



OREGON HERITAGE ALL-STAR COMMUNITY

The primary purpose of the Oregon Heritage All-Star Community program is to help communities make the most of their historic resources. By doing so, communities safeguard important elements of the past, advance both "quality of life" and economic objectives, and enhance their unique character. Under this overarching purpose, the program has three primary goals:

1. **Educate** communities about the full spectrum of cultural heritage activities available to them, including the following:
 - a. preservation of historic buildings and sites;
 - b. artifact curation and interpretation;
 - c. retention of written records, documents, and photographs for research and archival purposes;
 - d. collection of oral histories, business and institutional histories, family histories, and genealogical records;
 - e. public education activities that promote heritage to a broad range of constituents.
2. **Encourage** communities to follow best practices to expand and strengthen their participation in as many of the cultural heritage activities as possible and to coordinate those activities.
3. **Recognize**, through a "certification" process, the communities that reach an exemplary level of participation.

Consistent with the Oregon Heritage Plan, Heritage All-Star Communities are committed to including more voices in the history they are telling and preserving, increasing access to their heritage resources, promoting the value of local heritage, and pursuing professional standards and best practices.

DESIGNATION PROCESS

A community must meet at least 15 of the 24 criteria outlined below and submit the required documentation to be considered for Oregon Heritage All-Star Community designation. Criteria were selected to reflect diverse heritage resources and best practices that support the goals of the Oregon Heritage Plan. The Oregon Heritage Commission (OHC) will review applications and make the final determination. Once designated, staff will work with the community to announce and publicize the designation.

Communities that are striving to be an Oregon Heritage All-Star Community and already meet at least 10 criteria may submit an Application of Interest. These communities will receive additional technical support from Oregon Heritage in achieving the All-Star designation.

DEADLINE

Applications may be submitted at any time during the year. Oregon Heritage staff will review the applications, make any necessary inquiries and provide a recommendation to the OHC. Complete applications will be reviewed and a determination made by the OHC at its next regularly scheduled meeting.

ELIGIBILITY & WHO MAY APPLY

The program is primarily designed for city governments, however "communities" eligible for participation in the program may also include unincorporated towns and federally recognized tribes, and perhaps other entities. If there is no city or tribal government, please contact Oregon Heritage to discuss alternative applicant organizations.

DESIGNATED COMMUNITIES RECEIVE

- a certificate for display in the local government office or another appropriately designated location
- two metal signs for display near city entrance signs or at other appropriate locations
- the designation noted on the Travel Oregon website
- a logo to use in publications and marketing materials
- Heritage All-Star Community Services from Oregon Heritage - technical support, workshops and tools.

MAINTAINING THE DESIGNATION

Continuation of Heritage All-Star Community status is subject to review by the OHC every four years or as determined necessary. The review will include a written assessment by Heritage Commission staff based on meeting "renewal" criteria listed in this document, supplemental documentation provided by the community, and an in-person visit. Staff will schedule these progress visits no less than two months in advance and will work with communities to provide technical assistance as needed.

SUBMIT AN ONLINE APPLICATION

The Designation Application must be submitted through the Oregon Parks and Recreation Grants Online application system. Access the online system at oprgrants.org. You will have the option to create an account or login. If you have used the system before, there is no need to register. Log in using your email address and your password, and contact Kuri.Gill@opr.oregon.gov or 503-986-0685 if you need to have the Oregon Heritage All-Star Community (OHAC) applications to your account. See online registration and [application instructions](#) for detailed directions to use the online grant system: <https://www.oregon.gov/opr/OH/Pages/Grants.aspx#one>

If you believe your community meets at least 15 of the 24 criteria for designation as a Heritage All-Star Community please select "**OHAC Designation Application**" from the dropdown list to apply.

Communities that do not meet 15 of the criteria, but are interested in working toward the goal should complete the "**OHAC Interest Form**" instead. If your community meets at least 10 criteria and submits an Application of Interest, you may receive additional assistance from Oregon Heritage to

attain the Heritage All-Star Community designation. An Oregon Heritage staff member will follow-up with you regarding your status and a plan to create next steps for your community.

Once you are in the online system, you can enter information, save, log out, log back in, enter more, etc. as many times as you would like before you submit. Instructions for OPRD: Grants Online visit our website. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx>

The online system will allow you to view all program materials related to your community. This includes your initial application, subsequent check-ins, and All-Star grant applications and tracking.

ATTACHING REQUIRED DOCUMENTATION

In order to apply for Heritage All-Star Designation, and later renew the designation, you will be required to attach specific documentation. When you are logged into the [OPRD Grants Online](#) system you will be able to upload required supporting documents such as plans, policies, and completed PRePs. There is a specific Attachments section in the application system. The required documents will be listed in this tab. Please refer to the list of required attachments in this document and the list of labels in order to completely upload all necessary attachments. Full instruction can be found in the [OHAC Online Instructions Manual](#).

Tips:

- Uploaded attachments can be photos, Word documents, spreadsheets, PDFs, etc...
- Avoid naming your attachments with symbols.
- The naming style that works best is AllStar_Museum_PReP



DESIGNATION CRITERIA

Below are the criteria for the Heritage All-Star Community designation and a checklist of the documentation you will need to submit through the online application. Communities must meet 15 of the 24 criteria in order to receive the designation. Designated communities that are renewing their designation (approximately every four years) will need to provide the “renewing designation” set of documentation.

Approval by the elected officials to participate in this program is also required.

You will be asked to write a very short description of how you meet each criterion, as well as attach the documentation listed below.

- 1. HISTORIC PRESERVATION PROGRAM:** The city has adopted a historic preservation ordinance and has a local landmarks commission that meets regularly. Achieving Certified Local Government (CLG) status through the State Historic Preservation Office (SHPO) fulfills this requirement.

Initial Application:

- Briefly describe how you meet this criterion.
- Submit a copy of the preservation ordinance or letter of CLG status from the National Park Service.

Renewing Designation:

- Briefly describe any updates to your city’s historic preservation program.
- Submit:
 - Evidence of at least one code review in the past four years. For example, minutes of the meeting that included the review.

- 2. HISTORIC SITES REGISTER:** The city has an active process for surveying and documenting historic properties and listing significant historic properties in either a local historic sites register or the National Register of Historic Places.

Initial Application:

- Briefly describe your city’s designation process and criteria.
- Explain how the list can be accessed by the public.
- Submit a current list of historic sites, or link to an online list.

Renewing Designation:

- Briefly describe any updates to your city’s survey and documentation process.
- Submit a copy of your city’s most recently updated list of historic sites, or a link to an online list.

- 3. NONPROFIT PARTNER:** There is at least one non-profit 501(c)3 heritage organization located in the community, and it works closely with the city and others at promoting an important aspect of the community's history.

Initial Application:

- Briefly list and describe all community non-profits actively promoting history and/or heritage. Must be incorporated with the State of Oregon.
- Submit a copy of each organization's bylaws.

Renewing Designation:

- Briefly describe any updates to your non-profit partners.
- Submit a copy of the non-profit partners' updated bylaws, or board minutes documenting a review of the bylaws.

- 4. HISTORY MUSEUM:** The community has a history museum that operates during regularly scheduled hours. In order for a museum to qualify under this category it must have been in operation for at least two years, have an on-site attendant, and be open at least 120 hours per year. The museum must have a collections policy that addresses NAGPRA and a completed [PReP](#). A "heritage tourism facility" may substitute for a museum under this category if it has substantial heritage-related offerings and meets the requirements described above.

Initial Application:

- Briefly list and describe all history museums operating in the community. Include hours of operation and contact information.
- Submit:
 - Two photos of each facility
 - The museum's bylaws
 - The museum's collections policy
 - A completed [PReP](#)

Renewing Designation:

- Briefly describe any updates to the community's history museum(s).
- Submit:
 - Board minutes documenting the most recent review of the bylaws
 - Board minutes documenting a review of the collections policy
 - An updated [PReP](#)
 - If a new facility is being added, please provide: two photos of the facility, the bylaws, the collections policy, and the completed PReP.

- 5. CULTURAL HERITAGE COALITION:** The community's heritage organizations/committees have met annually for five years to coordinate efforts and maximize resources.

Initial Application:

- Briefly list the working name of the group, participating organizations, and their contact information.
- Describe how the group is organized, meeting times and locations, and how the group communicates.

- Discuss the two most recent projects completed by the group.
- Submit two photos or products from the two most recent projects.

Renewing Designation:

- Briefly summarize the group’s recent collaborative projects.
- Describe when and how the results of the project were presented to the city council.
- Submit:
 - Documentation that the groups meets at least once a year (i.e., agendas or minutes)
 - Two recent photos or products from the collaboration

6. GRANT FUNDED PROJECTS: The community and its heritage organizations have obtained and successfully completed at least five grants for heritage-related projects within the past seven years.

Initial Application:

- Briefly list the five grants including project title, description, date, funding source, and contact.
- Submit two photos or products from the five grants.

Renewing Designation:

- Briefly list the five most recent grants obtained within the past seven years including project title, description, date, funding source, and contact.
- Submit two photos or products from the five grants.

7. SCHOOL PROGRAMS: A school or community organization in partnership with a school, regularly sponsors the annual National History Day competition, includes local history studies in its curriculum, or has an ongoing effort that allows students to assist in conducting tours of local historical sites or participate in other local history events and activities. Must be on-going, not field trips or traveling trunks.

Initial Application:

- Briefly describe the school programs that engage students in local history, including the school name and contact person for the project.
- Submit two photos or products from each school program.

Renewing Designation:

- Briefly describe any updates to the school programs that engage students in local history.
- Submit two new photos or products from each school program.

8. PUBLIC EDUCATION: Within the past seven years, the community has produced or conducted a substantial public education offering, including interpretive signage, walking tour, publication or other media presentation that promotes the community’s history.

Initial Application:

- Briefly describe your public education offerings. Include date, location, purpose, organizers, and primary contact information.
- Submit two photos or products from the public education programs.

Renewing Designation:

- Briefly describe updates to your public education offerings that have occurred within the past seven years. Include date, location, purpose, organizers, and primary contact information.
- Submit two new photos or products from the public education programs.

- 9. HERITAGE WEBSITE:** The community maintains an up-to-date website that provides meaningful content about the community's history, including a listing of the heritage activities and programs available in the community (such as the items on the list of Designation Criteria).

Initial Application:

- Briefly list the web address, information about the organization that manages content, and contact information for that organization.
- Submit:
 - A screen shot of the main page
 - Screen shots from two other pages

Renewing Designation:

- Briefly list any updated information related to the content, organization, and management of the heritage website.
- Submit:
 - A current screen shot of the main page
 - Current screen shots from two other pages

- 10. OREGON MAIN STREET:** The community has an active Main Street program that has been accepted by Oregon Main Street (OMS) in the Main Street track. (Connected Communities are not eligible.)

Initial Application:

- Briefly list your community's Main Street tier, date of acceptance by OMS, and contact information for the Main Street organization.

Renewing Designation:

- Briefly list updated Main Street information, including tier level changes and contact information for the Main Street organization.

- 11. LONG-TERM LOCAL BUSINESS:** The city has three or more locally owned, active businesses that have been in operation for 50 years or more, and it has a program for recognizing that achievement.

Initial Application:

- Briefly list businesses including date of establishment, owner contact information, and description of business type.
- Describe the program to recognize local businesses.
- Submit one photo of each business.

Renewing Designation:

- Briefly list any long-term businesses that have been recognized (awarded) within the past four years.
- Describe any significant changes to the award program.

- Submit one photo of each newly awarded business.

12. HERITAGE TOURISM PARTNERSHIP: The community has historic markers, public interpretive panels, walking/biking/driving heritage related tours, heritage/history brochures, heritage trees designated by the Oregon Travel Information Council, or programs with Travel Oregon, and the community has promoted those features through public education and tourism promotion efforts.

Initial Application:

- Briefly list and describe your heritage tourism features.
- Explain how they are promoted.
- Submit two photos of each feature.

Renewing Designation:

- Briefly describe any updates to the tourism partnership.
- Describe promotions that have occurred within the past four years.
- Submit at least two samples of promotions (i.e., photos, brochures) within the past four years.

13. PUBLIC OR HISTORIC RECORDS ARCHIVE: The community has a policy and [PReP](#) in place for handling and preserving archival, historic, government, and other public records that complies with professional standards. Must be accessible to the public.

Initial Application:

- Briefly list the name and contact information of the archival institution.
- Describe the collection and how the records are collected, catalogued, stored, and accessed.
- Submit:
 - A collection policy or procedure
 - A completed [PReP](#)

Renewing Designation:

- Briefly list any updates to your public historic records archive.
- Describe how the public can access the records.
- Share a story of how the public has used the records.
- Submit:
 - An updated [PReP](#)
 - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)

14. PHOTO ARCHIVE: An organization in the community has a program to gather, identify, preserve, and make accessible to the public photographs related to the community's past.

Initial Application:

- Briefly list the name, contact information, and approximate number of documents.
- Describe the collection and how the records are collected, catalogued, stored, and accessed by the public.
- Submit
 - A collection policy or procedure

- A completed [PReP](#)

Renewing Designation:

- Briefly list any updates to your photo archive.
- Describe how the public can access the records.
- Share a story of how the public has used the records.
- Submit:
 - An updated [PReP](#)
 - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)

15. ORAL HISTORIES: A community organization has an active oral history program that records, transcribes into written form, and makes accessible to the public interviews with long-time residents or individuals involved in events or activities of a historic nature.

Initial Application:

- Briefly list the organization(s), their contact information, and approximate number of oral histories.
- Describe how the oral histories are collected, cataloged, stored, and accessed by the public.
- Submit
 - A collection policy or procedure
 - A completed [PReP](#)

Renewing Designation:

- List the number of oral histories collected within the past three years.
- Provide a brief description of how stories are being shared.
- Submit:
 - An updated [PReP](#)
 - An updated collection policy, or evidence that the policy has been reviewed within the past four years (i.e., minutes)
 - Optional: a short transcript of a recently collected oral history

16. HERITAGE EVENTS: The community has conducted an event or commemorative activity on an annual basis for at least 25 years to recognize an aspect of the community's cultural heritage. Oregon Heritage Tradition designation by the Oregon Heritage Commission would automatically meet this requirement.

Initial Application:

- Briefly list the event, year established, primary organizations, and their contact information.
- Describe the event, location, and timing.
- Submit five photos of the event.

Renewing Designation:

- Briefly describe any changes or additions to your community's heritage event.
- Submit:
 - A flyer or documentation of the most recent event
 - Five updated photos of the event

- If adding a new event:
 - Briefly list the event, year established, primary organizations, and their contact information.
 - Describe the event, location, and timing.

17. HISTORIC CEMETERY DESIGNATION: The community has at least one historic cemetery that has been officially designated as such by the Oregon Commission on Historic Cemeteries, and there are ongoing efforts to maintain and protect it.

Initial Application:

- Briefly list each cemetery including location and organization contact information.
- Submit:
 - Two photos of each cemetery
 - A completed [PReP](#)

Renewing Designation submit:

- Briefly share any updates on designated historic cemeteries.
- Submit an updated [PReP](#)

18. CEMETERY AND GENEALOGICAL RECORDS SUMMARY: The community has implemented a program to verify and make available cemetery and genealogical records to the public in written or electronic form for use in historic and genealogy research.

Initial Application:

- Briefly list each organization and their contact information.
- Describe the information they collect and how it is accessed by the public.
- Submit a completed [PReP](#).

Renewing Designation:

- Briefly describe any updates and confirm how the public can access the records.
- Share a story of how the public has used the records.
- Submit an updated [PReP](#).

19. AWARD RECOGNITION: A project, person, or organization in the community has received a state or national award for achievement in some aspect of heritage within the past seven years. Oregon Heritage Excellence Awards and Excellence on Main Awards would qualify under this category.

Initial Application:

- Briefly list each award including name, awarding organization, and contact information.
- Describe the award type, year awarded, purpose, and project awarded.
- Submit two photos from each award.

Renewing Designation:

- Briefly list awards received within the past seven years, including award name, awarding organization, and contact information.
- Briefly describe the award type, year awarded, purpose, and project.
- Submit two photos from each new award.

- 20. DISASTER PREPAREDNESS:** At least one disaster plan for a heritage resource (museum, historic cemetery, genealogical society, etc...) has been completed and implemented. A community-wide disaster plan qualifies if heritage resources are included.

Initial Application:

- Briefly list each heritage resource with a disaster plan.
- Submit disaster plans.

Renewing Designation:

- Briefly describe any updates to disaster planning for your community's heritage resources.
- Briefly share action items completed within the past four years (if any).
- Submit board minutes or evidence the plan has been recently reviewed.

- 21. UNTOLD HISTORIES:** At least one story about the city's historically marginalized communities has been documented and interpreted. This may include histories of people of color, women, LGBTQ+, low-income individuals, prisoners, the disabled, senior citizens, or others. The interpretation must be permanently included in public history, museum displays, or accessible online to the public. These stories should be integrated within overall interpretation, but may be stand-alone depending on the context of the interpretation. Exhibits updated to include multiple perspectives may qualify.

Initial Application:

- Briefly list each untold story that has been documented and interpreted.
- Describe the process and resources used to develop interpretive perspectives.
- Submit photos of the interpretation of one or more histories.

Renewing Designation:

- Briefly describe at least one new story that has been documented or interpreted.
- Submit at least one photo of the new public interpretation.

- 22. DIVERSITY & INCLUSION PLAN:** At least one heritage organization in the community has created and is implementing a plan for serving the entire community and is actively working to make heritage resources more accessible and available to all. Plans may include diversity statements, goals embedded in a strategic plan, or a full DEI plan.

Initial Application:

- Briefly list and describe each organization with a plan, including objectives and the year implemented.
- Submit each diversity and inclusion plan.

Renewing Designation:

- Briefly describe action items from DEI plans that have been completed.
- Briefly describe any additional updates to your community's DEI planning.
- Submit board minutes documenting the most recent review of the plan(s).

- 23. TRIBAL CONSULTATION:** At least one entity within the community has actively established a process for communicating and collaborating with federally recognized Indian

tribal governments. This includes exchanging information, receiving input, and considering tribal viewpoints on heritage and history projects and properties within Tribes' historic and cultural areas of interest. This may be a government to government relationship through the city, or a museum or nonprofit partner consulting with the Tribes on heritage projects. This is not about seeking individual input from a tribal member, but rather consulting with representatives of a tribal government. Contact the [Oregon Legislative Commission on Indian Services](#) for Tribal government and cultural resources office contacts for your area.

Initial Application:

- Briefly describe the consulting relationship(s), including the community entity involved, the Tribes, and the channels of communication.
- Describe the impact of the consultation on the project, program, or property. How was tribal input incorporated?
- Submit: Evidence of the consultation process, such as a letter or email from the Tribes, a copy of a program with joint logos, or a document related to project content.

Renewing Designation:

- Briefly provide an update on your community's Tribal consulting relationships. Have you been successful in continuing to involve the Tribes and build an ongoing partnership?
- Describe the benefit of Tribal consultation on your heritage and history work.
- Submit: Evidence of the continued consultation process, such as a letter or email from the Tribes, a copy of a program with joint logos, or a document related to project content.

24. OTHER HERITAGE ACHIEVEMENTS: The community has implemented other programs or projects that do not fit previously listed criteria but that demonstrate a sustained and noteworthy commitment to the preservation and interpretation of the community's heritage.

Initial Application:

- Briefly list each achievement including name and contact information for the organization associated with the achievement.
- Describe the achievement, date, organizations involved, etc...
- Submit two photos from each achievement.

Renewing Designation

- Briefly describe how your community has sustained and promoted this program or project. If you haven't, then tell us about another achievement.
- Submit an updated photo or product from each achievement.