

Veterans' and War Memorials Matching Grant Program

Grants Manual



Application Guidelines

Oregon Parks and Recreation Department
725 Summer Street NE, Suite C
Salem, OR 97301
(503) 986-0708

Website: <http://egov.oregon.gov/OPRD/GRANTS/veterans.shtml>

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SECTION 1 – THE PROGRAM

1.1 INTRODUCTION

The mission of the Oregon Parks and Recreation Department is to provide and protect outstanding natural, scenic, cultural, historic and recreation sites for the enjoyment and education of present and future generations.

The Veterans' and War Memorials Grant Program was created and established to provide funding assistance to non-profit veteran's organizations for the construction and restoration of veterans' and war memorials. The program will help honor Oregon's soldiers and veterans by commemorating their service to the country.

It is important to read and be familiar with the grant program guidelines and requirements. This manual includes state policies, procedures, instructions, and grant criteria to assist applicants and project sponsors wishing to participate in the Veterans' and War Memorials Grant Program. OPRD staff is always available for assistance.

1.2 HISTORY OF THE PROGRAM

The Veterans' and War Memorials Grant Program was created and authorized by House Bill 2739 during the 73rd Oregon legislative assembly held in 2005. House Bill 2739 created opportunities for non-profit veteran's organizations to receive grant funds to construct or restore veterans' and war memorials on public property pursuant to ORS 390.180(1)(d) and Oregon Administrative Rules Chapter 736, Division 17.

The Oregon Parks and Recreation Department (OPRD) was designated as the state department to administer this grant program. Funding for this program will come from the OPRD's budget.

1.3 ELIGIBLE APPLICANTS

Applications for grants will be considered from non-profit veteran's organizations that are tax-exempt under Section 501(c)(3), 501(c)(19), 501(c)(4), 501(c)(7), 501(c)(8), 501(c)(10), 501(c)(23) and 501(c)(2) of the Internal Revenue Code. Private foundations described in Section 509(a) of the Code are not eligible. Eligible applicants:

- A. Represent veterans of the Armed Forces of the United States of America;
- B. Were established for the purpose of supporting or recognizing veterans;
- C. Have an established membership, that includes officers, and bylaws; and
- D. Are physically located in Oregon or have a Chapter that is physically located in Oregon.

1.4 ELIGIBLE SITE/LOCATION

To be eligible for a grant, veterans' and war memorials must be placed on public property owned and controlled by a government entity. A government entity is a body of government, whether district, local, state, or federal, that owns or leases the property on which the project is to reside.

Public property means public lands, premises and buildings, including but not limited to any building used in connection with the transaction of public business, or any lands, premises or buildings owned or leased by the federal government, this state, or any political subdivision therein.

The named government entity must agree in writing to the memorial's siting and maintenance for not less than 20 years from completion of the project. The agreement between the government entity and the project sponsor must identify the parties responsible for maintenance of the memorial.

For a construction project, an applicant must demonstrate that the government entity that owns or controls the public property will accept the memorial on that site.

For a restoration, an applicant must demonstrate the government entity that owns or controls the public property will authorize restoration activities on the memorial.

1.5 TYPES OF ELIGIBLE PROJECTS

The types of eligible projects include construction of a new memorial or restoration of an existing memorial. A memorial is a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America.

Restoration means the improvement, rehabilitation, repair, or reconstruction of an existing memorial.

1.6 TYPES OF INELIGIBLE PROJECTS

Maintenance projects are not eligible for grants. This includes routine maintenance of and around a memorial such as landscaping, power washing, general cleaning, dusting, or removal of trash.

1.7 MATCHING REQUIREMENTS

The Veterans' and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash. The project sponsors match may include budgeted funds, donated funds, value of equipment use, donated materials, volunteer labor, planning or any combination thereof. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization.

Planning work includes research, design, engineering, environmental, and site survey for any construction or restoration project.

SECTION 2 – HOW TO APPLY

2.1 GRANT APPLICATION PACKET

Please review the Veterans' and War Memorial Grant Program application guidelines before filling out the grant application. All narrative responses and questions must be answered completely. All items in Section 2.2 must be submitted to OPRD by the deadline established by OPRD, or the application will be considered incomplete and will not be evaluated for funding.

2.2 GRANT APPLICATION CHECKLIST

- Cover letter from President, Board Chair, or Officer
- Grant Application Form
- Narrative Responses to the 11 questions (6 pages maximum, single sided)
- Project budget
- Copy of current Internal Revenue Service 501(c) (3) 501(c)(19), 501(c)(4), 501(c)(7), 501(c)(8), 501(c)(10), 501(c)(23) or 501(c)(2) tax-exempt determination letter.
- Letters of Support
- Letter or signed statement of financial commitment for the matching funds from each contributing partner.
- Construction plans and specifications (8 ½" x 11" or 11" x 17" drawing of proposed memorial
- Park Vicinity Map
- Park or property boundary map
- Property deed, easement or lease agreement from local government entity
- Agreement from local governmental entity to have memorial sited and/or restored on public property for no less than 20 years.

2.3 APPLICATION PREPARATION

- Use a 12 point font
- Limit narrative responses to 6 pages
- Print single sided
- Do not place in notebooks or folders. Staple forms and attachments in upper left hand corner.

2.4 APPLICATION DEADLINE

Applications are due in our office by 5:00 pm on Friday, March 20, 2009 or postmarked March 20, 2009, or any other deadline designated by OPRD. Faxes or electronically delivered documents will not be accepted.

Applications received or postmarked after the due date will be returned.

2.5 SUBMIT APPLICATIONS TO

Oregon Parks and Recreation Department
Veterans' and War Memorials Grant Program
Attention: Grant Program Coordinator
725 Summer St. NE, Suite C
Salem, OR 97301

2.6 NUMBER OF COPIES TO SUBMIT

Submit two (2) copies of completed application packet with all attachments and fourteen (14) copies of vicinity, and park boundary/site plan maps, conceptual drawings, or construction plans and specifications for proposed project.

2.7 CONTACT

If you have any questions contact Michele Scalise, Grants Program Coordinator, at (503) 986-0708 or email at michele.scalise@state.or.us.

2.8 GRANT APPLICATION FORM

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1. PROJECT SPONSOR INFORMATION		Federal Tax ID:	
Project Name:		Project Sponsor (Name of Organization):	
Contact Person:			
Mailing Address			
Street Address:			
City:	State:	Zip Code:	
Email Address:		Website:	
Telephone #:		FAX #:	
2. PROJECT TYPE AND GRANT REQUEST			
Type of Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Restoration			
3. BRIEF PROJECT DESCRIPTION: (Brief description of the work to be completed.)			
4. PROJECT SITE/LOCATION:			
Site Name:		Size of Property:	
Location Information:	City/Town	County	
Owner:			
Site Description:			
Driving Instructions:			
Congressional District:		State Senator:	State Representative:

We hereby certify that the applicant agrees that as a condition of receiving Veterans' and War Memorial Grant Program assistance, that the facts, figures and representations made in this application, including all attachments, are true and correct to the best of our knowledge, and that this application is made with the approval of the organizations board of directors and the local government agency whose site the project will be constructed.

Signature of Executive Director, Board Chair, or Officer

Print Name: Telephone Number Date

Signature of Local Government Representative

Print Name: Telephone Number Date

A. Sample Budget Worksheet

(Use this format for your grant project) THIS IS ONLY A SAMPLE. Your work elements will vary and should include as much detail as possible.

	Cash (10% minimum)	In-Kind	Grant (80% Max)	TOTAL
INCOME				
Organization Budgeted Funds	\$00.00	\$00.00	\$00.00	\$00.00
Cash Donations	\$00.00	\$00.00	\$00.00	\$00.00
Volunteer Labor	\$00.00	\$00.00	\$00.00	\$00.00
Donated Equipment Use	\$00.00	\$00.00	\$00.00	\$00.00
Donated Materials	\$00.00	\$00.00	\$00.00	\$00.00
Other Grant Funds	\$00.00	\$00.00	\$00.00	\$00.00
VETERANS AND WAR MEMORIALS GRANT	\$00.00	\$00.00	\$00.00	\$00.00
TOTAL PROJECT INCOME	\$00.00	\$00.00	\$00.00	\$00.00

EXPENSES				
Design and Engineering (20% max.)	\$00.00	\$00.00	\$00.00	\$00.00
Site Preparation	\$00.00	\$00.00	\$00.00	\$00.00
Grading	\$00.00	\$00.00	\$00.00	\$00.00
Concrete Pad	\$00.00	\$00.00	\$00.00	\$00.00
Platform	\$00.00	\$00.00	\$00.00	\$00.00
Veterans Memorial (Bronze Statute)	\$00.00	\$00.00	\$00.00	\$00.00
TOTAL PROJECT EXPENSES	\$00.00	\$00.00	\$00.00	\$00.00

"Total Income" and "Total Expenses" must equal the same number in order to have a balanced budget.

A grant application that contains multiple work items must be structured so that partial funding awards to a specific work item proposed in the grant application can be made. Determine specific work elements and the costs associated with each work element.

B. Narrative Questions/Responses

Please concisely address each of the following regarding the proposed project:

1. Project Description:

- a. Briefly describe the project for which funding assistance is requested.
- b. What are the primary goals and objectives of this project?
- c. What factors contributed to the need or opportunity for the project?
- d. How was the decision reached to develop the project?
- e. How and why is this project important for your organization, constituency, and community?

2. Project Site/Location: Where is the project located? Provide maps showing the location of the project and property boundary map.

3. Organization Overview: What is the background of your organization, including an abbreviated mission statement, a history of its existence, organization structure of staff and board, the constituency and geographic region served, type of service provided?

4. Project Management: Describe who will do the work and who will manage the project.

5. Long Term Benefits: What are the long-term benefits of this project?

6. Community Support and Organization Support:

- a. What is the level of commitment of your staff and board to the project?
- b. Does this project have the support and involvement of the local community and/or local government agency for which the project will be located? Include any letters of support and/or letter of commitment from any partnerships in your application packet.
- c. How does your organization support this project?

7. Financial Need and Source of Funding:

- a. What is your organization's financial need for this project?
- b. How firm is your match – have funds been committed for this project? Do you have letters of commitment for matching funds, equipment, materials, volunteer labor, etc.?
- c. How will in-kind donations (volunteer labor, donated materials, donated use of equipment, etc) be used for the project? Hourly rates for volunteer labor must be approved by OPRD (see Section 5.2.B).
- d. What is your organization's ability to meet long-term financial responsibilities? Include in application packet letters of commitment from any partnerships.

8. Readiness to Proceed:

- a. Is the project ready to proceed?
- b. What is your timeline for completing the project including proposed beginning and completion dates?
- c. What needs to be completed before work can begin on the project?

9. Accessibility:

- a. How will your organization address ADA guidelines and requirements to make the area accessible?
- b. Does the local government entity have an ADA Transition Plan?

10. Sustainability: Describe your intent, strategies, documentation of results, and long-term management plans for sustainability of your project. See Section 8 for suggested actions.

11. Roles and Responsibilities:

- a. What are the roles and responsibilities of the project sponsor and the government entity including post-project completion responsibilities?
- b. Please provide a copy of your agreement with the governmental entity that owns or controls the public property to accept the construction of a memorial on that site or that authorizes restoration activities on an existing memorial?

2.9 OTHER ATTACHMENTS

A. Vicinity Map/Park or Project Boundary Map

Please include an area map that shows the location of the site within the city, county, park district, METRO or port district. This map must show project site in relation to highways, local roads/streets, landmarks, etc. Please include a project boundary map of the site that the memorial will be located. This map will also assist staff to locate the project. Maps should be no larger than 11" x 17" in size.

B. Construction Drawings

Please provide conceptual design drawings, engineering plans, or both, which show what the proposed project will look like. Construction drawings should be no larger than 11" x 17" in size. This allows staff and committee members to see what is being proposed.

C. Property Deed, Easement, or Lease Agreements

Memorials may be developed on property owned or controlled by a governmental entity. A copy of the property deed, easement, or lease agreement must be submitted in the application to OPRD. Attach agreement from governmental entity to have memorial sited and/or restored on public property for no less than 20 years.

SECTION 3 – GRANT PROGRAM TIMELINES

- Solicit Grant Applications November 3, 2008
Announce through a variety of media the availability of application materials, deadlines and other grant and program information.
- Grant Workshop November 13, 2008
Schedule workshop to assist project sponsors with the preparation of a grant application.
Oregon State Fair Cascade Hall, 2330 17th St. NE, Salem, OR 97303
- Grant Application Packets Due March 20, 2009
Applications are due at OPRD's Salem headquarters by 5:00 pm on Friday, March 20, 2009 or postmarked March 20, 2009, or any other deadline designated by OPRD. Faxes or electronically delivered documents will not be accepted.
- Applications received or postmarked after the due date will be returned.
- Review by Local Government Advisory Committee June 2009
Local Government Advisory Committee will meet to review and prioritize grant applications. Location and specific date not yet determined. Project sponsor must make a presentation at this meeting in order to be placed on priority list.
- Oregon Parks & Recreation Department Commission Meeting July 16, 2009
Priority list presented to Parks Commission for Approval
- Agreements Sent to Grant Recipients July/August, 2009
Agreements will be sent to project sponsors for signature.
- Agreements Approved by OPRD August/September 2009
Agreements signed and approved by OPRD Director will be provided to project sponsor along with the "Notice to Proceed".

SECTION 4 – PROJECT SELECTION

4.1 TECHNICAL REVIEW

OPRD staff will conduct a technical review of all applications. Applications will be reviewed for completeness, ineligible project elements, land ownership/lease requirements, and project funding (local match). Prior to determining the status of each grant application, ORPD will contact individual grant applicants to clear up mistakes or discrepancies.

Qualified applications will be submitted to the Local Government Advisory Committee and disqualified applications will be returned to the applicant.

If you have any questions about the application process, please contact ORPD at your earliest convenience.

4.2 LOCAL GOVERNMENT ASSISTANCE ADVISORY COMMITTEE

The Local Government Advisory Committee will review all grant requests. The committee is composed of twelve (12) members appointed by the ORPD director. The committee will meet annually and at other times upon the call of the ORPD director. The committee will establish the priority order for funding eligible grant requests and may provide other assistance as requested by ORPD. The committee members will serve four-year terms and represent the following interests:

- A. Counties east of the Cascade Mountains;
- B. Counties west of the Cascade Mountains;
- C. Cities under 15,000 people;
- D. Cities over 15,000 people;
- E. Park and Recreation Districts, Metropolitan Service Districts or Port Districts;
- F. Oregon Parks and Recreation Department;
- G. People with Disabilities; and
- H. Three members of the Public-at-Large, with at least one member who represents the ethnic diversity of the state's population;
- I. Two members that represent either a veterans' organization or a governmental agency responsible for the administration of law relating to veterans.

The ORPD director shall appoint the chair from the committee membership, considering the recommendations of the committee.

The committee will recommend funding for grants whose award amounts total to the amount of funds that may be available. The committee may also rank several alternates in priority order that may be funded if any of the recommended grants are not awarded.

In addition to project applications considered by the committee, the ORPD director may recommend eligible projects to the commission for grant funding. The ORPD director may establish minimum and maximum grant award amounts each funding cycle.

The ORPD director may establish funding priorities or other criteria for each funding cycle.

4.3 PROJECT SPONSOR PRESENTATIONS

To be placed on the priority list for grant funding, project sponsors must make a presentation before the Local Government Advisory Committee. Presentations normally take 20 minutes. Presentations should address the scoring criteria and allow for questions from the committee about the project

Each project applicant using a Power Point presentation will be asked to provide a copy of the presentation to OPRD staff at least one week prior to the meeting. OPRD staff will preload presentations onto a computer to be used during the meeting. Project sponsors using Power Point presentations must notify OPRD staff and verify OPRD's receipt of the electronic version one week prior to the meeting. Project sponsors should bring a back up CD to the meeting in the event of electronic problems. Power Point presentations are not mandatory.

4.4 SCORING CRITERIA

A. Needs and Planning (0-10 points)

To what extent does the project meet the public and organization's needs?

B. Partnerships (0-10 points)

To what extent does the project involve partnerships with other agencies or groups? To what extent does the project involve funding from other agencies or groups? Is funding from other agencies or groups guaranteed?

C. Public Support (0-10 points)

To what extent is there public support for the project through partnerships, agency support and public participation in the formulation of the project through public meetings, workshops or other methods to gather citizen input or involvement for the proposed project?

D. Timeliness (0-5 points)

What is the timeline for completion of the project? Is there a threat of losing the available match? Can the project be completed within 2-year period? Is the project ready to go if grant request is approved? What needs to be completed in order to start the project?

E. Source of Funding (0-5 points)

To what extent are matching funds available and what is the source? Are funds budgeted for project? What is the commitment for the project from the local community through donations, agency support, partnerships, etc.?

F. Sustainability (0-5 points)

To what extent does the project use, develop, and protect resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic, and community objectives. To what extent does the project sponsor describe intent, strategies, and long-term management plans. Examples include recycling, water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration. Please see Section 8.

G. Committee Member Evaluation (0-10 points)

Committee membership is representative of state geographic regions, agencies, and communities. This criterion allows for members to weigh a variety of other facts in the scoring process.

SECTION 5 - GENERAL COST PRINCIPLES

5.1 RELATIONSHIP OF COSTS TO PROJECT PERIOD

To be eligible for matching assistance, costs must be incurred within the project period except for pre-agreement planning costs. The project period is the span of time stipulated on the Agreement during which all work to be accomplished under the terms of the agreement must be completed. The State will only reimburse costs incurred during the project period.

A. Development costs are first incurred at the start of the actual physical work on the project site (such as the clearing of ground, the beginning of construction, or the delivery of materials to the site), and continue through the period that work is being done.

B. Development costs that are incurred prior to the approval of a project not eligible.

5.2 DONATIONS

Donations of cash, labor, equipment rental or materials from outside your agency may be used as a portion of your organization's matching share if identified in the project application. The use of donations must be related and be an integral and necessary part of the project proposal and occurring during the project period.

A. Valuation of Volunteer Services

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Records of in-kind contributions of personnel shall include time sheets containing the signatures of the person whose time is contributed and the supervisor verifying that the record is accurate. The method of valuation and charges for volunteer services, material, and equipment must be documented, reviewed and approved by OPRD.

B. Rates for Volunteer Services

Rates for volunteers should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required are not found in other activities of the project sponsor, rates used should be consistent with those paid for similar work in the labor market in which the project sponsor competes for the kind of services involved. The time of a person donating services will be valued at the rate paid as a general laborer unless the person is professionally skilled in the work being performed on the project (i.e. plumber doing work on pipes, mason doing work on brick building). When this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the project sponsor or local government agencies in the immediate area pay their employees for performing similar duties. The Oregon Bureau of Labor and Industries (BOLI) publish prevailing wage rates. For more information check out their website at www.oregon.gov/boli. The rates for labor should not include payroll additives or overhead costs.

C. Volunteers Employed by Other Organizations

When an employer other than the project sponsor furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead cost) provided these services are in the same skill for which the employee is normally paid.

D. Valuation of Materials

Prices assessed to donated materials included in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of material shall indicate the fair market value by listing the comparable prices and vendors.

E. Valuation of Donated Equipment

The hourly rate for donated equipment used on a project shall not exceed its fair-rental value. Hourly rates in the annual edition of Rental Compilation or Rental Rate Guide or similar publications, which provide the national or regional average rates for construction equipment, may be used. Such publications are usually available from contractor associations. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment.

F. Documentation

The basis for determining the charges for donated personal services, material, and equipment must be documented and must be approved by OPRD prior to reimbursement.

G. Oregon Bureau of Labor and Industries

The Bureau of Labor and Industries Department for the State of Oregon, publishes the state prevailing wage rates twice a year, and periodically updates them to reflect revisions to labor agreements or other changes. BOLI also publishes a comparison of the state and federal prevailing wage rates twice a year. When the federal government updates its rates, BOLI publishes amendments to reflect those changes. These publications are provided free of charge, and can also be found on BOLI's web site at www.oregon.gov/boli.

5.3 FORCE ACCOUNT

Force account refers to the use of project sponsor's staff, equipment, and/or materials. All or part of the Project sponsor's share may be provided through force account. Documentation must be verifiable from project sponsor's record, and must be reasonable and necessary for property and efficient completion of the project.

5.4 ALLOWABLE COSTS

The rates, practices, rules, and policies of the project sponsor, as consistently applied, shall generally determine the amount of costs of each item charged to a project. In instances where the sponsor has no such basis, that of the State shall apply.

The amount of each item of cost that may be matched shall not exceed the sponsor's actual cash outlay for that item, or the fair market value of the item, whichever is less.

5.5 INELIGIBLE COSTS

The regular operating expenses of either the applicant or the governmental entity receiving the memorial, such as rent, building upkeep, utilities, and all fixed costs associated with the daily operation of a business, agency, or group are not eligible.

Overtime and expenses for equipment or materials used outside the scope of the project are not eligible.

Costs or expenses incurred prior to a Grant Agreement except planning work done prior to project authorization are not eligible.

SECTION 6 - PROJECT APPROVAL AND INSPECTIONS

6.1 AGREEMENTS

The Agreement is a contract between OPRD and the project sponsor, which authorizes the project to begin on, or after the date signed by both the OPRD director and the project sponsor. The Agreement describes the contractual relationship and responsibilities of the parties to the project.

No project may begin without a fully signed Agreement from OPRD. A Notice to Proceed will be sent with the fully signed Agreements. All project costs must be incurred during the project period, as identified in the Agreement.

Generally, the project sponsor shall have one year from the date of authorization to begin substantial work (i.e. the award of contracts or to complete at least 25 percent of the work). Projects not conforming to this schedule will be cancelled, unless substantial justification warrants an extension. Requests for extensions will be reviewed on a case-by case basis and will be made for a six-month period only.

Agreements will expire two years after authorization. All projects shall be completed and billed within 60 days of project completion. Projects will be inspected prior to final grant payment. Partial payments up to 90 percent of the grant amount may be billed during the project for work completed. The final 10 percent will be reimbursed after the project has been successfully completed and accepted by OPRD.

6.2 AMENDMENTS TO PROJECT AGREEMENTS

Amendments may be made to the project Agreement to delete work items that may decrease grant funds. Amendments that increase the grant amount will not be allowed. Project amendments for time extensions may be approved. All requests for amendments must be submitted in writing to the Oregon Parks and Recreation Department no later than 30 days prior to the expiration of the agreement. Amendment requests will be reviewed on a case-by-case basis. Requests for amendments will be reviewed on a case-by case basis and will be made for a six-month period only.

6.3 INSPECTIONS

OPRD staff may make on-site inspections during the project work. Final inspections may be made to assure that the project has been completed successfully.

6.4 DISBURSEMENT OF FUNDS

All grant funds shall be disbursed to project sponsors on a reimbursable basis after submission of billings on approved schedules specified in grant agreements.

Under certain conditions such as reduction or increase of these funds an emergency procedure for awarding or canceling grants may be initiated at the discretion of the OPRD director.

In implementing the emergency procedure, the OPRD director shall consider the availability of funds; the scope and need of project available for funding; and the urgency and statewide importance of prospective projects. The OPRD director may propose projects to the commission for funding, and the commission may waive other requirements of these rules for the purpose of obligating funds in a timely manner.

6.5 RECOVERY OF GRANT FUNDS

Project sponsors that fail to complete approved projects to OPRD's satisfaction shall return all unexpended grant funds.

Project sponsors shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse OPRD for any costs questioned in audit findings.

6.6 PUBLICITY

When a Veterans' and War Memorials grant project is finished, we encourage project sponsors to publicize the project and OPRD's participation. This includes:

- Press release, media alert, or some sort of press announcement;
- Project dedication or ribbon cutting ceremony; and
- Mention in sponsor newsletters or on sponsors' website, if applicable.

OPRD's Public Services Department is available to help with publicity. For questions please call Jennifer Deeder, Marketing Communication Specialist, at 503-986-0663.

SECTION 7 - HOW TO BILL FOR REIMBURSEMENT

7.1 BILLINGS AND GENERAL COST PRINCIPLES

In any program where reimbursement is requested for a portion of the project costs, adequate documentation and records are essential. There should be definite supporting evidence for each item of cost claimed -- estimates are not sufficient. The state can and may audit any of OPRD's grant files as well as the grant applicant's files. It is extremely important that reimbursement requests clearly define the work, their costs, and are supported by relevant documentation. The documentation must be included with the reimbursement request. See Section 10.2 for Documentation Required for Reimbursement; Section 10.3 Volunteer or Donated Labor Timesheet; Section 10.4 Donated Materials or Supplies Record; Section 10.5 Donated Equipment Record; and Section 10.7 for Reimbursement Request Form. These forms must be submitted in order to process reimbursement requests.

IMPORTANT: Project costs initiated or completed prior to project authorization (via a grant agreement) cannot be reimbursed.

A. Partial Billings

A partial billing may be submitted at any time after a significant portion of work has been completed on the project along with supporting documentation. Submit a letter of transmittal that includes a status report of the work completed, Reimbursement Request Form, and supporting documentation. The state will reimburse up to 90% of the grant amount and the remaining 10% when the project has been completed.

B. Quarterly Billings

You must submit quarterly billings as agreed to in the signed Agreement. Submit a transmittal letter, which includes a "status report" of the project, OPRD Reimbursement Request Form, and supporting documentation. This status report is simple statement of the percentage of work completed to date and a schedule for remaining work on the project.

Once work has begun, sponsor shall bill the state on a quarterly basis, for work completed during the quarters as follows:

- By April 30 for the quarter beginning January 1 and ending March 31;
- By July 31 for the quarter beginning April 1 and ending June 30;
- By October 31 for the quarter beginning July 1 and ending September 30;
- By January 31 for the quarter beginning October 1 and ending December 31.

The total of partial payments shall not exceed 90% of the grant amount. The final 10% will be reimbursed after the project has been completed.

In the event that you are audited you must be able to provide backup documentation to support your billings.

C. Final Billings

Submit a transmittal letter with a description of completed project, Reimbursement Request Form, documentation to support costs claimed, and pictures of the completed project. Final reimbursement requests must be submitted to OPRD within 60 days of project completion.

7.2 HOW TO FILL OUT BILLING FORM

A separate account should be established for each approved project in such a manner that all project costs can be tracked according to the categories on the agency billing form.

A. Salaries and Wages

On the reimbursement request form show any salaries or wages incurred during quarter and total project costs to date. For audit purposes you must retain payroll records. Include under salaries and wages, labor costs for the use of any equipment, except for donated labor, that should be included in donations.

B. Contract Payments

On the reimbursement request form show costs incurred by contracts. For audit purposes, payments made by your agency should be supported by a statement or invoice from the contractor or the project architect or engineer. You should also retain documentation of the bidding procedure and a copy of the final contract.

C. Equipment, Materials and Supplies

Equipment rental costs for owned equipment should be supported by your agency's schedule of hourly rates. Rented equipment payments made by your agency must be supported by a statement or invoice showing costs and the time period equipment was rented.

D. Program Administration, Design and Engineering

Costs for program administration, design and engineering, plans, land use and building permits from another agency, shall not exceed 20% of the total project costs. All costs must be supported by documentation.

E. Value of Donations

The value and use of donations will be reviewed by OPRD.

Supporting documentation should be in groups to match categories on Reimbursement Request Form. For example all invoices and documentation for materials and supplies should be together along with a tape that shows the total. This total should be the same as on the Reimbursement Request Form for "Materials and Supplies". This will allow OPRD staff to audit your costs more efficiently.

SECTION 8 – SUSTAINABILITY

Sustainability means using, developing, and protecting resources in a manner that enables people to meet current needs and provides that future generations can also meet future needs, from the joint perspective of environmental, economic and community objectives.

Applicant should provide description of intent, strategies, documentation of results, and long-term management plans.

Some examples of sustainability efforts are given below.

Recycling

- Increase the use of recycled projects for trail coverings
- Increased recycled products for park infrastructure
- Deconstruction of facilities versus demolition (reuse of existing materials)
- Increase recycling of materials back to manufacturer
- Extend life cycle of building materials
- Provide recycle collection stations (glass, metal, paper, cardboard, plastic, organic materials)
- Project design indicating sustainability products for procurement

Water Quality/Conservation

- Increased water quality
- Diversion of rainwater from stormwater infrastructure
- Improve quality of watersheds
- Efficiency in use of water for landscaped needs (reduce or eliminate)
- Increase building water use efficiency (improved/innovative fixtures)
- Increase stream quality for habitat and complexity
- Erosion and sediment controls

Plant Conservation

- Decreased invasive plants
- Protection, restoration and maintenance of native plants
- Provision of maintenance contract or schedule of plantings
- Increase stream-side native vegetation

Wildlife Conservation

- Protection, restoration and maintenance of native wildlife
- Use of Salmon Trout Enhancement Program (STEP) services

Energy Conservation

- Minimize electrical, gas, oil, and propane energy use in facilities
- Increase electrical, gas, oil, and propane energy efficiency
- Increase use of photovoltaic panels, high temperature solar and/or geothermal, wind, biomass, and biogas energy sources
- Purchase green power from energy providers

Pollution Control

- Decreased amount of carbon dioxide emissions
- Eliminate use of Halon and/or CFC-based refrigerants for HVAC systems

General Environmental Protection/Restoration

- Placement of project within degraded or damaged areas
- Placement of project away from sensitive site elements
- Reduced site disturbance
- In-place sustainability management plans
- Utilization of professional ecologists in plan/project design/maintenance plans

- Purchase materials locally reducing environmental impact of transportation
- Use of innovative wastewater treatment to reduce burden on waste system
- Integration of facilities into landscape
- Reduce thermal gradient differences between developed and underdeveloped areas to minimize impact on microclimates and habitat
- Use of certified wood

SECTION 9 - GLOSSARY

1. "Agreement" – means the formal contract between OPRD and the project sponsor describing the terms and conditions associated with any granting of funds. Also called "Grant Agreement."
2. "Commission" – means the Oregon Parks and Recreation Commission.
3. "Committee" - means the Veterans' and War Memorial Grant Review Committee described in OAR 736-017-0010.
4. "Department" - means the Oregon Parks and Recreation Department (OPRD).
5. "Construction" – means the creation of a new memorial on public property.
6. "Director" – means the Director of the Oregon Parks and Recreation Department
7. "Eligible Project" – means a construction or restoration undertaking which satisfies the requirement of the Veterans' and War Memorial Grant Program
8. "Government Entity" – means a body of government, whether district, local, state, or federal, that owns or leases the property on which the project is to reside.
9. "Grant" – means an award from the Veterans' and War Memorial Grant Program.
10. "Grant Application" – means the form and its format as developed by the OPRD that an applicant uses to request a grant.
11. "Match" – means project sponsor's budgeted funds, donated funds, value of equipment, materials, labor, planning, or any combination thereof.
12. "Maintenance" – means the continuation or preservation of a memorial. It includes the routine maintenance of or around a memorial such as landscaping, power washing, general cleaning, dusting, or removal of trash.
13. "Memorial" – means a monument or place designated to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America.
14. "Nonprofit Veterans' Organization" – means a group that:
 - a. Is a nonprofit group that represents veterans of the Armed Forces of the United States, or is established for the purpose of supporting or recognizing such veterans;
 - b. Has an established membership, that includes officers, and bylaws; and
 - c. Is physically located in Oregon or has a chapter that is physically located in Oregon.
15. "Notice to Proceed" - Notice provided to the project sponsor in form of a letter from the Oregon Parks and Recreation Department along with signed Agreements authorizing work on the project to begin.

16. "OPRD" - means the Oregon Parks and Recreation Department.
17. "Planning" – means the research, design, engineering, environmental, and site survey of any Memorial construction or restoration project.
18. "Project Completion" – means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.
19. "Project Authorization" – means the Agreement that authorizes the project as signed by the Director and the project sponsor.
20. "Project Period" – means that period of time between the receipt of the Notice to Proceed and expiration date on the Agreement.
21. "Project Sponsor" – means the recipient of the grant funds and the responsible party for implementation of the project.
22. "Public Property" – means public lands, premises and buildings, including but not limited to any building used in connection with the transaction of public business or any lands, premises or buildings owned or leased by the federal government, this state or any political subdivision therein.
23. "Restoration" – means the improvement, rehabilitation, repair, or reconstruction of an existing memorial. It does not include routine maintenance.
24. "Veterans' and War Memorial Grant Instruction Manual" – means a manual prepared by the OPRD containing state policies, procedures, instructions and grant criteria to assist applicants and project sponsors wishing to participate in the Veterans and War Memorial Grant Program.

SECTION 10 – APPENDIX

- 10.1 Oregon Administrative Rules – Veterans and War Memorial Grants
- 10.2 Documentation Checklist for Reimbursement
- 10.3 Volunteer or Donated Labor Timesheet
- 10.4 Donated Materials or Supplies Record
- 10.5 Donated Equipment Use Record
- 10.6 Civil Rights Requirements
- 10.7 OPRD Request for Grant Reimbursement Form

10.1 OREGON ADMINISTRATIVE RULES – VETERANS AND WAR MEMORIALS GRANT PROGRAM

PARKS AND RECREATION DEPARTMENT DIVISION 17

VETERANS AND WAR MEMORIAL GRANTS

736-017-0000

Purpose

The purpose of this division is to establish the procedures and criteria that the Oregon Parks and Recreation Department (OPRD) will use in recommending Veterans and War Memorial Grants for funding to the commission pursuant to ORS 390.180(1)(d).

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0005

Definitions

As used in this division, unless the context requires otherwise, the following definitions apply:

(1) "Agreement" means the formal contract between OPRD and the Project Sponsor describing the terms and conditions associated with any granting of funds. Also called "Grant Agreement."

(2) "Commission" means the Oregon Parks and Recreation Commission.

(3) "Committee" means the Veterans and War Memorial Grant Review Committee described in OAR 736-017-0010.

(4) "Department" means the Oregon Parks and Recreation Department (OPRD).

(5) "Construction" means the creation of a new memorial on public property.

(6) "Director" means the director of the Oregon Parks and Recreation Department.

(7) "Eligible Project" means a construction or restoration undertaking which satisfies the requirements of the Veterans and War Memorial Grant Program.

(8) "Governmental Entity" means a body of government, whether district, local, state, or federal, that owns or leases the property on which the project is to reside.

(9) "Grant" means an award from the Veterans and War Memorial Grant Program.

(10) "Grant Application" means the form and its format as developed by the OPRD that an applicant uses to request a grant.

(11) "Match" means project sponsor's budgeted funds, donated funds, value of equipment, materials, labor, planning, or any combination thereof.

(12) "Maintenance" means the continuation or preservation of a memorial. It includes the routine maintenance of or around a memorial such as landscaping, power washing, general cleaning, dusting, or removal of trash.

(13) "Memorial" means a monument or place designed to commemorate or preserve the memory of wars involving the United States of America or to honor veterans of the Armed Forces of the United States of America.

(14) "Nonprofit Veterans' Organization" means a group that:

(a) Is a nonprofit group that represents veterans of the Armed Forces of the United States, or is established for the purpose of supporting or recognizing such veterans;

(b) Has an established membership, that includes officers, and bylaws; and

(c) Is physically located in Oregon or has a chapter that is physically located in Oregon.

(15) "OPRD" means the Oregon Parks and Recreation Department.

(16) "Planning" means the research, design, engineering, environmental, and site survey of any Memorial construction or restoration project.

(17) "Project Completion" means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.

(18) "Project Authorization" means the Agreement that authorizes the project as signed by the director and the Project Sponsor.

(19) "Project Sponsor" means the recipient of the grant funds and the responsible party for implementation of the project.

(20) "Public Property" means public lands, premises and buildings, including but not limited to any building used in connection with the transaction of public business or any lands, premises or buildings owned or leased by the federal government, this state or any political subdivision therein.

(21) "Restoration" means the improvement, rehabilitation, repair, or reconstruction of an existing memorial. It does not include routine maintenance.

(22) "Veterans and War Memorial Grant Instruction Manual" means a manual prepared by the OPRD containing state policies, procedures, instructions and grant criteria to assist applicants and Project Sponsor

wishing to participate in the Veterans and War Memorial Grant Program.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0010

Veterans and War Memorial Grant Review Committee

(1) The Veterans and War Memorial Grant Review Committee shall be composed of 12 members. The committee shall include:

(a) The Local Government Grant Advisory Committee described in OAR 736-006-0145; and

(b) Two people appointed by the director to four-year terms that represent either a veterans' organization or a governmental agency responsible for the administration of law relating to veterans.

(2) The director shall appoint the chair from the committee membership, considering the recommendations of the committee.

(3) The committee shall meet upon the call of the director.

(4) The Veterans and War Memorial Grant Review Committee shall follow grant application review procedures as provided in this division.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0015

Director Authority

(1) In addition to those considered by the committee, the director may recommend eligible projects to the commission for grant funding. The director may recommend grants for construction and restoration.

(2) The director may recommend funding eligible projects either in whole or in part.

(3) The director may establish minimum or maximum grant award amounts each funding cycle.

(4) The director may establish funding priorities or other criteria for each funding cycle.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0020

Eligibility

(1) The department may consider a grant application from any nonprofit veterans' organization that meets the requirements of this section.

(2) Site. To be eligible for a grant, a memorial must be placed on public property owned or controlled by a governmental entity.

(3) The governmental entity must agree in writing to having the memorial sited and maintained for not less than 20 years from completion of the project. The agreement between the government entity and the

project sponsor must identify the party or parties responsible for maintenance of the memorial.

(a) For a construction project, an applicant must demonstrate that the governmental entity or entities that owns or controls the public property will accept the memorial on that site. For a restoration, an applicant must demonstrate that the governmental entity or entities that owns or controls the public property will authorize restoration activities on the memorial.

(b) An applicant must provide in their grant application:

(A) General description of the intended construction or restoration project,

(B) Documentation that establishes the project sponsor is a nonprofit veterans' organization, including, but not limited, proof of existing non-profit status as recognized by the Internal Revenue Service.

(C) Location of project with site maps,

(D) Conceptual design drawings, engineering plans, or both.

(E) Description of project time period including proposed beginning and completion dates,

(F) Roles and responsibilities of the project sponsor and government entity including post-project completion responsibilities,

(G) Description of financing plan for eligible projects, including sources of funds and match.

(H) Summary of proposed budget for the eligible project,

(I) Allowance by the state for any audits,

(4) Matching Requirements. The Veterans and War Memorial Grant program provides, subject to the availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash match. The project sponsor shall provide a minimum 10 percent cash match. The project sponsor may provide the remaining match by planning work done prior to project authorization or planning, construction, or restoration work performed following project authorization.

(5) Ineligible costs for grant:

(a) Overhead - The regular operating expenses of either the applicant or the governmental entity receiving the memorial such as rent, building upkeep, utilities, and all fixed costs associated with the daily operations of a business, agency or group.

(b) Overtime.

(c) Expenses for equipment or materials used outside the scope of this project.

(d) Costs or expenses incurred prior to a Grant Agreement except planning work done prior to project authorization under section (4) above.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0025

Application Process

(1) When the commission has Veterans and War Memorial Grant Program funds to award, the director will announce through a variety of media the availability of, application procedures for, deadlines and other information for applying for a grant, including whether the director has established funding priorities for that funding cycle.

(2) Applicants must submit a grant application to the department. Applicants may use the "Veterans and War Memorial Grant Instruction Manual" for guidance in preparing and submitting a grant application to the department.

(3) A grant application that contains multiple work items must be structured so that the commission may award partial funding to a specific work item proposed in the grant application.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0030

Evaluation of Applications

(1) The department will review eligible applications that the department receives by the announced deadline for completeness. The department will provide all complete, eligible applications to the committee.

(2) The committee will rank applications based on the following criteria:

(a) Whether the application meets the director's funding priorities for that funding cycle;

(b) Whether the application has demonstrated the need for the project;

(c) Whether the applicant has demonstrated that adequate budget and financial controls are in place to properly administer the grant; and

(d) Any other criteria determined by the director prior to the announcement of the availability of grant funding, and which are contained in that announcement.

(3) The committee recommends funding grants up to the amount of funds that may be available in the program that biennium. The committee may also rank several alternates in priority order that may be funded if any of the recommended grants are not awarded.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0035

Award of Grants

(1) Grants will be subject to binding grant agreements between the OPRD and the Project Sponsor. The grant agreement will specify the terms and conditions of the grant, generally including:

(a) The total project costs, the match to be provided by the Project Sponsor, and the amount of the grant;

(b) A statement of the work to be accomplished;

(c) When the grant-assisted project may begin and a schedule for accomplishing work, reporting on progress, delivering products, and project completion.

(2) If grant funds remain or become unobligated, the department may reallocate such funds to other department grant programs.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0040

Disbursement of Grant Funds

(1) All grant funds shall be disbursed to project sponsors on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. Project sponsor shall supply information substantiating billings if requested by the department.

(2) Under certain conditions such as reduction or increase of these funds an emergency procedure for awarding or canceling grants may be initiated at the discretion of the director.

(3) In implementing the emergency procedure, the director shall consider the availability of funds; the scope and need of projects available for funding; and the urgency and statewide importance of prospective projects. The director may propose projects to the commission for funding under this section and the commission may waive other requirements of these rules for the purpose of obligating funds in a timely manner.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

736-017-0050

Recovery of Grant Funds

(1) Project sponsors that fail to complete approved projects to the department's satisfaction shall return all unexpended grant funds.

(2) Project sponsors shall maintain records adequate for audit purposes for a period of not less than five years after project completion and shall reimburse the department for any costs questioned in audit findings.

Stat. Auth.: ORS 390.124

Stats. Implemented: ORS 390.180(1)(d)

Hist.:

10.2 DOCUMENTATION REQUIRED FOR REIMBURSEMENT

Please attach copies of the required documentation for partial and final reimbursement requests.

- Project ledger sheet or other detailed listing of expenditures.
- Affidavit of publication supplied by the newspaper if and when you advertise for bids.
- Minutes of any meetings at which action is taken on bids received. Should be dated and signed by responsible official.
- Contractor invoices (or final progress payment, if countersigned by contractor acknowledging payment of all prior charges, and if the cost of each major work item is shown).
- All other invoices. Not monthly statements.
- Cancelled checks to contractor. (Copy both sides)
- All other cancelled checks. (Copy both sides)
- Employee time records
- Individual earnings records for the calendar year, or payroll journals. Should show gross wages, withholdings, and new pay for each pay period.
- Equipment rental time records.
- Detailed schedule showing how you computed owned-equipment rental rates. For donated equipment time, you may use hourly rates published in rental compilation or rental rate guide, or other publications, which provide national or regional average rates.
- Detailed schedule showing how you computed rates for payroll additives (fringe benefits)

10.3 VOLUNTEER OR DONATED LABOR TIMESHEET

Project Name: _____ Project Number: _____

Volunteer Name: _____ Telephone #: _____

Address: _____

Professional and technical personnel, consultants, and other skilled and unskilled labor may furnish volunteer services. Each hour of volunteered service may be counted as matching share if the service is an integral and necessary part of an approved project. Records of in-kind contributions of personnel shall include time sheets containing the signature of the person whose time is contributed and of the supervisor verifying that the record is accurate.

Rates for volunteer should be consistent with those regular rates paid for similar work in other activities of the State. In cases where the kinds of skills required for the project are not found in other activities by the grantee, rates used should be consisted with those pair for similar work in the labor market in which the grantee competes for the kind of services involved. The time of a person donating services will be valued at the rate of pay as a general laborer unless the person is professional skilled in the work being performed on the project (i.e. plumber doing work on pipes, mason doing work on a brick building). If this is the case, the wage rate this individual is normally paid for performing this service may be charged to the project. A general laborer's wages may be charged in the amount of that which the grantee would pay their employees for performing similar duties.

Date	Hourly Rate	Hours Worked (From – To)	Description of Work	Initials

Signature of Person Volunteering or Donating Time _____ Date _____

Project Supervisor Signature _____ Date _____

$$\frac{\text{Total Hours Worked}}{\text{Total Value of Hours}} \times \text{Rate of Pay} =$$

10.4 DONATED MATERIALS OR SUPPLIES RECORD

Project Name: _____ Project Number: _____

Donor: _____ Telephone #: _____

Address: _____

Prices assess to donated materials include in the matching share should be reasonable and should not exceed current market prices at the time they are charged to the project. Records of in-kind contributions of materials or supplies shall indicate fair market value by listing the comparable prices and vendors.

Date	Description of Donated Materials or Supplies	Fair Market Value of Donation	Is this full retail value?

Signature of Person Donating Materials or Supplies _____ Date _____

Project Supervisor Signature _____ Date _____

Total Value of Donation \$ _____

10.5 DONATED EQUIPMENT RECORD

Project Name: _____ Project Number: _____

Donor: _____ Telephone #: _____

Address: _____

The hourly rate for donated equipment used on the project shall not exceed its fair-rental value. Records of in-kind contributions of equipment shall include schedules showing the hours and dates of use and the signature of the operator of the equipment.

Date	Description of Equipment Used	Hourly Rate of Donated Equipment	Number of Hours Used

Signature of Person Donating Equipment _____ Date _____

Project Supervisor Signature _____ Date _____

Total Value of Donation \$ _____

10.6 CIVIL RIGHTS REQUIREMENTS

A. Americans with Disabilities Act (ADA) of 1990

The ADA, a major civil rights law prohibiting discrimination on the basis of disability, established design requirements for the construction or alteration of facilities. It covers facilities in the private sector (places of public accommodation and commercial facilities) and the public sector (state and local government facilities). Under the ADA, the US Access Board is responsible for accessibility guidelines covering newly built and altered facilities.

Go to <http://www.access-board.gov/ADA-ABA/index.htm> for more information.

B. Executive Order 11246, Equal Employment Opportunity and Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. Sects. 2000d to 2000d-4)

Title VI prohibits discrimination based on race, color or national origin in program participation and employment, where (1) the primary purpose of the grant is to provide employment, or (2) discriminatory employment practices will unequal treatment of person, who are or should be benefiting from the grant. The provisions of Title VI of the Civil Rights Act of 1964 and Executive Order 11246 implementing the Act must be followed.

