



AMENDED AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
November 1, 2021 – 4:30 p.m.**

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Heritage Advisory Board meetings will be virtual only. The Heritage Advisory Board also strongly encourages public comments to be submitted in writing if possible.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

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

Public comment and questions can be directed to the Deputy Clerk at 360-417-2233 or mhalencak@co.clallam.wa.us

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

BUSINESS ITEMS

- 1- Guidelines addition for expenditure of funds within a year
 - a. See attached guidelines text
- 2- Board recommendations for awarding Heritage Fund grants.
 - a. See attached text.
- 3- Timeline for awarding 2022 Heritage Grant Funds
- 4- Suggested board activities beyond Heritage Fund Grants
 - a. Maritime Washington

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE Monday December 6, 2021

ADJOURNMENT



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

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CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: October 4, 2021

BUSINESS ITEMS

- 1- Guidelines addition for expenditure of funds within a year
 - a. See attached guidelines text
- 2- Board recommendations for awarding Heritage Fund grants.
 - a. See attached text.
- 3- Suggested board activities beyond Heritage Fund Grants
 - a. Maritime Washington

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE: Monday, December 6, 2021

ADJOURNMENT

HERITAGE ADVISORY BOARD

Draft Minutes October 7, 2021



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of October 4, 2021

MEETING OF THE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:30 p.m., Monday, October 4, 2021. Also present were David Brownell, Mike Doherty, Roberta Griset, Paula Hunt, Larry Lang, Nancy Messmer, Margaret Owens and Judy Stipe. Chair Gleeson appeared in person to convene the meeting. HAB Members appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Added: 5 Discussion of use of HAB funds to cover emergency projects

ACTION TAKEN: The agenda was adopted as modified.

APPROVAL OF MINUTES

ACTION TAKEN: June 7, 2021 minutes were approved as presented.

BUSINESS ITEMS

1. Introduction of new board member Paula Hunt, District 2.
2. Accomplishment report review

As required by the contract, all four grant recipients provided a "brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds."

The Sequim Museum has experienced a delay and has offered to provide additional reporting. The Sequim Museum requested to provide a status report by February 1, 2022.

ACTION TAKEN: The Sequim Museum will provide an updated status report by February 1, 2022. David Brownell made motion to approve, Larry Lang seconded the motion, motion carried.

3. Updates to Guidelines and process for 2022

In reviewing the Grant Agreement, the Attorney noted that there is no deadline in the Grant Agreement that requires that the funding be spent by a certain date. This may be something that the HAB would want to recommend for future agreements. Future agreements should also include a clear path forward on how to proceed if the money is not spent by a specified deadline. For example: All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) how grant funds have been expended, (2) what portion of the funds are remaining, and (3) how the funds will be spent going forward. After discussion the group agreed to the wording with the addition of the added requirement that the request include Why weren't the funds fully expended?

All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) why weren't the funds fully expended, (2) how grant funds have been expended, (3) what portion of the funds are remaining, and (4) how the funds will be spent going forward.

ACTION TAKEN: Roberta Griset made motion to add attorney's suggested wording as edited to guidelines and contract, Judy Stipe seconded the motion, motion carried.

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MINUTES of October 4, 2021
Page 2

4. Committee recommendations on Grant Applications

The committee's recommendation for level of funding has gone to the BOCC, but the committee's recommendation of what phase to fund as well as any other caveats have not been officially forwarded as part of the contract. Committee also suggested that grant recipient be reminded of reporting requirement at the nine month point.

ACTION TAKEN: David Brownell made the motion to ask Deputy Clerk for guidance on adding Committee Phase recommendations and caveats to contract process, Roberta Griset seconded the motion, motion carried.

5. Use of HAB funds to cover emergency projects: discussion

There was a discussion as to whether funds reserved for the following years could be used for emergency requests. It was decided that the funds were not really set aside for emergencies and that it would be difficult to determine what would qualify as an emergency. No further action was proposed.

ACTION TAKEN: No action taken

ITEMS FOR THE GOOD OF THE ORDER

1. Joyce Depot Museum will be helping with the 100th anniversary of the Joyce school building!
2. Genealogical center will sponsor a Zoom talk on Saturday. Roberta G will forward link to board.
3. Cowan Farm has elk eating in the garden and orchard.
4. Sequim Museum has seen a healthy uptick in bus tours this fall.
5. David Brownell is now Executive Director of the North Olympic History Center.
6. Some board members' appointments will end on January 1. The deputy clerk will notify this people. People may reapply for their positions if they wish to continue as board members.

NEXT MEETING: November 1, 2021

ADJOURNMENT

Meeting concluded at 5:40 p.m.

HERITAGE ADVISORY BOARD

Draft Guidelines

New edits or additions in red!

Clallam County Historic Preservation Grant Program

Application Guidelines

PURPOSE: By providing granted funds on a competitive basis, the Clallam County Historic Preservation Grant Program supports projects that preserve and enhance Clallam County history for residents, visitors, and future generations.

This program is funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36,22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents"

The Clallam County Heritage Advisory Board (CCHAB) administers the grant program. The CCHAB is an advisory board appointed by the Clallam County Commissioners. After evaluating the grant applications, the CCHAB will forward a recommended project list to the Clallam County Commissioners. The Commissioners make the final decision on the allocation of these funds.

ELIGIBLE PROJECTS

1. Public Programming:

Support for activities that incorporate county history into educational programming for the general public. Eligible activities:

- Research, design, production, installation, and promotion of permanent and semi-permanent exhibits, both on-site and off-site
- Research, design, production, and management of traveling exhibits for schools.
- Research, design, and production of historic markers to promote county heritage.
- Public events and public programs whose primary purpose is to promote public awareness of Clallam County history.
- Original research that will result in a publication, exhibit, public event, or some other product that places the outcome of the research before the public. This includes production and distribution costs for books, articles, videos, oral history tapes, DVDs and other media that address some aspect of county history.

2. Capital Improvements and Equipment:

Projects that help heritage organizations better serve their communities by providing funds that assist in the design, construction, and/or preservation of heritage facilities and equipment. Eligible activities:

- Preservation, restoration, or improvements to facilities at least 50 years old that are primarily used for historic purposes. Designated local, state, or National Register property projects must

comply with the Secretary of Interior's Standards, with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act. More information about the standards can be found at the National Park Service webpage, www.cr.nps.gov/standards.htm.

- Construction of or improvement to facilities that serve as museums or curatorial/archive storage. Improvements may address HVAC, fire suppression, lighting, shelving or other deficiencies.
- The purchase of equipment that will be used to support heritage activities for a minimum of a three-year period.

3. Collections Management:

Support for projects that assist nonprofit organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Preservation or enhancement of documents, photographs, film, and/ or other materials in Clallam County museums, historical societies, archives, and libraries
- Acquisition of significant additions to the collections of non-profit organizations
- Professional services related to conservation of key items in heritage collections
- Acquisition of software/hardware to assist in collections management
- Acquisition of archival quality storage materials to assist in collections management
- Assessments and plans by a qualified professional or an accredited institutional program
- Improvements to curatorial space to assure safe efficient storage of collections

4. Training:

Support for workshops that enhance the capabilities of the board, staff, and volunteers of non-profit organizations to collect, preserve, and interpret history in Clallam County. Eligible activities:

- Development or sponsorship of in-county workshops for the training of staff and volunteers preferably as a subpart of a larger proposal.
- Training may address activities such as collections accession and cataloging, document protection, photograph preservation, motion film transfer, oral history interviewing, wayside exhibits development, collections computer systems, etc.

NON-ELIGIBLE PROJECTS

- Performing arts and visual arts
- Preservation planning (condition assessments and structural investigations). These may be part of a larger project or part of the matching fund if developed specifically for the grant project. However, the grant cannot be designed to solely fund condition assessments

- Maintenance and repair of non-historic buildings and maintenance and repair of interpretive displays or exhibits.
- Purchase or rental of equipment for events
- General operating expenses are not eligible for inclusion in a grant request.
- Attendance at seminars, conferences, or lobbying events
- Projects or programs-whose sole or primary purpose is to raise money for an organization, or to pay ongoing institutional operations
- Administrative expenses such as salaries, benefits, travel, etc. except as may be directly linked to the execution of the project or program proposed for grant funding.

APPLICANT ELIGIBILITY

- Applicant is a public entity or a non-profit tax-exempt organization, that either (1) operates or owns a museum or similar historical institution within the boundaries of Clallam County that promotes our local history, or (2) performs educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history.
- Individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. A letter from a historic preservation officer or representative confirming the building's historic register status must be included with the grant application. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.
- Public entities include local governmental units such as a housing agency, community development agency, school district, parks department, library; or a State/tribal/Federal government unit.

FUNDING INFORMATION

- **Grants cycle:** Historic Preservation grants are awarded annually by the Commissioners. The application period usually opens in February and closes in February. The Commissioners typically make grant funding decisions prior to May. Submittal deadlines may change every year. Inquiries about submittal dates can be made to Clallam County at 360-417-2233.
- **Grant amounts:** Grant amounts fall into two categories: 1) \$2,500 or less; and 2) Greater than \$2,500. For Grant request over \$5,000, applicants should break the request into phases in case the whole grant cannot be funded. (The Board reserves the right to award higher levels if additional funding becomes available.)
- **Match:** Matches are not required. However, matches in cash; in-kind labor; or donated equipment time will provide bonus points in the application evaluation.
- **Distribution of grant funds:** All funds granted are transferred upon the signing of the contract. The transfer of these funds is reported to the IRS and may carry a tax liability. Be sure to check with your tax specialist. The project completion is documented by completion of the report as outlined in the application.
- **Expenditure of grant funds:** All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) why weren't the funds fully

expended, (2) how grant funds have been expended, (3) what portion of the funds are remaining, and (4) how the funds will be spent going forward.

- **Final report:** A final project/program report that includes documentation will be required within one year of award.

MAJOR EVALUATION CRITERIA

1. Quality, significance, and lasting impact of the project
2. Project demonstrates a clearly defined public benefit.
3. Ability for successful project execution
4. Time urgency and/or level of need

APPLICATION PROCESS

Applicants must submit one completed and signed original application form and one copy. The application form can be downloaded from the Clallam County website

<http://www.clallam.net/bocc/HAB.html> . Please submit all application materials (application form and supporting documentation) as single-sided documents. Do not staple or place the information in any type of folder.

Once the application period closes, each proposal will be reviewed for eligibility. For those projects that meet program requirements, CCHAB will evaluate and rank the project. "Any member of the HAB who is a board or staff member of an organization applying for a grant must recuse themselves from the vote". If a member of the CCHAB is signatory to an application, they will not evaluate and rank grant that application. The CCHAB will recommend the most highly qualified projects for a grant based on funding categories, eligibility criteria, and available funds. These recommendations will then be forwarded to Commissioners who approve final funding decisions. Approved projects will be governed by contracts executed between Clallam County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products, expenses eligible for reimbursement, and any additional obligations on behalf of the awardee. No changes to an application will be accepted once an application is submitted other than to withdraw the application.

We do not accept applications electronically; they may be hand delivered or mailed to:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4
Port Angeles, WA 90362
360-417-2233

Guidelines and application form can be found online at Clallam County heritage Grant Website
<http://www.clallam.net/bocc/HAB.html>

Information inquiries about the application process can be addressed to Morgann Halencak at mhalencak@co.clallam.wa.us .

HERITAGE ADVISORY BOARD

Draft Action Item Wording for Grant Review and Recommendations

Wording for action items used in awarding

HAB recommends that Heritage Grant proposal submitted by XXXXXXXXXX be fully funded at the level of \$xxxx.xx

HAB recommends that Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the levels of \$xxxx.xx

HAB recommends that Phase 1 of Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the levels of \$xxxx.xx

HAB recommends that Phase 1 of Heritage Grant proposal submitted by XXXXXXXXXX be partially funded at the levels of \$xxxx.xx. HAB further recommends that proposed XXXXXXXXXX activity not be funded.