



**Department  
of Commerce**

Division of Real Estate  
& Professional Licensing

Mike DeWine, Governor  
Jon Husted, Lt. Governor

Sheryl Maxfield, Director

July 1, 2020

Re: Fiscal Year (FY) 2021 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 2021 Cemetery Grant Program. This year's grant applications may only be submitted online and must be submitted **no later than July 31, 2020** to be considered.

Please review the FY 2021 Cemetery Grant Instruction package in its entirety. *The instructions contain a worksheet to allow you to gather all of the necessary information prior to submitting the grant application online.*

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

Complete information and the application can be found at <https://cemeterygrants.com.ohio.gov/>.

Sincerely,

Anne M. Petit  
Superintendent

# FY 2021 CEMETERY GRANT OVERVIEW

## TABLE OF CONTENTS

FY 2021 Cemetery Grant Overview .....	2
Purpose .....	2
Eligibility .....	2
Special Conditions .....	3
When and Where to Apply .....	4
Notification and Distribution of Awards .....	4
FY 2021 Cemetery Grant Scoring .....	5
Line by Line Cemetery Grant Application Instructions .....	6

## **FY 2021 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) 2021 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, 2020 to June 30, 2021.**

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.

### **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 2021 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 2021 CEMETERY GRANT OVERVIEW

### III. SPECIAL CONDITIONS

Grant applications shall be submitted online and shall be signed and certified by 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 on or before July 31, 2020. **Applications submitted after 11:59 PM on July 31, 2020 will not be considered for a FY 2021 Cemetery Grant.**
2. Incomplete 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 a W-9 form with the application.
5. Grant funds shall not be used for activities or purchases 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.

## **FY 2021 CEMETERY GRANT OVERVIEW**

### **IV. WHEN AND WHERE TO APPLY**

The FY 2021 Cemetery Grant cycle is July 1, 2020 to June 30, 2021. The original grant application must be answered completely and submitted no later than 11:59 PM on July 31, 2020 to be considered. The FY 2021 Cemetery Grant Application must be submitted online only at: <https://cemeterygrants.com.ohio.gov/>

### **V. NOTIFICATION AND DISTRIBUTION OF AWARDS**

Award and non-award letters will be mailed to the 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 2021 CEMETERY GRANT OVERVIEW

### FY 2021 CEMTERY 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 2021 Cemetery Grants.

#### **Cemetery Grant Scoring Criteria:**

Applications may be reviewed by the Cemetery Grant Advisory Committee and based on the scoring system outlined below, each eligible applicant will accumulate initial points based on specific information contained in their grant application. The Cemetery Grant Advisory Committee will then make recommendations to the Superintendent. The Superintendent shall review the recommendations of the Cemetery Grant Advisory Committee and may approve or deny any, all, or a portion of a grant application.

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): Points are awarded based on increasing number of acres at capacity.
3. Operating Budget (Max 30): The approved operating budget for the FY 2021 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 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.

\*\*\* 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](mailto:CemeteryGrants@com.state.oh.us)\*\*\*

## FY 2021 CEMETERY GRANT OVERVIEW

### LINE BY LINE INSTRUCTIONS FOR ONLINE APPLICATION

Each blank must be filled in and the online application must be certified by the applicants authorized personnel. Please read the entire application and follow the instructions. If you have questions, please contact grant administration at 614-466-5384.

#### Section #

1. You will need:
  - a. Cemetery's name
  - b. Cemetery's Division registration number (Look-up [here](#))
  - c. Cemetery's physical location
  - d. Date Cemetery Established
  - e. Total number of acres
  - f. Numbers of acres fully developed and at capacity
  - g. Number of acres with inventory available
  - h. Approximate number of interments in cemetery in last two years
  - i. Date of most recent interment
  - j. Name of owner/operator
  - k. Owner/operator's Division registration number (Look-up [here](#))
  - l. Number of registered cemeteries operated
  - m. Name of Applicant's representative
  - n. Operator's mailing address
  - o. Contact information for grant program correspondence (address, telephone, email)
  - p. Owner/operator's federal tax ID number
  - q. Owner/operator's Ohio tax ID number
  - r. Attach Internal Revenue Service tax exempt certificate, if applicable
  - s. Ohio Secretary of state charter number, if applicable
2. You will need: Brief history of cemetery and past major maintenance completed
3. You will need: Project description and Purpose
  - a. Explain scope of work needed and project goals.
  - b. Be specific, e.g., number of tombstones reset, type of equipment, etc.
  - c. Why is this project exceptional maintenance?
  - d. Photos may be included.
  - e. For trainings include a copy of the agenda, syllabus or other content material and name and contact information of the provider. Explain how the training relates to the maintenance and operations of cemeteries.
4. You will need: Project Budget, Amount Requested and Matching
  - a. Project budget
  - b. Grant amount requested
  - c. Detailed project budget
  - d. If applying for over \$1,000 you must provide proof of one-to-one matching funds and an impact statement with proof of extenuating circumstances. Matching funds can be in real dollars and/or value of volunteer hours. Include list of other funding sources and amounts (e.g. grants, donations, loans)
  - e. How will grant funds be accounted for separately from other sources of funding, if applicable

## **FY 2021 CEMETERY GRANT OVERVIEW**

5. You will need: Cemetery's annual operating budget
  - a. Detailed operating budget
  - b. Is the budget for all cemeteries operated or only cemetery applying for grant; if yes, provide explanation
  - c. Expenses for operations and maintenance
  - d. Are expenses listed for all cemeteries operated or only cemetery applying for grant; if yes, provide an explanation
  - e. Do you have an endowment or perpetual care trust? If yes, provide balance
  - f. Do you have a preneed merchandise and service trust? If yes, provide balance
  
6. You will need: Required signature and certification