



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
December 5, 2022 – 4:30 p.m.**

Heritage Advisory Board meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link:
<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Deputy Clerk of the Board at 360-417-2233 or rachel.weed@clallamcountywa.gov

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: November 7, 2022

BUSINESS ITEMS

- Review and approve notice and press release for Heritage Advisory Board grant applications
- Review and approve proposed changes to Heritage Grant Application form

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – To Be Determined

ADJOURNMENT

Heritage Advisory Board
Draft minutes
November 7, 2022



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of November 7, 2022

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:33 p.m., Monday, November 7, 2022. Also present were Paula Hunt, Roberta Griset, Larry Lang, David Brownell, Judith Stipe, Mike Doherty and Nancy Messmer. Excused: Margaret Owen.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Mike Doherty asked to add the locomotive project to the agenda

ACTION TAKEN: Griset moved to approve as modified, Stipe seconded, motion carried unanimously

PUBLIC COMMENT

- Ken Reandeau, Port Angeles, commented on Dungeness Schoolhouse.

APPROVAL OF MINUTES

- October 3, 2022

ACTION TAKEN: Griset moved to approve the minutes as presented, Doherty seconded, motion carried unanimously

BUSINESS ITEMS

- Locomotive project on Lauridsen Blvd by Jefferson School
Doherty suggested writing a letter of support for the project. Mike is drafting a letter to be signed by the HAB. The letter could be presented to Rayonier in support of the funding request previously made.
- Review a draft timetable for the 2023 grants
The draft timeline was reviewed, and edits were made. The changes were primarily to remove redundant information. No changes were made to the dates. (The final copy is attached to the minutes.)
- Review proposed changes to Heritage Grant Application form & checklist
A lengthy discussion of the suggested changes to the checklist and application form was had. Gleeson will confer with Griset to develop a final draft to be submitted to the BOCC at the December meeting for discussion and approval.

ITEMS FOR THE GOOD OF THE ORDER

- Round robin of board members covering current activities at their organization.

NEXT MEETING DATES: Monday, December 5, 2022 at 4:30 p.m.

ADJOURNMENT

Meeting concluded at 5:50 p.m.

ACTION TAKEN: Stipe moved to adjourn, Griset seconded. Motion carried unanimously

Clallam County Heritage Advisory Board
Heritage Grant Timeline 2023

1. January 11 Wednesday - Week 1 - Press release, Application released
2. February 22 Wednesday - Week 6 - Applications due 12:00 noon
3. March 3 Friday - Week 7 - Eligibility review completed by Attorneys office. Posting of eligible applications to Board members for review and Prioritizing Completed. Ranking of grant applications occurs.
4. March 22 Wednesday - Week 10 - Return priority sheets to Deputy Clerk/Board Chair for consolidation
5. April 3 Monday at 4:00 p.m. – Week 12 - Board meeting for review and recommendations which project to fund and at what level
 - a. This must be done in open session— HAB concurred that projects should be ranked. HAB members will recuse themselves, if necessary, as outlined in Guidelines
6. April 5 Wednesday - CCHAB Board forwards recommendations to BOCC
7. April 10 Monday - BOCC work session review
8. April 18 Tuesday - BOCC regular agenda approval
9. Applicants notified
10. Contracting with awardees

Heritage Advisory Board

Draft Grant Notice



Clallam County Heritage Advisory Board Accepting applications for grants notice

CLALLAM COUNTY HERITAGE ADVISORY BOARD

The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

Grant application will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 22, 2023.

The sealed applications must be clearly marked on outside of the envelope, "**Heritage Advisory Board Grant Application.**" Address proposal to: Clallam County Heritage Advisory Board – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained from:

Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2233
Email: rachel.weed@clallamcountywa.gov

Applications are available at Web:

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS ____ day of _____ 2023

Heritage Advisory Board

Loni Gores, CMC, Clerk of the Board

Publish: January 9 and 21, 2023 – Peninsula Daily News, January 13, 2023 – Forks Forum, January 12, 2023 Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board

Heritage Advisory Board Draft Grant Press Release



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
E-mail: rachel.weed@clallamcountywa.gov

PRESS RELEASE **For Immediate Release**

The Clallam County Heritage Advisory Board is accepting applications for historic preservation grants.

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

Applications must be received by noon, Wednesday, February 22, 2023 at 12 p.m.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

Applications are available at

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

Interested residents are invited to call the Board of Commissioners' Office at 360-417-2233 or email to rachel.weed@clallamcountywa.gov. Or, visit the Board of Commissioners' office in the Clallam County Courthouse, 223 E. Fourth St. Room 150, Port Angeles.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

**Heritage Advisory Board
Draft Checklist & Grant
Application**

Draft Application form and Checklist - Comments

Explanation of edits highlighted IN RED

Here is the why and some questions re. the suggested changes:

I would delete the boxes on the first part of the checklist. Those are directions, not documents that need to be included in the application. (Also without the boxes, it seems more emphatic...)

Under "the following should be included:

First box – clearer language

Second box – "completed budget forms" A separate box as suggested by David in the meeting

Third box – leave off documents – putting it in a separate box as suggested by David

Support Documents – one topic, separate box ala David

For projects relating to historic buildings: clearer language

Optional support materials...etc. placed under section of re. support materials. And I thought instead of placing them with the only the original copy, they should be with the second copy as well. We might want to see them while evaluating the projects- so deleted that sentence.

P2 Under project details

C. a priority at this time – redundant concept I think

F. Include previous planning and "completed" preparations: maybe more specific?

G. Need a period before "List".

4. Budget Request...

Do the red additions make it clearer?

Clallam County Heritage Grant Program

2023 Application Form Check List and General Information

Grant Applications are due Wednesday, February 22 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4th Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications will not be accepted or considered.

Copy format: Single sided, 12-point font, 8.5 x 11" paper size

The following should be included:

- ☐ One **original, signed**, completed application, and one **additional** copy.
- ☐ **Completed budget forms**
- ☐ Bids, cost estimates or condition assessments, **documentation**,
- ☐ **Additional** support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☐ Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- ☐ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

For ~~building projects~~ **on-to relating to** historic buildings:

- ☐ Confirmation that the building is on a Historic Register
- ☐ Digital photographs illustrating the need for the funding – a “Before” picture.
- ☐ A prevailing wage statement of intent from the Washington State Department of Labor & industries.

(Heading...)

Clallam County Heritage Grant Program

2023 Application Form

1. Summary

A. Project Title:

B. Project Description: (Four lines maximum – brief overview)

C. Project Type (1) ____ Public Programming, (2) ____ Capital improvements and Equipment, (3) ____ Collections Management, (4) ____ Training.

D. Heritage Grant Funds Requested Amount:

2. Project Applicant

Organization: _____

Authorized Official: _____ Title _____

Project Leader: _____

Primary Contact: _____

Organization Address: _____

Phone: _____ Fax _____

E-mail address: _____

Federal Tax ID _____

Non-profit status: Yes _____ No _____

3. Project Details: Use a separate sheet of paper to answer these questions.

A. Clearly describe the project and its goals

B. Explain the historical significance or heritage content of your proposed project

C. Why is your proposed project a priority ~~at this time~~?

D. What is the intended public benefit of this project on the community?

E. How will you document your project?

F. Describe the sequence of steps needed to complete your project. Include previous

planning and **completed** preparations.

G. List other sources made available for the project (i.e. other grants, budgeted funds, gifts, materials, equipment, in-kind volunteer labor). List any partnerships with other organizations.

4. Budget Request: Expenditures and Income

The total expenditures must equal total income including in-kind contributions and other cash income
For each step of the project describe the, include cost per each item, number of each, total amount.

- a. **Expenditures:** – Break down expenditure **steps (?)** by category to include rate of pay, cost of materials, etc.
- b. Requested Heritage Grant Funds
- c. Cash Match Income for proposed project only eg. budgeted sources, fund raising, etc.
- d. In-kind contributions includes cash value of donated materials, equipment and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. **Total Step Expenditure**

a. Step Description	b. Requested Grant Funds	c. Cash Match Income	d. In-kind Contributions	e. Total Project Expenditures

Use additional paper if needed.

Sum Total _____

Signature of Project Lead

Date

Signature of Authorized Official/ Title

Date

The signatories declare that they are authorized officials of the organization and are authorized to submit this application and will assure that any funds received as a result of this application are used only for the purpose set forth herein.

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

<http://www.clallam.net/bocc/HAB.html>

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