

PRESERVING OREGON GRANT

2017 GUIDELINES

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

Preserving Oregon Grant Programs funds are to be used for:

- rehabilitation work on properties listed in the National Register of Historic Places, or
- significant work contributing to identifying, preserving and/or interpreting archaeological sites.

Grants must be submitted through the Oregon Parks and Recreation Department Grants Online program. There will be two grant cycles in the 2017-2019 biennium. A Letter of Intent to apply and a project review or site visit is required to apply for the Preserving Oregon Grant.

FINANCIAL INFORMATION: Grant funds may be awarded for amounts up to \$20,000.

MATCH: Grants must be matched 1:1 by the grantee. Match can be in the form of cash, in-kind donations, and volunteer time.

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

PRESERVATION REQUIREMENTS: The application must convey that all work will be completed using appropriate preservation practices, for example, the Secretary of the Interior's Standards for Rehabilitation of Historic Properties, SHPO regulations for archaeological work, etc.

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:

Letter of Intent Deadline – (11:59pm) April 14, 2017

Deadline – (11:59pm) May 12, 2017

Notification – July 1, 2017

Project completion and Reporting deadline – May 15, 2018

HISTORIC PROPERTIES GRANTS ELIGIBILITY:

- Properties must be listed on the National Register of Historic Places, either individually or as a "contributing" property in a Historic District, to qualify for funding.
- 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.
- Interior work will be considered on a case-by-case basis depending on the significance of the interior and its public value.
- 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>. Examples of eligible projects include: roof and gutter repair, foundation work, structural stabilization, replacement of deteriorated historic features, and weatherization.

- Remodeling, new additions, or solely cosmetic efforts are not eligible for funding.

ARCHAEOLOGY GRANTS ELIGIBILITY:

Field-based research projects concerning the documentation of archaeological sites, structures, and artifacts are eligible, including:

- conservation and stabilization of specific archaeological sites and monuments;
- field or experimental testing of new or developing methods and materials for identification or conservation;
- development, testing or implementation of heritage management plans;
- programs promoting public awareness of and education about the value and fragility of cultural resources;
- developing and/or implementing innovative techniques in dating, monitoring, analysis, remote sensing of and predicting locations for archeological sites and artifacts;
- conducting surveys and preparing contexts of archaeological sites; and
- preparing National Register nominations of archaeological sites.

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 oprdrgrants.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#Preserving_Oregon

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

LETTER OF INTENT: A letter of intent is required prior to applying for the Preserving Oregon Grant. Once you have an account, start a Preserving Oregon Grant application. You will be prompted to fill out a letter of intent. Provide general information about the property and the work to be completed. It should not be more than three paragraphs. Submit the letter of intent.

Staff will review the letter of intent. You will be contacted if there are any questions or if a site visit is required. Once staff has approved the letter of intent, OPRD Grants Online will notify you with an email. Please check your spam or junk folder if you do not see a response within a few days.

You may not submit an application unless you have submitted a letter of intent prior to the letter of intent deadline.

APPLICATION SUBMISSION: Once you receive notification that you are eligible to apply you will receive an email from the OPRD Grants Online. At that time you will be able to create and submit your application. You can enter information, save, log out, log back in, enter more information, 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#Preserving_Oregon

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
 - Contractor/Consultant
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication & design
 - Travel
 - Other (specify)
 - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
 - Budget must include both expenses and income sources of funding.
- Supplemental
 - Project Need – For a historic property project describe need in terms of the condition of the property. For an Archaeology project describe need in terms of the condition of and risk to the site, lack of knowledge or methods, etc.
 - Project Value – For a historic property project describe value in terms of the historical significance of the property, the value of the property to the community or the organization, how it fits into organizational plans and the benefit this project will have for the property. For an Archaeology project describe value in terms of the benefit of new information, preservation of the site, the value of the method or study to the field, and how it addresses the above need.
 - Project Goals – Describe the project’s goals. Explain the MEASURABLE products or outcomes of the work. This may include needs to meet, making a building usable, making a building stable, standards to be met, methods to be tested, 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.) and any other budget details. Indicate whether other funding (such as other grants) is committed or not.
- Attachments:
 - Required: budget detail (this can be whatever format you chose, but should show expense detail), property photo, historic photos, construction drawing/restoration/work plan
 - Other: estimates, letter of commitment, technical information
- Submission
 - 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 Deputy State Historic Preservation Officer.

CRITERIA FOR PRESERVATION PROJECTS:

- How significant the work is to the structure's integrity.
- The level of preservation of character-defining features.
- How well the work plan is developed and described and the corresponding cost estimates.
- How well the project is shown to meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties.
- Historic significance of the property.

PRIORITIES FOR ARCHAEOLOGY PROJECTS:

- Higher priority will be given to publicly owned resources and private nonprofit resources, and properties that offer the greatest public benefit through visual access and interpretive/educational value.
- Properties that are not publicly owned or nonprofit-owned must have exceptional significance and/or extraordinary public benefit to compete.
- Geographic distribution.
- Additional evaluation will be based on demonstrated project readiness and the matching dollar share in-hand commitment.

CRITERIA FOR ARCHAEOLOGY PROJECTS:

- The significance of the contribution to the field of archaeology.
- The demonstration of technically sound methodology.
- Includes a principal investigator who is a professional archaeologist.
- Disseminate project results effectively
- Historic significance of the property.
- Is cost effective given the scope of work and the audience.
- The capability of the applicant to carry out the proposed project.

PRIORITIES FOR ARCHAEOLOGY PROJECTS:

- 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.
- Shows that it is part of a larger project, or has far reaching results and uses beyond the submission of the product to SHPO.

GRANT AWARD: The grant award will be made by the Deputy State Historic Preservation Officer. 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. 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.

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, REPORTING, AND REIMBURSEMENT

GRANT MANAGEMENT:

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

Consultants/Contractors

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

Services and materials that cost \$10,000 to \$75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator:

- How contractor was solicited;
- Summary of experience and qualifications; and
- Why contractor was selected (references, quality, previous work, time frame, cost, etc.)

Work Plans

Work plans must be approved by the State Historic Preservation Office before work begins. For approval submit the following to the Grants Coordinator:

If no changes have been made to the plan...

- An email indicating that the plan remains as proposed in the application

If the plan is different than the one proposed in the application...

- Before photographs
- Plan drawings
- Work description including materials, tools and processes to be used
- Timeline

Public Notice Requirement

It is in your best interest to spread the news about the grant award and the project progress.

Upon grant award, at key project points and upon completion you should do the following.

- Send a news release to local media
- Inform your members and interested parties
- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

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

You may be asked to contribute to the [Oregon Heritage Exchange](#) blog following project completion.

Photographs

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

GRANT REPORTING:

Interim reports: Grant reports are required quarterly. You will be sent report reminders to submit them. Reports are submitted through [OPRD Grants Online](#). Reports must include the current status of the project and summary of work completed, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc. Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

Final report: A final report is required within 45 days of completing the project or by the final deadline on your grant agreement, whichever is first. Reports are submitted through [OPRD Grants Online](#). Reports must include a summary of work completed and any changes to the original plan. 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 A) – 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_Planning_Application_&_Adminstration) 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 be made through [OPRD Grants Online](#) and include expense information for the period the request covers. Submit the following attachments.

- Copies of invoices or receipts for expenses over \$500
- Itemized list of expenses under \$500
- Volunteer time tracking
- Staff time tracking
- Evidence of in-kind donation value
- 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_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 B.

ASSISTANCE:

For grant and OPRD Grants Online system questions contact Kuri Gill, kuri.gill@oregon.gov, 503-986-0685.

APPENDIX A

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 B

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.