

1 **PARKS AND RECREATION DEPARTMENT**

2 **DIVISION 17**

3 **VETERANS AND WAR MEMORIAL GRANTS**

4 **736-017-0005**

5 **Definitions**

6 As used in this division, unless the context requires otherwise, the following definitions apply:

7 (1) "Agreement" means the formal contract between OPRD and the Project Sponsor describing the
8 terms and conditions associated with any granting of funds. Also called "Grant Agreement."

9 (2) "Commission" means the Oregon Parks and Recreation Commission.

10 (3) "Committee" means the Veterans and War Memorial Grant Review Committee described in OAR
11 736-017-0010.

12 (4) "Department" means the Oregon Parks and Recreation Department (OPRD).

13 (5) "Construction" means the creation of a new memorial on public property.

14 (6) "Director" means the director of the Oregon Parks and Recreation Department.

15 (7) "Eligible Project" means a construction or restoration undertaking which satisfies the requirements
16 of the Veterans and War Memorial Grant Program.

17 (8) "Governmental Entity" means a body of government, whether district, local or regional that owns
18 or leases the property on which the project is to reside.

19 (9) "Grant" means an award from the Veterans and War Memorial Grant Program.

20 (10) "Grant Application" means the form and its format as developed by the OPRD that an applicant
21 uses to request a grant.

22 (11) "Match" means project sponsor's budgeted funds, donated funds, value of equipment, materials,
23 labor, planning, or any combination thereof.

24 (12) "Maintenance" means the continuation or preservation of a memorial. It includes the routine
25 maintenance of or around a memorial such as landscaping, power washing, general cleaning, dusting,
26 or removal of trash.

27 (13) "Memorial" means a monument or place designed to commemorate or preserve the memory of
28 wars involving the United States of America or to honor veterans of the Armed Forces of the United
29 States of America.

- 30 (14) "Nonprofit Veterans' Organization" means a group that:
- 31 (a) Is a nonprofit group that represents veterans of the Armed Forces of the United States, or is
32 established for the purpose of supporting or recognizing such veterans;
- 33 (b) Has an established membership, that includes officers, and bylaws; and
- 34 (c) Is physically located in Oregon or has a chapter that is physically located in Oregon.
- 35 (d) Is also called a "Veterans' Nonprofit Organization".
- 36 (e) Is recognized as an existing non-profit status by the Internal Revenue Service.
- 37 (15) "OPRD" means the Oregon Parks and Recreation Department.
- 38 (16) "Planning" means the research, design, engineering, environmental, and site survey of any
39 Memorial construction or restoration project.
- 40 (17) "Project Completion" means satisfaction of all requirements of a grant agreement as determined
41 after review or inspection by OPRD.
- 42 (18) "Project Authorization" means the Agreement that authorizes the project as signed by the director
43 and the Project Sponsor.
- 44 (19) "Project Sponsor" means the recipient of the grant funds and the responsible party for
45 implementation of the project.
- 46 (20) "Public Property" means public lands, premises and buildings, including but not limited to any
47 building used in connection with the transaction of public business or any lands, premises or buildings
48 owned or leased by a local or regional government.
- 49 (21) "Restoration" means the improvement, rehabilitation, repair, or reconstruction of an existing
50 memorial. It does not include routine maintenance.
- 51 (22) "Veterans and War Memorial Grant Instruction Manual" means a manual prepared by the OPRD
52 containing state policies, procedures, instructions and grant criteria to assist applicants and Project
53 Sponsors wishing to participate in the Veterans and War Memorial Grant Program.

54 Stat. Auth.: ORS 390.124
55 Stats. Implemented: ORS 390.180(1)(d)
56 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

57 **736-017-0010**

58 **Veterans and War Memorial Grant Review Committee**

- 59 (1) The Veterans and War Memorial Grant Review Committee shall be composed of 12 members. The
60 committee shall include:

- 61 (a) The Local Government Grant Advisory Committee described in OAR 736-006-0145; and
62 (b) Two people appointed by the director to four-year terms that represent either a veterans'
63 organization or a governmental agency responsible for the administration of law relating to veterans.
- 64 (2) The director shall appoint the chair from the committee membership, considering the
65 recommendations of the committee.
- 66 (3) The committee shall meet upon the call of the director.
- 67 (4) The Veterans and War Memorial Grant Review Committee shall follow grant application review
68 procedures as provided in this division.

69 Stat. Auth.: ORS 390.124
70 Stats. Implemented: ORS 390.180(1)(d)
71 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

72 **736-017-0020**

73 **Eligibility**

- 74 (1) The department may consider a grant application from any local or regional government that meets
75 the requirements of this section.
- 76 (2) Site. To be eligible for a grant, a memorial must be placed on public property owned or controlled
77 by a local or regional government.
- 78 (3) The project sponsor must agree in writing to:
- 79 (a) Having the memorial sited and maintained for not less than 20 years from completion of the
80 project.
- 81 (b) An applicant must provide in their grant application:
- 82 (A) General description of the intended construction or restoration project;
- 83 (B) Documentation that demonstrates cooperation with a non-profit veterans' organization assisting in
84 the construction or restoration of a memorial;
- 85 (C) Location of project with site maps;
- 86 (D) Conceptual design drawings, engineering plans, or both.
- 87 (E) Description of project time period including proposed beginning and completion dates;
- 88 (F) Roles and responsibilities of the project sponsor and veterans' organization including post-project
89 completion responsibilities;
- 90 (G) Description of financing plan for eligible projects, including sources of funds and match;

91 (H) Summary of proposed budget for the eligible project;

92 (I) Allowance by the state for any audits.

93 (4) Matching Requirements. The Veterans and War Memorial Grant program provides, subject to the
94 availability of funds, for up to 80 percent funding assistance with a minimum of 10 percent cash
95 match. The project sponsor shall provide a minimum 10 percent cash match. The project sponsor may
96 provide the remaining match by planning work done prior to project authorization or planning,
97 construction, or restoration work performed following project authorization.

98 (5) Ineligible costs for grant:

99 (a) Overhead -- The regular operating expenses of either the applicant or the governmental entity
100 receiving the memorial such as rent, building upkeep, utilities, and all fixed costs associated with the
101 daily operations of a business, agency or group;

102 (b) Overtime;

103 (c) Expenses for equipment or materials used outside the scope of this project;

104 (d) Costs or expenses incurred prior to a Grant Agreement except planning work done prior to project
105 authorization under section (4) above.

106 Stat. Auth.: ORS 390.124

107 Stats. Implemented: ORS 390.180(1)(d)

108 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06

109 **736-017-0035**

110 **Award of Grants**

111 (1) Grants will be subject to binding grant agreements between the OPRD and the Project Sponsor.
112 The grant agreement will specify the terms and conditions of the grant, generally including:

113 (a) The total project costs, the match to be provided by the Project Sponsor, and the amount of the
114 grant;

115 (b) A statement of the work to be accomplished;

116 (c) When the grant-assisted project may begin and a schedule for accomplishing work, reporting on
117 progress, delivering products, and project completion.

118 (2) If grant funds remain or become unobligated, the department may reallocate such funds to other
119 department grant programs.

120 Stat. Auth.: ORS 390.124

121 Stats. Implemented: ORS 390.180(1)(d)

122 Hist.: PRD 6-2006, f. & cert. ef. 12-15-06