

RESOLUTION No. 03-03-2012

A RESOLUTION RATIFYING THE ACCEPTANCE OF \$6,436.00 IN MATCHING GRANT PROCEEDS FROM THE UTAH DEPARTMENT OF COMMUNITY AND CULTURE, DIVISION OF STATE HISTORY, FOR ENHANCEMENTS TO THE SANTAQUIN CITY CEMETERY INFORMATION SYSTEMS IN COORDINATION WITH THE UTAH CEMETERY INVENTORY PROJECT

WHEREAS, Santaquin City, a political subdivision of the State of Utah, operates and maintains a municipal cemetery with a corresponding records management system; and

WHEREAS, the State of Utah Department of Community and Culture, Division of State History, is offering 50:50 grant support for the update and enhancement of cemetery information and records systems for municipalities throughout the State of Utah; and

WHEREAS, Santaquin City applied and was approved for grant funding for said purposes in the amount of \$6,436; and

WHEREAS, administrative acceptance of said grant proceeds was required by said funding agency prior to the next regularly scheduled meeting of the Santaquin City Council; and

WHEREAS, ratification of said administrative action is necessary to fully execute the application and corresponding agreement so that final acceptance of the grant funding can be received by Santaquin City;

NOW THEREFORE, BE IT RESOLVED by the City Council of Santaquin, Utah, enters into an application/agreement with the Utah Department of Community and Culture Division of State History, to accept funding for the enhancement of the Santaquin City Cemetery Information and Records Management System.

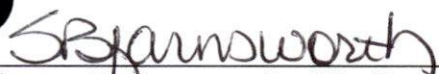
(See attached)

ADOPTED AND PASSED by the City Council of Santaquin City, Utah, this 7th day of March, 2012.

SANTAQUIN CITY


James E. DeGraffenried, Mayor

Attest


Susan B. Farnsworth, City Recorder





State of Utah

GARY R. HERBERT
Governor

GREG BELL
Lieutenant Governor

Department of Community and Culture

JULIE FISHER
Executive Director

State History

WILSON G. MARTIN
Acting Director

February 14, 2012

Ms. Shannon Hoffman
Santaquin City
275 West main Street
Santaquin UT 84655

Dear Ms. Hoffman:

I am very pleased to inform you that your organization has been awarded a grant in the amount of \$6,436.00 for the 2012 grant period. Congratulations! We are pleased to support the projects you have outlined in your grant application and to partner with you in helping preserve Utah's cultural resources and history.

In order to implement the grant, we must prepare a contract between Utah State History and your organization with an acceptable work plan and budget developed by our staff. Doug Misner and Lynette Lloyd are your staff advisors. We will be sending you contracts for your review and signature within the next few weeks. If you have questions about the grant or contract, please contact Debbie Dahl at ddahl@utah.gov or 801-533-3537.

Sincerely,

Wilson G. Martin
Acting Director



UTAH STATE HISTORICAL SOCIETY
ANTIQUITIES
HISTORIC PRESERVATION
RESEARCH CENTER & COLLECTIONS

Utah Cemetery Survey

PHASE I

Date February 6, 2012

Form Completed By Shannon Hoffman

Section 1 - Cemetery

Name Santaquin City Cemetery

Location/Street Address 100 East 300 South City Santaquin Zip 84655 County Utah

Please provide directions to the cemetery - use additional paper if necessary

South Bound 1-15, Exit 244 (Santaquin), Turn right on to East Main Street, U.S. 6, Turn left onto Center Street, Turn left at 300 South, Entrance to the cemetery is half way between Center Street and 100 East.

Section 2 - Cemetery Owner

Name Santaquin City
 Address (if different from above) 275 West Main Street City Santaquin Zip 84655 County Utah
 Daytime Phone 801-754-3211
 Email address weva@santaquin.org
 Website address www.santaquin.org
 Sexton's Name Wade Eva - Public Works Director

Section 3 - Person Responsible for Maintaining Cemetery Records

Name Joyce Lamb
 Address 275 West Main Street City Santaquin Zip 84655 County Utah
 Daytime Phone 801-754-3211
 Email address jlamb@santaquin.org

Section 4 - Cemetery Records and Map

Records

Handwritten Typewritten Sexton's Books Ledgers Other - please list _____
 Computerized Database yes no _____ what software? Pelorus, Word Perfect

Please provide other information relative to status, condition, accuracy, and completeness of cemetery records - use additional paper if necessary

Cemetery records including, lot owner information (owner name, date lots were purchased, deed transfers (if any) etc, deceased information (name, death date, cause of death, etc,) are kept and updated in a database in Pelorus. A ledger in Word Perfect records the location of each burial within the lot. Each lot contains eight graves numbered 1-4, East and West Tier. The records in these two programs are kept updated and are very accurate.

Map

Is there a map of the cemetery? Yes no _____ If yes, please return a copy if possible.
 How was the map created? Hand Drawn _____ Computer Generated what software? Excel

Accuracy - Please rate the accuracy of the map.

On a scale of 1 to 5, 1 being highly precise and 5 being a simple visual representation or schematic in nature.

1 2 3 4 5
 Please provide other information relative to status, condition, accuracy, and completeness of the cemetery map - use additional paper if necessary
A few years ago a new map was created in Excel. This map includes a layout of each lot with the names of owners and deceased. These records have been kept updated and are very complete and accurate, except for section A. This is an very old section that has not been mapped due to burials in any location within a family plot without using any kind of lot measurements, coordinates, etc.

Section 5 - Cemetery Statistics

Size (acres or square feet)	<u>Approx 12 Acres</u>	Year established	<u>Approx 1872</u>
Number of burial spaces	<u>7064</u>	Year of first burial	<u>1872</u>
Total occupied spaces	<u>3021</u>	Year of latest burial	<u>2012</u>
Is the cemetery active?	Yes <input checked="" type="checkbox"/> no _____		

Section 6 - Additional Information

Please comment on the origin of the cemetery, burials of historical significance, or other notable events relating to the cemetery. Use reverse side or additional paper if necessary.

Utah Cemetery Inventory Project

Grant Application (Phase 2)

The purpose of this grant program is to help local entities computerize their cemetery's burial records (names, dates, etc.). Grant funds are intended to help offset the cost of a consultant who will set up a system that both works for the local entity and is compatible with the statewide burials database. **See additional instructions on the second page of this application. Contact Doug Misner (801/533-3535) or Debbie Dahl (801/533-3537) if you have any questions.**

Return the completed grant application to: Debbie Dahl, Utah Cemetery Inventory Project, Utah State History, 300 S. Rio Grande Street, Salt Lake City, UT 84101. Or e-mail to ddahl@utah.gov

APPLICANT INFORMATION

Organization	Santaquin City		
Contact Person	Shannon Hoffman	Phone	801-754-3211
Mailing Address	275 West Main Street	Fax	801-754-3526
City, State, Zip	Santaquin, UT 84655	E-mail	shoffman@santaquin.org

CEMETERY INFORMATION

Name of Cemetery	Santaquin City Cemetery		
City	Santaquin	County	Utah

Attach a completed Phase 1 Survey Form. The form can be found at:
http://history.utah.gov/research_and_collections/ceimeteries
 (The Phase 1 Survey Form must be completed before a Phase 2 grant can be awarded.)

Grant Request and Project Description

Requested Grant Amount*	\$5,000 +	Local Match**	\$5,907.00 =	Project Budget	\$10,907.00
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*Maximum grant \$5,000

**Local match must be equal to or greater than grant request

Requested grant amount is based on:

- Two bids from consultants. (Attach a copy of the bid sheet).
 Other:

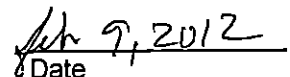
Local match is based on:

<input type="checkbox"/> Volunteer hours	hours	@ \$7.25 per hour	Total= \$
<input type="checkbox"/> Paid staff hours	hours	@ \$ per hour	Total= \$
<input checked="" type="checkbox"/> Cash expenditures of:	\$5,907.00 for: Software, Mapping, Data entry, Installation and Training.		
<input type="checkbox"/> Donated goods or services worth:	\$. Specify:		

On a separate piece of paper describe how the project will be completed according to the "Phase 2" instructions on page 2. Include in this a detailed budget and a work plan with the approximate number of names you will be submitting.


 Authorized representative (Type or sign your name here to certify the info is correct)

James E. DeGraffenried


 Date 7, 2012

Grant Reimbursement Guidelines

These guidelines outline the grantee's responsibilities in managing a Utah State History (USH) or Certified Local Government (CLG) grant project. When grant reimbursement is requested for a portion of project costs, or matching share is claimed, adequate records are essential. There must be specific supporting evidence for EACH item of cost claimed—*estimates are not specific enough.*

Find the reimbursements forms you need at
http://history.utah.gov/orgs_and_govs/reimbursement.htm

If you have any questions about these instructions, please contact Debbie Dahl at 801/533-3537 or ddahl@utah.gov. We will do our best to work things out with you.

Purchasing items or services (consultants, contractors, etc.)

Before spending money

Before making any purchases or hiring a consultant or contractor, review the Scope of Work section of your grant contract with the State History staff member who is overseeing your project. This will help you avoid spending money on things that will not be eligible for grant reimbursement.

Your State History staff advisor can also assist you in developing a Request For Proposals (RFP) for projects that are going out to bid. He or she can help make sure that all the right information is included in the RFP.

Spending money

1) Bids/Selection

Bid requirements vary based on how much the item or service costs.

- Under \$1,000: No bids required, though we recommend that you shop around.
- \$1,001 to \$5,000: Telephone quotes from at least two (preferably three) vendors are required. (See Bid Sheet.) If there is only one vendor for the item or service in your area, submit a statement to that effect.
- Above \$5,000: Written, detailed competitive bids from at least three vendors are required.

Governmental entities may use their own procurement procedures and provide a statement describing those bid/procurement procedures.

2) Reimbursement documentation

All purchases must be backed up by the following:

- **Invoice or receipt** - Itemized, detailed invoice/receipt showing:
 - Date of service/purchase
 - Quantity of item purchased
 - Detailed description of goods and services.

(A debit/credit card summarized receipt is not sufficient.)

- **Proof of payment.** This is usually a canceled check (front and back.)
 - Government agencies may submit copies of official payment ledgers in lieu of a canceled check.
 - Non-governmental grant recipients may either:
 - Provide copies of front and back of canceled check, or;
 - Provide a copy of the cleared check sheet the bank provides, with processed date underneath, or;
 - Provide a copy of the front of the check (copied before giving it to the vendor) *and* a copy of the bank statement showing the check clearing the bank account.

Personnel costs:

1) Paid employees:

- If virtually all of an employee's time is devoted to a grant-eligible activity (i.e. preservation planning), their time-keeping is simple: the total number of hours and the dollar amount should be recorded on one line of the Time and Expense Sheet and verified by an attached letter from the human resource department (or equivalent.)
- If only certain activities of an employee are eligible, then a regular Time and Expense Sheet is required. Daily totals are recommended, but totals based on pay-period increments, e.g., every two weeks are acceptable.

2) Volunteers - Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Although donated time is not reimbursable, it frequently is used as matching share if it is an integral and necessary part of the approved work.

The following support documentation is required for all donated volunteer time.

- A detailed Time and Expense Sheet for grant activity services performed by each volunteer. Records must show the actual hours worked and the specific duties performed. The individual who performed the work must sign each time sheet.
- Volunteer time must be counted at Federal minimum wage (currently \$7.25 per hour) unless a professional rate applies and is justified in writing.
 - If a volunteer furnishes his or her professional services, these services can be valued at their regular rate of pay. (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.) Rate verification is required.
 - If a volunteer performs services outside his or her profession, the volunteer time must be valued at the Federal minimum wage rate (for example, an archaeologist stuffing envelopes would be valued at minimum wage rate.)

Travel expenditures:

- State guidelines require that all mileage rates do not exceed the maximum federal rate (currently .50 per mile.)
- Mileage should be recorded on the individual's Time and Expense Sheet and show starting point and destination and the number of miles traveled.

Tips for filling out the forms

- Scope of Work item numbers must be given for each donation or expenditure on the Time and Expense Sheet, so it is clear which work item the donation or expenditure applies to.
- You may wish to combine a number of expenses (cash purchases, payments to consultants, etc.) on one Time and Expense Sheet labeled "Grant Expenses" rather than filling out a separate sheet for each one.
- Descriptions for work activities on each line need not be lengthy, but they should be clear and complete; some have been too brief in the past. Examples: Use "research on Jones House" instead of "research;" "meeting to review consultant bids" instead of "meeting;" "purchased book on Utah's Historic Architecture" instead of "book"; you get the picture.
- Neatness and organization of the packet helps our review process immensely. Time sheets do not have to be typed, but they should be legible and accurate.
- The Reimbursement Request Summary will need to be filled out, signed and dated by the CLG grant representative, certifying that the expenses, donations, and activities accounted for in the reimbursement are legitimate and correct.

Retention Period

Grantees must retain financial records, supporting documents, statistical records and all other records pertinent to a grant for a period of 3 years. The 3-year retention period starts from the date of the submission of the final expenditure report. These records should be stored at the city/county offices.

Certified Local Government (CLG) Grants

If your grant project is a CLG grant, there are a few more requirements that you need to be aware of.

1) Mid-year Report

Don't forget to fill out the Mid-year Report and submit it along with any reimbursement request to date. We want to know how your project is coming along and if there is any help you need from us. Whether you have started your project or not, please fill out the Mid-Year Report form and return it to our office by September 30.

2) Final Project Report

The Final Project Report must accompany the final reimbursement packet. This is your opportunity to explain any discrepancies between what was planned and what was achieved.

3) Statement of Equal Opportunity and Funding

Brochures, booklets, or other printed material must include the following statement (**NOTE: Without this statement we cannot reimburse the costs associated with the publication**):

This publication has been funded with the assistance of a matching grant-in-aid from UTAH STATE HISTORY and the NATIONAL PARK SERVICE. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination on the basis of race, color, national origin, religion, sex, age, disability, and sexual orientation. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

4) Copies of publications

Upon publication, a minimum of five copies must be submitted to State History. Three copies of the publication will be furnished by State History to the National Park Service, which will furnish one copy to the Department of the Interior's Natural Resource Library for deposit. The remaining two copies will be retained at State History. Publications covered by this section include any publication produced as a result of research or any other work funded in whole or in part by Historic Preservation Fund grants, except National Register Nominations, which conform to their own submission requirements.

5) Preservation Agreement and Project Sign

If your CLG grant includes a Development (brick & mortar) project, it will require two extra conditions:

- Preservation Agreement
- Project Sign

A Preservation Agreement and Project Sign are required by the National Park Service for all projects using federal funds for construction, including CLG grants. A Preservation Agreement obligates the owner of an historic property that is improved with a CLG grant to maintain the property for a period of five years.

A 8 ½" x 11" laminated sign (State History will provide), declaring that a portion of the funding for the rehabilitation project is being provided by the National Park Service, must be posted during the course of the project.

6) NO EXTENSIONS

Work must be completed and paid for by the end of the contract date. This is necessary so that reimbursements can be made within the federal deadline, so we do not lose these funds.