Historical Buildings and Sites Commission
MEETING MINUTES
December 9, 2021
5:15 pm Council Chambers

COMMISSIONERS:
Ward Warren (Chair)
Arden McConnell (Vice Chair)
Virginia Ford
Shirley Holzinger
Nathan Miller
Sandra Crowder (absent)
Vacant

STAFF/LIAISON MEMBERS:
Bradley Clark – Director Community Development
Donna Rupp – Associate Planner
Jason Maki – Associate Planner

STAFF/LIAISON MEMBERS:
Joel King

GUESTS:
Kuri Gill - Oregon Heritage Grants & Outreach Coordinator

1. **Roll Call** – Chair Warren called the meeting to order at 5:17 pm.

2. **Introductions**

3. **Public Comment**: None.

4. **Approval of October 14, 2021 Minutes**:

   Amend minutes to reflect Chair Warren wrote the narrative and Michael Holzinger provided the picture which were used for the Certified Local Government narrative.

   **MOTION**
   
   Chair Warren moved, and Vice Chair McConnell seconded the motion to approve the September 9, 2021 minutes as amended. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Ford, Miller and Holzinger.
   The motion passed.

5. **Guest**:

   a. Kuri Gill - Oregon Heritage Grants & Outreach Coordinator

6. **Action Items**:

   a. Public Hearing for 303-00115-21; Bohemian commercial addition and remodel at 221 SW G St.

   **MOTION**
   
   Vice Chair McConnell moved, and Commissioner Holzinger seconded the motion to approve the Bohemian commercial addition and remodel at 221 SW G St. and to add a horizontal wood strip across the large windows on either side of the entry doors. The vote resulted as follows:
   “AYES”: Chair Warren, Vice Chair McConnell, Commissioners Ford, Miller and Holzinger.
   The motion passed.
7. Matters from Commission Members and Staff:

a. 2022 HBSC Goals
   
   - Added “litter, sidewalks, alleyways, etc.” to goal #2.
   - Added “Establish a plan for a historic museum in Grants Pass.” as goal #11

c. City website search results
   
   Associate Planner, Donna Rupp, worked with the City’s webmaster to optimize the search results when people search for historic landmarks on the City’s website.

7. Future Agenda Building for Next Meeting:

   a. Certified Local Government Grant Discussion
   b. Conservation District Update
   c. Completing list of local landmark residential registrations

8. Adjourn: 6:54 pm

Next Meeting: December 21, 2021

Summary minutes prepared by Jason Maki, Associate Planner, Grants Pass Community Development.
EXPANSION AND NEW CONSTRUCTION AT 221 SW G STREET
FINDINGS OF FACT

Procedure Type: Type III: Historical Buildings and Sites Commission (HBSC)
Project Number: 303-00115-21
Project Type: HBSC Exterior Structure Addition Review

Owner: Kale Woolsey
Representative: Jake Scott

Property Address: 221 SW G Street
Map and Tax Lot: 36-05-18-DA TL 2500
Zoning: Central Business District - CBD (City)

Planner Assigned: Donna Rupp

Application Received: October 14, 2021
Application Complete: October 18, 2021
Date of Staff Report: November 8, 2021
Date of Hearing: December 9, 2021
Date of Findings of Fact: January 13, 2022
120 Day Deadline: February 15, 2022

I. PROPOSAL:

The request is for review of an expansion of an existing structure, with additional indoor space built across a currently open patio area. The structure will increase by 2,400 square feet for a total of 3,360 square feet, including a second floor seating area. This review is to determine that the new structure's exterior elevations are compatible with the Historic District criteria for exterior elevations only. The major site plan (Application #201-00403-21) was reviewed under a separate Director's Decision, Type I-C, and approved on November 12, 2021 with conditions, including conditions based on the outcome of this HBSC hearing.

II. AUTHORITY:

Sections 2.050, 7.063 and 13.450 of the Grants Pass Development Code (GPDC) authorizes the Historical Buildings and Sites Commission to review alteration of structures within the Grants Pass Downtown Historic District as a Type III procedure. In accordance with Section 13.454 of the Development Code, the Historical Buildings and Sites Commission shall be empowered to set the conditions of approval based on compliance with the criteria found in Section 13.452 of the GPDC.

Note: **Bold Italic Text** indicates text added by the Commission that was not contained in the staff report. **Strikeout Text** indicates deletions made by the Commission.
III. CRITERIA:
The decision must be based upon the criteria contained in Section 13.452 of the GPDC.

IV. APPEAL PROCEDURE:
Section 10.050, City of Grants Pass Development Code, provides for an appeal of the Historical Buildings and Sites Commission’s decision to the City Council. Based on Section 10.051, an appeal must be filed within twelve (12) calendar days from the date the written decision is mailed.

V. PROCEDURE
A. An application for a HBSC review of an expansion of an existing structure and expansion across an open patio area in the G Street National Historic District was submitted on October 14, 2021 and deemed complete on October 18, 2021. The application was processed in accordance with Section 7.063 of the GPDC.

B. Public notice of the November 18, 2021 HBSC hearing was mailed on October 27, 2021 in accordance with Section 7.063 of the GPDC.

C. The November 18, 2021 hearing was canceled due to a lack of a quorum and rescheduled for December 9, 2021. A revised public notice was mailed on November 23, 2021 for the rescheduled hearing.

D. A public hearing was held on December 9, 2021.

E. The HBSC voted to approve the proposal with a vote of 6-0-0.

VI. SUMMARY OF EVIDENCE:
A. The basic facts and criteria regarding this application are contained in the original staff report for 303-00115-21 presented at the December 9, 2021 hearing. This report is attached as Exhibit “A” and incorporated herein.

B. The minutes of the public hearings held by the HBSC on December 9, 2021, attached as Exhibit “B”, summarize the oral testimony presented and are incorporated herein.

C. The PowerPoint presentation given by staff on December 9, 2021 is attached as Exhibit “C” and incorporated herein.

VII. FINDINGS OF FACT:
The Historical Buildings and Sites Commission found that based upon the testimony given at the public hearings and the staff reports, the proposal meets the criteria in Sections 13.452 of the GPDC based on the reasons stated in the findings included below.

VIII. GENERAL FINDINGS OF FACT:
A. Characteristics of the Property:
1. Land Use Designation:
### Discussion

The request is for review of an expansion of an existing structure to build a restaurant with a new commercial kitchen, dining area and a second floor patio dining area. This review is to determine that the new structure’s exterior elevations are compatible with the Historic District criteria for exteriors of historic structures only.

The structure is an existing café that has been vacant for about one year, with an open patio and another existing business on the same tax lot. The existing business at 227 SW G Street will remain, with its store front access being incorporated into the new façade. The parking area in the rear will remain and be upgraded to meet current Development Code standards.

Restaurant use is allowed in both the Central Business and Historic Districts.

A Major Site Plan Review was submitted on October 14 and deemed complete on October 18, 2021 to convert the café and patio and build the additions. That application (#201-00403-21) was reviewed separately under a Director’s Decision, Type I-C, and approved on November 12, 2021, with conditions, including conditions based on the outcome of the HBSC hearing. The staff report addresses all other major site plan criteria per Section 19.052 of the Development Code.

The applicant supplied a narrative, plans, and sample color chips for the proposed new addition in their application.

Two public comments concerning the major site plan and historic review were received by staff. The first comment was sent by Don Hendricks, the owner of the adjacent building at 211 SW G Street. He expressed concern over access to his upstairs windows from the proposed second floor, outdoor dining area. Additionally, he is concerned that the small serving area structure on the upper floor will block the upstairs windows of his building.
The second comment came from Hyla Lipson, Executive Director of the Grants Pass Museum of Art. She expressed concern over the walkway that provides access from the alley to G Street. If it is built over by this development, she believes deliveries and accessibility for people without full mobility will be negatively impacted.

IX. CONFORMANCE WITH CRITERIA:

A. In determining the appropriateness of the new structures as proposed in the application for a building permit, the Commission shall consider the following:

Criterion 1: Complies with the applicable development standards of this section. The Elements of Compatibility (Section 13.453) are used to address this Criterion. They include the following:

1. Materials. Variety of materials adds visual interest, supports compatibility, and minimizes the impact of mass.
   a. Brick and Stucco are the recommended materials for building faces, depending on the age and design of the building.
   b. Exposed brick is desirable when possible, particularly on buildings of the 1890-1920 period.
   c. Materials Requiring HBSC Review:
      i. River rock, or other round rock surfaces.
      ii. Corrugated metal panels, similar metal products, corrugate fiberglass panels, or any other material that requires corrugation, seams or similar manipulation of the exterior surface to prevent deflection of the surface.

2. Roofs.
   a. Exclusions. Re-roofing any historic structure, … is excluded from review under this section.
   b. Pre-Approved Materials for Residences. The following roofing materials are pre-approved for use in the Historic District:
      i. Wood Shakes.
      ii. Wood Shingles.
      iii. Fiberglass Composition (Asphalt) Shingle:
         A. 3-Tab.
         B. Architectural Grade Fiberglass Composition (Asphalt).
         C. Asphalt Shake/Multi-Layer Asphalt.

3. Additions and/or New Construction. New additions, exterior alterations or related new construction shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property.

4. Colors. Paint and roof color represent highly visible elements of a building that can either greatly enhance, or greatly detract, from historic character.
   a. Exterior colors shall be selected from commercially available historical color palettes.
   b. The application of up to five individual colors per building, up to two for the predominate walls and up to three for trim is allowed.
HBSC Response: Satisfied with conditions.

Materials: The architecturally designed exterior elevations in Exhibit 3 show a variety of building materials, including brick as an accent and stucco as the primary exterior material. Brick and stucco are approved materials for building faces.

Roof: The roof will be flat and used as an outdoor dining area. It will not be visible from the street.

New Construction: The proposed plans show an attempt at the level of detail reflecting acceptable features, size, scale and proportions to blend with the Downtown Historic District. The submitted color rendering of the façade does not match the detail provided in the scale drawings of the façade found in the application. At the hearing the applicant clarified that the scale drawing of the façade is accurate and the color rendering was submitted as an example of what it would look like, but did not contain all of the details. As a condition of approval, the four large windows on either side of the door will be changed to appear to be eight windows as shown on the color rendering.

HBSC will need to decide if proposed detail is sufficient in order to fully assess the proposed design for compliance with the code and compatibility with other historic district buildings.

Colors: Paint colors are chosen from historic palettes and include one color ("Sycamore Tan") for the predominant walls and three trim colors ("Renwick Beige", "Roycroft Bronze Green", and Polished Mahogany"). Brick also adds accent color along the frontage.

Criterion 2: The purpose of Section 13.411 (Historic Resources: Districts and Landmarks), which include:

1. Effect and accomplish the protection, enhancement and perpetuation of such improvements and of districts which represent or reflect elements of the City’s and County’s cultural, social, economic, political and architectural history;

2. Safe guard the City’s and County's historic, aesthetic and cultural heritage as embodied and reflected in such improvement districts;

3. Complement any National Register Historic Districts designated in the City;

4. Stabilize and improve property values in such districts;

5. Foster civic pride in the beauty of historic buildings structures sites and signage and noble accomplishment of the past; and

6. Protect and enhance the City’s attractions to tourists and visitors and the support and stimulus to business and industry thereby provided.

HBSC Response: Satisfied.

1. The applicant has indicated in their application that the new construction honors Grants Pass’ history by drawing on same style as other structures on G Street.

2. The development safe guard’s local history by closely matching historic door entrances, and providing continuity.
3. The G Street National Register Historic District will benefit from having a viable business replacing a vacant building and underutilized space.

4. The project will stabilize and improve property values by building a new destination café and adding private investment within the Historic District.

5. The project will foster civic pride by representing the beauty of historic buildings, structures, sites and signage and noble accomplishment of the past.

6. The project will protect and enhance the City’s attractions to tourists and visitors and support business and industry by adding a newly expanded dining establishment in the Historic District.

**Criterion 3:** The general compatibility of the signage, exterior design, arrangement, proportion, detail, scale, color, texture and materials proposed to be used in the construction of the new building or structure.

**HBSC Response:** Satisfied.

Applicant proposes to use the existing signage from The Bohemian once the business moves to its new address. The signage is currently located within the Historic District and was approved in 2012. Any new exterior signs in the Historic District must be submitted for separate review by HBSC if they do not meet elements of compatibility.

The proposed structure appears to meet exterior design, arrangement, detail, scale, texture and materials elements as reviewed under Criterion 1 with the conditions listed in Criterion 1. However, HBSC will need to confirm during the public hearing that all elements of compatibility have been met.

**Criterion 4:** The effect of the proposed new structure on the character of the district;

**HBSC Response:** Satisfied.

The proposed design of the new structure reflects the historical architecture of the surrounding structures. It appears to blend in with the surrounding properties within the Historic District through the use of similar building materials and colors. As part of its public hearing review, the Commission is satisfied with the proposal, will need to assess the effect of the proposed structure on the neighborhood.

**Criterion 5:** The economic effect of the new structure on the historic value of the district.

**HBSC Response:** Satisfied.

The economic effect on the historic value of the District is expected to be positive based on the design of the proposed structure complementing other structures in the District. By designing the building to reflect past architectural styles rather than modern design, this proposal honors the City’s past and provides another attraction to draw people into the Historic District and will enhance the business and tourism environment.

**Criterion 6:** Complies with required applicable state and federal design guidelines.
HBSC Response: Satisfied.

Future building permits will undergo state and local building code review for life safety issues. Historic design guidelines from state and federal sources are not applicable to new structures in the City of Grants Pass.

X. DECISION AND SUMMARY:

The Historical Buildings and Sites Commission APPROVED the new exterior elevations with the following conditions. The vote for approval was 6-0-0, with Commissioners Warren, McConnell, Miller, Ford, Crowder and Holzinger voting in favor.

A. The following shall be accomplished within eighteen months of the date this report is signed and prior to issuance of a Development Permit. Otherwise, the approval shall expire. Extension of the Development Permit is permitted pursuant to Section 3.093(2) of the Development Code.

1. Submit revised building elevations indicating the new window details. Details will be built, as two different versions of the front elevation were submitted.

B. The information provided below is provided for your information only. The following must be accomplished prior to issuance of a Building Permit:

1. Submit construction documents to the Building Division for their review and approval to determine compliance with all Building, Fire and Life Safety, and adopted Oregon Structural Specialty Code requirements. Building plans shall be consistent with the approved site plan. The plans must be prepared by an Oregon-licensed design professional.

   a. Building plans shall be consistent with approved site plan and all conditions listed in the Director's Decision for staff report 201-00403-21.

   b. Buildings must comply with all applicable building and fire codes.

C. The following must be accomplished prior to issuance of a Certificate of Occupancy:

1. Development must occur according to the approved site plan and construction drawings. Developer must contact the Community Development Department and arrange for a final inspection prior to occupancy to insure compliance.

XI. FINDINGS APPROVED BY THE HISTORICAL BUILDINGS AND SITES COMMISSION, this 13th day of January, 2022.

Ward Warren, HBSC Chair
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, to apply for this non-competitive grant program. The funds may be use for projects promoting historic preservation including documentation, designation, and rehabilitation of historic properties, planning, review and compliance, and public education.

The grant cycle is 17 months if the grant agreement is signed promptly.

**FINANCIAL INFORMATION:** You may request up to $10,500.

**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 value of the project. Match can be in the form of cash, in-kind donations and volunteer time.

- A 1:1 match for funds requested is required for cities with population of 5000 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 when applicable.

**PROFESSIONAL REQUIREMENTS:** The application must convey that all work will be completed following the Secretary of the Interior’s Standards for Rehabilitation and by professionals who meet the requirements described in the [Historic Preservation Fund Grant Manual](http://www.oregonheritage.org).

**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.
GRANT TIMELINE:
Deadline – February 25, 2022 (11:59pm)
Notification & Agreements sent – April 1, 2022
Required interim reporting & reimbursement request deadlines – July 10, 2022 and July 10, 2023
Survey (RLS & ILS) 1st draft deadline – May 1, 2023
Survey (RLS & ILS) final draft deadline – July 31, 2023
Project completion deadline – August 31, 2023
Final report deadline – September 15, 2023
NO EXTENSIONS ARE AVAILABLE

ELIGIBILITY:
CERTIFIED LOCAL GOVERNMENTS: Local governments that have established a historic commission and implemented a preservation program approved by the State Historic Preservation Office and certified by the National Park Service may apply. CLGs must currently meet all certification requirements to apply. CLGs may apply up to once every two years.

PROJECTS: These grants support 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.
- Other activities – Trainings and conferences for staff and commissioners, membership in preservation organizations to access resources, training materials, etc.

STANDARDS:
- All projects must meet the Secretary of the Interior's Standards for Rehabilitation, 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.
APPLICATION PROCESS

GRANT ANNOUNCEMENT: The grant application will be announced directly to the contact for eligible CLGs. Grant application information and online system instructions can be found on the Oregon Heritage grants page. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx

REGISTRATION FOR THE ONLINE APPLICATION SYSTEM: To access the application, register at oprdgrants.org. If you already have an account, then request through Kuri.Gill@oregon.gov or 503-986-0685 to add this grant option to your account. See online registration and application instructions for detailed directions to use the online grant system. https://www.oregon.gov/oprd/OH/Pages/Grants.aspx

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

APPLICATION QUESTIONS: The following items will be required on the online application. Be sure to use the OPRD GrantsOnline instructions as you enter the information.

• Contact Information
  o Applicant – Enter the organization
  o 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.
  o Address
  o 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
  o Project title – Please use “[name of city or county] CLG Project”
  o Brief Project Description – please keep this brief and specific. Only state what the project is, not why it is important. List the key projects.
  o Project start date
  o Project end date
  o Site name – if the building has a name, or enter NA
  o Site city/town/area
  o Site county
  o Site description – Name the town
  o Site acreage – enter 1
  o Longitude & Latitude – use the Lat/Long button to fill these fields.

• Financial Information
  o Requested amount
  o Match amount
  o Total amount
  o Budget grouped by project type (Survey, Development, etc.) and category. See Appendix D for example.
APPLICATION PROCESS

- Contractor/Consultant
- Staff time (include rate for each person in the description)
- Volunteer time
- Materials & equipment
- Printing, publication & design
- Travel
- Other (specify)

  o Show source of funding using categories like, volunteer time, in-kind donations, staff time, organizational cash, donations, grants.
  o Budget must include both expenses and income sources of funding.

- Supplemental

  o 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.

  o 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). The survey time per building is approximately 10-20 minutes (including field data and database entry), the consultant rate is usually $50-$120 per hour. 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: New deadline for RLS – first draft of survey is due by May 1, 2023 and final draft due August 1, 2023. A completed appendix D of the guidelines is required as an attachment to the application.

  o 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: New deadline for ILS – first draft of survey is due by May 1, 2023 and final draft due August 1, 2023.

  o 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.

- 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. 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
  - 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
- 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: By signing the Grant Agreement, you attest acceptance of a federal 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:

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

AMENDMENTS TO THE AGREEMENT:
You may not, without prior written approval from us, make changes that would substantively alter the scope of work stipulated in the Agreement, or make any changes that authorized the award of the grant. The contract was with the assumption that the work would be completed as agreed. If an issue arises that you think may require an amendment, contact us immediately. 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. 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.
GRANT MANAGEMENT AND REPORTING

GRANT MANAGEMENT:

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.
For example:
- Jason Allen (Jason.Allen@oregon.gov) - Survey
- Kuri Gill (Kuri.Gill@oregon.gov) - Education, Review & Compliance, Planning, Building Assessments & Preservation Plans, Pre-Development Projects, Building Design etc.
- Joy Sears (Joy.Sears@oregon.gov) - Development (Restoration & Rehabilitation)
- Robert Olquin (Robert.Olquin@oregon.gov) - National Register
- Sheri Stuart – (Sheri.Stuart@oregon.gov) – Public Education & Outreach
- John Pouley – (John.Pouley@oregon.gov) – Archaeology

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.

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 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.)

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 and two hard copies 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. Of the copy retained by SHPO will be placed in the resource library. 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 – May 1, 2023
SHPO return comments – June 1, 2023
SHPO & consultant work through revisions (as needed) – June 1, 2023-July 31, 2023
Final draft to SHPO – August 1, 2023

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:

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 10, 2022 and July 10, 2023.

You will be sent a report reminder to submit it. Reports must include the current status of the project and summary of work completed, a timeline for completion, and any issues or challenges. Submit supporting attachments like photographs, professional review, inspection results, etc. Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

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, 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 45 days of completing the project or by September 15, 2023, 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 distributes. 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.

Oregon Heritage staff will review and approve reports. A site visit may be required for approval. You will be notified if a site visit must be scheduled.

See OPRD Grants Online Reporting & Reimbursement Instructions https://www.oregon.gov/oprd/OH/pages/grants.aspx#three for a detailed guided to completing your report online. There are also video tutorials available on this page.

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 Reporting through OPRD GrantsOnline and Using the OPRD Grant Application & Reporting System sections of the Oregon Heritage Grants webpage for instructions and videos.

The reimbursement request must include expense information for the period the request covers, including match funded work.

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 – including the people, hours, rate, task
- Staff time tracking – including the people, hours, rate, task
- Evidence of in-kind donation value
- **DO NOT** submit canceled checks as proof of payment. Only proof of expense is required.

See OPRD Grants Online Reporting & Reimbursement Instructions [https://www.oregon.gov/oprd/OH/Documents/OPRDOlineGrantReimbursementReportingInstructions.pdf](https://www.oregon.gov/oprd/OH/Documents/OPRDOlineGrantReimbursementReportingInstructions.pdf) for a detailed guided to completing your report online.

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. 10% of funds are withheld until all projects are complete.

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

- April 1, 2022 – June 30, 2022, deadline July 15, 2022
- July 1, 2022 – June 30, 2023, deadline July 15, 2023
- July 1, 2023 – August 31, 2023, deadline September 15, 2023

**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.

<table>
<thead>
<tr>
<th>Question</th>
<th>Extremely</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not At All</th>
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<tbody>
<tr>
<td>How manageable was the grant application?</td>
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<td>How manageable was the grant reporting?</td>
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<td>How manageable was the reimbursement process?</td>
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<td>How timely was the grant application, review, and award process?</td>
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<td>How timely was the grant report approval?</td>
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<td>How timely was the reimbursement process?</td>
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<td>How important was our staff expertise in the success of your project?</td>
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<td>How responsive was our staff in assisting you?</td>
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Project Impact Form

<table>
<thead>
<tr>
<th>Question</th>
<th>No</th>
<th>Yes</th>
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</thead>
<tbody>
<tr>
<td>Did the grant directly affect your ability to complete the project?</td>
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<tr>
<td>If yes, how?</td>
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<tr>
<td>Comments:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Did the project increase your organization’s capacity to carry out its mission (volunteer training, board development, facility improvement, matching funds, staff hire, ability to continue work)? If yes, list the ways capacity was increased.</td>
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<td>Comments:</td>
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<td>Did the project result in new partnerships or strengthen existing partnerships (partner was engaged in at least 20% of the project)? If yes, provide details on partners engaged.</td>
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<td>Comments:</td>
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<tr>
<td>Did the project include any paid staff time? If yes, provide number of hours and whether the hours were funded by the grant or match to the grant.</td>
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<td>Comments:</td>
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<td>Did the project fund an Oregon independent contractor, consultant, and/or business? If yes, provide number of companies and amount of dollars paid for the total project including grant funds.</td>
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<td>Comments:</td>
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<tr>
<td>Did your organization promote the project? Provide type (newspaper, Facebook, tourism site, etc) and number.</td>
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<td>Comments:</td>
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<tr>
<td>Did the project generate media? Provide type (newspaper, Facebook, tourism site, etc) and number.</td>
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<td>Comments:</td>
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<tr>
<td>Did the project document historical site(s), artifacts, histories, oral histories, etc.? If yes, provide the type and a measurable number.</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Did the project preserve buildings, artifacts, histories, etc. If yes provide the type and a measurable number. If you have a collection include the new ratio of preserved objects to prior to the project.</td>
<td>Comments:</td>
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<tr>
<td>Did the project engage your intended or primary audience? If yes, note your intended audience, the level of engagement and how it was measured.</td>
<td>Comments:</td>
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<tr>
<td>Did the project engage schools directly? This can include K-12 along with colleges and universities. If yes, how and what number of students and teachers.</td>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Did the project increase tourist draw to your organization or community? If yes, in what ways (new venue, exhibit, program, etc.)? Explain how this was measured and the level of increase.</td>
<td>Comments:</td>
<td></td>
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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
- 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/](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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Education - Printing, design, etc</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>RLS - Consultant</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Public Education - Staff time</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Public Education - Volunteer time</td>
<td>$500.00</td>
</tr>
<tr>
<td>RLS - staff time</td>
<td>$500.00</td>
</tr>
<tr>
<td>Review and Compliance - Staff time</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

#### Source of Funding Worksheet

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Education - Staff time (Staff time)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Public Education - Volunteer time (Volunteers)</td>
<td>$500.00</td>
</tr>
<tr>
<td>RLS - staff time (Staff time)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Review and Compliance - Staff time (Staff time)</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

#### Total Project Cost

- **Total Project Cost**: $11,000.00

#### Total Match from Sponsor

- **Total Match from Sponsor**: $5,000.00

#### Grant Funds Requested

- **Grant Funds Requested**: $6,000.00
OPRDGrants.org

Certified Local Grant Program
Online Grant Application Instructions
GENERAL INFORMATION

The following instructions are intended to help applicants navigate the Certified Local Government grant program online application process. The instructions may not address every possible scenario that could occur, however, you will get the information necessary to navigate the reporting and reimbursement process.

For information on answering actual application questions, please refer to the Certified Local Government Grant Guidelines.

The Grant Program Coordinator is available to assist those who have additional questions. Contact Kuri Gill at Kuri.Gill@oregon.gov or 503-986-0685.

Note: Screen shots and photos within these instructions are samples of what the reimbursement request and progress report. These shots are from a variety of grant programs and simulated projects. All OPRD grant programs use the same reporting system. You should not be concerned if you don’t see an example using the type of grant you have been awarded.

SYSTEM REQUIREMENTS & TIPS

System Requirements: The OPRD Online Grant System requires the following software:

1. Browser:
   - Firefox version 17 or higher.
   - Safari version 7 or higher.
   - Chrome latest version.
   - Internet Explorer version 9 or higher. (WARNING: Using Internet Explorer may lead to unsatisfying results. Not all functionality is available in Internet Explorer. To manage grants with a minimum amount of frustration, we suggest you use Chrome, Safari or Firefox browsers. Click on one of these links to download the appropriate browser.)

2. Javascript must be turned ON.
3. Popup blockers need exceptions for this site.
4. If you are not receiving emails from us, please check your spam filters, some filters are intercepting application generated email messages.

Don't know what browser version you are using? The web page fmbip.com will show you which browser and browser version you are currently using.

Tips
1. Always click ‘Edit’ to enter information.
2. An attachment is required for each listed attachment type. If the required attachment does not apply to your project, upload a document with ‘Not applicable’.
3. Use the ‘Find Lat/Long’ button to fill the latitude and longitude fields.
REQUEST AN ACCOUNT

**Important:** It is recommended that you request an account as soon as possible. Do not wait until the last minute to request an account or to begin filling out the application. Grant staff must review and approve your account request before you can access the online application. Requests will typically be reviewed within 3 business days. If you already have an account, do not register again. If you do not see the correct application, contact the grant coordinator for access. If you would like to represent another organization contact the grant coordinator.

1. Qualified applicants can request an account by clicking on the Applying tab or ‘this link’.

2. You will then be directed to the Grant System Account Request page.
3. Enter your name and contact information. Be sure your email is correct as all correspondence and access is through this email address.

4. Select your organization from the list. If your organization does not appear in the list, click the ‘My organization is not in this list’ box. Check the box for the Heritage Grants.

5. At the bottom of the screen, check the ‘I’m not a robot’ box

6. Click the ‘submit request’ button.

7. You will receive a confirmation e-mail from OPRD RecGrants once your request has been processed. Be sure to check you spam or junk folder if you do not see the email within 15 minutes.
If you are approved for an account, this e-mail will include a link which will direct you to set your password. **Note:** This link is only available for a limited time. When you click the link a pop-up box will appear to enter your password. If this doesn't occur, you may need to turn off your pop up blocker. If you cannot set up your password contact the grant manager.

Once you have set your password you may begin work on a grant application.

**LOG IN (AFTER ACCOUNT IS ESTABLISHED)**

1. Visit the Oregon Parks and Recreation: Grants Online site at https://oprdgrants.org/ and click “Sign In” in the upper right hand corner of the page. This will take you to the Grant System Login.

![Oregon Parks and Recreation: Grants Online](image)

2. Enter the same username (your email address) and password used when accessing grant applications.

![Grant System Login](image)

3. Once logged in you will be at the **Home Page** and see:
   a. Any organizations you are associated with – most have only one.
   b. New applications available for programs with open grant cycles – if any.
c. Panels for all **Applications, Projects** (awarded grants) and **People** associated with your organization.

*Note:* All People associated with your organization can access all applications and projects.
1. If you are associated in OPRD Grants Online with more than one organization, then those appear next to the red button.

2. If you are associated with more than one organization, select the organization that you are representing for this application. The numbers of available applications may change based on the eligibility requirements of each grant program. If you would like to know more about eligibility or to update your organization’s eligibility for a program, contact the grant coordinator.

3. Select the red button to see a drop down menu of available applications. Click on the application you would like to submit. An open application will now appear in your applications tab. You will notice the number change. Choose **HPG – Historic Preservation Grants**. This date is the day after the published deadline.

4. Click ‘## Applications’ section to see the list of applications and their status. Your new application will appear.

5. Select the application anywhere in the text of the project name field to open your application.

6. Once you have started an application always open the application through the applications tab, unless you want to create a new application. You may open and close the application as many times as you would like until you submit the application.
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Status</th>
<th>Grant Program</th>
<th>Award Year</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jones City Veterans Memorial</td>
<td>Editable</td>
<td>Veterans and War Memorial</td>
<td>2017</td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>
COMPLETE APPLICATION

1. Once you open your application you will be at the Grant Application Page and see:
   a. The application number
   b. The application type
   c. The ‘Edit’ button
   d. The ‘Delete Application’ button. Only click this button if you want to completely delete the application, it cannot be recovered. If you accidentally create a new application you do not want to use, please delete it.
   e. Project Information section
   f. Contact Information section
   g. Supplemental Information section
   h. Required Attachments section

2. Select the ‘edit’ button (upper right corner) every time you want to enter information.

3. Select each category to enter information into the application.

4. Select each section title to expand or contract the section view.

5. Items that have a red asterisk are required fields.

6. Select ‘Save Application’ as you complete work. This button only appears when in edit mode. You will need to select ‘Edit’ to continue working after saving.
1. Project Name: City of _______ or _______ County 2021 CLG Grant

2. Brief Project Description: Please keep this brief, it is a reference to use throughout the review, award, and grant management process. Do not talk about why you are doing the work, just what you are doing.

For example: We will complete an RLS of approximately 250 properties, provide commissioner training and provide historic preservation month activities.

3. Project Start Date: Provide the date the work to be funded by the grant will start. The start date may not be before the grant cycle begins.

4. Project End Date: Provide the date the work to be funded by the grant will be complete. The end date may not be after the grant cycle ends.

5. Site Name: If your project area doesn’t have a name, you may use a short descriptive name, or the city or county name.

6. Site City/Town/Area – Please enter the most closely associated location.

7. Site County – Check the box for the county where the project is taking place.
8. Site Description – Use the city name.

9. Site Acreage – Enter ‘1’.

10. Latitude and Longitude – Use the ‘Find Lat/Long’ button to fill the fields.

a. Click the ‘Find Lat/Lng’ button.
b. The map button will pop up. You may need to scroll down to see the instructions and the buttons.

   c. When you move your mouse to the map, it will turn into a hand. When you click you can drag the map around. Drag the map until your location is in the center. Then click the + to zoom in. You may need to zoom in many, many times. Each time you zoom, move your location to the middle of the screen.
d. When you are zoomed in enough the instruction information background will change to green and the instructions will tell you to click the map on the site.

![Map interface with instructions]

*Click the map to mark trailhead, park entrance, parking lot, construction site etc. Only one mark is allowed.*

lat:  lng:

---

e. You will need to double click. A map point will drop. The lat: and lng: fields will fill in and a save button will appear. Click the ‘save’ button and the latitude and longitude will fill in on the application. You will still need to save the entire application to save this information completely.

![Map interface with coordinates]

lat: 45.0938376812438   lng: -120.19213020801544

---

**CONTACT INFORMATION**
1. You may enter a project contact and a reimbursement contact. If they are the same, then you may leave the reimbursement contact blank. The people must have an OPRD Grants Online account to be added as a contact.

**FINANCIAL INFORMATION**

The **Financial Information** section is where you will provide all funding and budget information for the project. Please see the grant guidelines for more information regarding allowable costs.

1. Before you begin this section you should already have a **project budget** established. It is recommended that you work from a budget you have created from collecting information including cost estimates, quotes, and other research. You may want to have a spreadsheet or other document with your project financial information available to work from when you begin this section.

2. The summary financial information will auto-fill based on the Project Budget Worksheet and Source of Funding Worksheet entry.
3. To enter financial information select ‘edit’ in the upper right corner.

4. Select ‘Add Worksheet Item’ to enter items into the Project Budget Worksheet and the Source of Funding Worksheet. To edit a line item, select the 🆕️ and to delete it entirely, select the 🔴.

5. **Enter all project costs first.** Please use the following categories in the expense description: Contractor/Consultant; Materials & Equipment, Staff time; Volunteer time; Printing, Publication, Design, etc.; Travel; Other.

   Contractor cost can include the travel, materials and staff costs to complete the task, there is no need to break those out in this budget unless you are getting those some other way. If you are hiring a contractor to build a memorial, but the materials are donated by someone else, then they would be separate.

   You may combine all contractor costs into one total to ease data entry. If you do that, please submit a detailed budget as an attachment.
For this grant program please include the project category in addition to cost type.

RLS – Contractor/Consultant
RLS – Staff time
Public Education – Materials & Equipment
Public Education – Volunteer time
Public Education – Staff time

6. Enter the Description of the expense and the amount. And select ‘Add Item’. Select ‘Nevermind’ if you do not want to add that expense item. The item and cost will appear in the ‘Project Budget Worksheet’. Do not check the ‘match’ box when entering expense items, unless you are entering staff or volunteer time.

7. Staff time and Volunteer time are the only categories that can be both a match and source of funding. Enter the ‘Description’ and ‘Amount’, then check the ‘match’ box. Additional fields will appear to enter the ‘Match Amount’ and ‘Source of Funding’. Select ‘Add Item’, then the expense item will appear in the Project Budget Worksheet and the match will appear in the Source of Funding Worksheet. Note: Volunteer time expense amount must equal the match amount.
8. To enter the sources of funding like organizational cash, grant funds, donations, etc. Select ‘Add Worksheet Item’ and check the ‘Does this item include match?’ box. Enter the source description in the Description field and leave Amount blank. Enter the match amount and the Source of Funding. Select ‘Add Item’ if it is correct.

9. The item will then appear in the Source of Funding section.

10. If you are entering funds from a grant other than the one for which you are plying in this application, follow the instructions above and check the ‘Check here if the source is from another Grant’ box. Four new fields will open, enter any applicable information in the Grant Name, Grant Type, Granting Agency Fields. If the grant does not have more than one type, you may leave the field blank. Select the ‘Grant Status’, Pending means that you have applied for or intend to apply for the grant, Approved means your project has been selected for funding. You may provide details about the grant status in the Budget Narrative section of the Supplemental questions.
11. Select ‘Add Item’ and the grant information will appear in the Source of Funding Worksheet.

12. The Project Budget Worksheet section will calculate the Total Cost, Total Match and Grant Funds Requested automatically. This will populate the fields at the top of the Financial Information section.
SUPPLEMENTAL INFORMATION

The Supplemental Information section is where a majority of questions in the application are located. Some questions are limited to yes/no, multiple choice, or a short answer.

There are several narrative questions in this section. Questions that require a longer narrative response have an expanding box provided. The box will expand as you type until you have completed your response. Brief and concise answers are encouraged.

When preparing narrative answers, you may first prepare, edit and save those answers in another document. You can then cut and paste your answer directly into the application.

1. Select ‘Edit’ in the upper right corner to begin entering or editing information.
2. You may save the application as often as you would like by selecting the ‘Save Application’ button. You will need to select ‘Edit’ again to continue working after saving.

ATTACHMENTS

The Attachments section is where you will upload required supporting documents such as maps, construction drawings and property control documents. The required documents are listed in this tab and also described in the Grants Manual. Instructions for attachments
1. Save the application and click ‘edit’ to see the ‘Add Attachment’ button on the required attachments bar.

2. After reviewing the list of required attachments, make the items you wish to upload available in a file accessible on your computer. If you need to scan items and save them to a file, do so. Uploaded attachments can be photos, Word documents, spreadsheets, PDFs, etc. Once you have your documents saved to a location of your choice, you may begin to upload document

![0 of 2 Required Attachments](image)

NOTE: The attachments shown here may not be the same as appear in the application, log in to the application to confirm the required attachments.

3. Select ‘Add Attachment’

![0 of 7 Required Attachments](image)

4. Select ‘Browse’ to find the file you would like to attach. A window will open to search your device for files.

5. Once you select the files. Select to the type of attachment from the ‘For’ drop down. There must be at least one attachment per required file type in the ‘For’ drop down. Enter a short description to explain the attachment. For example, Letter of support from VFW, memorial drawings, site photo, etc. The For category and the Description are required for the attachment to upload properly.

![0 of 7 Required Attachments](image)


7. Once you add a file it will appear in the file type selected.
8. If you do NOT have any additional attachments, simply upload a blank place-holder page to fill the position. This will allow you to proceed and submit the application.
SUBMIT APPLICATION

1. Be sure all required fields are complete. Red exclamation points mean there are incomplete required fields. The green check mark means all fields are complete.

2. Select ‘edit’ and then select ‘Submit Application’.

3. A window will pop up. If you are ready to submit, check the ‘I agree’ box and select ‘Submit’. You WILL NOT be able to make changes once the application is submitted.
4. A window will pop up confirming the application has been submitted. You will also receive an e-mail from oprd.recgrants@state.or.us notifying you that it has been received.

5. You application will now have submitted status in your Applications tab. You will not be able to make changes once it is submitted.

6. If you attempt to submit an incomplete application, you will receive a message letting you know which required fields were not filled in or what attachments were not submitted. You must complete all the required fields before your application can be submitted and accepted.
APPLICATION STATUS

1. You may log on to http://oprdgrants.org/ at any point to check the status of the application. The application status will be one of three depending on where it is in the process.

2. The application will be in Editable status while it is still being completed by the applicant and prior to being submitted.

3. Once submitted, the application status will change to Submitted. Please check to make sure the application is in ‘Submitted’ status by the grant application deadline. If the application is not submitted by the deadline, it will be disqualified and will not be considered for funding.

4. Once submitted, OPRD staff will conduct a technical review of the application. If the application is complete and does not require further attention, the status will be changed to Reviewed. When the application is in ‘Reviewed’ status you will not need to do anything unless contacted by OPRD staff.

5. If the application requires updates or changes after staff technical review, you will be contacted via e-mail explaining what changes need to be made. The application status will be changed back from ‘Submitted’ to ‘Editable’ until the updates are reviewed by staff. Staff will work with the applicant until the application is acceptable. After all corrections are approved the status will then be changed to ‘Reviewed’ and you will not need to do anything further unless contacted by OPRD staff.
1. Complete as much information as possible in the **Project tab** before moving on to other parts of the application.

2. **Log out** of the site if you need to leave your computer for more than half an hour. The system may become unresponsive if you stop working on the application for long periods of time without logging out.

3. **Be sure to click Save often** while working on the application. You should save your work after completing a couple of questions at a time. You should always save immediately after answering a long narrative question.

4. If you are having problems with the application, check to make sure you are using a browser that meets the system requirements outlined on the first page of these instructions. Sometimes, simply changing browsers will fix a problem.

5. If you are using an acceptable browser and are having problems, try clearing your web browser’s cache. If you do not know how to do this, search your browser's help menu for “clear cache” or call OPRD Grant Program staff for assistance. After clearing your browser’s cache, exit your browser completely before attempting to access the site again. You should periodically clear the cache to allow your browser to function more efficiently.

6. **Have needed budgets and documents ready** when you log in to begin your application. The application isn’t intended to be a place to work out your budget. This should already be figured out prior to entering it in the application.

7. When preparing narrative answers, it is recommended that you **prepare, edit and save those answer in another document**. You then can cut and paste your answer into the application. Always save immediately after answering a question that you have put a great deal of time into completing. It is a good idea to double check that your narrative has actually been saved by leaving that tab and coming back to see if the answer is there.

8. If you see a pop up message indicating there was a **saving problem**, it is likely that your answer did not save correctly. The best thing to do at that point would be to log out, log back in and try again. If you don’t log out first, this could cause more saving problems with the rest of the questions on that tab.

9. It is recommended that you **complete the application well before the application deadline date**. However, applications will be accepted up until midnight of the deadline date. No applications can be submitted after the deadline.
Dear Property Owner,

The City of Grants Pass’ Historical Buildings and Sites Commission would like to invite you to join with other historic building owners to designate your building as a Local Landmark. It is a special honor for a property or site to receive this designation.

A local landmark is a designation for any structure or site 50 years old or older, which has a special character, social/cultural value, historic, architectural, or aesthetic interest and represents the heritage of the City.

Grants Pass is rich with history and active citizens who work to preserve our history and provide protections for the special character and historic value of your property.

The Historical Buildings and Sites Commission is available to offer advice and guidance for your historic property and encourages protection and preservation of our treasured local landmarks.

There is no cost to the property owners to start the simple landmark process. A brief narrative describing the property and the history known to you, along with a few digital photos can get the process started. Additional information about Local Landmarks can be found on the City website under “City Hall - Committees & Commissions – Historical Buildings and Sites Commission.”

We welcome you to join the special company of our many existing local landmark designations. Please contact Community Development Director, Bradley Clark, (Bclark@grantspassoregon.gov) at the City Planning Department or HBSC Chair, Ward Warren (Bluemoongp@gmail.com) with any further questions, or to get started with the simple Local Landmark designation process.

Sincerely,

____________________________  _________________
Bradley Clark  Ward Warren
Community Development Director  Chair, HBSC
Historic Preservation Officer
2022 HBSC Goals:

1. Increase parking capacity in the Historic District.

2. Create a comprehensive clean-up program for downtown to include graffiti removal, litter, sidewalks, alleyways, etc.

3. Proceed with the Conservation District.

4. Add flags to light poles in Historic District to promote the district.

5. Apply artwork on power boxes located by the traffic signals. Work with Committee on Public Art for design. Previous review of this idea involved using vinyl wraps, which the HBSC did not approve of for the Historic District. After a presentation a few months ago from Logan Design showing vinyl possibilities, Chair Warren would like to open up discussion on vinyl as a possibility for this artwork in the future.

6. Continue updating Local Landmark designations.

7. Distribute informational welcome letter. Need to discuss format, how and to whom.

8. Research CLG grants.

9. Add plaques to residential local landmarks as was done for commercial buildings about two years ago.

10. Expand the location of historic light posts to other areas of the Historic District. Right now, they are only on G and H Streets.

11. Establish a plan for a historic museum in Grants Pass.
SUBJECT AND SUMMARY:
This resolution creates a new Caveman Plaza Taskforce to identify issues to overcome and potential solutions to the development of Caveman Plaza.

RELATIONSHIP TO COUNCIL GOALS:
This supports Council’s goal of **ENCOURAGE ECONOMIC OPPORTUNITIES**.

Objective 1: Facilitate an environment to encourage business prosperity and economic opportunities

Action 1: Explore Urban Renewal Agency opportunities for Caveman Plaza

CALL TO ACTION SCHEDULE:
Call to action schedule: Council’s discretion.

BACKGROUND:
During Strategic Planning for the 2021 calendar year, Council adopted a three-star goal to explore Urban Renewal Agency (URA) opportunities for Caveman Plaza. The property (also known as “Towne Center Plaza”) is a multi-tenant building located at the northeast corner of SW 4th and SW G streets (144 SW G Street). The site currently houses approximately 10 active tenants in addition to a non-profit organization known as the Oregon Futbol Academy. The property is owned by BB Holdings OR 2 LLC, represented by Travis Boersma.

Redevelopment opportunities for the property were discussed at the July 26, 2021, City Council workshop. No decision was made, nor direction provided at that time. The Urban Renewal Plan identifies 18 potential projects. Project #12 identifies the Towne Center Plaza as an area that needs improvement. The buildings and surrounding parking are not consistent with the balance of the Historic District. Though there are some successful retail outlets in the plaza, the potential exceeds what is currently there. Incentives provided by the URA could influence the property owner’s future development of the site.

On November 22, 2021, City Council reconvened on the topic to discuss the potential formation of a taskforce dedicated to exploring redevelopment options. Property owner representative Travis Boersma attended the workshop and generally supported the idea of a taskforce. Boersma does not want to be a taskforce member due to conflict of interest but is willing to consider future partnership with the City of Grants Pass. The building has deferred maintenance that will need to be addressed soon and solutions need to be identified.

ITEM: 2.a. RESOLUTION FORMING A CAVEMAN PLAZA TASKFORCE.
The Council noted the importance of setting a clear framework and expectations for the taskforce, including topics such as future property ownership (URA vs. private), off-street parking, potential funding arrangements, and long-term vision for how the site will function within the Historic District. The taskforce is expected to meet multiple times over an approximately six-month period of time during the first half of 2022 and will hold meetings that are open to the public to attend and listen. The taskforce will decide what level of direct input it desires from the public.

**COST IMPLICATION:**

No new cash outlay anticipated for the taskforce. Potential to incur some costs for services of Elaine Howard, an Oregon URA consultant who is currently on a contract retainer with the URA.

**ALTERNATIVES:**

1. Approve the resolution creating the Caveman Plaza Taskforce;
2. Approve the resolution with amendments;
3. Do not approve the resolution and do not create a Caveman Plaza Taskforce.

**RECOMMENDED ACTION:**

The Strategic Plan identifies the Caveman Plaza as a three-star item. Creating a taskforce will help identify issues to overcome and potential solutions for redevelopment of the property.

**POTENTIAL MOTION:**

I move to approve the resolution creating the Caveman Plaza Taskforce and direct staff to advertise for members.
CITY OF GRANTS PASS
CAVEMAN PLAZA TASKFORCE

1. **Purpose:** To establish a diverse group of citizens and business interests that will identify potential barriers to overcome and solutions for redevelopment of the Caveman Plaza property located in historic downtown Grants Pass.

2. **Type:** Limited Term Advisory Taskforce

3. **Number of Members:** 14 max.

4. **Term of Appointment:** Full duration of Taskforce; approximately 6-8 months

5. **Special Qualifications:** Downtown business, banking/lending, real estate development, tourism, historic preservation, diverse citizen perspectives

6. **Appointment:** City Council. (Resolution No. 21-7128 – December 15, 2021)

7. **Staff Support:** Community Development Department

8. **Council Liaison:** Councilor TBD

### Members Appointed by the City Council

<table>
<thead>
<tr>
<th>Name</th>
<th>Sector / Organization</th>
<th>E-mail / Phone</th>
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