

Diamonds in the Rough Grant 2025 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.

"Diamonds in the Rough" grants are to restore or reconstruct the facades of buildings that have been heavily altered over the years. The purpose is to return them to their historic appearance and potentially qualify them for historic register designation (local or national).

Grants must be submitted through the [Oregon Parks and Recreation Department Grants Online](#) system.

Grant Timeline:

- Deadline: May 7, 2025 (11:59 pm)
- Notification: End of June, 2025
- Project Start: July 1, 2025 with agreements fully executed and workplan approved.
- Project Completion and Reporting Deadline: April 30, 2026

Financial Information:

AWARD AMOUNT:

Grant funds may be awarded for amounts up to \$20,000. The State Historic Preservation Office attempts to fully fund grant requests. The funding is by reimbursement for work completed.

MATCH:

Grants must be matched 1:1 by the grantee.

- Match can be in the form of cash, in-kind donations and volunteer time.
- 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. Then, documentation of their rate is required.

BUDGET INFORMATION:

Bids and estimates strengthen the grant request when applicable. If awarded the grant requires at least three estimates for work over \$25,000.

GRANT REPORTING AND PAYMENT:

Awarded projects will be the subject of binding agreements between the State and the grantee. Grant funds are dispersed on a reimbursable basis. Details of payment arrangements and grant reporting are included in the grant guidelines.



Eligibility, Standards, Criteria, and Priorities:

ORGANIZATION AND PROJECT ELIGIBILITY:

- Nonprofits, local governments, and private property owners are eligible to apply.
- Buildings must have heavily modified primary facades and
 - Clear evidence that substantial portions of the historic facades are still there, covered by newer materials, or
 - Historic photos or original drawings that provide clear evidence for guiding the restoration/reconstruction. Lower priority will be given to applications that propose work based on speculation or generic designs rather than historical evidence for that specific building.
- Funds from this grant program may not be claimed for the federal rehabilitation tax credits.
- Buildings taking advantage of Oregon's Special Assessment of Historic Properties program may qualify if they meet the "heavily modified primary facade" requirement.
- New additions are not eligible for funding.

PRESERVATION STANDARDS:

All work must meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties; see <https://www.nps.gov/crps/tps/rehab-guidelines/index.htm>.

CRITERIA:

- The level of preservation or restoration of character-defining features.
- The project has a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Demonstrated community need for and benefit from the project.

ADDITIONAL CONSIDERATIONS:

- Commercial or public buildings in Certified Local Government communities, designated Main Street areas, or local or National Register of Historic Places listed historic districts are a higher priority.
- Projects that will generate dramatic "before-and-after" results, a high level of transformation are stronger.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand are stronger.

ASSISTANCE:

Please read the Diamonds in the Rough grant guidelines for details on application questions, award process, and grant requirements. 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 oprdragrants.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@opr.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.

- [Heritage Bulletins](#)

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

- Contact Information – Much of this information will be automatically entered.
 - Applicant – Organization
 - Project Contact – This is the person we contact to discuss details of the project. If you are submitting the application, but you will not be the project contact, the project contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
 - Address
 - Reimbursement Contact – This is the person who we contact to handle the financial side, may organization have a person managing the books who is not the project contact. The reimbursement contact must have an account in the system to be entered. Please request an account or use the online registration to create one.
- Project Information
 - Project title – make a clear, short project title



- Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important.
- Project start date
- Project end date
- Site name – if the building has a name and the street address
- Site city/town/area
- Site county
- Site description - provide a short description of the building(s) and the setting of the project.
- Site acreage – enter ‘1’
- Latitude & Longitude – use the ‘find lat/long’ button fill this field.
- Financial Information
 - Requested amount
 - Match amount
 - Total amount
 - Budget grouped by category
 - Contractor/Consultant
 - Staff time
 - Volunteer time
 - Materials & equipment
 - Printing, publication & design
 - Travel
 - Other (specify)
 - Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
 - Budget must include both expenses and income sources of funding.
 - 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 - Responses to narrative questions should be clear and respond directly to the question. They should be in the range of 1-3 short paragraphs. But, if more is needed to completely respond, there is not a space limit.
 - Provide the name of the property owner and indicate if the owner is the applicant (attach a letter of approval from the property owner, if it is not the applicant).
 - Property address and, if available, property name.
 - Provide the name, phone number, email and organization address of the person with authority to sign the grant agreement.
 - Statewide Plan Goals
 - Oregon Heritage Plan Goals – Select all goals of the Oregon Heritage Plan that this project addresses.
 - Include More Voices – including the history documented, preserved and shared and including more voices in doing the work.
 - Increase Access to Heritage – including online access, physical access, removing barriers, etc.
 - Promote the Value of Heritage – including public engagement projects.
 - Pursue Best Practices – including work that increases organizational capacity and follows standards, supports staff and volunteer care and training, planning and partner development, diversity and inclusion efforts, etc.

APPLICATION PROCESS

- Will original materials be removed? If yes, what materials and what are the replacement materials?
 - How the work will be completed? Describe methods to be used, who will do it and their qualifications, i.e. general contractor, sub-contractors, architects, skilled volunteers, etc.
 - Explain how the work will follow the Secretary of the Interior’s Standards for Rehabilitation. <http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>.
 - Ability to Complete the Project
 - Describe your organization's history and past successes related to this project.
 - Share any partnerships that support this project. Partners are active participants in the project. Describe level of partner commitment at the time of application. If there is not a partnership for this project, enter ‘N/A’.
 - Explain volunteer and community support for this project. Volunteer support is actual volunteer participation in the project. Community support may include shared mission value or positive interest with other organizations, neighbors, or community members.
 - Provide any other evidence of your ability to complete the project.
 - Organizational Impact
 - Explain how this project fits into organizational/business plans (strategic, interpretive, collection, outreach, etc.). Why is this project a priority for the organization at this time?
 - How will this move the organization/business forward?
 - Budget Narrative - Provide information about the appropriateness of the estimate (research, bids, qualified personnel, etc.) Describe other sources of funding (such as other grants) and indicate whether it is committed or not.
 - Use of grant funds – Specifically explain what parts of the project the grant will fund.
- Attachments:
 - Required:
 - Budget detail (this can be whatever format you chose, but should show expense detail)
 - Property photos (1 street view with surrounding properties, 1 of just the building alone, any useful detail photos)
 - Historic photos (if available)
 - Project area photos – For the building detail, note with arrows where work will be done. For historic photos note with arrows what details will be restored based on the photo.
 - Construction drawing/restoration/work plan – should include methods and materials
 - Completed W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - Vicinity map – can be a google map of the general area of the project
 - Other:
 - Estimates
 - Letter of commitment (property owner, business owner)
 - Letter of support (Main Street organization, city, etc) – This letter to discuss specific goal. Please do not submit letters that just state it is a good project.
 - Technical information
- Submission
 - Applications are subject to public records requests.
 - Be sure to click submit, you will receive confirmation of the submission



Grant Review and Award Process

GRANT REVIEW AND SELECTION:

- Technical review: Following the grant deadline the application will be reviewed by staff to make sure it is complete. You will be contacted if the application needs any technical revision.
- Committee review and scoring: Once applications pass the technical review a committee will review and score them using the following criteria and priorities. The committee will meet at a public meeting to discuss applications and provide recommendations for funding.
- State Advisory Committee on Historic Preservation Award: The recommendations are considered and the final selection is made by the State Advisory Committee on Historic Preservation at a public meeting.
- Notification: Applicants will be notified of the committee and commission meeting dates and locations. Applicants may attend these meetings, but may not comment during the review process. Applicants will be notified by email following the State Advisory Committee on Historic Preservation meeting.

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

- The level of preservation or restoration of character-defining features.
- The project has a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates.
- Demonstrated community need for and benefit from the project.

ADDITIONAL CONSIDERATIONS:

- Commercial or public buildings in Certified Local Government communities, designated Main Street areas, or local or National Register of Historic Places listed historic districts are a higher priority.
- Projects that will generate dramatic "before-and-after" results, a high level of transformation are stronger.
- Geographic diversity.
- Project readiness, including matching dollar share in-hand are stronger.

GRANT AWARD: The grant award will be made by the State Advisory Committee on Historic Preservation. Applicants will be notified by email following the award decision.

GRANT AGREEMENT: Shortly after you are notified that you have been awarded a grant, you will receive a Grant Agreement. By signing the Grant Agreement, you attest 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 of Oregon.
- 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

GRANT MANAGEMENT:

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

Consultants/Contractors

Evidence of competition for direct negotiated professional services of under \$25,000 is not mandatory.

Services and materials that cost \$25,000 to \$75,000 must show evidence of competition, including soliciting proposals from at least three potential contractors. We must approve your selection prior to the consultant or contractor being hired. Please check the references of any contractor you review. To obtain approval please send the following to the Grants Coordinator through the online grants system, as a progress report:

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

Work Plans

Work plans must be approved by Oregon Heritage before work begins. For approval submit the following to the Grants Coordinator:

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

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

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

- Work description including materials, tools and processes to be used.
- Timeline

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 must 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 employee.

Public Notice Requirement

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

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

- Send a news release to local media
- Inform your members and interested parties



- Post on social media
- Inform your public officials (local, state and federal)
- Have celebratory and/or informational events (construction tour, ribbon cutting, etc.)

During the life of the project, place a sign in a prominent and readable location on your site, stating: “This project has been funded in part by the Oregon Heritage Commission, Oregon Parks and Recreation Department.” A simple temporary sign is acceptable; call the grant coordinator for suggestions. The sign may also include other project supporters. Include a photograph of the sign in place with your final report. Exhibits, documents, publications, and publicity about this project must also include this funding credit.

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

Photographs

Before, during and after photographs are required for the interim and final report reports that request reimbursement. These should include participants at events, people doing the work, etc. Photos are required in a digital format (300dpi or higher, jpeg or tiff).

Grant Reporting and Reimbursement

GRANT REPORTING:

All reports are submitted as a progress report through [OPRD GrantsOnline](#). See [OPRD Grants Online Reporting & Reimbursement Instructions](#) and the [video](#) for detailed instructions to complete your report online.

Interim reports: Grant reports are required once during the grant cycle. You will be sent a report reminder to submit it. Interim 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.
- Submit supporting attachments like photographs of work in progress and people doing the work, screen shots of digital work or websites, inventory documents, promotional materials, exhibits, programs, participant evaluations, professional review, inspection results, etc. Any appropriate evidence that work was completed.
- 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 30 days of completing the project or by the final deadline on your grant agreement, whichever is first. Final reports are submitted as a progress report through [OPRD GrantsOnline](#). Reports must include a summary of work completed and any changes to the original plan. Check the box for 'Final Report'. Submit supporting documentation including:

- Photographs before, during and after the project is complete (300 dpi or higher).
- Copies of articles, press releases, flyers, research materials, screen shots of cataloging records, sample of monument condition reports, results of public events (number of people, impact to cemetery, etc.) related to the project.
- Contractor specifications and invoice, inspection report, and other evidence of work completed.
- **Grant Impact Form (Appendix B) required** – This information is used to measure the value of our grant programs. Complete this using the [online form](#).

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.

Additional resources for reporting:

- [Grant reporting and reimbursement checklist](#)
- [OPRD Grants Online Reporting and Reimbursement Instructions \(Appendix C\)](#)
- [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 expense information for the period the request covers, including costs covered by match.



GRANT REPORTING AND REIMBURSEMENT

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 required attachments.

- Invoices/receipts
 - **Items over \$500** – Proof of cost of project associated work is required. The invoice/receipt must list the work completed and the cost.
 - **Items under \$500** – You may compile a list or spreadsheet of small costs, it should include each item and its cost. The total from this document can be used as a project expense item in the online system.
- Volunteer time tracking - the document should include the volunteer, task, hours and rate related to work on the project. It is best if this is signed by the volunteer. The rate is Oregon minimum wage for your region. If it is a professional doing their profession as an in-kind donation, you must submit a document from them indicating their rate.
- Staff time tracking - the document should include the staff person, task, hours and rate related to work on the project.
- 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 guided 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. If you submit canceled checks, redact account information.

THINGS TO KNOW:

- Interim reimbursements may be requested as work is completed.
- Match requirements should be met with each request.
- 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.

PAYMENT: Once complete progress reports and reimbursement requests are submitted, they will be reviewed by OPRD staff – program staff and finance staff. Reimbursements are in the form of a check. State agencies and universities are required to submit an invoice for electronic funds transfer. The process takes 2-4 weeks.

EXTENSIONS: Extensions are extremely rare due to state accounting requirements. Please communicate early in the grant period to discuss scope of work changes to avoid extension or cancellation.



GRANT REPORTING AND REIMBURSEMENT

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

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

ASSISTANCE:

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



APPENDIX A

Diamonds in the Rough Grant Impact Form

Thank you for completing this form. This is valuable information we use to improve our programs and document their value. Don't worry if your project did not address some of the questions, we are attempting to track the performance of our grants overall. If you want to include additional detail, please use the comment boxes. Please complete this form [online](#).

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. Issue 1: Goal A: Organizations: Build well-resourced heritage organizations that represent the diversity and values of their communities. 2. Issue 1: Goal B: Collaboration: Build regular statewide in-person and online networking and collaboration opportunities, conferences, and workshops. 3. Issue 2: Goal C: Include preservation planning in infrastructure development, land use processes, and disaster preparedness and response plans. 4. Issue 2: Goal D: DIVERSITY: Increase the number and thematic diversity of cultural resources identified, evaluated, designated, and protected in Oregon. 5. Issue 2: Goal E: PRESERVATION: Increase the number of projects and services to preserve cultural resources. 	



	<p>6. Issue 3: Goal F: CONSULTATION: Provide decision-makers with technical expertise to enact laws and policies that address statewide cultural resource issues.</p> <p>7. Issue 3: Goal G: GOVERNANCE: Ensure state and local governing documents carry out federal and state cultural resource laws and best preservation practices.</p> <p>8. Issue 3: Goal H: ACCOUNTABILITY: Improve accountability, transparency, and compliance with federal and state cultural laws among tribal, federal, state, and local agencies and partners.</p> <p>9. Issue 4: Goal I: INFORMATION: Build accessible and sustainable statewide information management systems that support the heritage community’s work.</p> <p>10. Issue 4: Goal J: ACCESS: Provide web-based access to the collections held by Oregon Heritage and the heritage community.</p>
<p>Comments:</p>	



APPENDIX B

RECOMMENDED ACCOUNTING PROCEDURES

In any program where reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There should be definite supporting evidence for EACH item of cost claimed, estimates are not sufficient. While these may not be required for reporting purposes, they are recommended for your record keeping in case of audit. The procedures below may not apply in every case, so look through them and identify and use those that are relevant to your project.

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

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

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

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

Professional Contractor or Consultant

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

Payments made by the grantee should be supported by a statement or invoice from the consultant. The consultant hours do not need to be broken down if contracted in a lump sum, since the consultant agreement should state a total contracted amount. Payments made include fee for service, salary, per diem, payment for the travel, or other allowable services.

Employees

When a staff member is involved in a grant project, payrolls should be signed by an authorized person and wages paid should be supported by time and task tracking records for each employee.

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

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

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

Travel

State guidelines require that all mileage rates do not exceed the maximum state rate, which is generally the same as the standard Internal Revenue Service rate. The reimbursement request must show the name of the individual, time of departure and return, dates, mileage (odometer readings or locations), meals claimed, and purpose. A copy of lodging receipts for overnight travel must be maintained. Contact Kuri Gill at Kuri.Gill@oregon.gov or (503)986-0685 for current rates.

Materials and Equipment

Value and Use of Owned Equipment

Equipment value (for owned equipment) should be supported by time records and by a schedule of hourly rates developed from actual historical costs, or in the event no previous cost data exists, from reasonable estimates of such



factors as useful life, annual hours or use, insurance premiums, etc. These estimated rates must be adjusted each year based on the previous year's actual costs.

Equipment Rental (Outside)

Payments made by the grantee for equipment rented for specific project area are generally allowable under state regulations. Payments made by the grantee must be supported by a statement or invoice from the vendor that indicates the time period the equipment was rented.

Materials and Supplies

Supplies and materials charged to the project must be supported by supplier's invoices or receipts. The original or a photocopy of the cancelled checks must be available for a field audit. **DO NOT SUBMIT CANCELLED CHECKS IN YOUR REIMBURSEMENT REQUEST.**

Printing, Publication Design, etc.

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

Value of Contributed Goods and Services

Valuation of In Kind Contributions from Third Parties

The value of labor, materials, equipment usage, etc., donated by sources other than the grantee may be included on the Payment Request Form only if documented. Documentation can be a sheet with work done and hours worked recorded and signed by the project manager and the volunteer.

a. Valuation of volunteer service

- Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteered services may be counted as matching share if they are a necessary part of the project.
- Rates for volunteer services may not exceed Oregon minimum wage, except in those instances in which the volunteer is using their professional skills for the grant assisted work. For example, if a carpenter or bookkeeper donates carpentry or bookkeeping services to the project, these services may be valued at the hourly rate the carpenter or bookkeeper would normally charge.

In such cases, the donor must sign a brief statement that notes the donor's usual occupation, intent to donate their usual services, and the date. These statements are then submitted with the reimbursement request.

b. Donated Materials Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.

c. Donated Equipment Invoices, where applicable, must be marked "donated" and signed, and submitted with the reimbursement request.



APPENDIX C

Grant Reporting & Reimbursement Checklist

OREGON HERITAGE, OREGON PARKS AND RECREATION DEPARTMENT

Grants awarded by Oregon Heritage, Oregon Parks and Recreation Department are reimbursement grants. In order to receive payment, grantees must submit a progress report demonstrating work completed and a reimbursement request documenting all project expenses including those supported by a match source.

Basics

Progress reports and reimbursement requests may be submitted as work is completed and are required at specific times. The required reporting dates are found in your grant agreement, in attachment B.

A progress report is always required with a reimbursement request to receive funds. A progress report can be submitted without a reimbursement request.

When to Submit

When to submit the progress report:

- When required per the grant agreement, this may be an updated timeline if no work has been completed.
- When submitting for reimbursement.
- When requesting a scope of work change.
- When submitting workplan specifications for approval.
- When submitting extension requests. NOTE: These are rare and, in some cases, not allowed.
- When the entire project is complete. Be sure to click the 'final report' check box on the progress report.

When to submit a reimbursement request:

- When required per the grant agreement.
- When a large portion of work is complete.
- When all project work is complete, be sure to check the 'final request' check box in the reimbursement request.

How to Submit

Submit both the progress report and reimbursement request using the [OPRD Grants Online system](#). This is the same program used to submit the application. If you are not the person in your organization you can use the reporting instructions below to create an account.

Tools to help you with the online system.

- [OPRD Grants Online Reporting and Reimbursement Request Instructions](#)
- Video tutorials
- [How to submit a progress report](#)



- How to submit a reimbursement request

Tips & common challenges when submitting.

- Submit through the project, which is found in the project tab, not the application tab.
- Always click 'edit' at the top of the page when you want to start a report or request, or to enter information.
- The report and request are saved when you click 'save' and submitted when you click 'submit'. OPRD is only notified and can respond when submitted.
- Both the report and request must have at least one attachment uploaded in order to submit.

What to Submit

Progress Report

The progress report is evidence of the value, quality and type of work completed. Its purpose is to support that the terms of the agreement have been met. A description of the completed work is required in addition to uploaded supporting documents. Also, we frequently use these materials to share about good work in the state, develop resources, consider for awards, create conference sessions, and promote the value of the grant program. Please see the list below for suggested information and attachments to include based on the project type.

Reimbursement Request

The reimbursement request must include all of the costs associated with the grant funded project. Matching costs must be included.

What to attach:

- Staff time tracking – the document should include the staff person, task, hours and rate related to work on the project.
- Volunteer time tracking– the document should include the volunteer, task, hours and rate related to work on the project. It is best if this is signed by the volunteer. The rate is Oregon minimum wage for your region. If it is a professional doing their profession as an in-kind donation, you must submit a document from them indicating their rate.
- Invoices/receipts
 - **Items over \$500** – Proof of cost of project associated work is required. The invoice/receipt must list the work completed and the cost.
 - **Items under \$500** – You may compile a list or spreadsheet of small costs, it should include each item and its cost. The total from this document can be used as a project expense item in the online system.
- **DO NOT** submit copies of checks unless the account information is redacted.

Impact Survey

Once your final report and reimbursement request are submitted, be sure to complete the impact survey. You can find the link in your grant guidelines and on the website. The information provided helps demonstrate the value of the grant programs and supports their continuation.



Suggested Attachments for Progress Reports Based on Project

Building and historic cemetery rehabilitation, repair or restoration projects

- Before, during and after photos
 - Detail of work area
 - Full structure photo
- Inspection documents, occupancy approval, etc.
- Public engagement, response

Archaeology projects

- Photos of people doing the work
- Screen shots of web content
- Methodology
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Reports, permit requirements, etc.
- Value of this work
- Public engagement, response

Collections Housing and Storage

- Photos of people doing the work
- Before and after storage photos
- Inventory of items rehoused
- Approximate number (items, boxes, files, linear feet, etc.) and type of items rehoused
- Value of this work
- Public engagement, response

Collections Digitization

- Photos of people doing the work
- Sample digitized items
- Inventory of items digitized
- Approximate number (items, boxes, files, linear feet, etc.) and type of items digitized
- Value of this work
- Public engagement, response

Education Projects – working with schools and school programs

- Photos of people doing the work, permissions if students included
- Copies of curriculum and materials
- Number and type of programs and participants
- Evaluation from participants
- Marketing/promotion materials
- Value of this work

Interpretation – Exhibits

- Photos of people doing the work
- Photos of the interpretation installed
- Photos of people accessing the interpretation



- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Access tracking
- Value of this work
- Public engagement, response

Interpretation – Panels and Online Information

- Photos of people doing the work
- Photos of the interpretation installed or screen shots of web content
- Photos of people accessing the interpretation
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Access tracking
- Value of this work
- Public engagement, response

Tourism

- Photos of people doing the work
- Screen shots of web content
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees
- Marketing/promotion materials
- Value of this work
- Public engagement, response

Oral History

- Description of topic and main themes of the project, how and why the themes were selected
- Photos of people doing the work
- Inventory of oral histories completed (links if available online)
- Number and type of collaborating people and organizations
- Evaluation from participants
- Value of this work
- Public engagement, response

Public Education – events

- Photos of people doing the work
- Screen shots of web content
- PDFs of text, design, etc.
- Number and type of collaborating people and organizations
- Evaluation from participants and attendees



- Marketing/promotion materials
- Value of this work
- Public engagement, response

If you have questions or require assistance after reviewing the guidelines, instructions and tutorials, please contact:

Kuri Gill

Kuri.gill@opr.oregon.gov

503-986-0685





APPENDIX D

OREGON ADMINISTRATIVE RULE PRESERVING OREGON GRANTS

736-057-0100

Preserving Oregon Grant Types

Two subcategories exist in the Preserving Oregon Grant Program.

(1) A grantee may use a Preserving Oregon Grants for:

- (a) Rehabilitation work on properties listed in the National Register of Historic Places, or
- (b) Significant work contributing to identifying, preserving, or interpreting archaeological sites, or any combination thereof.

(2) A grantee may use a Diamonds in the Rough Grants for restoration or reconstruction of the facades of buildings that have lost historic character.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

736-057-0110

Eligible Preserving Oregon Grant Program Projects

(1) In order to be eligible for a Preserving Oregon Grant, projects must:

- (a) Be listed on the National Register of Historic Places; or
- (b) Be field-based research projects concerning the documentation, study, designation, or preservation of archaeological sites, structures, and artifacts are eligible; and
- (c) All work must meet the Secretary of the Interior's Standards for Treatment of Historic Properties.
- (d) Remodeling, new additions and solely cosmetic efforts are not eligible.

(2) In order to be eligible for a Diamonds in the Rough Grant, projects must:

- (a) Be a structure 50 years of age or older; and
- (b) Have lost historic character or no longer conveys historic associations; and
- (c) All work must meet the Secretary of the Interior's Standards for Treatment of Historic Properties.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

736-057-0120

Preserving Oregon Grant Program Application Procedure and Process

(1) The department shall announce through a variety of media the availability of, procedures for, deadlines, and other information for applying for a grant from the Preserving Oregon Grants Program.

(2) To apply for a grant under OAR 736-057-0100, an applicant must submit their application in a format prescribed by the department by the specified deadline.

(3) Applications for historic property projects of the Preserving Oregon Grant must demonstrate the following:

- (a) The proposed project is significant to the structure's integrity,
- (b) The proposed project preserves character defining features,



- (c) The proposed project will meet the Secretary of the Interior's Standards for Rehabilitation of Historic Properties,
- (d) The applicant is capable of carrying out the proposed project, and
- (e) The proposed property is historically significant.

(4) Applications for archaeology projects of the Preserving Oregon Grant must demonstrate the following:

- (a) The proposed project is significant to the field of archaeology,
- (b) The proposed project demonstrates technically sound methodology,
- (c) The proposed project includes a principle investigator who is a professional archaeologist,
- (d) The proposed project disseminates results effectively,
- (e) The site of the proposed projects is historically significant, and
- (f) The applicant is capable of carrying out the proposed project.

(5) Applications for Diamonds in the Rough grants of the Preserving Oregon Grant programs must demonstrate the following:

- (a) The level of preservation of character-defining features,
- (b) That the applicant has a well-developed work plan, a description of the work, and the corresponding cost estimates,
- (c) That the project is ready and the applicant has the matching dollar share in-hand commitment, and
- (d) That there is a community need for and benefit from the project.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

[736-057-0130](#)

Evaluation of Preserving Oregon Grant Program Applications

- (1) The department shall provide review criteria in grant guidelines or manual and application for each new grant cycle.
- (2) The department shall evaluate applications that it receives by the announced deadlines.
- (3) The department will establish a Grant Review Committee to review grant applications and provide recommendations for funding to the State Advisory Committee on Historic Preservation. The committee may include representatives of the State Advisory Committee on Historic Preservation, historic preservation specialists or other appropriate experts.
- (4) The Grant Review Committee shall score the applications based on the evaluation criteria and then rank applications in order of priority based on a formula considering:
 - (a) For properties listed in the National Register of Historic Places projects of the Preserving Oregon Grant:
 - (A) Giving higher priority to publicly owned resources and private nonprofit resources, and properties that offer the greatest public benefit through visual access and interpretive or educational value;
 - (B) Properties that are not publicly owned or nonprofit-owned must have exceptional significance or extraordinary public benefit to compete;
 - (C) Geographic distribution; and
 - (D) Additional evaluation will be based on demonstrated project readiness and the matching dollar share in-hand commitment.
 - (b) For archaeology projects of the Preserving Oregon Grant:
 - (A) Projects that discover or study previously untold perspectives and histories of people frequently excluded from historic interpretation;



- (B) Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates;
- (C) Geographic diversity;
- (D) Project readiness, including matching dollar share in-hand; and
- (E) Shows that it is part of a larger project or has far reaching results and uses beyond the submission of the product to the State Historic Preservation Office .

(c) For the Diamonds in the Rough Grant of the Preserving Oregon Grant Program:

- (A) Prioritize commercial or public buildings in Certified Local Government communities, designated Main Street areas, or local or National Register historic districts;
- (B) Projects with a well-prioritized, clearly explained work plan with an appropriate level of detail and realistic cost estimates;
- (C) Projects that will generate dramatic "before-and-after" results, a high level of transformation;
- (D) Geographic diversity; and
- (E) Project readiness, including matching dollar share in-hand.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

[736-057-0140](#)

Award of Preserving Oregon Grant Program Grants

- (1) The State Advisory Committee on Historic Preservation shall award the grants.
- (2) The department will establish maximum and minimum grant award limitations. The department will publish award limitations in grant guidelines or manual and application for each new grant cycle.
- (3) All grant awards will be subject to binding grant agreements between the department and grantee.
- (4) Grant agreements shall specify the terms and conditions of the grant award, generally including:
 - (a) The total project costs, the match or share grantee is to provide, and the amount of the grant;
 - (b) A statement of work grantee is to accomplish;
 - (c) The products grantee is to deliver;
 - (d) A timeline that details when the grant-assisted project may begin, a schedule for accomplishing work, and deadlines for delivering products and completing the project;
 - (e) The process and schedule for grantee to submit reimbursement requests for grant funds distribution;
 - (f) The measures of project impact at project completion; and
 - (g) The requirement that grantee comply with applicable local, state, and federal law and obtain all necessary permits.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

[736-057-0150](#)

Disbursement of Preserving Oregon Grant Program Grant Funds

- (1) The department will distribute grant funds to grantees on a reimbursable basis after grantee submits billings on approved schedules specified in grant agreements.
- (2) When requested by the department, grantees shall supply additional information to substantiate billings.
- ~~(3) The department may disburse grant funds in advance if grantees can demonstrate a compelling need.~~



Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

[736-057-0160](#)

Suspension or Termination of Agreement and Recovery of Preserving Oregon Grant Program Grant Funds

(1) The department shall send a notice of suspension or termination of grant agreement by registered letter to grantee at address listed in the agreement. The notice shall include recourse (if any) for grantee to remedy project deficiencies.

(2) The department shall require a grantees that has received funds in advance but is unable to complete approved projects to the department's satisfaction or within the three-year timeframe, to return all unexpended grant funds.

(3) A grantee shall maintain records adequate for audit purposes for a period of not less than five years after project completion.

(4) A grantee shall reimburse the department for any costs disqualified through audit findings.

Statutory/Other Authority: ORS 390.124 & ORS 358.617

Statutes/Other Implemented: ORS 358.475, ORS 358.605 & ORS 358.612 (2) and (12)

History:

[PRD 3-2020, adopt filed 02/21/2020, effective 02/21/2020](#)

