



AGENDA
CLALLAM COUNTY
HERITAGE ADVISORY BOARD
223 East 4th Street, Room 160
Port Angeles, Washington
November 4, 2024 – 4:30 p.m.

Heritage Advisory Board meetings will 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://clallamcountywa.gov/meetings>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or loni.gores@clallamcountywa.gov

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: October 7, 2024

BUSINESS ITEMS

- Review draft HAB application and guidelines
- Discussion on 2025 funding timeline
- Discussion on activities to promote the HAB

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – Monday, December 2, 2024

ADJOURNMENT

Heritage Advisory Board

**Draft minutes
October 7, 2024**



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of October 7, 2024

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Judith Stipe called the meeting to order at 4:30 p.m., Monday, October 7, 2024. Also present were Paula Hunt, Nancy Messmer, Frank Maybury, and Mike Doherty. Loni Gores, Clerk of the Board was present.

UPDATE

Hunt provided an update on the report she presented to the Board of Commissioners at work session on Monday, October 7, 2024. Members held discussion regarding outreach when a call for funding application is issued.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Doherty moved to approve, Maybury seconded, motion carried

APPROVAL OF MINUTES

- August 5, 2024

ACTION TAKEN: Doherty moved to approve the minutes, Hunt seconded, motion carried

BUSINESS ITEMS

1. Recommend approval of Bylaws

Gores noted the recommended changes from the September 9, 2024 meeting have been completed.

ACTION TAKEN: Maybury moved to the Bylaws, Hunt seconded, motion carried

2. Review and make recommendations on HAB Funding Applications 2nd Call

Gores reported that there were only 2 applications received. The PAO has recompleted the review. Gores noted that the North Olympic Peninsula Railroad project does not qualify for funding. HAB Members reviewed the applications and made a recommendation. Gores read the final recommendation into the record.

Applicant

North Olympic History Center

Amount

\$1,980.35

ACTION TAKEN: Maybury moved to approve the North Olympic History Center request in the amount of \$1,980.35, Messmer seconded, motion carried, (Messmer voted no) (Hunt and Doherty recused)

ACTION TAKEN: The North Olympic Peninsula Railroad application was ineligible to receive funds. No action will be taken.

GOOD OF THE ORDER

- Doherty congratulated Nancy Messmer on the Cowen Ranch and Potato Day Open House.
- Stipe commented on the Captain Morris House Project
- Gores commented that over the next few months a review of the application for 2025 funding needs to take place. Gores will also provide a draft timeline for the first call for 2025 applications.

PUBLIC COMMENT

- Kenneth Reandeau, Port Angeles, commented on the work of the Heritage Advisory Board.

NEXT MEETING DATES: November 4, 2024 at 4:30 p.m.

ADJOURNMENT: The meeting concluded at 5:17 p.m.

Heritage Advisory Board

Draft Application, Guidelines, and Timeline



**CLALLAM COUNTY
HERITAGE ADVISORY BOARD
223 EAST 4TH STREET, STE. 4, ROOM 150
PORT ANGELES, WASHINGTON**

**Clallam County Heritage Advisory Board
Timeline 2025**

1. Notice, press release, application released for HAB funding applications – **January 6**
2. Applications due – **February 3 at 12 p.m.**
3. Prosecuting Attorney eligibility review – **February 3-21**
4. Publish agenda and applications for review by HAB Members for November 6 meeting – **February 26**
5. HAB Board meeting for review and recommendations for which project to fund – **March 3**
* This must be done in open session. HAB members will recuse themselves, if necessary, as outlined in guideline.
6. HAB Board Clerk forwards recommendations to BOCC – **March 5**
7. BOCC work session review – **March 10**
8. BOCC regular agenda approval – **March 18**
9. Applicants notified and contracts processed – **March 18-31**



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**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.



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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.



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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:** Inquiries about submittal dates can be made to Clallam County at 360-417-2256 or loni.gores@clallamcountywa.gov
- **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



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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



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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

<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB> . Application materials (application form and supporting documentation) must be submitted as single-sided documents and on 8.5 x 11 sized paper. Do not staple or place the information in any type of folder. Supporting materials shall be no more than 10 pages in length.

Once the application period closes, each proposal will be reviewed for eligibility by the Clallam County Prosecuting Attorney's Office. "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". 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 or if Prosecuting Attorney's Office requests additional information during the review process for eligibility.

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

Clallam County Heritage Grant Program
Commissioner's Office
223 East 4th St, Suite 4, Room 150
Port Angeles, WA 98362
360-417-2256

Guidelines and application forms can be found online at Clallam County heritage Grant Website
<https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>

Information inquiries about the application process can be addressed to Loni Gores at
loni.gores@clallamcountywa.gov



Clallam County Heritage Grant Program 2025 Application Form Check List and General Information

Grant Applications are due Monday, xx, 2025 before 12:00 pm (Noon)

- Deliver the Clallam County Board of Commissioners' Office, 223 East 4th Street, Room 150, Port Angeles, WA.
- Documents delivered to other offices and received late by the Commissioners' Office will not be accepted or considered nor will applications received by facsimile or email.
- Incomplete applications or wrong format will not be accepted or considered.
- Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size, 10 page limit for supporting documents.

The following should be included:

- ☐ One original, signed, completed application, and one additional copy.
- ☐ W-9 form if you have not previously received grant funding funds from Clallam County
- ☐ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)
- ☐ Support materials shall be no more than 10 pages in length:
 - Completed budget forms **(must include)**
 - Non-profits must submit the first page of the most current IRS Form 990 Return or Organization Exempt from Income tax. **Do not submit the full tax return form. (must include)**
 - Bids, cost estimates, and/or condition assessments. **If reports are lengthy only submit the main summary of the report.**
 - If a historic preservation project, 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.
 - Resumes, brochures, new articles, work samples, etc. are optional. No letters of recommendation/reference will be accepted.

Clallam County Heritage Grant Program 2025 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: _____

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?
- D. What is the intended public benefit of this project to 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 budget request needs to make clear the use of the funds requested. The budget request may be subdivided into steps that would allow funding a portion of the proposed project. Itemize and describe each step (if there is more than one step), include cost of each item, number of each, and total amount. For each step of the project describe the step, including cost per each item, number of each, total amount.

- Step description – What is to be accomplished.
- Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- Total Step Expenditure - The total expenditures must equal total income including in-kind contributions and other cash income

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/Room 150
Port Angeles, WA 98362
360-417-2256

HERITAGE GRANT INFORMATION

Loni.gores@clallamcountywa.gov

WEBSITE:

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