

Day of Service & Remembrance Grants Program Guidelines

OVERVIEW:

West Virginia State Historic Preservation Office has received funding from Volunteer West Virginia as part of the September 11, 2024 Day of Service and Remembrance Grant. This funding has been designated to recognize and assist the preservation or stabilization of local and family cemeteries which may contain interments of veterans and persons from underrepresented communities.

ELIGIBLE ACTIVITIES

- National Register nominations
- Workshops on identifying historic cemeteries and stone stabilization (the training must be provided by a professional)
- Interpretive signage at the cemetery to recognize the history of the cemetery and the interred (describe the purpose of the signs and their location and the material to be used)
- “Clean up work days” at cemeteries. Clean up work days are defined as volunteers gathering to participate in activities including, but not limited to: cleaning headstones, clearing brush and trash from cemetery grounds, mowing the grounds, and removing fallen trees.
 - Eligible expenses for “clean up work days” include:
 - Supplies (such as trash bags, fender brushes, nylon detail brushes, D/2 Biological Solution, Hand-held pump sprayers, and plastic scrapers). In order to receive reimbursement you must submit the receipts for all supplies.
 - Equipment rental (such as GIS system to mark boundaries, bush hogs, mowers, tractors, chain saws, weed eaters, and any other equipment that would be used for cleanup, enclose two (2) estimates from local rental companies with the lower bid used for the work).
 - Owner’s written permission will be a requirement of the work days.
- Rehabilitation work to cemetery property, including the following activities:
 - Fencing repair or replacement (describe improvements and type of fencing materials that will be used);
 - Interior and access roads repair or replacement (describe type of improvements and materials that will be used and enclose written permission of right-of-ways and easements from owner of property to carry out the work);
 - Tombstone repairs and re-setting (explain the procedures to be followed and the supplies that will be used and a qualified person is to provide services, include the documentation of that professional);
 - Owner’s written permission will be a requirement for rehabilitation work on cemetery property.

NON ELIGIBLE ACTIVITIES

- The purchase of vehicles or equipment of any kind;
- Historic research, archiving, web page design and publishing; and
- Land Acquisition or land rental.

ELIGIBILITY REQUIREMENTS:

- Cemeteries that receive perpetual care funds are not eligible for funding under this program.
- Owner’s written permission is required for physical repairs of grave markers, fences and other structural features. It is also required for landscape maintenance, stabilization or restoration efforts.
- Non-historic cemeteries are eligible for funding, but the cemetery must be at least 100 years old (first grave must date at least 1923).

- Non-profit organizations must include at time of application the 501(c)3 letter from the U.S. Internal Revenue Service (IRS).

FUNDING LEVELS

The program provides a minimum grant of \$1,000 to the maximum amount of \$10,000 with a dollar-to-dollar match by the applicant. All dollar amounts should be rounded off to the nearest dollar. In-kind labor is applicable; labor rate will be \$8.75 per volunteer hour. The equipment in-kind rate will be the lower of two estimates from local equipment rental companies, enclose both estimates with the application. This may be negotiated based on the location of grant activity. The in-kind labor hours will be verified by the volunteer signing their name and date and hours worked. The grantee must maintain records for any purchases of supplies, as well as in-kind labor and equipment rental for close-out.

APPLICATION PROCESS

The applicant must submit the following documentation to WVSHPO:

- detailed scope of work (name and physical address of cemetery);
- a budget detailing the use of funds (show match);
- 501(c)3 letter (if non-profit);
- a cemetery inventory form for each cemetery (found in this manual);
- "before" pictures of the cemetery;
- consultant estimates;
- proof of accessibility in accordance with the Americans with Disabilities Act;
- resolution signed by the applicant.

APPLICATION REVIEW AND AWARD PROCESS

- A. Applications will be submitted to the WV SHPO by **April 15, 2024**. An outside panel will review and develop funding recommendations for final approval of the grant awards by the West Virginia Archives and History Commission.
- B. Upon review and award approval the following will occur:
 - a. The applicant will receive a non-binding letter of intent describing the general nature and requirements of the award. A contract will outline the specific terms of the award & include procedures for obtaining the funds. The contract will have an expiration date for the completion of the project and expenditure of all funds. The contract will be forwarded for signatures to the chief executive officer of the entity.
- C. No funds shall be made available for a particular project until such time as all participating parties have signed the contract agreement. WV SHPO is responsible for the preparation of all contractual agreements and the disbursement of funds. Each project will be governed by its own agreement outlining its own specific and unique terms.
- D. Reimbursement of Funds: To receive funds, the recipient will complete a Request for Reimbursement form accompanied by invoices and copies of canceled checks (front and back), which are relevant to the request. After the request form is received and approved by WV SHPO, a payment will be executed. There is no reimbursement for past work or services.
- E. Monthly Report Submission: Upon execution of the contract the recipient shall be required to provide monthly progress reports. The recipient should identify expenditures in this report. Failure to submit or fully complete the required report will place the recipient in noncompliance status at which time WV SHPO staff will provide notification requesting the recipient/grantee to complete necessary corrections and/or submissions within a reasonable timeframe. Monthly reports shall be due no later than the 7th day following the end of a month.
- F. Project Monitoring: WV SHPO staff will provide monitoring of activities based upon the scope of work, contracts, project accounting, cost estimates, in-kind labor and equipment sheets, eligible expenditures, all legal documentation, progress reports and compliance with

all reporting requirements. WV SHPO reserves the right to conduct site monitoring visits on all projects during the course of the project. Prior to project close-out, WV SHPO may conduct a site visit to assure project completion, appropriate expenditure of funds and legal compliance. WV SHPO reserves the right to make additional site visits on any and all projects if deemed necessary. Monitoring questions, issues or program discrepancies identified by field staff during a monitoring or a completion inspection may be directed to the WV SHPO Grants Coordinator for additional review, determination and action.

- G. Project Close-out: The recipients/grantees of projects shall be required to submit a final completion report to WV SHPO. This report indicates completion of the project and desire to close out the reimbursement. The final report must be submitted when the complete scope of work has been accomplished or the end date of the contract, whichever occurs first. Once the report is received, WV SHPO will start close-out procedures. WV SHPO staff will contact the recipients/grantees to schedule a time to conduct a final site visit to assure project completion, appropriate expenditure of funds and legal compliance.

The close-out documentation that must be submitted to WV SHPO includes:

- final project report;
- in-kind volunteer/equipment sheets;
- "after" pictures of the project.

Application forms can be found on the WVSHPO website and completed forms should be returned to:

Return to:

Christina J. Moore, Grants Coordinator
WV Dept. of Arts, Culture and History
State Historic Preservation Office
1900 Kanawha Blvd E
Charleston, WV 25305-0300

Or submit to: [GOapply Online Application Portal](#) by 11:30 pm on April 15, 2024.

REQUIRED CHECKLIST

- ☐ Is your property listed in the National Register of Historic Places?
- ☐ Have you attached current letters of support for your project (at least three are required).
- ☐ Have you attached a current (within the last 2 months) bid estimate from a contractor?
- ☐ Have you attached a copy of the deed for the cemetery?
- ☐ Have you attached and labeled the requested photos for each item for which you are requesting funding? (Please include one general overall photo of the cemetery)
- ☐ Have you signed and attached the assurances?
- ☐ Have you attached documentation/proof of available funds to pay all expenditures upfront?

- 1. If awarded a grant, the recipient is reimbursed only for work that is conducted following signing of a contract with the SHPO.**

I acknowledge that I have read and understand the above statement about this grant.

Signature

Date

DEADLINE: Submitted via GoApply by April 15, 2024

For Office Use Only

Application Number

Date Received:

APPLICATION

September 11, 2024 Day of Service & Remembrance Grant

1. PROPERTY

Property Name _____

Address

City_____County_____State_____Zip_____

Is the cemetery:

- ☐ Listed on National Register. SSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSSS
Indicate nomination name & page #s (please do not attach entire nomination)
- ☐ Inventoried (HPI Form)
- ☐ Unrecorded

2. SPONSOR

Property Owner _____

Grant Sponsor_____

Contact Person

Address _____

City _____ State _____ Zip _____

Phone: _____ Email: _____

3. PROJECT DESCRIPTION: Fill out appropriate section and proposed activities & attach relevant photographs.(Please mark box)

☐ National Register Nomination

Ø Include HPI form and SHPO correspondence confirming eligibility.

☐ Workshops

Ø Describe proposed content, length, and proposed audience.

Ø Attach list of potential speakers

☐ Interpretive signage

Ø Describe purpose and/or contents of signs, their location, materials and location.

☐ Clean Up Days

- Ø Describe current condition, proposed activities, project participants, and possible date for the workday (9/11 or another appropriate date), proposed rental equipment and supplies.

☐ Rehabilitation work to cemetery property:

- Ø Describe current condition of structural elements (i.e. tombstone stabilization, fence, access road, wall, etc). Describe proposed repair solutions and possible contractors/consultants to assist with the work.(Work will be bid out.)

4. Please describe the level of support demonstrated by the community for preserving this cemetery.

5. How does this cemetery fit into the history of the community?

Please provide at least three current letters of support. You may also provide additional materials (newspaper clippings) that show how the cemetery provides a benefit to the community.

6. Who will be responsible for administering the grant? What is their experience in management and financial record keeping?

7. Please describe your (a) current maintenance plan and (b) future support plan for the upkeep of the cemetery and how it is funded.

(A) How do you currently maintain the cemetery? What work have you completed in the last two years?

(B) What additional work, if any, is needed to maintain the cemetery? How do you plan to fund this work?

8. Explain your connection to the cemetery (property owner?) or have been responsible for its care? (Please attach a copy of the deed to the cemetery). If you do not own the property, please provide an original letter from the owner indicating cooperation should the grant be awarded.

9. *Project Budget*

ITEMS	GRANT REQUEST	+ MATCH AMOUNT	=TOTAL

\$ _____

\$ _____

TOTAL PROJECT COST \$ _____

10. MATCHING SHARE

Please describe your matching share (at least 50%) of the project. Is it cash, staff time, volunteer time, donated materials, etc. **Applicant must include current documentation/proof (i.e., bank statement, etc.) of existing funds to pay total project cost up front.**

NOTE: Time valued above the minimum wage rate must be substantiated. If volunteer or staff time is included, be specific as to how it will be used (grant administration, painting, etc.)

Cash (attach support documentation) \$ _____

In-Kind (specify) \$ _____

CONTINUATION PAGE: This section can be used if you were unable to fit your comments into any of the spaces provided.

11. Please mark which section you are further explaining. Will a Consultant or Architect be engaged to evaluate the project, to prepare specifications, or to supervise the work? If you have prepared specifications and/or bid estimates, please include with application. Some awarded projects may require the sponsor to provide architectural or engineering services before the work is released for bidding.

12. If you are already working with a consultant or architect, please provide name and phone number.

13. I have read the attached criteria for evaluation of applications, the grants procedures and assurances and understand that I will be expected to comply with the requirements governing the grants program. I recognize that if the grant is made by the Division of Culture and History, Historic Preservation Office, I will be required to provide match as indicated in the application. If applicant is an organization, President or Chairman must sign. Owner(s) must co-sign if the applicant is not the owner.

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date

Return to: Grants Coordinator
Historic Preservation Office
Division of Arts, Culture and History
1900 Kanawha Blvd East
Charleston WV, 25305
(304) 558-0240 ext. 720

Additional sheets may be provided for any pertinent information that does not fit in the space provided. The application will not be reviewed if not properly completed or incomplete.

ASSURANCES- CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information, is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in **Appendix A** of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681, 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired **as a** result of Federal and federally-assisted programs. **These** requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis Bacon Act (40 U.S.C. §§2768 to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) **regarding** labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the

National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
---	-------

APPLICANT ORGANIZATION	DATE SUBMITTED
------------------------	----------------

