



Draft: 5/26/2025

NETWORK TO FREEDOM GRANT PORTAL

Grantee Handbook

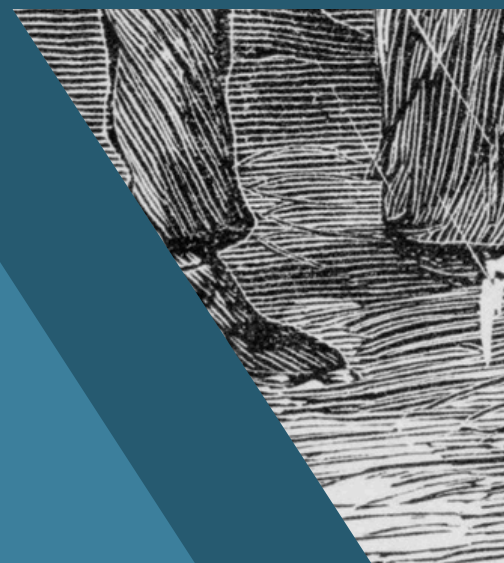
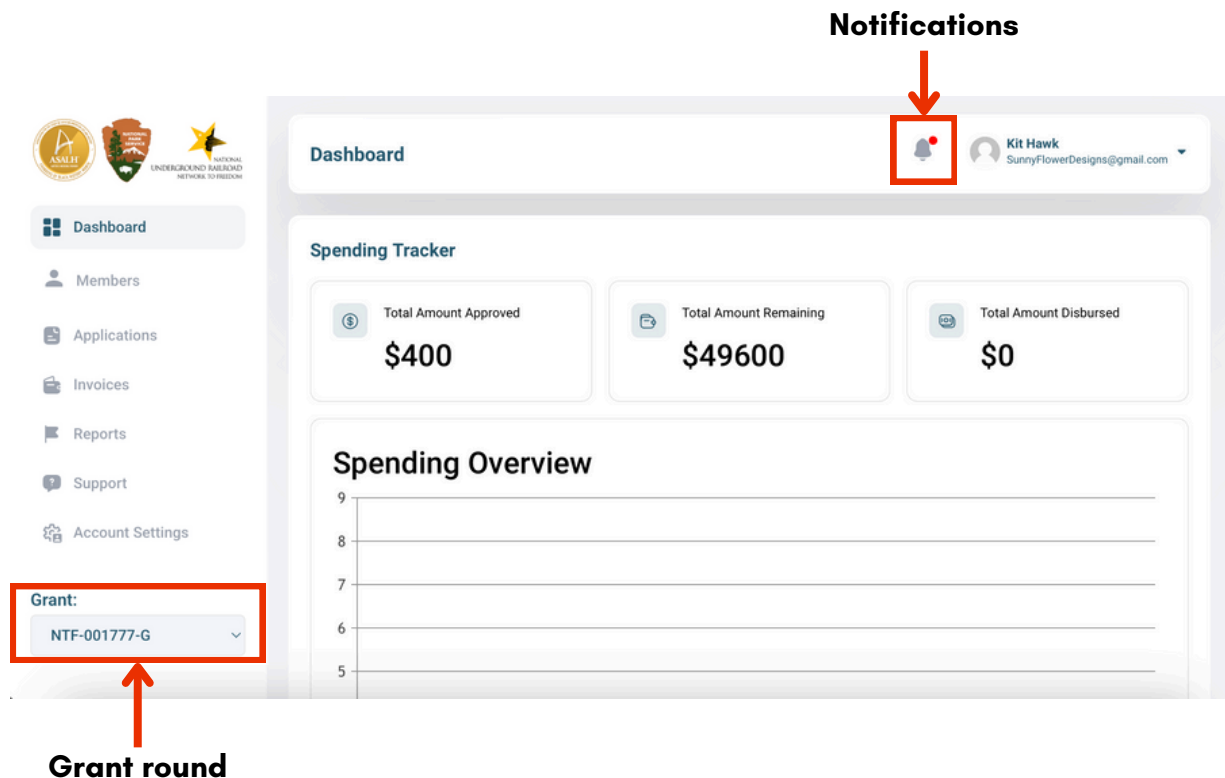


Table of Contents

3	Dashboard, Notifications, and Grant Round
4	Members
5	Applications
6	Invoices
11	Reports
14	Support
16	Account Settings
17	Report Guidelines
18	Invoice Guidelines

Portal Login: asahpartners.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.

Members

Search by Name Sort By All **Add New Member**

Member ID	Name	Email	Mobile Number	Role	Status	Action
34	Kit	KitHawkTest4@gmail.com	1234567890	Manager	Active	...

Previous 1 Next

Add new member

Edit or delete members

Add new members

Name

Title

Email

Email

Role

Select Role

Phone

Phone

Save

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.

Applications

Kit Hawk
SunnyFlowerDesigns@gmail.com

Application Overview

Section 1: Network To Freedom Listing In...

Network To Freedom Listing Name	Another Test from Kit (9?)
Network To Freedom Listing Name (If Listed) Or Proposed Listing Name	Site
Congressional District	Test district
Owner	Test owner
Network To Freedom Listing Address	Street City Alaska 12345
Preferred Method Of Communication	Phone

Section 2: Project Information

Project Name	Another Test from Kit (9?)
Project Type	Preservation
Project Summary	Test summary
Amount Requested (Federal Share): \$	1000
Cost Share Amount: \$	1500
Total Project Cost: \$	2500

Section 3

Applicant	Applicant
Organization	Organization
Congress	Congress
Applicant	Applicant
Preferred Communication	Preferred Communication
Phone	Phone
Alternate	Alternate
Email	Email

Grant:
NTF-001777-G

View

Click to view more details

View Contract PDF

Click to view contract agreement

Invoices

New invoices

The screenshot shows the 'Invoices' dashboard. On the left is a sidebar with navigation links: Dashboard, Members, Applications, Invoices (selected), Support, and Account Settings. Below the sidebar, the 'Grant' is set to 'NTF-001041-G'. The main content area is titled 'Invoices' and includes a user profile for Kristen Haakonsen. Below this is a table of 'All Invoices' with columns: Grantee Name, Invoice ID, Invoice Title, Invoice Description, Due Date, Total Budget, Amount Paid, Status, and Action. The table contains four rows of test invoices, all with a status of 'Awaiting Approval'. A red box highlights the 'Create New Invoice' button in the top right. Another red box highlights the three dots in the 'Action' column of the first row, with a red arrow pointing to it from the text 'Three dots in the action column'.

Grantee Name	Invoice ID	Invoice Title	Invoice Description	Due Date	Total Budget	Amount Paid	Status	Action
Kit Hawk	NTF-001053-I	Invoice Test Description	7	05/30/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001048-I	Invoice Test Description	6	05/29/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001047-I	Invoice Test Description	5	05/29/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001046-I	Invoice Test Description	4	05/29/2024	\$100	\$100	Awaiting Approval	...

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”.

The 'Create A New Invoice' form is displayed. It has a title field with a placeholder 'Title' and a message 'Please fill out this field.' Below this are fields for 'Invoice Amount' and 'Description'. The 'Due Date' field has a placeholder 'mm/dd/yyyy' and a calendar icon. At the bottom is an 'Upload a File' section with a dashed box and the text 'Drag & drop your file or, [Browse](#)'. At the very bottom are 'Cancel' and 'Submit Now' buttons.

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.

Kit Hawk	NTF-001043-I	Invoice Test Description 2	05/29/2024	\$100	\$0	Awaiting Approval	...
Kit Hawk	NTF-001042-I	Invoice Test Description 1	05/29/2024	\$100	\$0	Pending By NPS Pending By ASALH	...

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.**

Kit Hawk	NTF-001042-I	Invoice Test Description 1	05/29/2024	\$100	\$0	Awaiting Approval	...
						Change Requested By NPS Pending By ASALH	
Previous 1 Next							

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.

Grantee Name	Invoice ID	Invoice Title	Invoice Description	Due Date	Total Budget	Amount Paid	Status	Action
Kirsten Haakonsen	NTF-002173-I	Invoice Test For One Approval, One Request	Test	05/12/2025	\$100	\$0	Awaiting Approval	...
Kirsten Haakonsen	NTF-002172-I	Test For Invoice Changes – ASALH Team	Test	05/12/2025	\$100	\$0	Discarded	...
						Discarded By NPS Pending By ASALH		
Kirsten Haakonsen	NTF-002171-I	Test For Invoice Changes – NPS Team	Test	05/12/2025	\$100	\$0	Awaiting Approval	...

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.

Kit Hawk	NTF-001053-I	Invoice Test Description 7	05/30/2024	\$100	\$100	Ready For Reimbursement	...
Kit Hawk	NTF-001048-I	Invoice Test Description 6	05/29/2024	\$100	\$100	Approved By NPS Approved By ASALH	...

Reimbursed – This will appear when payment has been sent.

Kit Hawk	NTF-001053-I	Invoice Test Description 7	05/30/2024	\$100	\$100	Reimbursed	...
Kit Hawk	NTF-001048-I	Invoice Test Description 6	05/29/2024	\$100	\$100	Approved By NPS Approved By ASALH	...

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.

Kit Hawk	NTF-001053-I	Invoice Test Description 7	05/30/2024	\$100	\$100	Completed	...
Kit Hawk	NTF-001048-I	Invoice Test Description 6	05/29/2024	\$100	\$100	Approved By NPS Approved By ASALH	...

Excel

Grantee Admin Approved
09/05/2024 11:58:09 AM
The invoice has been approved.

Kirsten Approved
10/24/2024 03:36:47 PM
The invoice has been approved.

Send Message

Due Date 08/21/2024
Submitted Date 08/23/2024
Invoice File Testing.pdf

Approval Status
☒ Approved By NPS
☒ Approved By ASALH

Previous 1 Next

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.

Invoice Detail

Kit Hawk
05/30/2024 01:38:22 PM

Description

Grantee Admin Approved
05/30/2024 01:38:54 PM

The invoice has been approved.

Stephen Doe Approved

Title Invoice Test 7
Invoice ID NTF-001053-I
Due Date 05/30/2024
Submitted Date 05/30/2024
Invoice File
TEST - Owner Concurrence.pdf

Grantee Admin Approved
05/30/2024 01:38:54 PM

The invoice has been approved.

Stephen Doe Approved
05/30/2024 01:39:29 PM

The invoice has been approved.

Approval Status

- ✓ Approved By NPS
- ✓ Approved By ASALH

Send Message

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

Export all invoices

For downloading a single invoice file

Grantee Name	Invoice ID	Invoice Title Invoice Description	Due Date	Total Budget	Amount Paid	Status	Action
Kit Hawk	NTF-001053-I	Invoice Test Description 7	05/30/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001048-I	Invoice Test Description 6	05/29/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001047-I	Invoice Test Description 5	05/29/2024	\$100	\$100	Awaiting Approval	...
Kit Hawk	NTF-001046-I	Invoice Test Description 4	05/29/2024	\$100	\$100	Awaiting Approval	...

Reports

The screenshot shows the 'Reports' dashboard. On the left is a sidebar with navigation links: Dashboard, Members, Applications, Invoices, Reports (highlighted), Support, and Account Settings. The main content area is titled 'Reports' and shows a table of 'All Reports'. The table has columns: #Grantee Name, Report ID, Report Title, Report Description, Report Quarter, Submitted Date, and Action. One report is listed: Kirsten Haakonsen, NTF-001785-R, Sample Report, Sample Description, 1st Quarter, 12/10/2024. Annotations with red arrows point to: 'Export' button (labeled 'For downloading all reports'), 'Report Guidelines' button (labeled 'Report Guidelines'), 'Create New Report' button (labeled 'Create new report'), and the 'Download File' button in the action column (labeled 'Three dots in the action column' and 'For downloading a single report').

For downloading all reports

Report Guidelines

Create new report

Three dots in the action column

For downloading a single report

Creating a New Report

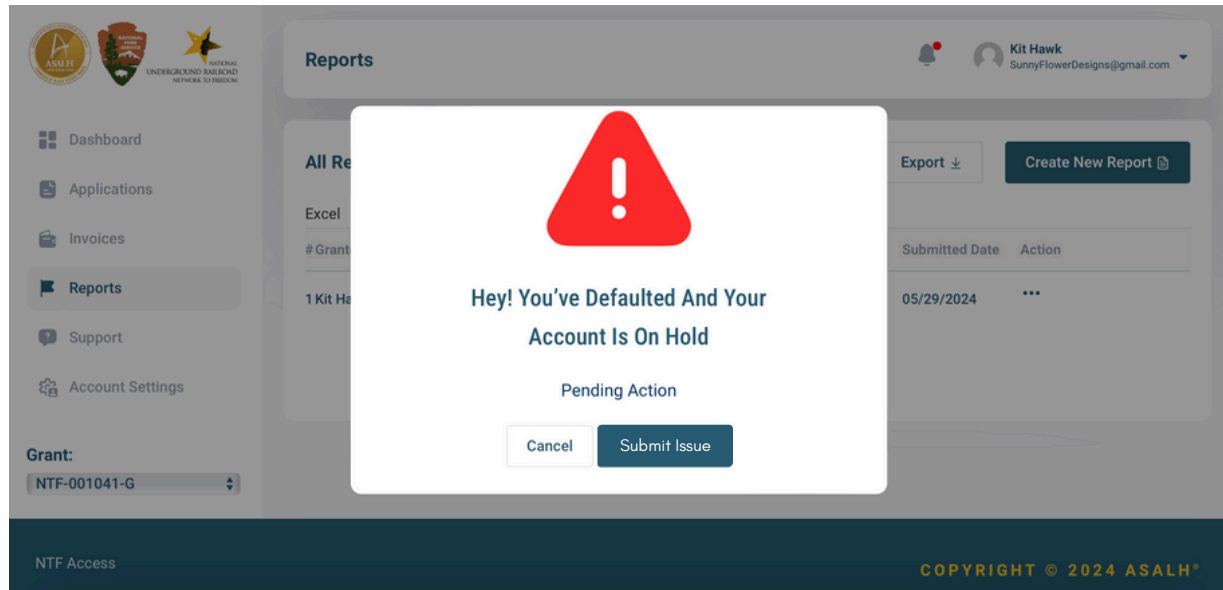
To create a new report, click the “Create New Report” button towards the top of the page. Fill out the required information (title, quarter, and description) and upload the report attachment in the “Upload a File” box. **The due date for each report quarter will appear below the quarter selection area.**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

The screenshot shows the 'Create A New Report' form. It has fields for Title, Quarter, Due Date, Report Description, and Report Attachment. The 'Quarter' dropdown is set to '3rd Quarter'. The 'Due Date' field shows '06/01/2024'. A red box highlights the 'Due Date' field, and a red arrow points to it from the text below.

Due date for the selected quarter

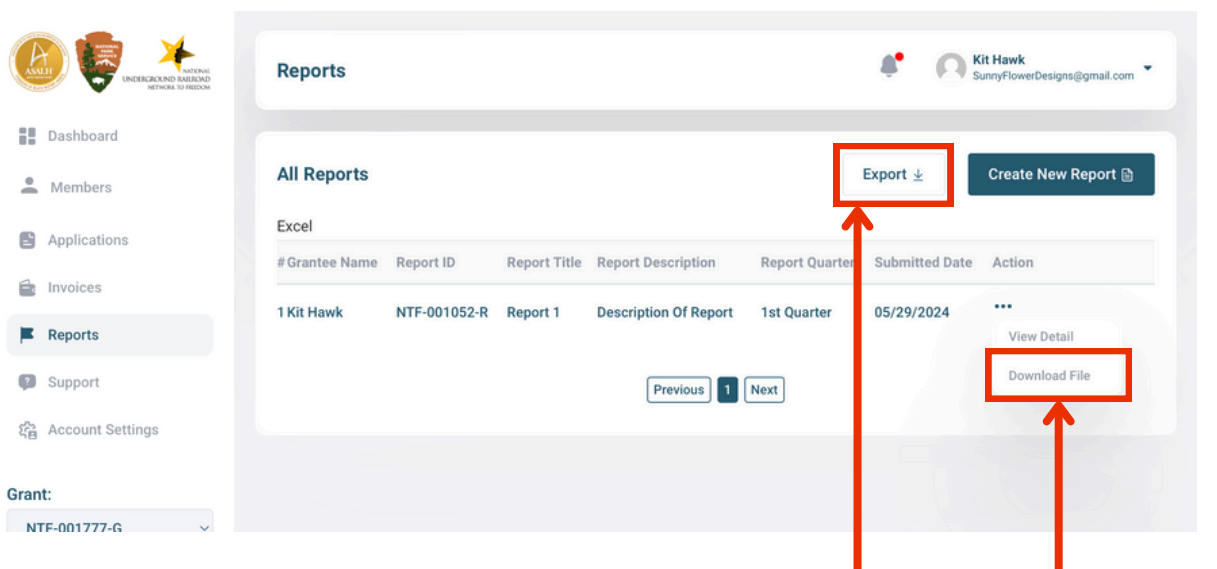
Report Alert

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.

Report Detail

**Kit Hawk**
05/29/2024 05:03:38 PM

Description of report

Title	Report 1
Report ID	NTF-001052-R
Report Quarter	1st Quarter
Submitted Date	05/29/2024
Report File	TEST - Owner Concurrence.pdf 

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.

Submit an issue or ask a question

Three dots in the action column

Grantee Name	ID	Title	Description	Last Update	Submitted Date	Status	Action
Kit Hawk	NTF-001051-T	New Ticket	Issue	05/29/2024	05/29/2024	Pending	... View Detail

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”.

Select the type of issue or request

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.

The screenshot shows a 'Support Detail' modal window. On the left, there is a conversation thread. The first message is from 'Kit Hawk' at '05/29/2024 03:11:01 PM' with the subject 'Issue'. The second message is from 'Grantee Admin' at '05/29/2024 03:11:30 PM' with the subject 'Response'. Below the messages is a 'Send Message' input field and a 'Send' button. On the right, there is a metadata table. At the bottom right, there is a section for 'All Files' showing a file named 'TEST - Owner Concurrence.pdf' with a download icon.

Support Ticket Metadata	
Title	New ticket
Status	Pending
Category	General
ID	NTF-001051-T
Grantee	Kit Hawk
Created At	05/29/2024
Last Activity	05/29/2024

Files

File Name	Action
TEST - Owner Concurrence.pdf	Download

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.

Account Settings

Kit Hawk
SunnyFlowerDesigns@gmail.com

Full Name

First Name: Kit
Last Name: Hawk

Personal Info

Designation:
Company Name: Test organization

Email Address: KitHawkTest@gmail.com

Mobile Number: 1234567890
Landline Number:

[Add Another Number](#) [Reset Password](#)

Enable Email Notification: ☒

[Save Changes](#)

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 questions – 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 approved in advance, unapproved changed expenses will not be approved.