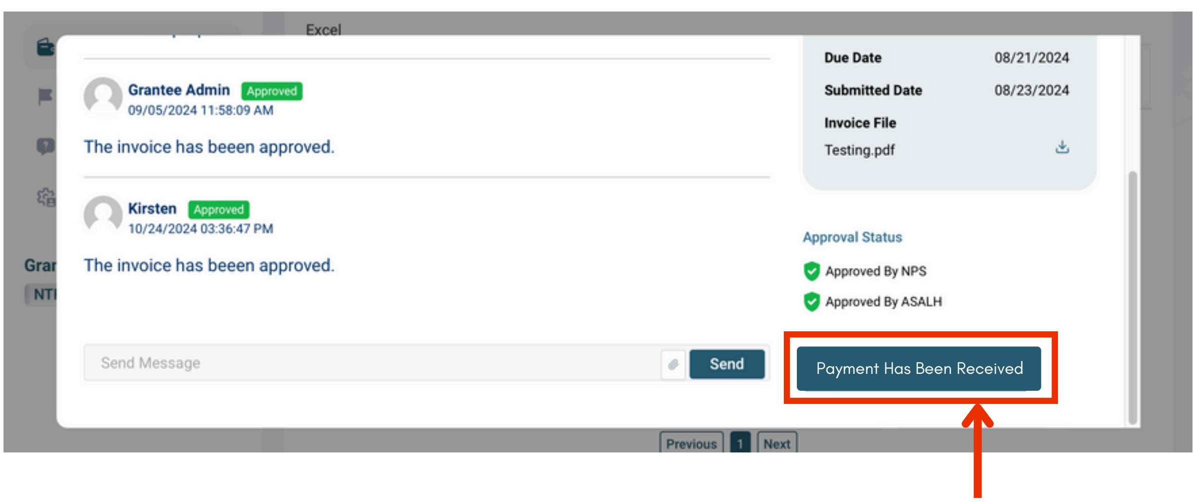


Reimbursed – This will appear when payment has been sent.



Completed – Once payment has been received, open the invoice details and click the “Payment Has Been Received” button. After doing so, the invoice will be marked as complete.

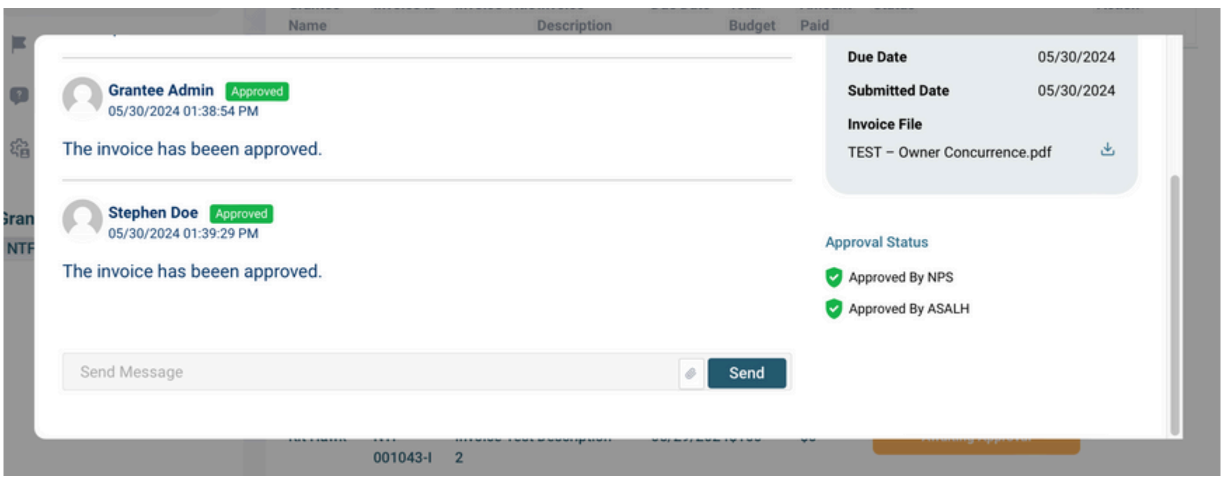




Payment has been received button

Invoice Details and Messages

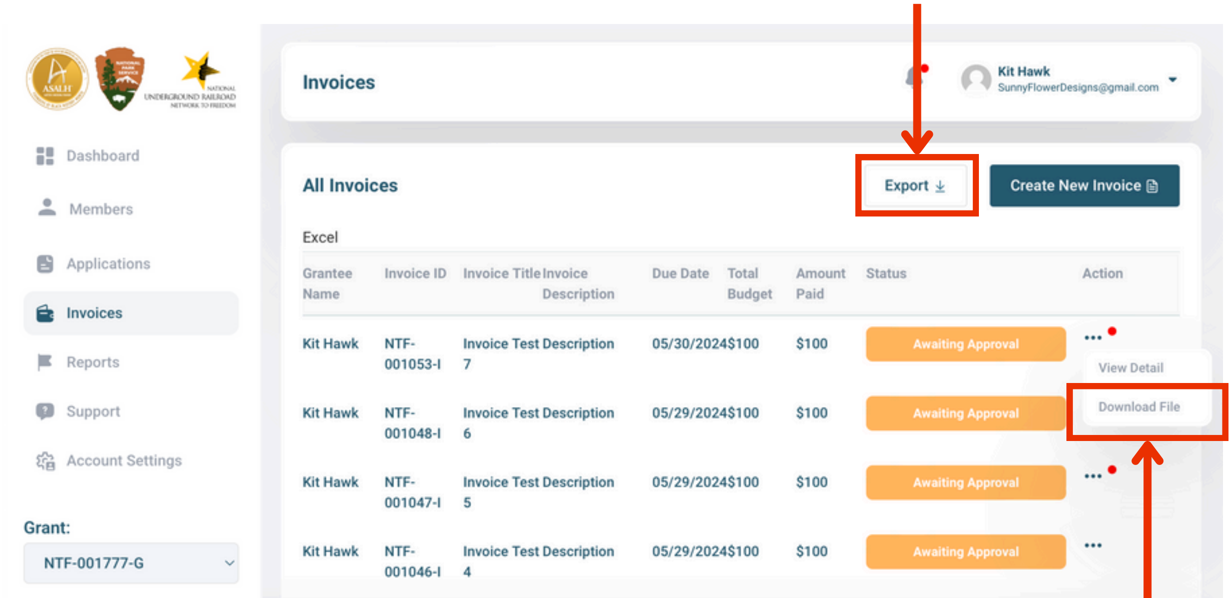
To access information about the invoice or view messages, hover your mouse over the three dots next to an invoice in the action column. Click on “View Detail”. Doing so will open a page where you can view general information about the invoice, the invoice attachment submitted, and send messages to the Network to Freedom team. When a new message is sent to you, a red dot will appear next to the invoice.



Exporting Files

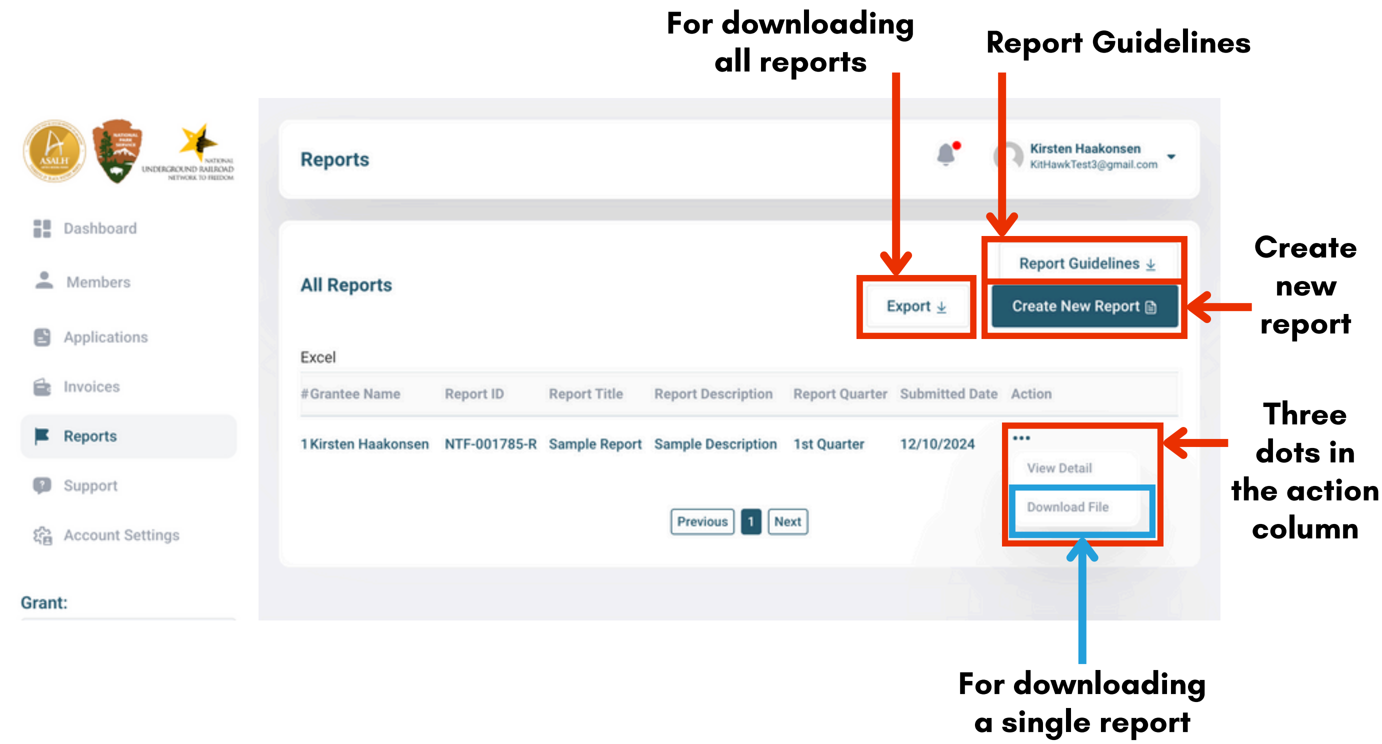
To export all invoice information, select the “Export” button at the top of the invoices tab. This will export all invoice information as a xlsx file. To export any files submitted with an invoice, hover your mouse over the three dots in the action column next to an invoice, then select “Download File”. This action will download any attachments to that invoice.

Export all invoices

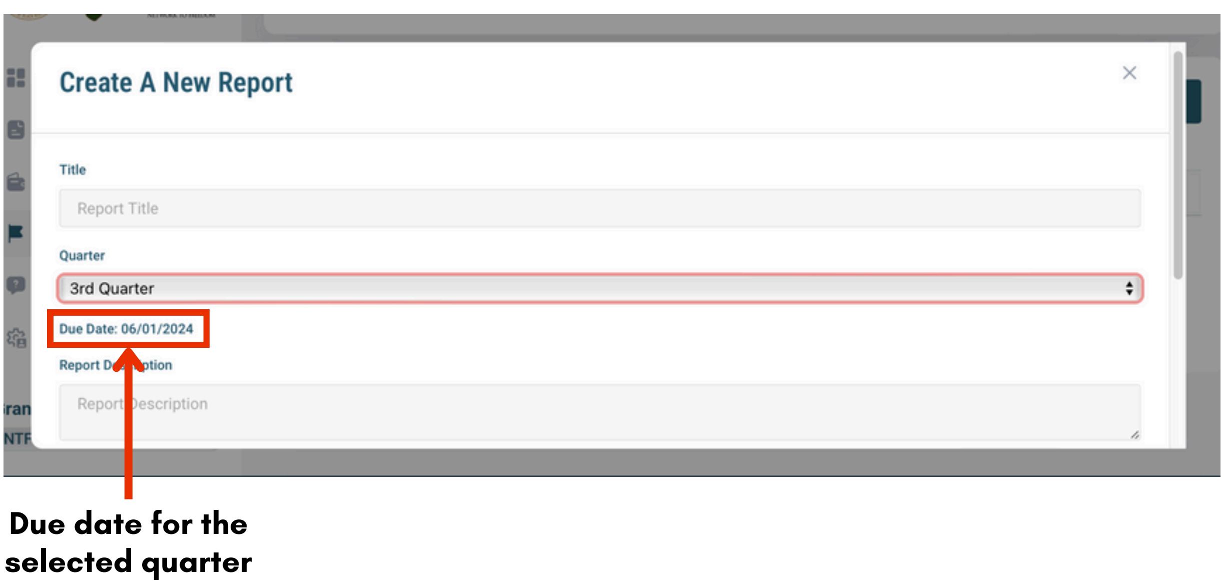


For downloading a single invoice file

Reports

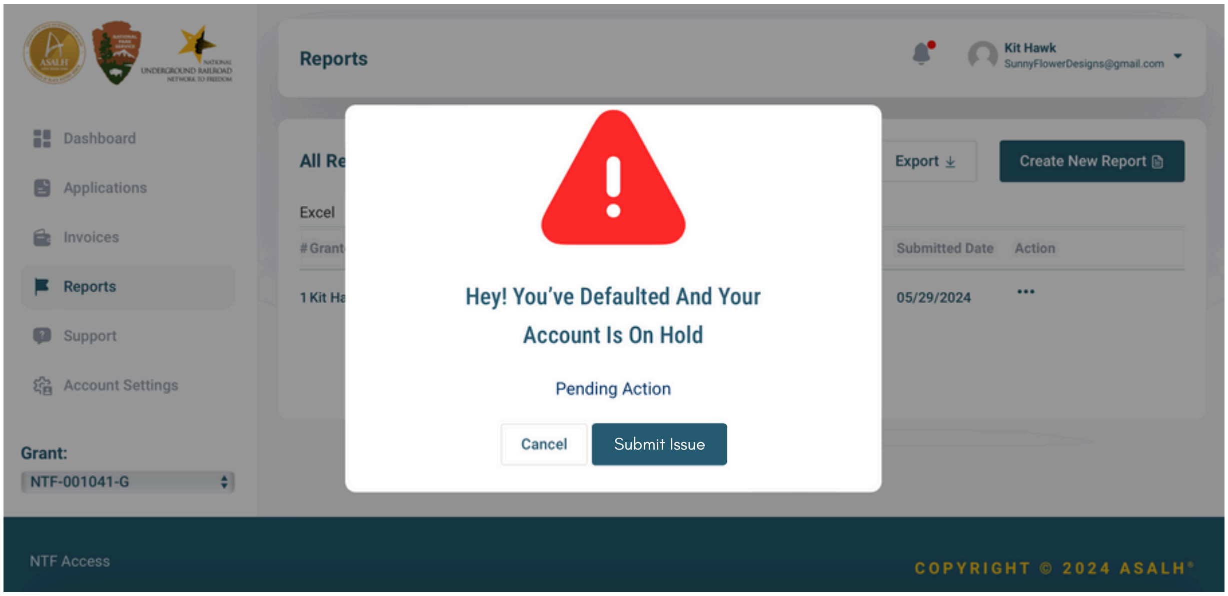


Creating a New Report
To create a new report, click the "Create New Report" button towards the top of the page. Fill out the required information (title, quarter, and description) and upload the report attachment in the "Upload a File" box. **The due date for each report quarter will appear below the quarter selection area.** After all information is filled out, click "Submit Now".



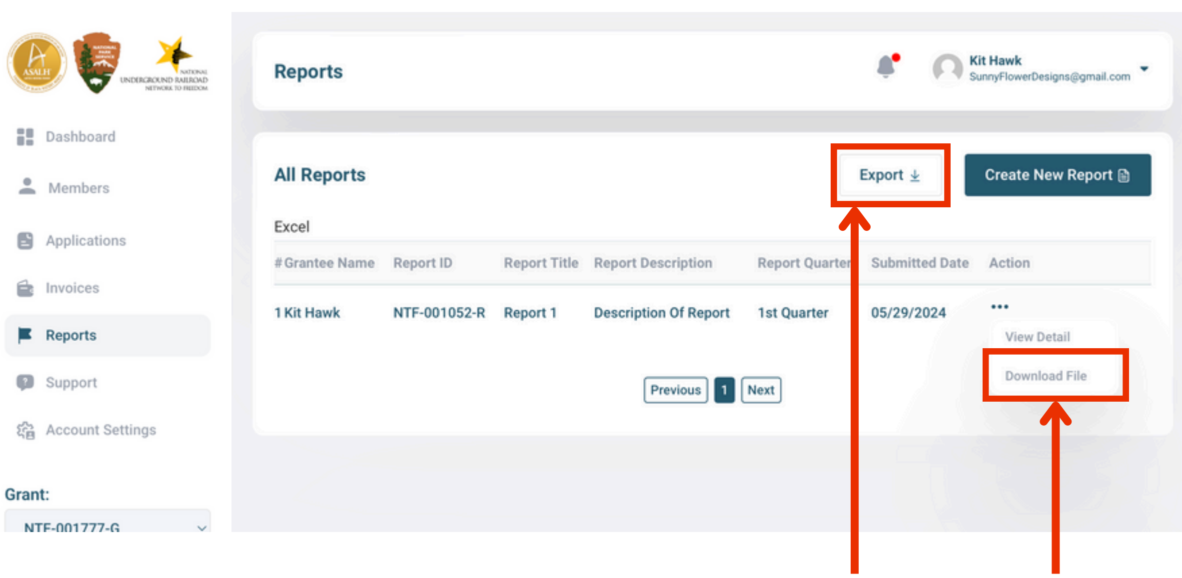
Report Alert

When the due date and grace period for a report is passed, a notification will appear that your account is on hold. While your account is on hold, you will be unable to submit invoices. To unfreeze your account, please submit a report. If you would like to reach out to the Network To Freedom staff, please select “Submit Issue”.



Exporting Files

To export all report information, select the “Export” button at the top of the reports tab. This will export all report information as a xlsx file. To export any files submitted with a report, hover your mouse over the three dots in the action column next to a report, then select “Download File”. This action will download any attachments to that report.

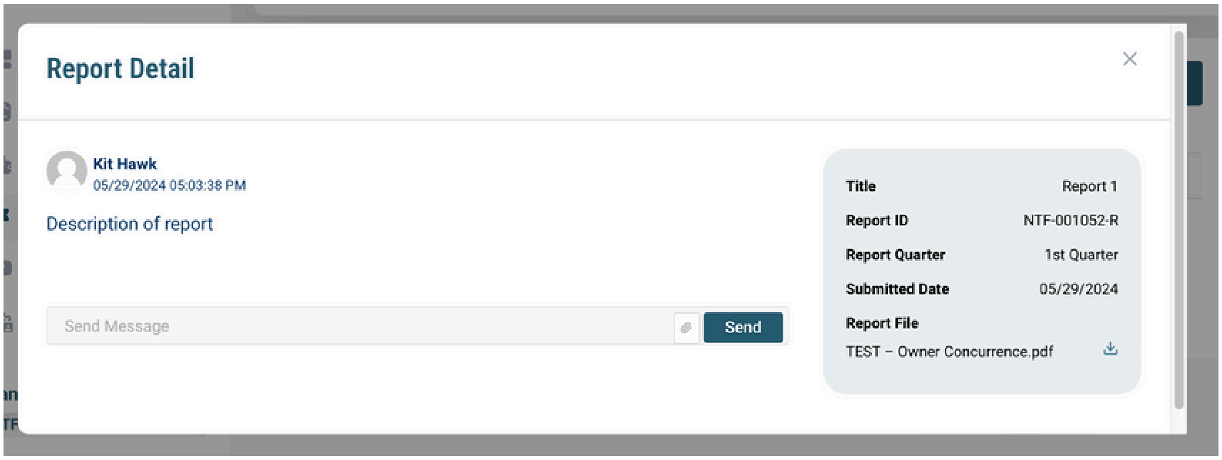


For downloading all reports

For downloading a single report

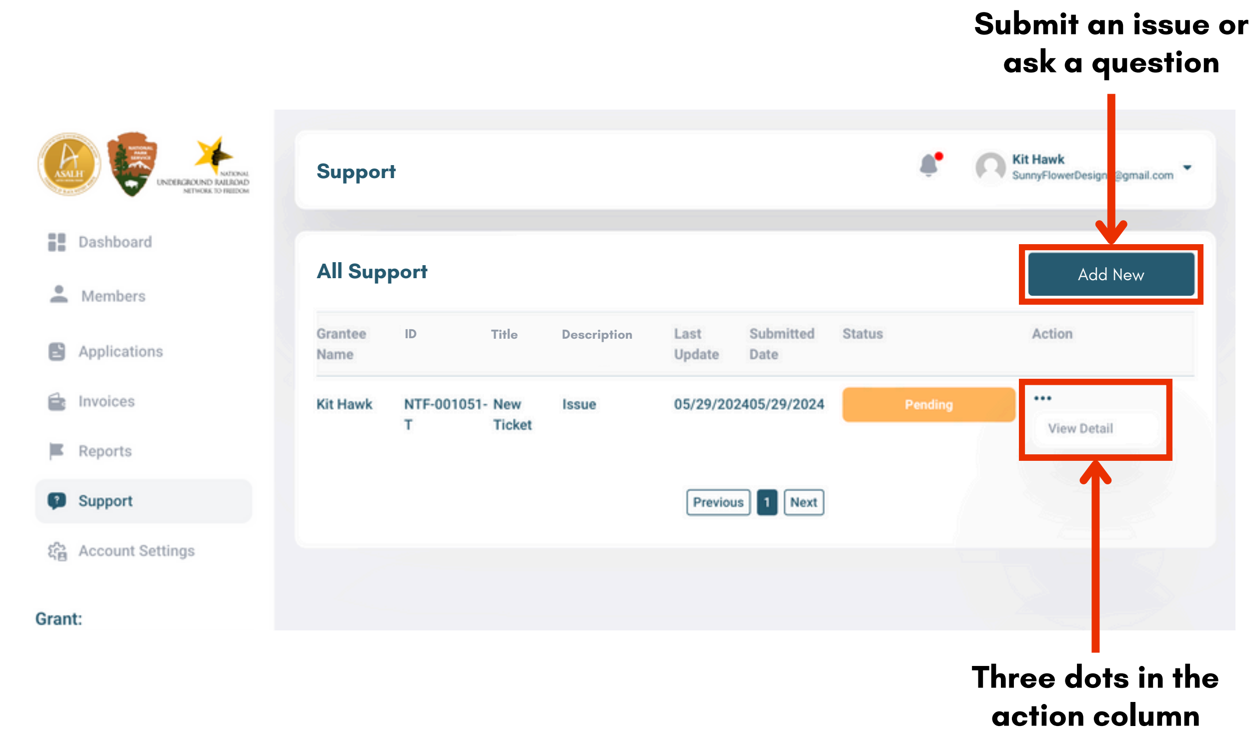
Report Details and Messages

To access information about the report or view messages, hover your mouse over the three dots next to a report in the action column. Click on "View Detail". Doing so will open a page where you can view general information about the report and the report attachment submitted, or send messages to the Network to Freedom team. When a new message is sent to you, a red dot will appear next to the report.



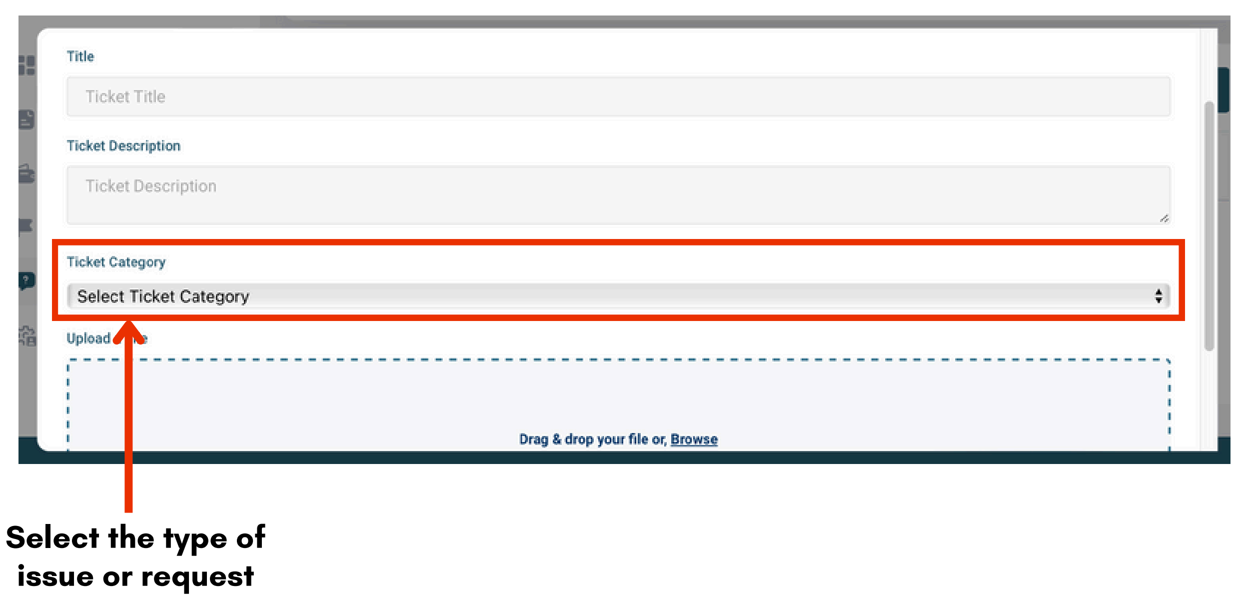
Support

This page can be used to communicate with the Network to Freedom team. If you have any questions for them or need assistance, please use this page to contact the team.



Submitting a New Issue

To submit a new issue, click the "Add New" button towards the top of the page. Fill out the information in the form (title, description, category, and grant) and upload any files if necessary. Please use the category section to choose what type of question you have in order to be connected with the right team. After filling out all info, click "Submit Now".



Status
The status for the issue will change to show what stage it is in.

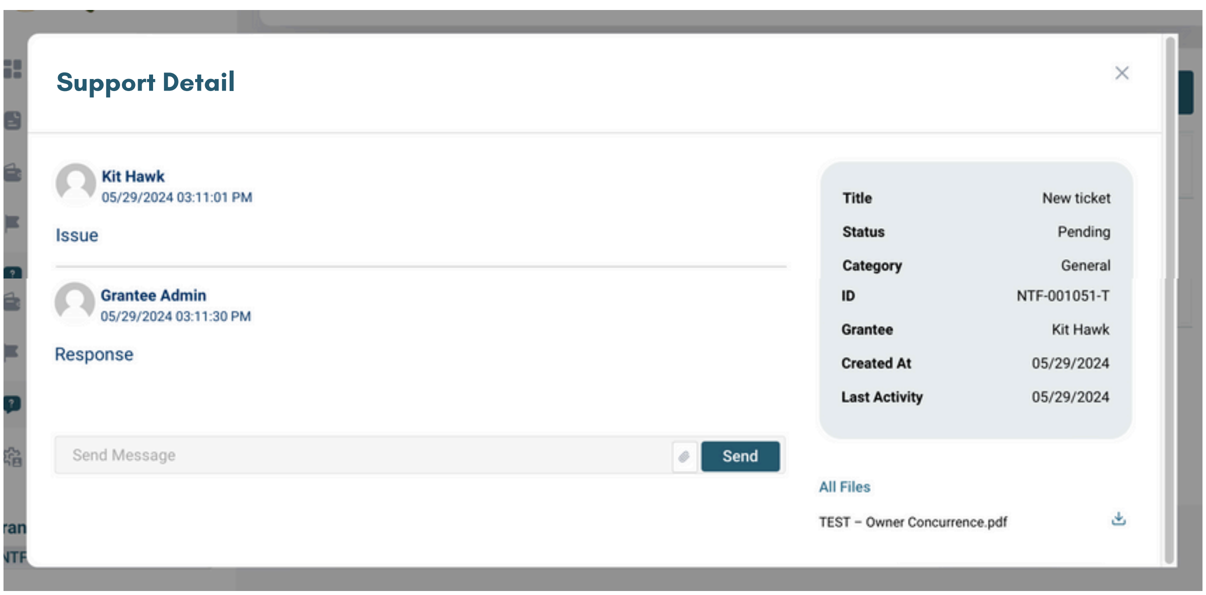
Open – This will appear when an issue is first sent.

Pending – This will appear when an issue is in the process of being solved.

Resolved – This will appear when the admins have finished work on their end.

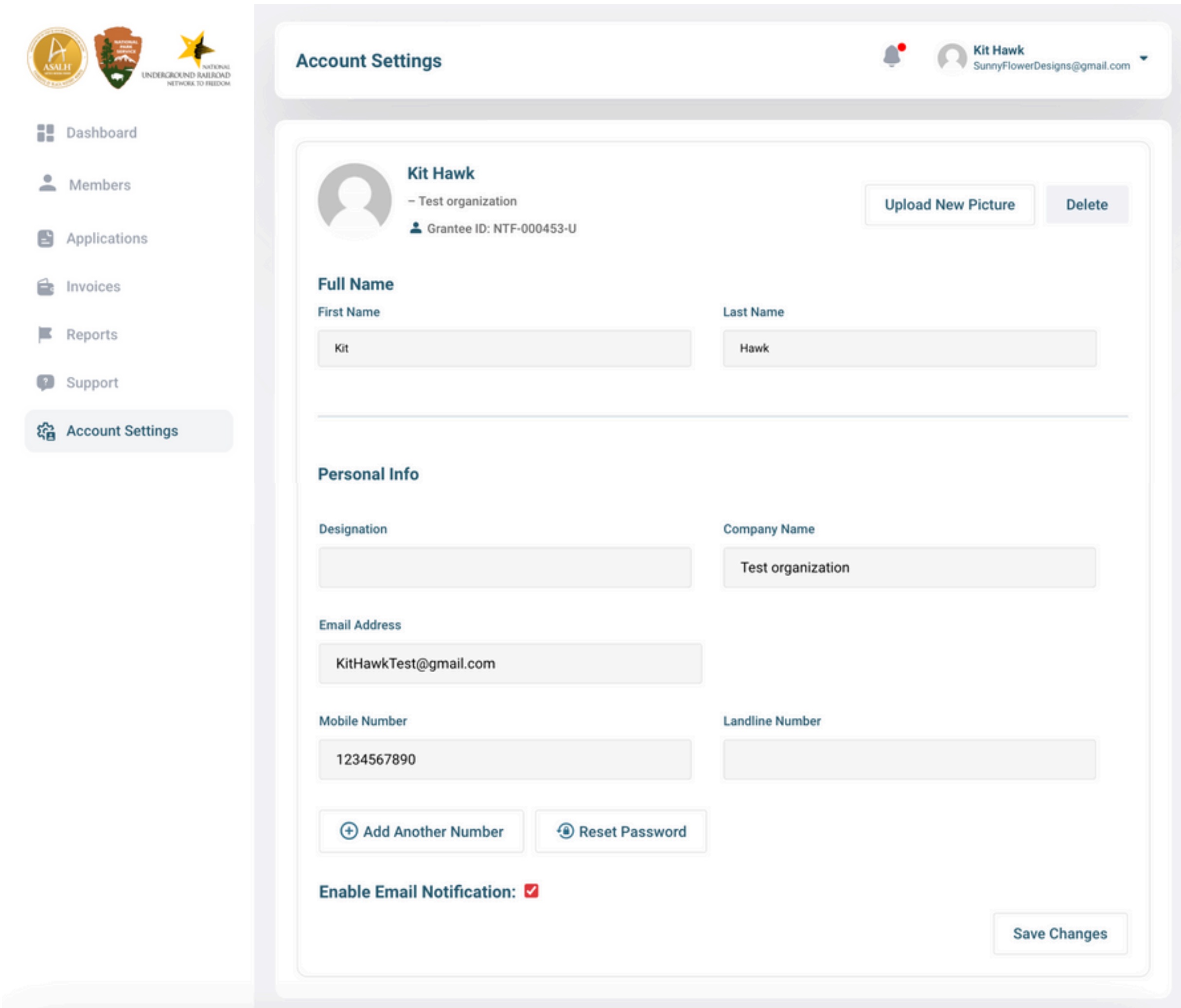
Closed – This will appear when the issue is competed and the work is finished. Please notify the admin if the problem has been resolved on your end and they will mark it as closed.

Details and Messages
To access information about the issue or view messages, hover your mouse over the three dots next to an issue in the action column. Click on "View Detail". Doing so will open a page where you can view general information about the issue, any attachments submitted, and send messages to the Network to Freedom team. When a new message is sent to you, a red dot will appear next to the submitted issue.



Account Settings

This section contains general information about the grantee. If you'd like to change this information, add another phone number, change your password, or make other minor changes, you may do so here.



National Underground Railroad Network to Freedom, Grant Reporting Guidelines

Revised: 12/6/2024

Interim / Quarterly grant reports should include the following:

(1). A brief narrative of the progress of the project and project accomplishments since the last report. (If appropriate, include pictures with descriptions).

(2). A Description of financial expenditures to date.

(3) Foreseeable project issues and potential project changes that will need to be discussed and the approved by the NTF Project Contact before implementation.

(4). A brief description of the next steps for the project in the upcoming quarter.

Final Reports should include:

(1). A narrative description of the final grant **project outcome**. What did the grant enable your organization to do? How did you do it?

(2). A description of the **project impact** including both qualitative and quantitative measures, if possible. For example, how many people were reached by your project or anticipated to be reached? What will this project allow your organization to do in the future? Why does this project matter to your organization and the community you serve?

(3). As appropriate, include pictures with descriptions.

(4). If necessary, a discussion of any lessons learned from the project or feedback about the grant for the NPS/ASALH team.

Grant Invoicing Guidelines, National Underground Railroad Network to Freedom
Revised: 12/13/2024

In order to receive reimbursement from the NTF-ASALH grant program, detailed invoices must be submitted with supporting documentation. For accurate reference, *utilize your grant agreement and original grant application's budget and budget justification.* Failure to follow the below guidelines will necessitate revision and resubmission, delaying dispersal of your reimbursement.

- **REIMBURSEMENTS WILL ONLY BE MADE FOR EXPENSES WITHIN THE APPROVED GRANT AGREEMENT AND APPLICATION BUDGET**
- Using the portal, submit a single PDF of your reimbursable expenses including a cover invoice and supporting documentation.
- A cover Invoice on your organization's letterhead needs to be submitted to: Association for the Study of African American Life and History, c/o [NTF Program Contact – see grant agreement].
- The cover invoice needs a list of expenses to be reimbursed and should be broken down by individual budget categories from your approved budget and budget justification.
- Attach supporting invoices and receipts for services and goods procured from third parties.
- Reimbursements for labor, mileage, or travel/per diem expenses need to be described within the invoice. Mileage is always reimbursed at the federal rate (FY2025) of $0.67 / mile. Meal per diems are reimbursed at the federal locality rate.
- **If you have ques4ons – please follow up with your NTF Program Contact**

Example Item Descriptions for Cover Invoice:

Date	Description	Amount
12/31/24	LABOR – 9/1/2024 - 12/31/2024, John Doe, Historical Research and NTF Application Preparation, 100 hours @ $25/hr	$2500
12/14/24	LABOR – 9/1/2024 – 12/24/2024, Jane Doe, Student Intern Stipend	$1500
11/1/2024	MATERIALS – Amazon.com (see receipt)	$237.45
11/1/2024	MATERIALS – Ace Hardware (see receipt)	$132.13
11/20/2024	CONSULTANT FEES – Web design Services – DigitalVisions, LLC (see attached invoice)	$3000
10/31/2024	TRAVEL – Research Trip October 30-31, driving 200 miles @$0.67/mile, round trip Duluth, MN to St. Paul, MN (Minnesota Historical Society Archives)	$134.00
10/31/2024	TRAVEL – two days, meal per diem @$76/day	$152.00
10/31/2024	TRAVEL – one night, Holiday Inn Express, Saint Paul, MN (see attached receipt)	$104.21
9/17/2024	CONSTRUCTION – HistoricRoofs LLC, re-roof historic church (see attached invoice)	$26,000
7/4/2024	EQUIPMENT RENTAL – Scaffolding, ReadyRents (see attached receipt)	$935.63

NOTE: Non-travel related food purchases will not be reimbursed from this grant.

NOTE: Equipment purchases are not authorized within this grant program.

NOTE: If circumstances require you to make changes to your project and project budget, those changes MUST be approved by your NTF Program Contact BEFORE you incur any expenses. If changes are not approve in advance, unapproved changed expenses will not be approved.