



**Department
of Commerce**

Division of Real Estate
& Professional Licensing

Mike DeWine, Governor
Jon Husted, Lt. Governor

Sheryl Maxfield, Director

July 1, 2019

Re: Fiscal Year (FY) 2020 Cemetery Grant Application

Dear Cemetery Operator:

The Ohio Division of Real Estate and Professional Licensing is pleased to announce that we are now accepting applications for the FY 2020 Cemetery Grant Program. Grant applications are available at our website and must be submitted ***no later than AUGUST 14, 2019*** to be considered.

Please review the FY 2020 Cemetery Grant Application package in its entirety. *Please be aware that this initial grant cycle is somewhat abbreviated due to the timing of implementation of this new program.*

If you have any questions or require additional assistance, please contact the Division at (614) 466-5384 or CemeteryGrants@com.state.oh.us.

Complete information and forms can be found at www.com.ohio.gov/real.

Sincerely,

Anne M. Petit
Superintendent

FY 2020 CEMETERY GRANT OVERVIEW

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FY 2020 CEMETERY GRANT OVERVIEW

I. PURPOSE

The Ohio Department of Commerce, Division of Real Estate and Professional Licensing (REPL) is pleased to announce the availability of grant funding in State Fiscal Year (FY) 2020 for eligible applicants to defray the costs of exceptional cemetery maintenance or training cemetery personnel in the maintenance and operation of cemeteries. **The grant cycle is July 1, 2019* to June 30, 2020.**

Exceptional maintenance shall be construed broadly to cover non-routine, non-repetitive maintenance. Reasonable maintenance, pursuant to Ohio Revised Code (ORC) section 4767.09, done in the day-to-day operations of a cemetery is not considered exceptional for purposes of awarding grants.

The amount of funding available for grant cycle FY 2020 is \$80,000.

II. ELIGIBILITY

In accordance with the applicable rules regarding Cemetery grants [Ohio Administrative Code (OAC) Chapter 1301:13-7], as applied to this program, the following procedures will be followed by REPL for the awards of the FY 2020 Cemetery Grants.

Eligible applicants for cemetery grants awarded under this rule shall meet the following eligibility criteria:

1. Applicants shall be cemetery operators properly registered pursuant to section 4767.02 of the Revised Code except for registered cemetery operators that are for-profit companies. Grant applicants must provide to REPL documentation of not-for-profit eligibility in accordance with the grant guidelines and grant application form.
2. Any cemetery required to establish and maintain an endowment care trust pursuant to ORC section 1721.21 and/or a preneed cemetery merchandise and services trust pursuant to ORC section 1721.211 must be in compliance with those sections to be eligible for a grant.
3. An eligible applicant may apply every other year for one grant of up to \$1,000. Operators of five or more cemeteries registered with REPL may apply each year for up to \$1,000. A grant application may be considered for requests over the stated limit if the applicant provides proof of one-to-one matching funds and includes an impact statement with proof of extenuating circumstances.

FY 2020 CEMETERY GRANT OVERVIEW

III. SPECIAL CONDITIONS

Grant applications shall be submitted on forms prescribed by REPL and shall bear the original signature of the principal administrative officer or financial officer of the applicant.

The eligible recipient must agree to adhere to the following:

1. All sections of the application must be filled out completely and the required documentation must be submitted with the application. Grant applications must be submitted online on or before August 14, 2019. **Applications submitted after August 14, 2019 will not be considered for a FY 2020 Cemetery Grant.**
2. Incomplete or illegible applications will not be considered for funding.
3. The authorized person(s) of the eligible recipient shall certify that the grant application is true and accurate.
4. All applicants must submit an original W-9 form with the application.
5. Grant funds shall not be used for activities or purchases related to an approved grant project prior to formal approval of the grant application by the Superintendent and issuance of the grant funds.
6. Grant funds shall only be expended by the grantee to whom the grant was awarded, and all grant funds must be expended or obligated by a grantee within the grant cycle for which they were awarded. Any grant funds not expended or obligated by the date contained in the grant conditions shall be remitted to REPL within thirty days following the end of the grant cycle.
7. A final report accounting for all grant funds by a grantee shall be submitted to REPL no later than thirty days after the end of the grant cycle. All expenditures and disbursements of grant funds by a grantee shall be subject to generally accepted accounting principles.
8. Any equipment purchased with grant funds shall be retained by the grantee and used in accordance with the terms of the grant award for the useful life of the equipment.
9. At any time during the grant funding cycle or after a final report has been submitted by the grantee, REPL may require that the grantee undergo an audit of the project administration and implementation. Within ten days after a request by REPL, a grantee shall supply original or verifiable copies of all receipts and other appropriate documentation related to disposition of the grant funds and make available for on-site inspection by REPL any and all records, books, documents and financial reports upon reasonable notice. These materials must be held for two years from the acceptance of the project final report in the offices of the grantee.
10. Failure to comply with special conditions #5 through #9 may be considered a misappropriation of funds and shall be investigated by REPL. A misappropriation or failure to properly administer grant funds shall result in forfeiture of unexpended grant funds. The grantee shall repay any funds determined by REPL to have been inappropriately expended and the grantee may be considered ineligible for funding in future grant cycles.

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IV. WHEN AND WHERE TO APPLY

The FY 2020 Cemetery Grant application period is July 1, 2019 to June 30, 2020. The original grant application must be answered completely to be considered for grant funds and submitted no later August 14, 2019 to be considered. The FY 2020 Cemetery Grant Application is available on-line only at our website: www.com.ohio.gov/real

V. NOTIFICATION AND DISTRIBUTION OF AWARDS

Award and non-award letters will be mailed to the eligible applicant(s). Check REPL's website for timeline updates. Grant funds will be disbursed shortly after a grantee has executed and returned all required documents to REPL. Grant recipients may begin to make purchases after the issuance of the grant funds.

FY 2020 CEMETERY GRANT OVERVIEW

FY 2020 CEMETERY GRANT SCORING

In accordance with the applicable rules regarding cemetery grants, Ohio Administrative Code (OAC) Section 1301:13, as applied to this program, the following procedures will be followed by the Ohio Division of Real Estate and Professional Licensing (REPL) for the awards of the FY 2020 Cemetery Grants.

Cemetery Grant Scoring Criteria:

Based on the scoring system outlined below, each eligible applicant will accumulate initial points based on specific information contained in their grant application. Applications may then be reviewed by the Cemetery Grant Advisory Committee with the highest scores that meet eligibility requirements being awarded grants based upon the availability of funds.

The scoring system utilized for this program is based upon the following:

1. Project Budget (Max 40): The project budget is included and complete.
2. Acres at capacity or with available inventory (Max 15/15): Points are awarded based on increasing number of acres at capacity.
3. Operating Budget (Max 30): The approved operating budget for the FY 2020 calendar year is included and is complete. There is no minimum or maximum budget requirement, however smaller budgets generally receive more points.
4. General project summary including why the project is exceptional maintenance (Max 80): Summaries that provide a stronger basis as to why the project is exceptional will generally receive more points.
5. Benefits & Usefulness of project (Max 30/40): Summaries that provide strong explanations of the project benefits and the usefulness of the project in the cemetery will generally receive more points.
6. Problem/Issue Statement (Max 20): an explanation of the existing problem/issue, as well as, the project goals and anticipated outcome will also be considered in awarding points.

In the event of a score tie, the available funds will be awarded according to the following, in priority order:

1. Eligible applicant with the lowest operating budget.
2. Eligible applicant with the highest exceptional maintenance score.
3. Eligible recipient with the lowest project budget.

* This initial grant cycle will be abbreviated due to the timing of program implementation.

*** For copies of the Ohio Revised Code Chapters 1721 and 4767, Ohio Administrative Code 1301:13-7 related to the cemetery registration requirements and cemetery grant program please go to the following website: <https://www.com.ohio.gov/real/> or contact Laura Monick, Program Administrator, at (614)466-5384 or CemeteryGrants@com.state.oh.us***