

# 2011 CERTIFIED LOCAL GOVERNMENT GRANTS GRANT REQUIREMENT MANUAL



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, 1829 C Street NW, Washington, D.C. 20240.

The activity that is the subject of the publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, as provided through the Oregon State Historic Preservation Office. 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.



State Historic Preservation Office  
Oregon Parks and Recreation Department

Cover Photo: *Cottage Grove*

## Introduction

Congratulations on receiving a grant from the State Historic Preservation Office (SHPO). The Certified Local Government (CLG) grant program is funded by a Federal apportionment to Oregon through the National Park Service, Department of the Interior. You must comply with all Federal laws governing the administration of sub-grants as noted in the CLG Grant Agreement and this Manual.

These grants must have a 1:1 match. The grant cycle is 17 months if the grant agreement is signed promptly.

We want to help your approved project succeed. While we attempt to make the grant requirements clear and easy, we are responsible to the public for the appropriate handling of state and federal funds. Grant funds will be provided to you as reimbursement for appropriately completed and reported work. Please use this manual to navigate the grant process.

If you have more questions after reading this manual please contact one of the following:

Kuri Gill at [Kuri.Gill@state.or.us](mailto:Kuri.Gill@state.or.us) or (503) 986-0685

Kimberly Dunn at [Kimberly.Dunn@state.or.us](mailto:Kimberly.Dunn@state.or.us) or (503) 986-0670

## Grant Agreement

It is very important to read and be familiar with all elements of the CLG Grant Agreement, as it is the legal document defining your project activities. This Manual lays out additional guidance for requirements of the grant. Non-compliance with the terms of these documents will cause problems with paying you for your work, and may even jeopardize receiving a grant in the future.

Shortly after you were notified that you had been awarded a grant, you received a Grant Agreement. By signing the Grant Agreement, you attested 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 included:

1. An approved project budget with line items specifying project expenses.
2. Project Starting Date, Project Completion Date and the date final reports are due.
3. Special Conditions for the project.



4. Specific language for the acknowledgement of public funds provided by the State of Oregon and the National Park Service.
5. Requirements for submitting reports and billings.
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 you hold was made on the assumption that the work described would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately.

The Grants Coordinator must be notified as soon as possible of expected under expenditures of grant or match funds. Any unspent CLG Grant funds must be reobligated to other projects; otherwise, they are lost to the people of Oregon, and returned to the federal government.

**Grant Management  
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.

For example:

- Ian Johnson, National Register, Ordinance
- Cara Kaser, Survey & Inventory
- Joy Sears, Restoration & Rehabilitation
- Kuri Gill, Education, Review & Compliance, Planning, etc.

**Work Plans**

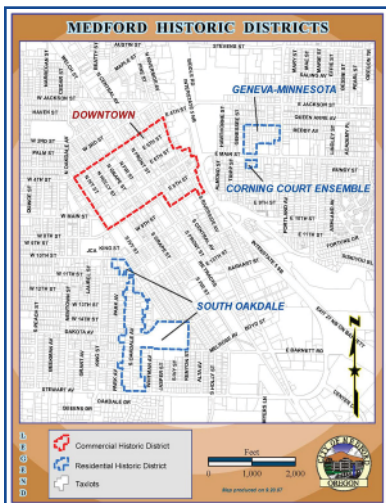
Work plans for all projects must be approved by the SHPO staff before work begins. For example: for Historic Rehabilitation projects, submit the following to the Grants Coordinator:

1. Before photographs
2. Plan drawings
3. Work description including materials, tools and processes to be used
4. Timeline

SHPO staff must approve drafts of publications and interpretive panels prior to production.



*We are here to help!*



## Hiring Consultants/Contractors

The grantee is responsible for all contractor and consultant oversight. 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](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.

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. Grantees must submit the following to the SHPO:

1. How contractor was solicited and selected;
2. Why contractor was selected (references, quality, previous work, time frame, cost, etc).
3. A copy of the signed and dated contract.

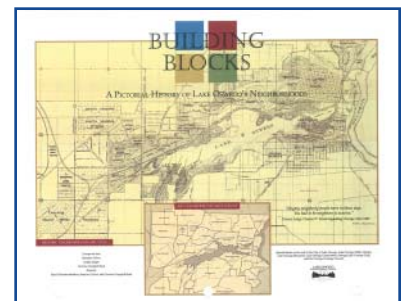
SHPO may request that the Grantee check the Consultant's references, if evidence of this is not submitted with the approval request. This is good hiring practice.

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; drafts for SHPO review must also come from the Grantee.



*See Heritage Bulletin #8 for more information about working with contractors and consultants. Available at [www.oregonheritage.org](http://www.oregonheritage.org).*



### **Public Notice Requirement**

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, etc.

### **Acknowledgment of Support**

An acknowledgment of 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 newsletter, 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.

(Only relevant portions of the required statement need to be used as appropriate depending on the content of the publication; e.g., if there are no commercial products, then that part of the statement can be omitted.)

### **Nondiscrimination Statement**

Publications 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 World Wide Web



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.

### Copies of publications

Upon publication, a minimum of five copies must be submitted to SHPO. Three copies 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. Of the copies retained by SHPO, one will be filed with the contract and the other will be placed in the resource library. Publications covered by this section include any 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.

### 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 the HPD Grants website: <http://www.oregon.gov/OPRD/HCD/grants.shtml>

### Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. Please send a printed copy with the final report. We prefer photos in a digital format (300dpi). If you provide a digital copy, then the hard copy can just be printed from a computer. If you are not providing a digital version, the photo must be professionally printed.

### Calendar & Timeline

- Grant Funds Available – April 1, 2011 with a signed grant agreement
- Progress Report - Septemeber 20, 2011
- Grant Project Completion Deadline – August 31, 2012\*
- Final Report & Billing Deadline – September 20, 2012

\* Schedule any contracted work well before the project completion deadline so you have time to review the product and request any changes before it is turned into SHPO.



*Ideas for photos — building condition, contractors at work, artifact condition, historic feature condition, collections facilities, people doing data entry or scanning, volunteer group shots, celebration of completion events, etc.)*



## CLG Grant Reporting & Billing

### Project Reports

Forms to be used for project report will be provided by the grant coordinator. Please fill them out in electronic form, if possible, and email them. An interim project report is required on September 20th (about 6 months after the grant agreements are signed.)

Please include:

1. what has been accomplished on the project to date;
2. any problems or concerns you might have;
3. any OPRD assistance needed.

The Report Form follows the work itemization in your application and Agreement. This report is not intended to be a time consuming procedure. Information to complete it should be collected on an ongoing basis throughout the project. Each report stands on its own. Do not repeat information and expenditures previously reported.

### Submitting an interim reimbursement request

Partial payments may be requested throughout the duration of the grant period on the project report form. The current interim or final project progress report form must be used, and all requested information must be entered.

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 50/50 minimum match.

Remember to submit all document or video drafts to SHPO for review, revision if necessary, and approval prior to publication. Review by professional staff may take two weeks.

### 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.

When the project is completed, submit a final report summarizing the project using the final report form and necessary attachments including



photographs. Your final reimbursement request and report documents must be submitted within twenty (20) days following the agreed project end date. This must include:

1. Final Project Report & Billing Form
2. Project summary
3. Before, during and after photographs
4. Copies of projects like brochures and research summaries

## Audits

A financial audit of your grant may be conducted following the submission of your final products and payment requests after the grant period ends. Also, the SHPO program is audited at least every four years, and your project may also be audited as a part of that review. Your financial records should be retained for a period of seven years, or for three years following the final audit.

## In Field Monitoring

Expect to receive approximately 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.

Useful historic preservation information links are on the Heritage Division Grants website at: <http://www.oregon.gov/OPRD/HCD/grants.shtml>.



*If you have more questions after reading this manual, please contact one of the following:*

*Kuri Gill at [Kuri.Gill@state.or.us](mailto:Kuri.Gill@state.or.us) or (503) 986-0685*

*Kimberly Dunn at [kimberly.dunn@state.or.us](mailto:kimberly.dunn@state.or.us) or 503-986-0670*



## SUPPLEMENTAL INFORMATION

### Allowable Costs

Expenditures may be charged to this grant only if they:

1. are in payment of an obligation incurred during the contracted grant period,
2. are necessary to the accomplishment of approved grant objectives, and
3. conform to the “Standards for Allowability of Costs” and “Matching Share Standards” in the NPS Historic Preservation Fund Grants Manual, Chapters 13 & 14. These chapters are available as a separate document on the Heritage Program Grants page: <http://www.oregon.gov/OPRD/HCD/grants.shtml>

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

1. Federal Administrative Requirements. The provisions of Office of Management and Budget Circulars A-87, A-102, and A-110, apply to CLG grants. 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/>.
2. 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.
3. 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:
  - a. 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.
  - b. DI Form 1350, Assurance of Compliance (with Title VI, Civil Rights Act of 1964)
  - c. 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.

## SUPPLEMENTAL INFORMATION

### 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. 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 Kimberly Dunn at [kimberly.dunn@state.or.us](mailto:kimberly.dunn@state.or.us), or phone 503-986-0670 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:

1. Establish a separate account for each agreement project.
2. 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 billing form.
3. 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.

Following is information about the specific budget categories:

### Professional Contractor or Consultant

1. Proper contractor or consultant selection procedures must be followed and proper documentation maintained for audit, or contract costs are subject to disallowal.
2. 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.
3. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

### Volunteer Time

1. 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.
2. 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 your grant 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.
3. 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.

## SUPPLEMENTAL INFORMATION

### 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.

### Time and Attendance

1. Records (daily, weekly, or monthly) must show total daily hours for each project and description of work performed.
2. Fringe benefit rates should be developed using actual costs, and individual components should be identified.
3. 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. In October 2009, this rate was 55 cents per mile. 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.

Current State of Oregon rates are:

Breakfast = \$11.50

Lunch = \$11.50

Dinner = \$23

Lodging = \$70

### 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

1. Supplies and materials charged to the project must be supported by purchase orders and supplier's invoices.
2. The original or a photocopy of the cancelled checks must be available for a field audit.

## SUPPLEMENTAL INFORMATION

3. Printing, Publication Design, etc.
4. 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**

1. 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.
2. Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor.
3. 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.
4. 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.
5. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.
6. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and attached to the Payment Request Form.