

# OREGON HERITAGE GRANT

## 2017-2019 BIENNIUM

OREGON HERITAGE COMMISSION, OREGON HERITAGE

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Oregon Heritage Grant funds are to be used for:

Support of projects for the conservation, development and interpretation of Oregon's cultural heritage. Priority will be given to projects that preserve, develop or interpret threatened heritage resources and/or heritage resources of statewide significance. While acknowledging the great need for financial assistance in preserving Oregon's historic structures, the Commission, because of the availability of other state grant programs for conserving those structures, will not give priority to projects conserving those structures in this grant cycle.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. There will be one grant cycle in the 2017-2019 biennium.

### Definitions:

- Heritage is the array of significant things, thoughts, and activities associated with the human experience in Oregon.
- Oregon's heritage resources include artifacts and other manifestations of material culture, documents, publications, photographs and films, prehistoric and historic sites, historic buildings and other structures, cultural landscapes, heritage celebrations, festivals and fairs, and songs, stories, and recordings associated with the human experience in Oregon.

**FINANCIAL INFORMATION:** Generally awards are \$3000-\$20,000.

**MATCH:** Grants will be made for no more than 50 percent of total project costs. Up to 50 percent of the participant's share of project costs may consist of approved donated services and materials. Other funds from the Oregon Heritage Commission or Oregon Parks and Recreation Department may not be used to match a Heritage Grant.

**BUDGET INFORMATION:** Bids and estimates strengthen the grant request when applicable.

**PROFESSIONAL REQUIREMENTS:** The application must convey that all work will be completed using appropriate museum, archival, preservation, research or library practices. Please specify in the application which standards will be followed for the project. For digitization projects recommended minimum standards are those promoted by the Association for Library Collections & Technical Services. <http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#top>

**GRANT REPORTING AND PAYMENT:** Awarded projects will be the subjects of binding agreements between the State and the applicants. Typically, grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting will be provided at the time of award.

### GRANT TIMELINE:

Deadline – October 2, 2017 (11:59pm)

Notification – Dec. 1, 2017

Project completion and reporting deadline – Apr. 30, 2019



Oregon Heritage, OPRD

[www.oregonheritage.org](http://www.oregonheritage.org)

**ELIGIBILITY, CRITERIA AND PRIORITIES:****ORGANIZATIONS:**

- A non-profit organization incorporated in the State of Oregon with a 501(c)(3) determination from the United States Internal Revenue Service and a legally-constituted board of trustees or directors;
- A tribal government of a Native American group recognized by the State of Oregon and the federal government and located in the State of Oregon;
- A university or college located in the State of Oregon; or
- A local government within the State of Oregon.

**CRITERIA:** The review committee will consider the following in ranking the grant applications:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project for conserving or developing heritage resources.
- Level of the threat to the heritage resource and/or statewide significance.
- How well the work plan meets professional standards.

**PRIORITIES:**

- Projects that preserve or develop heritage resources that are threatened and/or are of statewide significance
- 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.

**REGISTER ON TO APPLY ONLINE:** Visit the OPRD: Grants Online at [www.oprdgrants.org](http://www.oprdgrants.org) to request an account and receive your login. A login may take up to three days and cannot be approved outside regular business hours. Please use the instructions for OPRD: Grants Online which can be found at <http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>. Assistance is available.

**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.

<http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx>

**APPLICATION QUESTIONS:** The following questions will appear on the online application.

- Contact information
- Project information
- Brief Project Description - Please limit this to 80 words and be specific.
- Finance – Please see the OPRD: Grants Online instructions for more detail.
  - Project Budget - use categories: contractor/consultant; volunteer time; employee; travel; materials & equipment; printing, publication, design, etc.; other.
  - Funding Source - use categories: organizational funds (include staff time, operations, donations), in-kind donations, volunteer time. Enter matching grants individually.
- Project Need – Describe the project need in terms of heritage resources that are threatened and/or of statewide or regional significance.

- Project Value - Describe the project's anticipated impact on this need. Describe the project's potential to broaden and/or deepen knowledge, understanding, appreciation of and access to heritage.
- Project Goals – Describe the project's goals. Explain the measurable products or outcomes of the work. This may include number of artifacts cataloged, number and type of people served, length of exhibit period, professional standards met, new visitors reached, etc.
- Project Timeline - List your major objectives and approximate dates they will be completed.
- Project Detail - Provide details 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, etc.) Describe the project director's experience related to this or similar projects. List any “experts” - their 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, any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
- Budget Narrative - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.). Indicate whether other funding (such as other grants) is committed or not.
- Submit photos, estimates, resumes, letter of commitment, technical information.

**ASSISTANCE:**

Grant questions and OPRD: Grants Online: Kuri Gill, [kuri.gill@oregon.gov](mailto:kuri.gill@oregon.gov), 503-986-0685.

## 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 [oprgrants.org](http://oprgrants.org). If you already have an account, then request through [Kuri.Gill@oregon.gov](mailto: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) **NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.**

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, may organization 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. Only state what the project is, not why it is important.
  - Project start date
  - Project end date
  - Site name – if the building has a name, or enter NA
  - 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 – please use these broad categories and do not include line item costs here. Attach a detailed budget. There should only be one line item per 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. Please use these broad categories and do not include line item costs here. Attach a detailed budget. There should only be one line item per category.
- Budget must include both expense amount for the entire project, not just the grant funded portion, and income sources of funding.
- Supplemental
  - Project Need – Describe the project need in terms of heritage resources that are threatened and/or of statewide or regional significance.
  - Project Value – Describe the project's anticipated impact on this need. Describe the project's potential to broaden and/or deepen knowledge, understanding, appreciation of and access to heritage.
  - Project Goals – Describe the project's goals. Explain the MEASURABLE products or outcomes of the work. This may include number of artifacts cataloged, number people served, learning outcomes, professional standards met, specific audience reached, etc.
  - Project Timeline - List your major objectives and approximate dates they will be completed.
  - Project Detail – Provide details about the execution of the project (when, where, how, etc.) Include 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.) Describe the project director's experience related to this or similar projects. List any “experts” - their 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, any partnerships on this project, volunteer or community support for this project, and any other evidence of your ability to complete the project.
  - Budget Narrative - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.). Indicate whether other funding (such as other grants) is committed or not.
- Attachments: Submit budget detail (this can be whatever format you chose, but should show expense detail), photos, estimates, resumes, letter of commitment, technical information.
- Submission

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

## GRANT REVIEW AND 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. The recommendations are considered and the final selection is made by the Oregon Heritage Commission. Applicants will be notified of the committee and commission meeting dates and locations. Applicants may attend these meetings, but may not comment during the review process.

**CRITERIA:** The review committee will consider the following in ranking the grant applications:

- The capability of the applicant to carry out the proposed project.
- The effectiveness of the proposed project for conserving or developing heritage resources.
- Level of the threat to the heritage resource and/or statewide significance.
- How well the work plan meets professional standards.

**PRIORITIES:**

- Projects that preserve or develop heritage resources that are threatened and/or are of statewide significance
- 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 AWARD:** The grant award will be made by the Oregon Heritage Commission. Applicants will be notified by mail 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. These guidelines are 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.

### **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 with 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 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 reimbursement requests, project photographs, final reports and reimbursement requests, 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 Oregon Heritage 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...

- 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 Heritage Commission, Oregon Parks and Recreation Department." A simple temporary sign is acceptable; call the grant coordinator for suggestions. The sign may also include other project supporters. Include a photograph of the sign in place with your final report. Exhibits, documents, publications, and publicity about this project must 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. These should include participants at events, people doing the work, etc. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

## **GRANT REPORTING:**

**Interim reports:** Interim grant reports are required at least once during the grant cycle, typically during the summer following the grant award. You will be sent report reminders to submit them. 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. A report is required to submit a reimbursement request.

**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:

- 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.
- Grant Evaluation and Project Impact Form (Appendix B) – This information is used to improve our grant processes and services and to measure the value of our grant programs.

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 & Administration](http://www.oregon.gov/oprd/HCD/FINASST/Pages/grants.aspx#Grant%20Planning,%20Application%20&%20Administration) for a detailed guided to completing your report online.

**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.

**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:**

Grant questions and OPRD: Grants Online: Kuri Gill, [kuri.gill@oregon.gov](mailto:kuri.gill@oregon.gov), 503-986-0685.

## APPENDIX A

### OREGON MUSEUM AND HERITAGE 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 MentorCorps ([www.mindyourcollections.org](http://www.mindyourcollections.org)) and use our Heritage Bulletins. <http://www.oregon.gov/oprd/HCD/Pages/Bulletins.aspx>.

#### Collections Cataloging (Heritage Bulletins 2, 8, 10, 15, 27, 29, 31)

- ✓ Current condition
- ✓ How the objects to be cataloged in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ Cataloging process details
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged

#### Collections Housing and Storage (Heritage Bulletins 2, 8, 10, 15, 27, 29, 31)

- ✓ Current condition
- ✓ How the objects to be rehoused in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ The process and materials that will be used
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Estimated number of objects, boxes, linear feet to be cataloged

#### Collections Digitization (Heritage Bulletins 2, 8, 10, 19, 21, 22, 23, 31)

- ✓ How the objects to be digitized in the project were selected and prioritized
- ✓ Historical and organizational significance of the collection
- ✓ The process that will be used (standards of digitization, metadata, size of file, etc.)
- ✓ The storage method and level of public access (online, at the organization, etc.)
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Estimated number of objects, boxes, linear feet to be digitized
- ✓ Materials to be used (equipment specifications)
- ✓ Legal copyright to digitize and/or make available online

#### Education Projects – working with schools and school programs (Heritage Bulletins 2, 8, 10, 17, 31)

- ✓ Information that will be included, learning goals, how and why these were selected
- ✓ Teaching methods to be used
- ✓ Planning with schools, districts, teachers
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ How the program meets the targeted state core requirements
- ✓ Evaluation of learning beyond teacher survey

Interpretation – Exhibits (Heritage Bulletins 2, 8, 10, 17, 31)

- ✓ Topic and main themes of the exhibit, how and why the theme was selected
- ✓ Learning goals and evaluation of the learning
- ✓ Exhibit design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

Interpretation – Panels and Online Information (Heritage Bulletins 2, 8, 10, 17, 31)

- ✓ Topic and main themes of the interpretation, how and why the theme was selected
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Marketing and outreach plan

Tourism (Heritage Bulletins 2, 8, 10, 17, 18, 31)

- ✓ Topic and main themes of the project
- ✓ Why the project is a priority
- ✓ Goals for tourism numbers and target audience – Evaluation methods
- ✓ Design (if the application is requesting funding for the design, then this is not needed)
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Marketing and outreach plan

Oral History (Heritage Bulletins 2, 8, 10, 17, 19, 21, 31)

- ✓ Topic and main themes of the project, how and why the themes were selected
- ✓ Whose stories will be recorded, how they will be reached
- ✓ Oral history method (equipment, electronic format, interview type, etc.)
- ✓ How will they be accessible stored
- ✓ Long term goals for the use of the information
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc)

Public Education – events (Heritage Bulletins 2, 8, 10, 17, 31)

- ✓ Topic and main themes of the event, how and why the theme was selected
- ✓ Learning goals and evaluation of the learning
- ✓ Planning partners, subject experts, representatives of the community associated with the topic
- ✓ Expertise that will be used (experts, resumes, training, etc)
- ✓ Goals for numbers and type of audience
- ✓ Marketing and outreach plan

## 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.		

<p>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.</p>		
<p>Comments:</p>		
<p>Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.</p>		
<p>Comments:</p>		
<p>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.</p>		
<p>Comments:</p>		
<p>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.</p>		
<p>Comments:</p>		

## 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@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. **DO NOT SUBMIT CANCELLED CHECKS IN YOUR 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

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 Heritage Grants

#### 736-053-0200

**Purpose**The purpose of OAR 736-053-0200 to 736-053-0235 is to establish the procedures and criteria that the Oregon Heritage Commission will use when awarding Oregon Heritage Grants as provided in ORS 358.590(3)

Stat. Auth.: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

#### 736-053-0205

### Definitions

As used in OAR 736-053-0200 to 736-053-0235, the following terms shall have the following meanings:

- (1) "Commission" means the Oregon Heritage Commission.
- (2) "Department" means the Oregon Parks and Recreation Department.
- (3) "Grant" means an award from the Oregon Heritage Grant Program.
- (4) "Heritage" means the array of significant things, thoughts, and activities associated with past human experience in Oregon.
- (5) "Heritage Resources" means artifacts and other manifestations of material culture, documents, publications, photographs and film, prehistoric and historic sites, historic buildings and other structures, cultural landscapes, heritage celebrations, heritage festivals and fairs, and heritage recordings, music, and songs.
- (6) "Heritage Conservation" means activities that preserve or enhance heritage resources.
- (7) "Heritage Development" means activities that fulfill the potential of heritage resources to educate Oregonians and their visitors and enrich their lives.
- (8) "Grantee" means an eligible applicant legally capable of executing and which has executed a grant agreement for project awarded an Oregon Heritage Grant.
- (9) "Eligible Project Costs" means approved costs incurred after execution of a grant agreement.

Stat. Auth.: ORS 358.585  
Stats. Implemented: ORS 358.590  
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

### **736-053-0210**

#### **Eligible Applicants**

(1) In order to be eligible for an Oregon Heritage Grant, applicants must be one of the following:

(a) A non-profit organization incorporated in the State of Oregon with a 501(c)(3) determination from the United States Internal Revenue Service and a legally-constituted board of trustees or directors;

(b) A tribal government of a Native American group recognized by the State of Oregon and the federal government and located in the State or Oregon;

(c) A university or college located in the State of Oregon; or

(d) A local government within the State of Oregon.

(2) The following are not eligible to apply for Oregon Heritage Grants:

(a) Individuals;

(b) Religious organizations;

(c) For-profit organizations such as partnerships, companies, and corporations;

(d) State agencies, except for state supported colleges and universities;

(e) School districts; and

(f) Federal agencies.

Stat. Auth.: ORS 358.585  
Stats. Implemented: ORS 358.590  
Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

### **736-053-0215**

#### **Application Procedure**

(1) The Commission shall announce the availability of, procedures to apply for, and deadlines for applying for Oregon Heritage Grants, for at least two weeks prior to the application deadline.

(2) To apply for Oregon Heritage Grants, applicants must submit their applications by the specified deadline. In addition, applications must meet the format prescribed by the Commission and demonstrate the following:

- (a) The applicant is eligible to apply for an Oregon Heritage Grant;
- (b) The proposed project qualifies for an Oregon Heritage Grant;
- (c) The applicant is capable of carrying out the proposed project; and
- (d) The proposed project to conserves or develops heritage resources.

Stat. Auth.: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

### **736-053-0220**

#### **Evaluation of Applications**

(1) Eligible applications received by announced deadlines shall be evaluated by an Oregon Heritage Grants Review Committee appointed by department staff and approved by the Commission Chair.

(2) The Oregon Heritage Grants Review Committee shall rank applications in order of priority based on an evaluation of:

- (a) The applicant's capability of carrying out the proposed project; and
- (b) How the proposed project will result in the conservation or development of heritage resources. Priority will be given to projects that preserve or develop heritage resources that are threatened, are of statewide significance, or both.

(3) The Oregon Heritage Grants Review Committee shall follow current statutory conflict-of-interest provisions.

(4) The Commission will, at public meetings, consider and disapprove, approve in part, or approve in full the recommendations of the Oregon Heritage Grant Review Committee.

Stat. Auth.: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

### **736-053-0225**

#### **Award of Grants**

(1) When Oregon Heritage Grant Program funds are appropriated by the Legislative Assembly, the Commission shall award these funds based on priorities recommended by the Oregon Heritage Grants Review Committee.

(2) Grants will be made for no more than fifty percent of total project costs. Up to fifty percent of a grantee's share of project costs may consist of department-approved donated services and materials.

(3) All awards shall be the subject of binding grant agreements between the department and participants.

(4) Grant agreements shall specify total project costs, participants' share, department share, work to be accomplished, products to be delivered, and deadlines for accomplishing work and delivering products.

(5) Indirect costs (grant processing, but not directly associated with the project) are limited to six percent of the awarded grant funds.

Stat. Auth.: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

#### **736-053-0230**

##### **Disbursement of Grant Funds**

All Grant funds will be disbursed to participants on a reimbursable basis after submission of billings on approved schedules specified in grant agreements. Participants must supply information substantiating billings when requested by the Commission. Grant funds may be disbursed in advance if participants can demonstrate a compelling need.

Stat. Auth: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

#### **736-053-0235**

##### **Recovery of Grant Funds**

(1) Participants who fail to complete approved projects to the Commission's satisfaction must return all unexpended Grant funds.

(2) Participants shall maintain records adequate for audit purposes for a period of not less than five years after project completion and must reimburse the Commission for any costs disqualified through audit findings.

Stat. Auth: ORS 358.585

Stats. Implemented: ORS 358.590

Hist.: PRD 3-2000, f. & cert. ef. 4-5-00; PRD 3-2013, f. & cert. ef. 7-19-13

**736-053-0300**

**Purpose**

The purpose of OAR 736-053-0300 to 736-053-0325 is to adopt regulations establishing procedures that the Oregon Heritage Commission shall use when coordinating statewide anniversary celebrations.

Stat. Auth: ORS 358.585

Stats. Implemented: ORS 358.595(2f)

Hist.: PRD 3-2001, f. & cert. ef. 2-23-01; PRD 3-2013, f. & cert. ef. 7-19-13