

OREGON HISTORIC THEATER GRANT

GUIDELINES

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

The Oregon Historic Theater Grant supports large scale projects to preserve and enhance historic theater buildings in rural communities. It is funded with the new National Park Service (NPS) Historic Revitalization Subgrant Program through a grant awarded to the State Historic Preservation Office (SHPO). The goal of the NPS subgrant program is to support the rehabilitation of historic properties at the National, State, and local level of significance in order to rehabilitate, protect, and foster economic development of rural communities. Oregon's grant focuses on historic theaters because they are critical economic and cultural resources for rural communities. Restore Oregon, the statewide preservation nonprofit, is partnering with the SHPO to assist theater owners with the process.

FINANCIAL INFORMATION: \$620,000 in grant funds may be awarded for amounts between \$15,000 - \$100,000. Grantees must match 20% of the award amount (e.g., if the grant request is \$100,000, then the match must be at least \$20,000). Match can be in the form of cash, in-kind donations, and volunteer time. The match requirement may include necessary project "soft" costs for professional services (i.e. architectural or engineering studies directly related to the project/property). Project costs that occur outside of the grant period do not qualify as match. This is a reimbursement grant, so a portion of the work must be completed and a report submitted before the funds are reimbursed to the grantee.

GRANT TIMELINE:

Application Deadline: April 1, 2020 (11:59 p.m. PST)

Notification: May 4, 2020

Work can begin by July 1, with a signed agreement, and NPS and NEPA review completed and approved

Project Completion and Final Reporting Deadline: August 31, 2022

Project Impact Reports: Annually for five years following completion of the project

GRANT ELIGIBILITY:

- National Register of Historic Places listing –
 - Properties must be listed in the National Register of Historic Places, either individually or as a "contributing" property in a Historic District, to qualify for funding; or
 - Properties must be eligible for listing and if awarded, complete the listing process before the end of the grant period. SHPO will assist with the National Register listing.
 - Properties not already listed must get a determination of eligibility from SHPO and NPS before applying for the grant. Complete a [Historic Resources Record](#) and submit it as soon as possible to SHPO.
- Private property owners, local governments, state agencies, and nonprofits are eligible to apply. The theater owner does not have to be the applicant; however, the owner must provide a letter in support of the work.
- Proposed projects must be on historic theaters in communities of 30,000 people or less.



- Eligible projects include, but are not limited to: roof and gutter repair, foundation work, structural stabilization, repair of deteriorated historic features (seats, marquees, ticket booths, etc.), repointing, and window repair.
- Remodeling, new additions, or solely cosmetic efforts are not eligible for funding.

GRANT REQUIREMENTS:

- All work must meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>.
- Owners of historic theaters that benefit from the grant must enter in to a covenant with SHPO. The covenant will be attached to the deed and require that the owner maintain:
 - the historic character of the building,
 - the improvements made through the grant, and
 - communication with SHPO regarding major projects on the building.

The period of the covenant depends on the amount awarded. The covenant details will be released with the grant guidelines when the application opens.

- Commercial or depreciable properties that are taking advantage of the federal investment tax credit cannot include these grant dollars in the expenses for the tax credit.



APPLICATION PROCESS

GRANT ANNOUNCEMENT: The grant application will be announced through various media outlets. Grant application information and online system instructions can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>.

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at oprdgrants.org. If you already have an account, then request through Kuri.Gill@oregon.gov or 503-986-0685 to add this grant option to your account. See online registration and application instructions for detailed directions to use the online grant system.
[http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant Planning, Application & Administration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning,_Application_&_Administration)

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, business, or property owner requesting funds
 - 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 of the applicant
 - Reimbursement Contact – This is the person who we contact to handle the financial side, an organization may 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
 - Brief Project Description – please keep this brief and specific. State what the project is, not why it is important.
 - Desired project start date
 - Desired project end date
 - Site name – theater physical address and building name
 - Site city/town/area
 - Site county
 - Site description - provide a short description of the building(s) and the setting of the project.
 - Site acreage – enter NA, there is no need to provide this information
 - Latitude
 - Longitude
- 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)
- Budget must include both expenses and income sources of funding.
- Supplemental
 - General Information –
 - Building owner name and contact information.
 - Legal description of the property, can be found in the county land record.
 - Check which of the following apply.
 - The project is located entirely outside the acknowledged urban growth boundaries of cities with population of 30,000 or more.
 - The project property is listed in the National Register of Historic Places or contributing to a National Register historic district.
<http://heritagedata.prd.state.or.us/historic/>
 - The project property is not listed in the National Register of Historic Places nor contributing to a National Register historic district, but a Historic Resource record has been submitted and the eligibility is determined.
 - The theater is currently or will be operating as a theater.
 - The project is in a Certified Local Government community.
<http://www.oregon.gov/oprd/HCD/SHPO/pages/clg.aspx>
 - The project is in an Oregon Main Street Network approved boundary.
<http://www.oregon.gov/oprd/HCD/SHPO/Pages/mainstreet.aspx>
 - The project is in a local or National Register Historic District, or is a designated local landmark. Check with the city for local designations.
<http://heritagedata.prd.state.or.us/historic/>
 - The project is also using the Federal Historic Preservation Tax Credit.
<http://heritagedata.prd.state.or.us/historic/>
 - The project is using the Oregon Special Assessment of Historic Property program. <http://heritagedata.prd.state.or.us/historic/>
 - Community Need for Revitalization and Economic Development –
 - Describe the community need for revitalization and economic development.
 - Explain how the theater fits into any local economic plans if applicable.
 - Provide information for the following measures. Use information from US Census Bureau which can be accessed at <https://censusreporter.org/> .
 - Percentage of persons below federal poverty line in the city, town, or urban neighborhood where the theater is located.
 - Area median income in the city, town or urban neighborhood where the theater is located.



- Need to be welcoming to all. Explain the current community population and the need to serve that population. Consider access for all in the community.
<https://enterprisecommunity.org/opportunity360>
 - Value of this Project for the Community – Describe how this project will enhance community revitalization. Include projected business, employment, and quality of life improvements both through the project completion and following completion.
 - Will the project address any of the poverty measures discussed in the community need for revitalization? If so, how?
 - Will the project make your community welcoming to all? How? Who will be included?
 - Does this project and its potential impact relate to specific goals for your organization and/or a community plan? If so, how?. Be sure to discuss why this project is a priority based on your plan or goals.
 - Explain the historical significance of the property.
 - Share the value of the property to the community.
 - Need for the Project on the Property- Describe need in terms of the condition of the property.
 - Value of Project on the Property – Describe how the project will address the needs of the property.
 - Project Timeline - List major benchmarks or tasks and approximate dates they will be completed.
 - Project Detail - Describe the work that will be completed, how the work will be completed, materials that will be used and who will do it and their qualifications, i.e. general contractor, sub-contractors, architects, skilled volunteers, etc. Also explain how the work will follow the Secretary of the Interior’s Standards for Rehabilitation.
<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.
 - Ability to Complete the Project - Describe your organization’s history and past successes related to this project, any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
 - Use of Grant Funds – Specifically explain what parts of the project the grant will fund.
 - Describe your accounting system and auditing procedures. Include experts who manage the finances.
 - Budget Narrative
 - Amount of private investment in this project – provide the amount
 - Explain the source of private investment in this project – provide all sources of the investment
 - Explain matching sources of funds - grant status, in-kind investments, estimates, etc.
- Attachments
 - Complete Development project packets including required documents on the coversheet check list.
 - Current photographs of property - Include view with surrounding buildings, a view with individual property, general interior views, and project area details.
 - Historic photographs of property
 - If not owned by applicant, attach the agreement between the owner and the applicant
 - Letters of support from neighboring properties and other supporters



- Work plans, drawings, specifications
- Resumes of key staff, volunteers, and contractors
- Detailed budget
- Work Estimates
- Submission
 - Double check your application
 - Be sure to click submit, you will receive confirmation of the submission



GRANT AWARD PROCESS

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.

CRITERIA:

- The community's level of need for revitalization and economic development.
- Anticipated results of how the project will enhance community economic development.
- How well the project preserves the theater and enhances its benefit to the community.
- Level of support from the community for the project.
- The capability of the applicant to complete the project.
- Level of local investment based on the strength of the matching share.
- The work plan is well developed and described and the corresponding cost estimates are reasonable and supported.
- Project location in the state.
- Consistency with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.

PRIORITIES:

- Theaters that are operating or will be operating as theaters.
- Theaters in Certified Local Government communities, or in local or National Register historic districts, or designated local landmarks, or in the boundary of an Oregon Main Street Network organization.
- Areas with the greatest need for economic development.
- 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.

GRANT SELECTION: The final project selection will be made by the State Historic Preservation Officer using the committee recommendations. Applicants will be notified by email or mail following the selection decision.

NATIONAL PARK SERVICE APPROVAL: The selected projects will be submitted to the National Park Service for approval. Applicants will be notified by email the decision of the National Park Service. If the project is approved by the National Park Service the agreement process will begin. If the National Park Service does not approve the project, it will not be funded.



GRANT AGREEMENT AND MANAGEMENT

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.

Covenant Requirement

All development or rehabilitation projects require a covenant between the SHPO and the property owner. An example covenant is available as a fillable form on Oregon Heritage website and as appendix to this document. You may submit this with the application or as a progress report in OPRD Grants Online. This is **required before work** can begin on the project.

Grant amount \$1-\$10,000 – requires a 5-year agreement

Grant amount \$10,001 - \$25,000 – requires a 5-year covenant recorded on the deed

Grant amount \$25,001 - \$50,000 – requires a 10-year covenant recorded on the deed

Grant amount \$50,001 - \$100,000 – requires a 15-year covenant recorded on the deed

Deed recording costs will be paid by SHPO.

Section 106 and NEPA Compliance

Completion of Section 106 and NEPA documentation is required for all development projects. Both processes must be completed before work begins. SHPO will begin the Section 106 review and the NEPA process upon selection of the project for funding.

- SHPO submit the project for National Park Service review and will begin the NEPA process.
- The 30-day tribal and public comment period will be completed.
- The complete NEPA documentation will be sent to NPS.
- The grantee will be notified of the project start date.

The packet coversheet and development project checklist are in Appendix D.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval from us, 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 executed under the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

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.



Federal Pass-Through Funds

Oregon Historic Theater grant funds are awarded through SHPO from the Nation Park Service Historic Preservation Fund. All grantees must follow the requirements of the Historic Preservation Fund Manual, 2 CFR Part 200, and others detailed in the grant agreement. Projects funded by this grant are also required to comply with the 1990 Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Architectural Barriers Act (ABA).

Revisions

The grantee shall obtain prior approval for budget and program revisions, in accordance with CFR 200.308.

Consultants/Contractors

A consultant or contractor is any individual or firm who is not a staff member on the permanent payroll of the grantee's organization. If you plan to use a consultant or contractor to carry out any tasks in your project, the selection must be consistent with Oregon State policies and the Secretary of Interior's Historic Preservation Professional Qualification Standards.

These provisions apply to the hiring of consultants or contractors when the funds to pay their fees are either Oregon Historic Theater Grant Funds, or are part of the non-federal matching share of an Oregon Historic Theater grant.

Evidence of competition for direct negotiated professional services of under \$10,000 is not mandatory. Services and materials that cost \$10,000 to \$100,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. If no proposals or estimates are submitted document the outreach and the result.

Grantees shall maintain documentation on file to support all hiring and contracting procurements involving Federal and matching funds, including evidence that the services of the consultant are needed and cannot be met by current staff whose salaries are paid in part under the grant. Documentation must include:

- How contractor was solicited and selected;
- Why contractor was selected (references, quality, previous work, time frame, cost, etc).
- Contractor selection must be submitted to SHPO before work begins. The contractor must be approved by

SHPO may request that the Grantee check the Consultant's references, if evidence of this is not submitted with the approval request. This is good hiring practice.

The Grantee has the responsibility for project completion, as they are under contract with the SHPO. Management of the consultant contract is included in this responsibility. The Grantee needs to maintain regular contact with the consultant to receive progress reports and assure that the agreed upon timeline is being met, and that the products meet their contracted obligations.

All work carried out by the contractor or consultant must be submitted first to the grantee, not to SHPO. When the Grantee approves the work, the Grantee will submit the report, any



documents that are products, photos, and the payment request to SHPO. In no case does the contractor or consultant submit work or reports directly to SHPO without the Grantee included; drafts for SHPO review must also come from the Grantee or the Grantee must be included in the notification or submission to SHPO.

Per Executive Order 113858, entitled “Strengthening Buy-American Preferences for Infrastructure Projects” the grantee shall maximize, consistent with law, the use of iron and steel goods, products, and materials produced in the United States, for infrastructure projects as defined by the Executive Order when the state of work includes alteration, construction, conversion, demolition, extension, improvement, maintenance, reconstruction, rehabilitation, or repair.

Procurement Procedures

A full description of procurement standards can be found in 2 CFR 200.317-200.326

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.)

Press releases about this project must acknowledge the grant assistance provided by the Historic Preservation Fund, the National Park Service, the Oregon State Historic Preservation Office, and Oregon Parks and Recreation Department. Copies of press releases must be sent to SHPO. The grantee must transmit notice of any public ceremonies planned to publicize funded or related projects in a timely enough manner so that SHPO and the National Park Service, Department of the Interior, Congressional or other Federal officials can attend if desired.

All grant or match-funded publications, literature, and videos must be reviewed, revised if needed, and approved in draft form by SHPO **prior** to final publication. This includes context statements, pamphlets, brochures, booklets, interpretive panels, exhibits, preservation plans, structural plans, etc. See the Development project section for additional public notice requirements for development projects.



All press releases and publicity related to activities funded with this award should include a statement that funding for the activity was provided (in part or in whole) by the Historic Preservation Fund (HPF) Historic Revitalization Subgrant Program administered by the National Park Service, Oregon State Historic Preservation Office, Oregon Parks and Recreation Department:

“This project is supported through a grant from the Historic Revitalization Subgrant Program as administered by the National Park Service, Department of the Interior through the Oregon State Historic Preservation Office, Oregon Parks and Recreation Department.”

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

Acknowledgment of Support

An acknowledgment of State Historic Preservation Office and NPS support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by HPF grant funds or other public releases of information regarding this project. This acknowledgment shall be in the form of the following statement:

“The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.”

A sign on the work site is required. This sign will be provide by the SHPO.

Nondiscrimination Statement

Publications (brochures, preservation plans, etc.) and audio-visual materials must also include the following nondiscrimination statement:

“This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office for Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240.”

We cannot reimburse for projects that don’t include the above statements.

Photographs

Before, during, and after photographs are required for both the interim and final reports that request reimbursement. Photos are required in a digital format (300dpi or higher, jpeg or tiff). Do not submit photographs in a PDF format.





GRANT REPORTING AND REIMBURSEMENT

GRANT REPORTING:

Interim reports: Grant reports are twice a year. You will be sent emails reminding you to submit reports. 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.

Interim Reports and Reimbursement request for the prior fiscal year (July 1 – June 30) expenses are required.

Deadlines:

- December 31, 2020
- July 5, 2021
- December 31, 2021
- July 5, 2022
- Final report by August 31, 2022

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 GrantsOnline. Reports must include a summary of work completed and any changes to the original plan. Submit additional documentation including:

- Describe the work completed, materials used, and the original materials retained or lost.
- Photographs before, during, and after the project is complete (300 dpi or higher),
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- Project Impact Form (Appendix A).
- Grant Evaluation Form (Appendix B)

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.

See OPRD Grants Online Reporting & Reimbursement Instructions

http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning_Application_&_Adminstration for a detailed guided to completing your report online.

Project Impact Reports: Your organization will be required to submit an annual report for five years following grant completion. These results will help your organization and Oregon Heritage track the value of the project and the grant on community revitalization. This will be the same Project Impact Form (Appendix B) used for the final grant report.

Oregon Heritage staff will send reminders to submit the annual Project Impact Report.



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 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
- See OPRD Grants Online Reporting & Reimbursement Instructions [http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant Planning, Application & Adminstration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant_Planning_Application_&_Adminstration) for a detailed guided to completing your report online.
- **DO NOT** submit canceled checks as proof of payment. Only proof of expense is required.

Up to 20% of grant funds may be provided in advance for awards under \$20,000. The grantee will be required to demonstrate matching funds and a clear plan and timeline to fund the entire project to receive an advance. Contact the Grants Coordinator if this is needed. 10% of the award is retained until project completion and final reporting.

Interim Reports and Reimbursement request for the prior fiscal year (July 1 – June 30) expenses are required.

Deadlines:

- July 5, 2021
- July 5, 2022
- Final report by August 31, 2022

FINAL PRODUCTS: Projects must meet the Secretary of Interior’s Standards for the applicable project objectives. It is very important that you complete each element agreed upon in the Agreement. If goals are not met, it is SHPO’s responsibility to withhold final reimbursement, or request re-payment of funds. Your ability to secure future grants from SHPO may also be affected.

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.

IN FIELD MONITORING: You may receive one or more site inspections involving both the project coordinator and/or persons conducting the work. Typically, the meeting might consist of a visit to the project area; a review of the boundaries, concentrations or types of resources, discussion of the progress of the project, or attendance at a public hearing or meeting. Record keeping and financial systems may be examined. In-field monitoring will be scheduled in advance of the meeting.

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

ASSISTANCE: Grant questions and OPRD: Grants Online: Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.



APPENDIX A

Oregon Historic Theater Grant
Project Impact Report

Organization:

Grant #:

Project property address:

These questions were part of the grant application. Please compare the same measures over several years. Copy application and previous year information into the form and add the current year. Counts are for each year, please do not provide cumulative information.

	At time of Application	At time of Project Completion	Year 1	Year 2	Year 3	Year 4	Year 5
Is the project in an Oregon Main Street Network boundary?							
Is the project in a Certified Local Government community?							
Is the project in a local or National Register Historic District?							
Is the property listed in the National Register of Historic Places or contributing to a listed National Register historic district?							

Comments: Please provide detail about the any changes in the above categories (other programs, results from this project, etc.)



Need & Impact	Where more than one number applies, label and separate with /.						
	Application	Project Completion	Year 1	Year 2	Year 3	Year 4	Year 5
Theater is operating as a theater.							
Vacancy rate on the block							
New jobs created							
Jobs retained							
Ratio of buildings in good repair on the block							
Rate of pedestrian activity at the property (people per day) increased/decreased/stayed same							
Property values on block of project.							

Comments: Provide any details about how this project impacted community need and other factors that may have impacted the results above.

Final Comments: Please provide details about any other benefit to revitalization achieved with this project.



APPENDIX B

Oregon Heritage Grant Evaluation and Impact Form

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use 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 timely was the grant application, review, and award process?					
Comments:					
How timely was the grant report approval?					
Comments:					
How timely was the reimbursement process?					
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

	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		



Comments:		
Did the project increase your organization's capacity to carry out its mission (volunteer training, board development, facility improvement, matching funds, staff hire, ability to continue work)? If yes, list the ways capacity was increased.		
Comments:		
Did the project result in new partnerships or strengthen existing partnerships (partner was engaged in at least 20% of the project)? If yes, provide details on partners engaged.		
Comments:		
Did the project include any paid staff time? If yes, provide number of hours and whether the hours were funded by the grant or match to the grant.		
Comments:		
Did the project fund an Oregon independent contractor, consultant, and/or business? If yes, provide number of companies and amount of dollars paid for the total project including grant funds.		
Comments:		
Did your organization promote the project? Provide type (newspaper, Facebook, tourism site, etc) and number.		
Comments:		
Did the project generate media? Provide type (newspaper, Facebook, tourism site, etc) and number.		
Comments:		
Did the project document historical site(s), artifacts, histories, oral histories, etc.? If		



yes, provide the type and a measurable number.		
Comments:		
Did the project preserve buildings, artifacts, histories, etc. If yes provide the type and a measurable number. If you have a collection include the new ratio of preserved objects to prior to the project.		
Comments:		
Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.		
Comments:		
Did the project engage schools directly? This can include K-12 along with colleges and universities. If yes, how and what number of students and teachers.		
Comments:		
Did the project increase tourist draw to your organization or community? If yes, in what ways (new venue, exhibit, program, etc.)? Explain how this was measured and the level of increase.		
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. Grantees must follow the requirements of the National Park Service HPF Grant Manual and 2 CFR 200.

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:

Allowable Costs

Expenditures may be charged to this grant only if they:

- are in payment of an obligation incurred during the contracted grant period,
- are necessary to the accomplishment of approved grant objectives, and
- conform to the "Standards for Allowability of Costs" and "Matching Share Standards" in the NPS Historic Preservation Fund Grants Manual, Chapters 13 & 14.
- Refreshments may not be funded by or act as match for these grant dollars.

Note Regarding Federal Employees: You may not use any Federal grant funds or matching funds to pay any expenses of current employees of the Federal Government. This is in accordance with 18 USC 209 stating that a Federal employee can't receive supplemental compensation for their services in their capacity as Federal Government employees.

Federal Requirements of the Grant

Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars apply to Oregon Historic Theater grants. 2 CFR 200 is primary. Failure to comply with these Circulars may be the basis for withholding payments for proper charges, recovery of such funds, and the



termination of financial support. Most of the circulars are on the Web, at <http://www.whitehouse.gov/OMB/circulars/>.

- Environmental Requirements. Activities funded by Oregon Historic Theater grants shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (Public Law 91-190), the Coastal Zone Management Act, and the Floodplain Management Act, as applicable.
- Equal Opportunity. Equal Opportunity information must be posted in all project offices and sites. All activities assisted under the HPF grant program are subject applicable Federal laws as stated in your contractual agreement, including the provisions below:
- Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of race, color, age, national origin, or handicap shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- DI Form 1350, Assurance of Compliance (with Title VI, Civil Rights Act of 1964)
- Property acquired or developed with HPF assistance shall be open to entry and use by all persons, regardless of race, color, age, national origin, or handicap who are otherwise eligible. Discrimination on the basis of residence, including preferential reservation or membership systems, is prohibited, except to the extent that reasonable differences in admission or other fees may be maintained on the basis of residence.

Following is 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. These costs do not need to be itemized in the expenses if contracted in a lump sum.

Employees

When a staff member is involved in a grant project, their time on the project must be clearly tracked electronically or on a timesheet, showing hours on their usual job and hours on the project separately. Total hours may not exceed 40 hours/week, with the only exception being the well documented time at meetings occurring outside normal work hours. Payrolls need to be signed by an authorized person.



The Grantee shall adjust the minimum wage paid, if necessary, to meet the Secretary of Labor's annual E.O. minimum wage. The Administrator of the Department of Labor's Wage and Hour Division will publish annual determinations in the Federal Register not later than 90 days before the effective date of the new E.O. minimum wage rate. The Administrator will also publish the applicable E.O. minimum wage on www.wdol.gov and on all wage determinations issued under the Service Contract labor Standards statute or the Wage Rate requirements statute. The applicable published E.O. minimum wage is incorporated by reference into this agreement.

Grantees may be entitled to adjustment due to the new minimum wage.

Time and Attendance

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.

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. The State has developed a form that may be used for this purpose; copies are available from the grants coordinator.

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



Supplies

Supplies and materials charged to the project must be supported by purchase orders and supplier's invoices.

The original or a photocopy of the cancelled checks must be available for a field audit, please **do not** submit these with your grant report/reimbursement request.

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 including the value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included as match only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

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. A packet of forms are available from the grants coordinator for use by grantees who are tracking values of volunteer work and donations to projects.

Rates for volunteer services may not exceed 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 included in the payment request support documentation.

Donated Materials Invoices, where applicable, must be marked "donated" and signed, and attached to the reimbursement request.

Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and attached to the reimbursement request.



APPENDIX D

Professional Qualifications Standards

Note: Consultants hired for Oregon Historic Theater Grant projects should meet the following qualifications.

The following requirements are used by the National Park Service, and are published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology, and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history, or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.



Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects. Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



APPENDIX E

PRESERVATION & MAINTENANCE COVENANT FOR HISTORIC PRESERVATION FUND PROJECT

This Covenant pertains to the historic property listed below and the grant provided through the State from the National Park Service to assist in its rehabilitation.

PROPERTY INFORMATION	GRANT INFORMATION
Property Name:	Project Grant Award Amount:
Property Address:	SHPO Grant Number:
City & County:	Term of Covenant: Based on award.
National Register Number:	

This agreement is between the State of Oregon, by and through its Parks and Recreation Department, State Historic Preservation Office (SHPO), hereinafter referred to as "State"; and the Owner of the property, hereinafter referred to as "Owner" (collectively referred to as the "Parties"; and is related to the property described above, which is hereinafter referred to as "Property." The Property is owned by the Owner and is listed in the National Register of Historic Places. The Parties have also entered into a Historic Preservation Grant Agreement number _____, related to the Property, which is incorporated herein, along with all of its attachments, by this reference.

Owner hereby agrees to the following for the term of the Covenant. This Covenant will be attached to the deed of the property.

1. The Owner is responsible for the continued maintenance and repair of the Property to preserve its architectural, historical or archaeological integrity and to protect the qualities that made the Property eligible for listing in the National Register of Historic Places.
2. The Owner agrees that no visual or structural alterations (excluding routine maintenance and painting) will be made to the Property without prior written permission of the State. These alterations include, but are not limited to window replacement, changing door or window opening, structural work, siding material replacement, etc.
3. The Owner agrees that the State, its agents and designees shall have the right to inspect the Property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.
4. The Owner agrees that if the Property is not clearly visible from a public right-of-way or includes interior work assisted with Historic Preservation Fund grants, the Property will be open to the



public, for the purpose of viewing the grant-assisted work, no less than 12 days a year and at other times by appointment. Notification will be published in newspapers of general circulation in the community area of the Property giving dates and times when the Property will be open. Documentation of such notice will be furnished annually to the SHPO during the term of the Covenant. Nothing in this Covenant will prohibit the Owner from charging a reasonable, nondiscriminatory admission fee, comparable to fess charged at similar facilities in the area.

5. The Owner agrees to comply with Title VI of the Civil Rights Act of 1964 (42 USC 200(d)), the Americans with Disabilities Act, and with Section 504 of the Rehabilitation Act of 1973 (29 USC 794) in completing the grant funded project. These laws prohibit discrimination on the basis of race, religion, national origin, or handicap. In implementing public access, reasonable accommodation to qualified handicapped persons will be made in consultation with the SHPO.

This agreement shall be enforced in specific performance by a court of competent jurisdiction. Enforcement may include, but is not limited to restoration of the alteration or repayment of grant funds to the State.

In the event of a conflict between this Covenant and the incorporated Grant Agreement, the language in the document with the highest precedence shall control. The precedence of each of the documents is as follows, listed from highest precedence to lowest precedence: the main Grant Agreement without Attachments, this Covenant,

STATE AUTHORITY	WORK PERMISSION CONTACT	OWNER
Name:	Name:	Name:
Address:	Address:	Address:
City:	City:	City:
State, Zip:	State, Zip:	State, Zip:
Phone:	Phone:	Phone:
Email:	Email:	Email:
Signature:	Signature:	Signature:
Date:	Date:	Date:

Acknowledgement:

State of Oregon

County of _____



On this day of _____, 20____, personally appeared _____, who is personally known to me, or whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that they executed the same.

Notary Public _____

My Commission Expires _____

Place stamp below this line. _____



APPENDIX F

OREGON STATE HISTORIC PRESERVATION OFFICE Oregon Historic Theater Grant Project Packet Cover Form

SECTION I. PROPERTY & GRANT INFORMATION

Street Address: _____

City: _____

County: _____

Owner: _____

SHPO Agreement Number: _____ Grant Award Amount: _____

SECTION II. PROJECT DESCRIPTION

Please provide a description of the proposed work identifying issues being addressed and how. Attach additional pages if necessary. Be sure to include how the work will be done and discuss any original materials that will be altered, removed, or replaced. This section is intended to provide our reviewers with a "before and after" understanding of the project; how the building looks now versus how it will look once the project is complete.

SECTION IIA. PROJECT DETAIL – SELECT ALL THAT APPLY

- Roof Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Windows/Doors Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Structural or
Foundation Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Siding Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Façade/Entryway Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Marquee Construction Date: Existing Material:
 Repair Replace Proposed Materials:
- Stage Construction Date: Existing Material:
 Repair Replace Proposed Materials:



- Auditorium/Seats Construction Date: Existing Material:
 - Repair Replace Proposed Materials:
- Ticket booth Construction Date: Existing Material:
 - Repair Replace Proposed Materials:
- Concession Area Construction Date: Existing Material:
 - Repair Replace Proposed Materials:
- Other: Construction Date Existing Material:
 - Repair Replace Proposed Materials:
- Ground will be disturbed. Describe:

SECTION III. ADDITIONAL INFORMATION & ATTACHMENTS

Please merge & attach items as one document and use the file name format "yourprojectaddress.pdf". Check the appropriate boxes below to indicate what information has been included. Only the map and photographs of property are required.

- Photographs
 - At least 2 photographs that provide an overview of the exterior of the property
 - At least 2 close-ups of the part(s) of the property where the project will happen
 - At least 2 photographs that provide a view of the property with neighboring properties.
- Map

Please include a topographic, Google, or Bing map that clearly shows the location of the property.
- Additional Information
 - Design plans
 - Product/material information sheets
 - Examples of similar completed projects
 - Other:

Section IV. FOR SHPO COMPLETION

Based on the information submitted to our office, we find that the proposed project adheres to *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. Pending concurrence from the National Park Service (NPS) regarding this finding, this project is fundable through a Historic Revitalization Subgrant Program grant. Within 30 days of the signature below, please upload your Preservation Agreement to OPRD Grants Online. Work on your project cannot begin until a Preservation Agreement has been signed and the project has been submitted to and approved by the NPS.

SHPO Reviewer Signature

Date



APPENDIX G

OREGON STATE HISTORIC PRESERVATION OFFICE

HISTORIC RESOURCE RECORD FOR RURAL HISTORIC THEATERS

Instructions

Use this form to request that SHPO staff evaluate a historic theater for inclusion in the National Register of Historic Places. *This form should only be used if the property is a historic theater (movie, stage, or other), located in a community with a population of 30,000 or less, and applying for the 2020 Historic Theater Grant application.*

To have the theater evaluated for its potential for listing in the National Register, please complete all blanks. Provide as much information about the exterior and interior of the theater as possible, such as the number of stories, cladding materials, general theater layout, and known alterations under "General Description." Under "Building History," include any information about the architect, builder, original owners and subsequent occupants, and historic activities or events that occurred at the property. Lastly, include current photos of all the required features and elevations, listed below. Attach historic photos, newspaper clippings, obituaries, and other documentation to help the reviewer better understand your property. Use additional sheets if necessary.

Required current, color photos include:

- Exterior: all visible sides of the theatre, marquee, entryway, associated storefronts (if applicable), ticket booth.
- Interior: stage, projection booth, concession stand, bathrooms, green/dressing rooms, auditorium, seating, balcony/mezzanine, lobby/entry, equipment, decorative elements (ceilings, walls, flooring, lighting fixtures), etc.

For assistance completing this form, contact Katelyn Weber with Restore Oregon at katelyn@restoreoregon.org or (503) 946-6379. Mail completed forms to National Register Program, Oregon State Historic Preservation Office, ATTN: Tracy Collis, 725 Summer St. NE, Salem, OR 97301 or email them to Tracy.Collis@oregon.gov with "HRR" in the subject line. Emailed submissions must be under 10MB in size and include digital photos of the property. Mail submissions must include printed photographs.

All materials submitted to the Oregon State Historic Preservation Office become property of the State of Oregon and are available as public records. Materials submitted to the SHPO will not be returned.



Applicant Information

Name	_____	Date	_____
Mailing Address	_____		
City/State/Zip	_____		
Phone Number	_____	E-mail	_____

Property Information

Historic Name, if known	_____		
Street Address	_____		
City/Town	_____	County	_____

Owner Information *Complete if the applicant is not the owner. Response will be sent to the applicant and owner. Private property cannot be listed in the National without owner consent.*

Name/Institution	_____		
Contact Name	_____		
Mailing Address	_____		
City/State/Zip	_____		
Phone Number	_____	E-mail	_____



Property Name and Address:

Exterior & Interior Description

Construction Date _____ Note source (estimated, deed, other record(s)) _____

Original use. Drama Concert Movie Multiple Use Other: _____

Check all that apply

Current Use: _____

Siding material(s). Horizontal Wood Vertical Board Brick Stone Asbestos Vinyl

Check all that apply

Other: _____

Write a general exterior description, including building shape, height, roof type, and any special features (e.g. marquee, ticket booth).

Write a general interior description, including general layout, major rooms, and any special features. Please add specific details on the lobby, theater room (stage and seating), bathrooms, and decorative features.



List known or probable alterations and the approximate date the work was done.

Building History

Please explain what significant events and persons are associated with this property (including owners) and whether the theater's architecture or the construction methods used to build it are noteworthy. Include any changes in use (e.g. 35mm film to digital, or theater space to worship space). Provide all known dates. Use additional pages if necessary.

Historic Documentation

Include copies of historic photos, newspaper clippings, advertisements, and other documentation, if available.

