

Certified Local Government Grant 2024 Guidelines

STATE HISTORIC PRESERVATION OFFICE, OREGON HERITAGE

Oregon Parks and Recreation Department values and serves everyone and is committed to providing safe and equitable access to state parks and agency programs. The department will not tolerate racism, harassment, discrimination, or intimidation in any form.

The Certified Local Government (CLG) Grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior (CFDA 15-904). Communities must be a Certified Local Government, currently meeting all requirements and in active status, to apply for this non-competitive grant program. The funds may be used for projects promoting historic preservation including documentation, designation, and rehabilitation of historic properties, planning, review and compliance, archaeology, and public education.

The grant cycle is 15 months if the grant agreement is signed promptly.

Grant Timeline

- Deadline: February 23 (11:59pm), 2024
- Notification & Agreements sent: by April 1, 2024
- Required interim reporting & reimbursement request deadline: July 15, 2024
- Survey (RLS & ILS) 1st draft deadline: February 1, 2025
- Survey (RLS & ILS) final draft deadline: May 31, 2025
- Project completion deadline: June 30, 2025
- Final report deadline: July 15, 2025

NO EXTENTIONS ARE AVAILABLE

Financial Information

AWARD AMOUNT:

You may request up to \$15,000. Awards will be adjusted based on the number of applicants and the amounts requested. If you need \$15,000 to complete the work, request that amount, but the award may be lower.

MATCH:

We encourage you to seek local funding and donations in addition to your grant request. Local support allows the program to assist more CLGS and shows community interest in the project. Match can be in the form of cash, in-kind donations and volunteer time.

- A 1:1 match to funds requested is required for cities with population of 5,000 or more and counties with population of 10,000 or more.
- No specific match amount is required for cities with population 4,999 or under and counties with population 9,999 or under.
- Tracking match is required for all grant awardees.



BUDGET INFORMATION:

Bids and estimates strengthen the grant request. Any work over \$10,000 requires at least three estimates. Volunteer rate is Oregon minimum wage. Volunteers using professional skills, may use professional rates.

GRANT REPORTING AND PAYMENT:

Awarded projects will be the subjects of binding agreements between the State and the applicants that also follow the Historic Preservation Fund Grant requirements. Grant funds are dispersed on a reimbursable basis when progress reports are submitted documenting completed work. Interim reporting and reimbursement requests are required at the end of each state fiscal year and the end of the grant period.

Eligibility

CERTIFIED LOCAL GOVERNMENTS:

Local governments that have established a historic commission and implemented a preservation program approved by the State Historic Preservation Office (SHPO) and certified by the National Park Service (NPS) may apply. CLGs must currently meet all certification requirements and be in active status to apply. CLGS may apply up to once every two years.

PROJECTS:

The CLG Grant funds projects that support the preservation of historic properties and archaeological sites.

- Survey – the documentation of historic properties and archaeological sites
- Designation – Designating a historic property or archaeological site to the local landmarks list or National Register of Historic Places.
- Pre-Development – Building preservation plans, structural reports, designs, etc. for historic properties.
- Development – Rehabilitation of properties listed on the National Register of Historic Places.
- Planning – Community preservation plans, archaeology studies, etc.
- Review and Compliance – Management of the CLG’s preservation program, processing design review applications, design guidelines, etc. This should generally be matching source, this grant is not intended to fund the operation of the preservation program.
- Public Education – Preservation month activities, speakers and trainings, historic property walking tours, mobile device tours, scanning of historic property photos, maps, etc. Signs and interpretive panels are NOT eligible for funding.
- Other activities – Trainings and conferences for staff and commissioners, membership in preservation organizations to access resources, training materials, etc. National Alliance of Preservation Commissions membership and trainings are highly recommended.

STANDARDS:

All projects must meet the Secretary of the Interior’s Standards for the Treatment of Historic Properties, meet the requirements of the Historic Preservation Fund Grant Manual, follow the State Historic Preservation Office Guidelines for Historic Resources Surveys, and State Historic Preservation Office Guidelines for Conducting Field Archaeology in Oregon. Work must be complete by professionals who meet the requirements described in the Historic Preservation Fund Grant Manual.

ASSISTANCE:

For grant questions, translation assistance, and OPRD: Grants Online support, contact: Kuri Gill,
kuri.gill@opr.d.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 <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#seven>.

REGISTER ON TO APPLY ONLINE: To access the application, register at oprgrants.org. Please use the [OPRD: Grants Online instructions](#) or [video](#) to set up your account and password. If you have used the system before, there is no need to register again. If you already have an account and you do not see the application in your available grant options, then request through Kuri.Gill@opr.oregon.gov or 503-986-0685 to add this grant option to your account. Log in using your email address and your password. See online [OPRD: Grants Online instructions](#) for or watch the [How to Navigate the OPRD Grants Online System](#) video for detailed directions to use the online grant system. General system information and additional tutorial videos can be found online. <https://www.oregon.gov/oprd/OH/Pages/Grants.aspx#one>

NOTE: Account registration can take up to three days and cannot be completed outside regular business hours.

APPLICATION SUBMISSION: Once you have a login, you will be able to create, edit, and 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. It will be helpful for you to know what to enter in the system if you use the [OPRD: Grants Online instructions](#).

The application must be complete and submitted online by the grant application deadline. Contact Kuri Gill, kuri.gill@oregon.gov or 503-383-6787, for accessibility or translation support.

APPLICATION PREPARATION RESOURCES: Please contact the grant coordinator to talk through project ideas. Also use Oregon Heritage resources to develop your application. The grant coordinator may also provide comments on the application up to two weeks prior to the deadline, as time allows.

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

- Contact information – Most of this is filled in based on your account 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 (ex. Jones Collection Cataloging)
 - Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
 - Project start date (must be after March 1, 2024)
 - Project end date (must be before June 30, 2025)
 - Site name – if the project location has a name, or enter NA
 - Site city/town/area
 - Site county



APPLICATION PROCESS

- Site description - provide a short description of the building(s) and the setting of the project.
- Site acreage – enter ‘1’
- Latitude & Longitude – use the ‘find lat/long’ button to enter information in this field. (If you have trouble with this section, please see the [online system instructions](#) and [video](#).)
- Finance – Please see the [OPRD: Grants Online instructions](#) and [video](#) for directions.
 - Requested amount
 - Match amount
 - Total amount
 - Budget expenses grouped by project type (Survey, Development, etc.) and category. **See Appendix D for example.**
 - 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, including other sources of funding.
 - 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.
 - Contingency is not allowed to be funded by grant dollars and cannot be considered part of the required match amount.
- Supplemental
 - Grant Administration – Costs related specifically to the management of the grant – tracking volunteer hours, submitting reports, etc. Costs related to projects (RFP process, contracting) should be included in that project category. Total for this section must not exceed 15% of the total project amount. Generally, this category should only be used for match to the grant funds. Provide scope of work, include staff and tasks involved.
 - Reconnaissance Level Survey – Systematic architectural survey conducted by qualified consultants or archaeological survey conducted by qualified archaeologists. Architectural survey products must meet the standards established in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). A public presentation of survey results is highly recommended. Archaeological surveys must generate a survey report and appropriate site and isolate forms required by SHPO. The documentation must meet state standards. Provide scope of work including reason for survey, reason for property selection, number of properties included, and geographic area. **Note: Deadlines for RLS – first draft of survey is due by February 1, 2025 and final draft due May 31, 2025.**
 - Intensive Level Survey (ILS) – Historical Documentation of building identified in the Reconnaissance Level Survey or other process, or, archaeological survey involving comprehensive survey of all areas within survey boundaries. Architectural survey products must meet the standards required in [“Guidelines for Conducting Historic Resources Surveys in Oregon”](#) (current version). Archaeology survey must meet state standards and requirements. Consultants must meet professional requirements in the [Historic Preservation Fund Grant Manual](#). Provide timelines, properties to be documented and reason for the selection of those properties. Please explain the Reconnaissance Level Survey or other process that was used to determine the need for ILS, submit RLS or other process documentation. Please note if property owners have given permission for the ILS or not. **Note: Deadlines for ILS – first draft of survey is due by February 1, 2025 and final draft due May 31, 2025.**



APPLICATION PROCESS

- National Register Nominations – Completion of forms and supporting documentation for National Register designation of significant resources. It takes approximately 100-150 hours to complete all of the details for a single property nomination and up to a year to complete the process. Check with SHPO about the eligibility of properties prior to the application. Provide timelines, property to be nominated, reason for property selection. Submit ILS, RLS or other determination of eligibility of the property. Please note if property owners have given permission for the nomination or not. **Note: A completed Historic Resource Record is required as an attachment to the application.**
- Public Education – Historic Preservation month activities, tours, mobile device tours, lectures, brochures, public events, websites, workshops, newsletters, preservation awards, etc.; must be related to preservation of historical or archaeological sites. Provide timeline, quantity and type of product, outreach and promotion details, intended audience, goals. Signs and interpretive panels are NOT eligible.
- Planning – Community preservation plans and planning tools. Provide timeline, public engagement plan, purpose for plan, goals, etc.
- Review and Compliance – General preservation program management, local review of proposals for alteration, new construction and demolition, design assistance and guidelines, etc. General program management and design review should primarily be used as match for the grant funds. Provide the product information, people involved, approximate number of meetings, goals, etc.
- Pre-Development – Preparation of feasibility studies, working drawings, structural reports, preservation plans for the maintenance and/or rehabilitation, preservation and/or stabilization of properties eligible for or listed in the National Register of Historic Places. Projects must meet the Secretary of the Interior’s Standards for Rehabilitation and must be performed by professionals the meet Historic Preservation Fund Grant standards. Provide timeline, scope of work, reason for the work, reason for the property selection, information on estimates.
- Development - Labor and materials costs for rehabilitating National Register properties (must be on the Register or contributing to a district prior to the work). Provide scope of work including timeline, materials, methods, property location, condition, etc. NOTE: The entire review process for SHPO and NPS before work can begin is at least 90 days. **For known development projects, attach complete development project packet including current photo, historic photo if available, map, work plan drawings, and cover page.**
- Other Activities – Attendance at approved in-state and out-of-state historic preservation conferences and trainings, other projects that do not readily fit a category above. Provide timeline, work plan, conference name, number of participants. Provide details for each different type of project in this category.
- Back-up activity – Provide information on a back-up activity in case one of your projects falls through.
- Budget Detail – Provide details on estimates, committed in-kind participation, etc. Attach a detailed budget.
- Project Timeline – Provide target start and completion dates for all projects. Include benchmarks like: release RFP, hire consultant, initial public participation, complete project.
- Risk Assessment – Describe your accounting staff support and system.
- Attachments:
 - Budget detail (this can be whatever format you chose, but should show expense detail)
 - RLS – Map of area to be surveyed, or photo property type if based on property types, and completed Appendix D from the guidelines
 - ILS – Current photo property, historic photo of property, RLS report information, letter of commitment from property owner
 - National Register Nomination – Current photo property, historic photo of property, RLS report information, ILS report information or Historic Resource Record and SHPO eligibility letter, and letter of commitment from property owner
 - Public education – submit outreach plan, examples from similar past activities, etc.
 - Pre-development - Current photo property, historic photo of property
 - Development

APPLICATION PROCESS

- If the project is known: Current photo property, historic photo of property, map, complete development project packet
- If it will be a local grant process: Submit the process, application, timeline
- If you don't have attachments for the specific categories in the grant application system, then attach a document with N/A.
- Submission
 - Be sure to click submit.



Grant Review and Award Process

GRANT REVIEW AND SELECTION:

This is a non-competitive grant program. 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 additional information or if the projects do not meet the following criteria.

Criteria:

- The capability of the applicant to carry out the proposed project – reasonable budget, scope of work, timeline.
- Eligibility for funding under the Historic Preservation Fund.

GRANT AWARD:

The grant award will be made by the Deputy State Historic Preservation Officer. If applications do not meet the above criteria we will work with you to adjust the projects to be altered or changed. If it does, then you will be sent the grant agreements for signature.

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 to 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:

- An approved Project Budget with line items specifying project expenses covered by grant funds and specific project expenses covered by the applicant match.
- Grant starting date and grant completion & final report date.
- Special conditions for the project.
- Specific language for the acknowledgement of public funds provided by the State Historic Preservation Office and the National Park Service.
- Requirements for submitting reports and reimbursement requests.
- Requirements for inspections and audits.

Agreements can be completed electronically or by hard copy, but electronic is preferred.

- For hard copy agreements, wet signature is required. Please sign both copies of the agreement and return both copies. We will sign both and return one fully executed copy to you.
- For e-signature agreements we will need the email and name of the person with authority to sign. These will be sent through Adobe Sign by email for secure e-signature.

AMENDMENTS TO THE AGREEMENT:

You may not, without prior written approval, make changes that would substantively alter the scope of work, timeline, or budget 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.

Submit requests for changes as a progress report in [OPRD GrantsOnline](#), staff will be notified there is a report to review. Be sure to submit and not just save the progress report. If the change is approved, an amendment may be required.

Grant Management

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

FEDERAL PASS-THROUGH FUNDS

CLG grant funds are awarded through SHPO from the Nation Park Service Historic Preservation Fund. All grantees must follow the requirements of the Historic Preservation Fund Manual, 2 CFR Part 200, and others detailed in the grant agreement.

CONSULTATION WITH SHPO

SHPO staff has expertise in all types of typical CLG projects. While ongoing communication with the CLG Coordinator is required, you will be working closely with other staff assigned by SHPO in the program areas related to your project. Assigned staff will reach out to you directly.

CONSULTANTS/CONTRACTORS

A consultant or contractor is any individual or firm who is not a staff member on the permanent payroll of the grantee's organization. If you plan to use a consultant or contractor to carry out any tasks in your project, the selection must be consistent with Oregon State policies and the Secretary of Interior's Historic Preservation Professional Qualification Standards (http://www.nps.gov/history/local-law/arch_stnds_9.htm).

These provisions apply to the hiring of consultants or contractors when the funds to pay their fees are either CLG Grant Funds or are part of the non-federal matching share of a CLG grant. Depending on their involvement in the project, your staff may be required to meet the Secretary of Interior's standards for historic preservation professionals also.

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.

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

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

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

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

All work carried out by the contractor or consultant must be submitted first to the grantee, not to SHPO. When the Grantee approves the work, the Grantee will submit the report, any documents that are products, photos, and the payment request to SHPO. In no case does the contractor or consultant submit work or reports directly to SHPO without the Grantee included; drafts for SHPO review must also come from the Grantee or the Grantee must be included in the notification or submission to SHPO.

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

SHPO staff **must** approve drafts of publications and interpretation prior to production. If required language does not appear on the documents, the work cannot be reimbursed or included as match.

STAFF TIME

Documentation of staff time for grant funded work and for matching source work is required. Documentation must include the person, the tasks, hours, and rate for each employee.

VOLUNTEER TIME

Documentation of volunteer time for matching source work is required. Volunteer work may not be reimbursed by the grant. The volunteer rate is Oregon minimum wage. If a volunteer is using professional skills, the professional rate may be used. A document from that volunteer indicating the rate is required for each submission. Documentation must include the person, the tasks, hours, and rate for each volunteer.

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.)

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

ACKNOWLEDGMENT OF SUPPORT

An acknowledgment of State Historic Preservation Office and NPS support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by HPF grant funds. Projects that must include this are newsletters, brochures, plans, reports, etc. This acknowledgment shall be in the form of the following statement:

“The activity that is the subject of this [type of publication] has been financed [in part/entirely] with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. “

NONDISCRIMINATION STATEMENT

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

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

PUBLIC INFORMATION

Press releases, publications, and any other public dissemination of information (including electronic materials such as internet pages) by a grantee made possible by grant assistance shall acknowledge Department of the Interior, National Park Service grant support by use of the above statements.

Grantee must provide a digital copy of any public information releases concerning this award that refer to the Department of the Interior, National Park Service, or Historic Preservation Fund. Specific text, layout photographs, etc. of the proposed release may be submitted for prior approval.

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

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

COPIES OF PUBLICATIONS

Upon publication, a minimum of one electronic copy must be submitted to SHPO. One copy of the publication will be furnished by SHPO to NPS, which will furnish one copy to the Department of the Interior's Natural Resource Library for deposit. Publications covered by this section include any formal, bound publication produced as a result of research or any other work funded in whole or in part by CLG grants, except National Register Nominations and Inventories, which conform to their own submission requirements.

SURVEY PROJECT REQUIREMENTS (RLS & ILS)

The CLG must work with SHPO to:

- Develop the survey proposal to be submitted to SHPO before starting work and timeline.
- Develop the RFP.

This communication should occur in the first quarter of the grant period.

SHPO will work with the selected consultant and the CLG to:

- Coordinate the database access.
- Coordinate information transfer.
- Ensure SHPO requirements are achieved.

Survey Project Deadlines

These deadlines are required for submission to SHPO, they do not include the CLG and commission/board review, which should be accounted for in the contract timeline.

1st draft database, maps and report outline to SHPO – February 1, 2025

SHPO return comments – March 1, 2025

SHPO & consultant work through revisions (as needed) – March 1, 2025-May 31, 2025

Final draft to SHPO – May 31, 2025



DEVELOPMENT PROJECT REQUIREMENTS

Eligible Projects

Rehabilitation and preservation of properties listed on the National Register of Historic Places individually or contributing to a district.

- Painting alone is ineligible for funding.
- Projects eligible for funding.
 - Roofing
 - Window repair
 - Foundation repair
 - Siding repair
 - Replacement of missing architectural features, etc.

Preservation Agreement Requirement

All development or rehabilitation projects require a Preservation Agreement between the SHPO and the property owner. An example Preservation Agreement is available as a fillable form on Oregon Heritage website: <https://www.oregon.gov/oprd/OH/pages/clg.aspx>. You may submit this with the application or as a progress report in OPRD Grants Online. This is **required before work** can begin on the project. If the Federal funds use on a property accumulate to over \$25,000 then a covenant is required. If a covenant is required, then a copy of the deed will need to be submitted. Contact your grant coordinator in this case.

Section 106 and NEPA Compliance

Completion of Section 106 and NEPA documentation is required for all development projects. Both processes must be completed before work begins. Submit the CLG Development Project packet with your application or as a progress report in OPRD Grants Online. SHPO will begin the Section 106 review and the NEPA process upon receipt of the complete packet.

- If the project is eligible for funding and the work meets the Secretary of the Interior's Standards, the signed packet will be uploaded to OPRD Grants Online, and the grantee will be notified.
- SHPO will begin the NEPA process.
- The 30 day tribal and public comment period will be completed.
- The NEPA documentation including the approved CLG Development Project Packet will be sent to NPS.
- The grantee will be notified of the project start date.

The packet coversheet and CLG development project checklist are [online](#).

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). Do not submit photographs in a PDF format.

Grant Reporting and Reimbursement

GRANT REPORTING

Reports are submitted through [OPRD GrantsOnline](#). Reports are submitted as a progress report through [OPRD GrantsOnline](#). See [Reporting through OPRD GrantsOnline](#) and [Using the OPRD Grant Application & Reporting System](#) sections of the [Oregon Heritage Grants webpage](#) for instructions and videos.

Interim reports: Interim grant reports are required **July 15, 2024, December 31, 2024** and **July 15, 2025**.

You will be sent a report reminder to submit it. Reports must include the current status of the project and summary of work completed, results and benefits of the project, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc.

Reports are submitted through [OPRD GrantsOnline](#) as a progress report. Reports must include:

- Start and end dates for the reporting period.
- The current status of the project and summary of work completed and work remaining, a timeline for completion, and any issues or challenges.
- Supporting attachments like photographs of work in progress and people doing the work, inspection results, etc. Any appropriate evidence that work was completed. See the list below for recommended attachments.
- Estimated amount of grant funds expected in the next grant period.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval, but this is rare with strong documentation submitted. 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 **July 15, 2025**, whichever is first. Reports are submitted through [OPRD Grants Online](#) as a progress report, check the box 'Final Report'. See [Reporting through OPRD GrantsOnline](#) and [Using the OPRD Grant Application & Reporting System](#) sections of the [Oregon Heritage Grants webpage](#) for instructions and videos. 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),
- Summaries of participation and results of programs,
- Electronic copies of documents, promotional materials, etc.,
- 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, please use the [online form](#).

Descriptions and supporting document requirements for typical project types:

Reconnaissance Level Survey

Summary: Describe the location, the number of properties, the general results of the survey, the number of people attending the public presentation of the survey.

Attachments: Submit the final survey report. The database and list of properties will be submitted directly to the survey program, so do not upload those.

Intensive Level Survey

Summary: Provide the address and property name, if there is one, and describe the property and a few sentences of the results of the survey, and recommendations for next steps.

Attachments: Submit the final report.

National Register Nomination

Summary: Provide the address and property name, if there is one, and describe how far the nomination is through the listing process.

Attachments: Submit a photograph of the property and the coversheet of the nomination form. The full nominations are submitted through the National Register program.

Pre-Development

Summary: Provide the address and property name, if there is one. Describe the purpose the pre-development work.

Attachments: The report, drawings, plans, etc. Be sure the required credit statements appear on the documents.

Development

Summary: Provide the address and property name, if there is one. Describe the work completed, the methods and materials used, the original materials retained or lost.

Attachments: Prior to work beginning the signed Preservation Agreement and complete CLG Development Project Packet must be submitted. For the final report, attach photos of people doing the work and before and after photos (jpg or tiff, 300 dpi or higher) and summary from contractor of work completed.

Review and compliance

Summary: Describe the number of meetings, the numbers of projects reviewed (by commission and/or staff).

Attachments: *Packet of meeting agendas or minutes (agenda only, not meeting packets).*

Planning

Summary: Describe the planning work completed, and a few sentences about the public participation and the results.

Attachments: Electronic copies of products (design guidelines, preservation plans, etc.) Be sure the required credit statements appear on the documents.

Public Education

Summary: For events, list each event, who and how many attended and the results. For brochures, describe what they are, how many were printed and how they were distributed. For formal publications, describe what they are, how many were printed and how they were distributed. For web-based projects describe what they are and many have accessed them.

Attachments: For events, submit flyers, articles, photos of the event, programs, etc. For brochures, submit the brochure. For formal publications, submit hard copies outside of OPRD Grants Online. For web based projects submit the url and screen shots that convey the work completed. Be sure the required credit statements appear on the documents.

Additional resources for reporting:

- [Grant reporting and reimbursement checklist](#)
- [OPRD Grants Online Reporting and Reimbursement Instructions](#)
- [How to submit a progress report – Video Tutorial](#)

GRANT REIMBURSEMENT:

Grant funds are dispersed on a reimbursable basis. A project report and a reimbursement request are required to receive a reimbursement. Both must be submitted through [OPRD GrantsOnline](#). See [OPRD Grants Online Reporting & Reimbursement Instructions](#) for detailed instructions or the [video](#) to complete your reimbursement request online.

The reimbursement request must include all expense information for the period the request covers, including costs covered by match.

Enter project expenses in the project expense section. Include all costs for the project, including match source funded expenses and volunteer time. Only the match amount must be provided, not the matching source. Expenses may be grouped by expense category:

- Contractor/Consultant
- Staff time



- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

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
<https://www.oregon.gov/oprd/OH/Documents/OPRDOOnlineGrantReimbursementReportingInstructions.pdf>
for a detailed guide to completing your report online.
- See Grant Reporting and Reimbursement Checklist for additional guidance.
<https://www.oregon.gov/oprd/OH/Documents/ReportingReimbursementChecklist.pdf>
- [How to submit a reimbursement request](#) – video tutorial
- DO NOT submit canceled checks as proof of payment. This is a privacy protection issue. Only proof of expense is required.

Separate reimbursement requests are required for each state fiscal year. Submit a reimbursement report for work in each of the following periods.

- April 1, 2024 – June 30, 2024, deadline July 15, 2024
- July 1, 2024 – June 30, 2025, deadline July 15, 2025

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request. The entire final payment will be withheld until all products are received, and approved by SHPO. No more than 50% of the expenditures to date will be paid in any payment, to assure the required 1:1 minimum match required for cities over 5000 and counties over 10,000 population.
- Full reimbursement is allowed when work is complete and the match requirements are met. OPRD may withhold up to 10% of the award amount until that time.

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

AUDITS: A field or desk audit may be made after completion of the project to verify your expenditures. The auditor will contact you several days in advance to arrange a convenient time if a field audit is necessary. To expedite this audit, all supporting documents should be readily available.

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



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

ASSISTANCE:

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

APPENDIX A

Oregon Heritage Grant Evaluation and Impact Form (Please use the [online 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.

Project Impact Form

In three sentences or less, what was the impact of the grant funds?		
	No	Yes
Did the grant directly affect your ability to complete the project? If yes, how?		
Comments:		
Select the Oregon Heritage Plan Goal that your project most addressed and explain how it did that.	<ol style="list-style-type: none"> 1. Include more voices 2. Increase access to heritage 3. Promote the value of heritage 4. Pursue best practices 	
Comments:		
Select the Oregon Historic Preservation Plan Issue that your project most addresses and explain how it did that.	<ol style="list-style-type: none"> 1. Government Partnerships 2. Advocacy and Heritage Partner Networking 3. Public Outreach and Education 4. Professional Preservation Education 5. Information Sharing and Accessibility 6. Identification and Designation of Cultural Resources 7. Preservation, Rehabilitation, and Protection of Cultural Resources 8. Grants & Funding 9. Economic Development 10. Statutes, Ordinances, Codes, and Processes 	
Comments:		



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. Grantees must follow the requirements of the National Park Service HPF Grant Manual and 2 CFR 200.

Contact Kuri Gill at Kuri.Gill@oregon.gov, or phone 503-986-0685 if you have questions.

In order to promote a better understanding of the records required and to avoid the possibility of having costs disallowed at the time of audit, the following accounting procedures are suggested:

- Establish a separate account for each agreement project.
- Maintain the account so that it includes the project name, and lists payment for salaries and wages, contracts, equipment, materials and supplies, and other items that conform to categories listed on the grant reimbursement request.
- Each entry in the account must be cross-referenced to a voucher, payroll invoice or other supporting document. Each payment must be supported by a cancelled check or warrant, available in the grantee's records in the event of an audit. DO NOT SUBMIT CANCELED CHECKS.

The following paragraphs provide you information about the specific budget categories:

Allowable Costs

Expenditures may be charged to this grant only if they:

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

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

Federal Requirements of the Grant

Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars apply to CLG grants. 2 CFR 200 is primary. Failure to comply with these Circulars may be the basis for withholding payments for proper charges, recovery of such funds, and the termination of financial support. Most of the circulars are on the Web, at <http://www.whitehouse.gov/OMB/circulars/>.

- Environmental Requirements. Activities funded by CLG grants shall be conducted in full accord with the policies and provisions of the National Environmental Policy Act of 1969 (Public Law 91-190), the Coastal Zone Management Act, and the Floodplain Management Act, as applicable.



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

Following is information about the specific budget categories:

Professional Contractor or Consultant

Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount.

Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services. These costs do not need to be itemized in the expenses if contracted in a lump sum.

Employees

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

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

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

Time and Attendance

Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed.

Fringe benefit rates should be developed using actual costs, and individual components should be identified.



Documentation should show how rate or cost was derived. This amount must be traceable through the grantee's records.

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained.

Materials and Equipment

Value and Use of Owned Equipment: Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs. The State has developed a form that may be used for this purpose; copies are available from the grants coordinator.

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

Supplies

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

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

Printing, Publication Design, etc. - If you make, design or print a publication as part of your project, include those costs here. The costs can only be paid if a statement recognizing the grant contribution is included.

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties 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.

Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.

Volunteered services may be counted as matching share if they are a necessary part of the project. A packet of forms are available from the grants coordinator for use by grantees who are tracking values of volunteer work and donations to projects. The forms are, for the most part, self explanatory.

Rates for volunteer services may not exceed minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge. In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then included in the payment request support documentation.

Donated Materials Invoices, where applicable, must be marked “donated” and signed, and attached to the Payment Request Form.

Donated Equipment Invoices, where applicable, must be marked “donated” and signed, and attached to the Payment Request Form.

APPENDIX C

PROFESSIONAL QUALIFICATIONS STANDARDS

Note: Consultants hired for CLG projects should meet the following qualifications.

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

History

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

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

Archeology

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

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

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

Architectural History

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

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

Architecture

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



Historic Architecture

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

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

APPENDIX D

▲ Project Budget Worksheet	
Project Budget Worksheet	
Public Education - Printing, design, etc	\$2,000.00
RLS - Consultant	\$4,000.00
Public Education - Staff time	\$1,000.00
Public Education - Volunteer time	\$500.00
RLS - staff time	\$500.00
Review and Compliance - Staff time	\$3,000.00
Source of Funding Worksheet	
Public Education - Staff time (Staff time)	\$1,000.00
Public Education - Volunteer time (Volunteers)	\$500.00
RLS - staff time (Staff time)	\$500.00
Review and Compliance - Staff time (Staff time)	\$3,000.00
Total Project Cost	
<input type="text" value="\$11,000.00"/>	
Total Match from Sponsor	
<input type="text" value="\$5,000.00"/>	
Grant Funds Requested	
<input type="text" value="\$6,000.00"/>	