**Donor Vetting Web Links**

The following research tools are used by the NPS WASO Partnership Office to review potential donations (each website is also described in RM#21, Section 5.3 and 5.4, though this document provides additional information). The purpose of these searches is to ensure that potential donations maintain NPS integrity, impartiality, and public confidence. This list is not exhaustive, WASO uses additional measures to review donations and parks, programs, and partners are encouraged to as well. However, these links do provide a starting point to effectively review potential donations at any level.

**-----NPS Contracts Search-----**

* **Federal Procurement Data System:** <https://www.fpds.gov/fpdsng_cms/index.php/en/>

*Use this site for review of all contracts the NPS has with the potential donor. On the home page, search the entity name.*

*When results come up, narrow your search down to NPS contracts. If there is a large number of NPS contracts, you can save the results to an excel spreadsheet and sort the data in a way that removes entities that do not match your search criteria. You can then do a date sort and obtain a total dollar amount of NPS contracts for the last 4 years. This search technique will provide information regarding the potential donor's relationship with the NPS. If a substantial business relationship exists (in the form of contracting), this should be noted and considered when reviewing the nature and the intent of the proposed donation.*

* **System for Award Management:** <https://www.sam.gov/portal/SAM/#1>

*Use this site to look for companies that are excluded from doing business with the government.*

*On the home page, click on “Search Records” and enter the entity name into the “Quick Search” box. Search through the results to find your match. If the entity comes up and is color coded green, they are not excluded from doing business with the Federal Government. If results come back, yellow or red, they are excluded which should be noted when considering donation acceptance. You can then click on “View Details” to find out why and make note of the reason in your review. Often non-matching entities come up in the search, so you may have to scroll through to find your match. You may also have to try different searches if the one you entered does not come up, ex. AIG vs American International Group. Sometimes though, the entity is not in the database, in which case you can note that they are not listed.*

**-----Natural Resource Damages – Superfund Site Research-----**

* **Natural Resources Damage Assessment and Restoration:** <https://www.doi.gov/restoration/>

***Use this site to research the NRDAR cases that get flagged by Solicitor’s Offices.***

*If a potential donor has been involved in any Natural Resource Damage Assessment and Restoration activity, use this search to learn about the nature of their involvement and their current status in regards to the site restoration. Click on “Read More” and then “Search NRDAR Cases” to find the case you are researching. You can search by state or use the search bar. If you use just the search bar, you may not be able to bring up the case, so also search through all the cases within the state. Review applicable documents and take note of the potential donor’s involvement in the case and their participation in its restoration work. Run a news search as well to make sure the NRDAR case is free of controversy. Note your research results/comments in your donor review checklist.*

* **EPA Superfund Site:** <https://www.epa.gov/superfund>

***Use this site to research Superfund cases flagged by the Solicitor’s Office or flagged during your news search.***

*If a potential donor has been involved in any EPA Superfund Site activity, use this search to learn about the nature of their involvement and their current status in regards to the site restoration. Here you can search for and read about cases to determine where the site is located in relationship to national parks, if site restoration is in process, and if there are any cases or controversy associated with the site - between the potential donor and the department and/or the NPS. Run a news search as well to make sure the Superfund case is free of controversy, especially in regards to the potential donor. Note your research results/comments in your donor review document checklist.*

**-------News Search-------**

* News Search:

*A search for recent news about a potential donor should be conducted to ensure that a potential donation maintains NPS integrity and shares mission alignment with the NPS. A simple news search of the company will provide information on the company's recent news stories (the WASO Partnership Office typically goes back four years). NPS WASO also utilizes the database, LexisNexis, to find additional news related to a potential donation. Research databases can be useful tools to research a potential donor.*

**------Donor Review Spreadsheet------**

Donor Review Spreadsheet:

*It is helpful to keep a record of all donations reviewed. Because donations need only be reviewed once per calendar year, keeping a spreadsheet of reviewed donations will prove greatly beneficial. NPS WASO keeps a running spreadsheet of all reviewed donations. The spreadsheet notes the name of the organization, the date of the review, the review status (approved or not approved), and any applicable notes regarding donations that have not been approved. Utilizing this spreadsheet to look up past results and determine which potential donors do not need to be reviewed again in a given calendar year will save time and effort.* ***(Note: When compiling a spreadsheet, do not include the names of individual donors, as this violates individual privacy. Instead, list individual potential donors as a generic “individual” on records.)***