HISTORIC CEMETERIES GRANT 2023 GUIDELINES

OREGON COMMISSION ON HISTORIC CEMETERIES, OREGON HERITAGE

Oregon Parks and Recreation Department is committed to valuing and serving everyone by actively working to provide safe and equitable access to state parks and agency programs. To this end, the department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Oregon Commission on Historic Cemeteries is pleased to announce the new round of Historic Cemeteries Grants. The purpose of the Historic Cemeteries Grants is to provide financial assistance in the following general categories: protection and security, restoration and preservation, education and training, research and interpretation. Eligible projects may include, but aren't limited to: security fencing or lighting, skilled monument repair or training, conservation of historic elements such as fencing, curbs, markers, etc., documentation and mapping, signage, landscape restoration, planning and interpretation. The funds allocated by the State through the Oregon Parks and Recreation Department will be available to support the preservation of listed historic cemeteries throughout Oregon.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. There will be two grant cycles in the 2023-2025 biennium.

FINANCIAL INFORMATION: Typical awards are in the range of $1000-$8000. The commission attempts to fully fund grant requests.

MATCH: A dollar match for funds requested is not required, though we encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more cemeteries and shows community value of the project and makes your application more competitive. Match can be in the form of cash, in-kind donations and volunteer time. Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work.

BUDGET INFORMATION: Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over $10,000.

GRANT TIMELINE:
Deadline – April 12, 2023 (11:59pm)
Notification – Mid-Late May, 2023
Grant period start date, with fully executed agreement - July 1, 2023
Reporting deadline – April 30, 2024

PRESERVATION REQUIREMENTS: The application must convey that any reparation will be completed using appropriate preservation practices. Please specify how the work will be completed and/or include references for past work completed using appropriate methods. The National Park Service, the Association for Gravestone Studies, the National Preservation Institute and the Oregon Commission on Historic Cemeteries all offer information on preservation practices in historic cemeteries.

GRANT REPORTING AND PAYMENT: Awarded projects will be the subjects of binding agreements between the State and the applicants. Grant funds are dispersed on a reimbursable basis.

ELIGIBILITY
- CEMETERIES: Any cemetery or burial site which contains at least one burial of a person who died before the date that is 75 years before the current date.
- APPLICANTS: Individual citizens, organizations, schools, governments, and nonprofits may apply.
- PROJECTS: Projects that will begin and end during the grant cycle qualify. Grant cycle extensions are extremely rare.

REGISTER ON TO APPLY ONLINE: Visit the OPRD: Grants Online at www.oprdgrants.org to request an account and receive your login. Please use the instructions for OPRD: Grants Online which can be found at https://www.oregon.gov/oprd/OH/Pages/Grants.aspx. If you have used the system before, you do not need to register again.

APPLICATION SUBMISSION: Once you have a login, you will be able to submit your application. You can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx

APPLICATION PROCESS

GRANT ANNOUCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at
https://www.oregon.gov/oprd/OH/Pages/Grants.aspx.

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at
oprdgrants.org. If you already have an account and do not see the application, request through
Kuri.Gill@oprd.oregon.gov or 503-986-0685 to add this grant option to your account. If you have used the system for this program before, there is no need to register. Log in using your email address and your password. See online registration and application instructions for detailed directions to use the online grant system. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one

The application must be complete and submitted online by the grant application deadline.

APPLICATION QUESTIONS: The following items will be required on the online application. Be sure to use the OPRD GrantsOnline instructions as you enter the information.
- Contact Information
    - Applicant – Enter the organization
    - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
    - Address
    - Reimbursement Contact – This is the person who we contact to handle the financial side, many organizations have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
    - Project title – make a clear, short project title (ex. Jones Cemetery Fencing)
    - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
    - Project start date (must be after July 1, 2023)
    - Project end date (must be before April 30, 2024)
    - Site name – Cemetery name
    - Site city/town/area
    - Site county
    - Site description – provide address and directions to cemetery
    - Site acreage – Site acreage – enter '1'
    - Latitude & Longitude – use the 'find lat/long' button fill this field.
- Financial Information
    - Requested amount
    - Match amount
    - Total amount
    - Budget grouped by category

- - - Contractor/Consultant
    - Staff time
    - Volunteer time
    - Materials & equipment
    - Printing, publication & design
    - Travel
    - Other (specify)
  - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  - Budget must include both expenses and income sources of funding.
    - Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.
    - Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
    - Grant administration is limited to 6% of the project cost.
- Supplemental
  - Cemetery Information
    - Who is the cemetery owner?
    - If you are not the owner submit a letter of approval from the owner.
    - The applicant is (check all that apply): Nonprofit incorporated in the state of Oregon, 501(c)3, 501(c)13, for-profit business, individual
    - Provide the date of the earliest death in the cemetery.
    - Explain how the cemetery records are documented and accessed.
  - Oregon Heritage Plan Goals – Select all goals of the Oregon Heritage Plan that this project addresses.
    - Include More Voices – including the history documented, preserved and shared and including more voices in doing the work.
    - Increase Access to Heritage – including online access, physical access, removing barriers, etc.
    - Promote the Value of Heritage – including public engagement projects.
    - Pursue Best Practices – including work that increases organizational capacity and follows standards, supports staff and volunteer care and training, planning and partner development, diversity and inclusion efforts, etc.
  - Oregon Preservation Plan Issues – Select all issues from the Oregon Preservation Plan that this project addresses.
    - Government Partnerships
    - Advocacy and Heritage Partner Networking
    - Public Outreach and Education
    - Professional Preservation Education
    - Information Sharing and Accessibility
    - Identification and Designation of Cultural Resources
    - Preservation, Rehabilitation, and Protection of Cultural Resources
    - Grants and Funding (not including use of this grant)
    - Economic Development

- Statutes, Ordinances, Codes, and Processes
- Project Type
    - Historic feature preservation
    - Land survey
    - Archaeological services (survey, documentation, remote sensing)
    - Cemetery records collection & care
    - Digitization of records & mapping
    - Tree trimming & landscape
    - Signs
    - Security & safety
    - Interpretation
    - Community engagement & programming
    - Other
- Project Need
    - Describe need in terms of the condition of the cemetery.
    - Describe the historical and community significance of the cemetery. Include any special populations found in the cemetery, the value of the property to the community or the organization.
    - Describe any other needs related to the project or the problem to be addressed. For example, condition of records, access to information, security, lack of community support, etc.
- Project Value
    - Describe the expected effect of the project on the needs described above and the cemetery.
- Project Goals
    - Describe the project's goals. Explain the MEASURABLE products or outcomes of the work. This may include number of monuments repaired, brochure published, information provided to the community, standards met, number of community members engaged, etc.
- Project Timeline - List your major objectives or tasks and approximate dates they will be completed.
- Project Detail
    - Provide details about the execution of the project (when, where, how, etc.)
    - Provide information about the professionalism in how the work will be performed (how scans will be made and stored, how repairs will be made following preservation standards, how student programs will meet educational standards, interpretive themes, how partner organizations will be involved, quality of experience, historical information learned, relationships developed, etc.)
    - List any experts working on the project – their experience, qualifications, and how they will be involved.
    - Describe how the project will be monitored and evaluated.
    - Describe how the project will be maintained if applicable.
- Ability to Complete the Project –
    - Describe your organization's history and past successes related to this project.
    - Describe any partnerships on this project, volunteer, or community support for this project.

- Provide any other evidence of your ability to complete the project.
  - o Organizational Impact
    - Explain how this project fits into organizational plans (strategic, interpretive, collection, outreach, etc.).
    - Why is this project a priority for the organization at this time? How will this move the organization forward?
  - o Budget Narrative - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.) Describe other sources of funding (such as other grants) and indicate whether it is committed or not.
  - o Use of grant funds – Specifically explain what parts of the project the grant will fund.

- Attachments: Refer to Appendix A for recommended attachments for different projects.
  - o Required
    - Submit budget detail (this can be whatever format you chose, but should show expense detail)
    - Cemetery photos (entrance, general view, project area view if applicable)
    - Vicinity map
  - o If applicable to the project
    - Estimates
    - Equipment and supply specifications
    - Resumes of consultants and key staff and volunteers
    - Letter of commitment or support – from people or organizations with a clear connection to the project
    - Technical information, design, plans, etc.
    - Key pages of strategic, collections, interpretive or long-range plan.

- Submission
  - o Double check your application, use the Historic Cemeteries Grant Application Checklist (Appendix A) to ensure you provide complete information.
  - o Be sure to click submit, you will receive confirmation of the submission.

GRANT REVIEW AND AWARD PROCESS

BEST PRACTICES: Plans, policies, and procedures help organizations align their operations and help staff and volunteers make informed and consistent decisions in support of their mission. Review the list of best practice methods below. Successful applications tend to come from organizations that implement some of these practices. Consider the plans your organization has established and how your proposed grant project fits into those plans. If you have implemented this and they relate to your project be sure to reference them in the grant narrative. If your organization would like assistance in any of the areas listed below, free support is available. Please contact heritage.mentorcorps@oregon.gov.

- Mission & Goals
- Long Range/Strategic Plans
- Emergency Preparedness Plan
- Diversity, Equity & Inclusion Statement, Training, and Policy

GRANT REVIEW AND SELECTION: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision. Once applications pass the technical review, a committee will review and score them using the following criteria and priorities. The recommendations are considered and the final selection is made by the Oregon Commission on Historic Cemeteries.

CRITERIA:
- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project to address the historic aspects and long term preservation of the cemetery.

PRIORITIES:
- Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand.
- Projects that are part of a long range plan.
- Projects that document, preserve, or interpret the history of voices previously marginalized or excluded. For example, this may include ethnicities, races, genders, classes, etc. or themes like labor, immigration, etc.
- Projects on publicly accessible cemeteries are not prioritized over cemeteries that are accessible by appointment only. The purpose of the program is the preservation of historic cemeteries.

GRANT AWARD: The grant award will be made by the Oregon Commission on Historic Cemeteries. Applicants will be notified following the award decision.

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Agreement. This manual is considered to be part of your Grant Agreement. Some of the items in the Agreement include:

1. An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
2. Grant starting date and grant completion & final report date.
3. Special conditions for the project.
4. Specific language for the acknowledgement of public funds provided by the State of Oregon.
5. Requirements for submitting reports and reimbursement requests.
6. Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:
You may not, without prior written approval from OPRD, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact OPRD immediately.

Submit requests for changes as a progress report in OPRD GrantsOnline staff will be notified there is a report to review. Be sure to submit and not just save the progress report.

GRANT MANAGEMENT, REIMBURSEMENT, AND REPORTING

GRANT MANAGEMENT:
Because the Grant Agreement involves the use of public funds from the State of Oregon, you are expected to follow certain requirements for their use. These requirements will affect consultant or contractor selection, public notices, work plans, progress reports and billings, project photographs, final reports and billings, and recordkeeping.

Consultants/Contractors
Evidence of competition for direct negotiated professional services of under $10,000 is not mandatory.

Services and materials that cost $10,000 to $75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator:
- • How contractor was solicited;
- • Summary of experience and qualifications; and
- • Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans
Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:
If no changes have been made to the plan…
- • An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application…
- • Before photographs
- • Plan drawings
- • Work description including materials, tools and processes to be used
- • Timeline

Public Notice Requirement
It is in your best interest to spread the news about the grant award and the project progress. Upon grant award, at key project points and upon completion you should do the following.
- • Send a news release to local media
- • Inform your members and interested parties
- • Post on social media
- • Inform your public officials (local, state and federal)
- • Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: "This project has been funded in part by the Oregon Commission on Historic Cemeteries, Oregon Parks and Recreation Department." A simple temporary sign is acceptable; call the grant coordinator for suggestions. Include a photograph of the sign in place with your final report. Publications, documents, and publicity about this project should also include this funding credit.

You may be asked to contribute to the Oregon Heritage Exchange blog following project completion.

Photographs
Before, during and after photographs are required for the interim and final report reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

GRANT REPORTING:

Interim reports: Grant reports are required once during the grant cycle. You will be sent a report reminder to submit it. Reports are submitted through OPRD GrantsOnline. Reports must include the current status of the project and summary of work completed, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc. Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Final report: A final report is required within 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted through OPRD Grants Online. Reports must include a summary of work completed and any changes to the original plan. Summaries should include the number of monuments repaired or cleaned, trees trimmed, tours given, signs installed, people attending, any other details about work completed and the results of the work. Submit additional documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher).
- Copies of articles, press releases, flyers, research materials, screen shots of cataloging records, sample of monument condition reports, results of public events (number of people, impact to cemetery, etc.) related to the project.
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- **Grant Evaluation and Project Impact Form (Appendix B) required** – This information is used to improve our grant processes and services and to measure the value of our grant programs. Please complete this survey online.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Additional resources for reporting:
Grant reporting and reimbursement checklist
OPRD Grants Online Reporting and Reimbursement Instructions
How to submit a progress report – Video Tutorial

GRANT REIMBURSEMENT: Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement.

The reimbursement request must be submitted at OPRD Grants Online and include expense information for the period the request covers. Submit the following attachments.

- Copies of invoices or receipts for expenses over $500
- Itemized list of expenses under $500

- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- **DO NOT** submit canceled checks as proof of payment. Only proof of expense is required.

Additional assistance for reimbursement:

- See OPRD Grants Online Reporting & Reimbursement Instructions https://www.oregon.gov/oprd/OH/Documents/OPRDOnlineGrantReimbursementReportingInstructions.pdf for a detailed guided to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance. https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf
- How to submit a reimbursement request – video tutorial

Interim reimbursements may be requested as work is completed. Match requirements should be met with each request. Full reimbursement is allowed when work is complete and the match requirements are met. OPRD will withhold up to 10% of the award amount until that time.

PAYMENT: Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD staff – program staff and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. The process takes 2-4 weeks.

EXTENSIONS: Extensions are extremely rare due to state accounting requirements. Please communicate early in the grant period to discuss scope of work changes to avoid extension or cancellation.

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

RECORD KEEPING: Keep records of your grant management for five years. For details about accounting procedures see Appendix C.

ASSISTANCE:
For grant questions, OPRD GrantsOnline system questions, translation, and accessibility needs contact Kuri Gill, kuri.gill@oprd.oregon.gov, 503-986-0685.

APPENDIX A

HISTORIC CEMETERIES GRANT CONTENT CHECKLIST

To be as competitive as possible, be sure to include the following information in your grant application. For additional support take advantage of our [Heritage Bulletins](#).

Headstone and historic feature resetting and repair
- ✓ Current condition
- ✓ How the features in the project were selected and prioritized
- ✓ Historical and organizational significance of the cemetery and features
- ✓ Details about how the work will be done: methods, materials, expertise, etc.
- ✓ Estimated number of features to be repaired, leveled, or reset

Fencing
- ✓ Need for headstones
- ✓ How you will treat original headstones, if any
- ✓ Design of headstone
- ✓ Estimated number of headstones to place

Information Kiosk
- ✓ Need for kiosk
- ✓ Material that will be posted
- ✓ Location within the cemetery
- ✓ Kiosk design

Cemetery Sign
- ✓ Need for sign
- ✓ Sign design
- ✓ Location within the cemetery

Interpretive panel, brochure, website
- ✓ Need for interpretation
- ✓ Information to be included
- ✓ If it is interpreting a previously untold or limited history of a population or theme, describe how it was excluded and why it should be included now
- ✓ Design or design plan
- ✓ How it will be promoted
- ✓ Number of panels or copies of brochures

Cemetery records
- ✓ Need for records project
- ✓ Number of records to be organized
- ✓ Methodology – process, database specifications, what will be tracked, etc.
- ✓ If it is a previously undocumented or researched history, describe how it was excluded and why it should be included now

Survey
- ✓ Need for survey
- ✓ Scope of the project (markers, maps, county records, etc.)
- ✓ Expertise to be used

Tree trimming, removal and landscape care
- ✓ Need for trimming or removal
- ✓ Number of trees to be trimmed or removed
- ✓ Discussion of whether or not they were purposefully part of the cemetery or volunteer. If they were purposeful, how will this change the historic character and what will be done to mitigate that change?
- ✓ Expertise in establishing the need to trim or remove and expertise in the actual work

Ground Penetrating Radar & other remote sensing for burial location
- ✓ Need for burial location (future burials, construction, or other ground disturbing activity)
- ✓ Scope of the project (location for activity)
- ✓ Soil and other conditions under consideration
- ✓ Type of remote sensing and its efficacy based on soil and other conditions
- ✓ Expertise to be used

APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form – Please take this [survey online](#).

Thank you for completing this form (please use the online form). This is valuable information we use to improve our programs and document their value. Please provide additional details using the comment boxes.

	Extremely	Good	Fair	Poor	Not At All
How manageable was the grant application?					
Comments:					
How manageable was the grant reporting?					
Comments:					
How manageable was the reimbursement process?					
Comments:					
How helpful were the online grant instructions and videos?					
Comments:					
How important was our staff expertise in the success of your project?					
Comments:					
How responsive was our staff in assisting you?					
Comments:					

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most	1. Include more voices 2. Increase access to heritage	

addressed and explain how it did that.	3. Promote the value of heritage 4. Pursue best practices
Comments:	
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	1. Government Partnerships 2. Advocacy and Heritage Partner Networking 3. Public Outreach and Education 4. Professional Preservation Education 5. Information Sharing and Accessibility 6. Identification and Designation of Cultural Resources 7. Preservation, Rehabilitation, and Protection of Cultural Resources 8. Grants & Funding 9. Economic Development 10. Statutes, Ordinances, Codes, and Processes
Comments:	

APPENDIX C

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:
- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Professional Contractor or Consultant
Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees
When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee.
Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed. Fringe benefit rates should be developed using actual costs, and individual components should be identified. Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel
State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations),

meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oprd.oregon.gov or (503)986-0685 for current rates.

Materials and Equipment
Value and Use of Owned Equipment
Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)
Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies
Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit.

Printing, Publication Design, etc.
If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services
Valuation of In Kind Contributions from Third Parties
The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

a. Valuation of volunteer service
> • Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
> • Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

APPENDIX D

OREGON ADMINISTRATIVE RULE
HISTORIC CEMETERY GRANTS

736-054-0000
Purpose
The purpose of this division is to establish the procedures and criteria that the Oregon Commission on Historic Cemeteries will use in recommending Historic Cemetery Grants pursuant to ORS 97.780(3).
Stat. Auth.: 390.124(1) & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05

736-054-0005
Definitions
As used in this division, unless the context requires otherwise, the following definitions apply:
(1) "Commission" means the seven-member body appointed by the Director of the Oregon Parks and Recreation Department (OPRD) to carry out the responsibilities of ORS 97.772 to 97.784.
(2) "Grant" means an award from the Historic Cemetery Grant program.
(3) "Historic Cemetery" means the definition provided in ORS 97.772.
(4) "Project Completion" means satisfaction of all requirements of a grant agreement as determined after review or inspection by OPRD.
Stat. Auth.: ORS 390.124 (1) & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05; PRD 2-2008, f. & cert. ef. 2-15-08

736-054-0010
Intent
(1) The Commission intends to coordinate restoration, renovation, or maintenance of the state's historic cemeteries and to recommend projects and funding that help maintain and improve such historic cemeteries. Grants may be recommended in the following general categories:
(a) Protection and security;
(b) Restoration and preservation; and
(c) Education and training.
(2) The Commission may determine each funding cycle the types of projects, areas of focus, or thematic concentration that will determine what will be considered eligible to be recommended for project funding.
(3) The Commission may consider geographic distribution in reviewing grant applications.
(4) The Commission may recommend funding a grant application either in whole or in part.
(5) The Commission will give preference to applications that include cash or in-kind match. The Commission may nevertheless recommend grant funding for a project that does not include a cash or in-kind match.
(6) The Commission may establish minimum or maximum grant award amounts.
Stat. Auth.: ORS 390.124 & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05; PRD 2-2008, f. & cert. ef. 2-15-08

736-054-0015
Eligibility
(1) Site -- To be eligible for a Grant, a burial place or cemetery must meet the definition of an historic cemetery as provided in ORS 97.772.
(2) Applicant -- The Commission may consider a grant application from any entity that meets the requirements of this section, including, but not limited to: an individual, a non-profit or other public or private organization, schools, state agencies, local governments, and tribal governments.
(a) An applicant for a grant must demonstrate that an auditable fiscal agent will receive and expend the grant funds.
(b) An applicant for a project that will affect property not owned by the applicant must provide the Commission with a copy of written authorization from the fee owner of the site of the project unless the cemetery is not owned or is abandoned.
Stat. Auth.: ORS 390.124 & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05; PRD 2-2008, f. & cert. ef. 2-15-08

736-054-0020
Application Process
(1) When the Historic Cemetery Grant program has funds to award, the Commission will announce through a variety of media the availability of, application procedures for, deadlines and other information for applying for Historic Cemetery Grants.
(2) Applicants will submit an application in a format prescribed by the Commission.
(3) An 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 application.
(4) Multiple applications by the same entity are not allowed.
Stat. Auth.: ORS 390.124 & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05

736-054-0025
Evaluation of Applications
(1) Eligible applications received by the announced deadline will be evaluated by a Historic Cemetery Grants review committee, appointed by the Commission chair and containing at least one member of the Commission.
(2) The review committee will rank applications in order of priority based on the following criteria:
(a) Whether the application meets the Commission'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 Commission prior to the announcement of the availability of grant funding, and which are contained in that announcement.
(3) The review committee shall recommend to the Commission grant funding recommendations up to the amount of funds that may be available in that biennium. The review committee may also rank several alternates in priority order that would be funded if any of the recommended grants are not awarded.

Stat. Auth.: ORS 390.124 & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05; PRD 2-2008, f. & cert. ef. 2-15-08

736-054-0030
Award of Grants
(1) The Commission will review the recommendations of the Historic Cemetery Grants review committee and make its recommendations to the OPRD director. The Commission shall act by motion and vote at a public meeting.
(2) Awards will be subject to binding grant agreements between the OPRD and the grant recipients. The grant agreement will specify the terms and conditions of the grant award, generally including:
(a) The total project costs, the match or share to be provided by the grant recipient if any, and the amount of the grant;
(b) A statement of the work to be accomplished;
(c) Products to be delivered; and
(d) When the grant-assisted project may begin and a schedule for accomplishing work, reporting on progress, delivering products, and project completion.
(3) Generally, grants will be awarded at the beginning of the biennium.
Stat. Auth.: ORS 390.124 & 390.131
Stats. Implemented: ORS 97.780
Hist.: PRD 2-2005, f. & cert. ef. 3-23-05