



State of Connecticut
Office of Policy and Management
Intergovernmental Policy and Planning Division

2023 NEGLECTED CEMETERY ACCOUNT GRANT PROGRAM GUIDELINES

INTRODUCTION:

The Office of Policy and Management (OPM) is accepting applications from eligible Connecticut municipalities seeking grant funds from the Neglected Cemetery Account.

OVERVIEW:

Timeline:

Application Release Date: January 5, 2023
Application Due Date: On or before 12:00 PM EDT February 6, 2023
Award Date: On or about March 31, 2023

Program:

[C.G.S. Sec. 19a-308b](#) established the Neglected Cemetery Account and authorizes OPM to make grants to eligible municipalities for the purpose of municipal maintenance of neglected burial grounds and cemeteries, as described in C.G.S. Sec. 19a-308.

Pursuant to [C.G.S. Sec. 19a-308\(a\)](#) a “neglected cemetery” is:

- a burial ground or cemetery containing more than six places of interment; and
- a burial ground or cemetery which has been neglected and allowed to grow up to weeds, briars and bushes, or about which the fences have become broken, decayed or dilapidated.

Subsection (b) of [C.G.S. Sec. 19a-308](#) relieves municipalities, municipal employees, and agents and officers of municipalities from criminal or civil liability for undertaking the care and maintenance of a neglected cemetery.

Municipalities selected to receive a grant will be notified and a listing of selected municipalities will be posted on the OPM website.

Those municipalities selected to receive a grant will be required to submit additional paperwork and will be required to enter into a contract which will have a start date and end date. The start date will be the date on which the contract has been fully executed (signed by both the municipality and the state, of which the latest signature date shall be deemed the start date). Only those allowable expenditures incurred between the contract start and end dates will be reimbursable. No reimbursement will be made for expenditures incurred prior to the start date or after the end date of the contract.

Once a municipality has a fully executed contract, the municipality will receive reimbursement instructions and forms. Reimbursement will be limited to only those allowable expenditures incurred between the start and end dates of the contract, only those allowable expenditures incurred for the type of work listed on the application, and only allowable work performed at the locations specified on the application.

Allowable Use of Grant Funds:

In accordance with [C.G.S. Sec. 19a-308\(a\)](#), only expenditures for the following four types of work can be reimbursed with Neglected Cemetery Account Grant funds:

1. Clearing of weeds, briars and bushes;
2. Mowing of the ground's lawn areas;
3. Repairing of the ground's fences or walls; and
4. Straightening, repair and restoration of memorial stones.

ALLOWABLE (expenditures must be incurred between the start and end dates of the contract):

- Fuel necessary to operate mowers or other mechanical tools while tending to neglected cemeteries
- Fence posts or rails to replace existing, broken or damaged rails or posts
- Hardware (nails, hinges, etc.) needed to repair existing fences or gates
- Pea stones, cement, stone dust, or other materials needed for the straightening of stones, shoring up, or anchoring of fences and or walls
- Labor and supplies for the straightening, repair, or restoration of broken headstones
- Supplies related to the cleaning/preservation of headstones
- Dumping and or hauling fees related to the removal of brush
- Contracted labor for allowable work
- Overtime municipal labor (NOT regular time) for allowable work
- Other expenditures not specifically listed above will be considered on a case-by-case basis and may be allowed if they are deemed a necessary and allowable expenditure related to performing the type of work listed as 1 through 4 above

NOT ALLOWABLE:

- Any expenditures incurred prior to the start date or after the end date of the contract
- The purchase or rental of equipment or tools (lawn mowers, weed-whackers, shovels, post hole diggers, saws, drills, hammers, etc.)
- Ancillary supplies (hand cleaner, wipes, paper towels, drinks, food, etc.)
- Replacement of headstones
- Labor or materials for any activities NOT directly related to work that is deemed allowable
- Municipal labor that is performed during the course of the employee's regular work schedule

Award Amounts and Terms:

Award amounts will be made based on the number of approved applications and the available funds in the Neglected Cemetery Account. Grants will be awarded as a two-year contract.

Eligibility:

- The state reserves the right to not award new grant funds from this program to those municipalities that have unexpended grant funds from a previously awarded Neglected Cemetery Account grant.
- Additionally, pursuant to [C.G.S. Sec. 8-23](#), eligible municipalities will be those that have adopted a plan of conservation and development (POCD) within the past ten years. Municipalities that have not adopted a POCD within the past ten years may be eligible for funding if (1) in accordance with C.G.S. Sec. 8-23(a)(2), the municipality submits a notice to the OPM Secretary and the Commissioners of the Department of Energy and Environmental Protection, Department of Economic and Community Development and the Department of Transportation, explaining why the POCD has not been adopted within the past ten years, and (2) in accordance with C.G.S. Sec. 8-

23(b), the OPM Secretary expressly waives the prohibition of discretionary state funding. Additional information, guidance, and forms are available at [this link](#).

Official State Contact:

OPM has designated the individual below as the Official State Contact for purposes of this application. The Official State Contact is the **only authorized contact** for this application and, as such, handles all related communications on behalf of OPM. Applicants, prospective applicants, and other interested parties are advised that any communication with any other OPM employee (including appointed officials) or personnel under contract to OPM about this application is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

Martin L. Heft, Undersecretary
E-Mail: Martin.Heft@ct.gov

Application Information:

- The complete application, any associated updates, addendums or related documents are available in electronic format from the Official State Contact or on the Internet at the following locations:
 - [Neglected Cemetery Account Grant Program - HOME PAGE](#)

APPLICATION INSTRUCTIONS:

- All submissions related to this application must be sent via email to Martin.Heft@ct.gov
- The subject-line of the email must include the municipality's name and "Neglected Cemetery Grant Account Application".
- The submission should be in pdf format.
- Applications are due on or before Monday, February 6, 2023, by 12:00 PM/EDT
- Eligible municipalities may submit **one application only**, on the prescribed application form included with the application.
- The municipality must submit certified minutes of the meeting of its legislative body which:
 - identifies the Chief Executive Official by name and title, and states that said official is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award. For embossed certification stamps that do not contain ink, please darken the embossed stamp with graphite so that it can be seen when the document is scanned/copied.
- The municipality must submit a signed and completed the Municipal Certification of Eligibility for Discretionary State Funding form including associated attachments as noted on form, if applicable. (See application)
- The municipality must submit a signed and completed OPM Vendor/Bidder/Applicant Profile Sheet – Form OPM-A-15. (See application)
- The municipality must submit a completed copy of the "Neglected Cemetery Application Checklist". (See application)
- The municipality must submit a "Statement of Work and Grant Award Budget". (See application)

GRANT CONDITIONS:

General Grant Conditions:

Submission of an application seeking funding through this program certifies that the applicant agrees to comply with OPM's General Grant Conditions should the applicant be selected to receive an award.