

1 **Draft**

2 **PARKS AND RECREATION DEPARTMENT**

3 **DIVISION 17**

4 **VETERANS AND WAR MEMORIAL GRANTS**

5
6 **736-017-0000**

7 **Purpose**

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

11 Stat. Auth.: ORS 390.124

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

13 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

14 **736-017-0005**

15 **Definitions**

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

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

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

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

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

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

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

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

- 29 | (8) "Governmental Entity" means a body of government, whether district, local, or
30 | regional state, or federal, that owns or leases the property on which the project is to
31 | reside.
- 32 | (9) "Grant" means an award from the Veterans and War Memorial Grant Program.
- 33 | (10) "Grant Application" means the form and its format as developed by ~~the~~ OPRD that
34 | an applicant uses to request a grant.
- 35 | (11) "Match" means project sponsor's budgeted funds, donated funds, value of
36 | equipment, materials, labor, planning, or any combination thereof.
- 37 | (12) "Maintenance" means the continuation or preservation of a memorial. It includes the
38 | routine maintenance of or around a memorial such as landscaping, power washing,
39 | general cleaning, dusting, or removal of trash.
- 40 | (13) "Memorial" means a monument or place designed to commemorate or preserve the
41 | memory of wars involving the United States of America or to honor veterans of the
42 | Armed Forces of the United States of America.
- 43 | (14) "Nonprofit Veterans' Organization" means a group that:
- 44 | (a) Is a nonprofit group that represents veterans of the Armed Forces of the United States,
45 | or is established for the purpose of supporting or recognizing such veterans;
- 46 | (b) Has an established membership, that includes officers, and bylaws; and
- 47 | (c) Is physically located in Oregon or has a chapter that is physically located in Oregon.
- 48 | (d) The Internal Revenue Service recognizes as a non-profit organization.
- 49 | (15) "OPRD" means the Oregon Parks and Recreation Department.
- 50 | (16) "Planning" means the research, design, engineering, environmental, and site survey
51 | of any Memorial construction or restoration project.
- 52 | (17) "Project Completion" means satisfaction of all requirements of a grant agreement as
53 | determined after review or inspection by OPRD.
- 54 | (18) "Project Authorization" means the Agreement that authorizes the project as signed
55 | by the director and the Project Sponsor.
- 56 | (19) "Project Sponsor" means the recipient of the grant funds and the responsible party
57 | for implementation of the project.

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

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

64 (22) "Veterans and War Memorial Grant Instruction Manual" means a manual prepared
65 by the OPRD containing state policies, procedures, instructions and grant criteria to assist
66 applicants and Project Sponsors wishing to participate in the Veterans and War Memorial
67 Grant Program.

68 Stat. Auth.: ORS 390.124

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

70 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

71 **736-017-0010**

72 **Veterans and War Memorial Grant Review Committee**

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

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

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

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

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

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

85 Stat. Auth.: ORS 390.124

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

87 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

88 **736-017-0015**

89 **Director Authority**

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

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

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

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

97 Stat. Auth.: ORS 390.124

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

99 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

100 **736-017-0020**

101 **Eligibility**

102 (1) The department may consider a grant application from any [regional or local](#)
103 [government](#) that meets the requirements of this section.

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

106 (3) The ~~governmental entity~~ [project sponsor](#) must agree in writing to having the memorial
107 sited and maintained for not less than 20 years from completion of the project. ~~The~~
108 ~~agreement between the governmental entity and the project sponsor must identify the party~~
109 ~~or parties responsible for maintenance of the memorial;~~

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

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

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

117 (B) Documentation that ~~establishes the project sponsor is a nonprofit veterans'~~
118 ~~organization, including, but not limited, proof of existing non-profit status as recognized~~
119 ~~by the Internal Revenue Service~~ [demonstrates cooperation with a nonprofit veterans'](#)
120 [organization assisting in the construction or restoration of a memorial;](#)

121 (C) Location of project with site maps;

- 122 (D) Conceptual design drawings, engineering plans, or both.
- 123 (E) Description of project time period including proposed beginning and completion
124 dates;
- 125 (F) Roles and responsibilities of the project sponsor and government-veterans'
126 organization entity including post-project completion responsibilities;
- 127 (G) Description of financing plan for eligible projects, including sources of funds and
128 match;
- 129 (H) Summary of proposed budget for the eligible project;
- 130 (I) Allowance by the state for any audits.
- 131 (4) Matching Requirements. The Veterans and War Memorial Grant program provides,
132 subject to the availability of funds, for up to 80 percent funding assistance with a
133 minimum of 10 percent cash match. The project sponsor shall provide a minimum 10
134 percent cash match. The project sponsor may provide the remaining match by planning
135 work done prior to project authorization or planning, construction, or restoration work
136 performed following project authorization.
- 137 (5) Ineligible costs for grant:
- 138 (a) Overhead -- The regular operating expenses of either the applicant or the
139 governmental entity receiving the memorial such as rent, building upkeep, utilities, and
140 all fixed costs associated with the daily operations of a business, agency or group;
- 141 (b) Overtime;
- 142 (c) Expenses for equipment or materials used outside the scope of this project;
- 143 (d) Costs or expenses incurred prior to a Grant Agreement except planning work done
144 prior to project authorization under section (4) above.
- 145 Stat. Auth.: ORS 390.124
146 Stats. Implemented: ORS 390.180(1)(d)
147 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

148 **736-017-0025**

149 **Application Process**

- 150 (1) When the commission has Veterans and War Memorial Grant Program funds to
151 award, the director will announce through a variety of media the availability of,

152 application procedures for, deadlines and other information for applying for a grant,
153 including whether the director has established funding priorities for that funding cycle.

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

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

160 [ED. NOTE: Forms referenced are available from the agency.]

161 [Publications: Publications referenced are available from the agency.]

162 Stat. Auth.: ORS 390.124

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

164 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

165 **736-017-0030**

166 **Evaluation of Applications**

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

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

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

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

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

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

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

180 Stat. Auth.: ORS 390.124

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

182 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

183 **736-017-0035**

184 **Award of Grants**

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

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

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

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

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

195 Stat. Auth.: ORS 390.124

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

197 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

198 **736-017-0040**

199 **Disbursement of Grant Funds**

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

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

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

211 Stat. Auth.: ORS 390.124

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

213 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

214 **736-017-0050**

215 **Recovery of Grant Funds**

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

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

221 Stat. Auth.: ORS 390.124

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

223 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06