

Grant Administration At a Glance

1. Copy the Scope of Work section (usually Attachment A) of your Grant Agreement and use it as a working copy for your project. Refer to it regularly as you undertake your projects in order to ensure that you're meeting the expectations for your grant.
2. Contact Heritage Programs staff before starting your project(s), including purchasing items and hiring consultants. A 3-party meeting with you, Heritage staff, and your consultant/contractor is recommended. Early communication really helps all of us avoid missteps with your project.
3. Shop Around when purchasing items or contracting for services. Refer to the Procurement Procedures in the Grant Administration Manual for specific requirements. In general, 3 bids or price searches are required, especially for expenditures over \$5,000. In many cases, following your local government procurement procedures will meet the purchasing requirements for the grant.
4. Submit drafts of work products or request site inspections from Heritage staff for rehab projects while projects are still under way and capable of being adjusted to meet project standards. No one wants to see a finished project rejected for grant payment because it was done incorrectly.
5. Maintain a file for all of your paperwork – contracts, timesheets, invoices, proof of payments, etc. These need to be kept to support your reimbursement requests and for potential audit of your grant.
6. Give Credit to the grant funding through signage (for construction projects), statements in publications and productions, and in press releases or other publicity given to your project. Public awareness of grant funded projects generates greater public support for heritage.

Questions?

Call or write Kimberly Dunn; 503-986-0670, kimberly.dunn@state.or.us
Heritage Programs Division, OPRD
725 Summer Street NE Suite C
Salem OR 97301