



AGENDA
CLALLAM COUNTY
HERITAGE ADVISORY BOARD
223 East 4th Street, Room 160
Port Angeles, Washington
December 2, 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: November 4, 2024

BUSINESS ITEMS

- Slip Point Lighthouse Keepers projects discussion
- Review and approval of the draft HAB application and guidelines
- Review and approval of the 2025 funding timeline

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – Monday, January 6, 2025

ADJOURNMENT

Heritage Advisory Board

Draft minutes

November 4, 2024



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of November 4, 2024

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

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

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

PUBLIC COMMENT

- Chad Kaiser, Slip Point Lighthouse, commented on the lighthouse ownership and funding.
- Gores commented that the previous lighthouse application was denied due to not obtaining a support letter from the U.S Coast Guard.

APPROVAL OF MINUTES

- October 7, 2024

Doherty requested to add the project information to the item 2 for North Olympic History Center funding approval.

ACTION TAKEN: Messmer moved to approve the minutes as modified, Maybury seconded, motion carried

BUSINESS ITEMS

1. Review draft HAB application and guidelines

Hunt suggested having an Ad Hoc Committee to go through the application to do some formatting clean up. HAB Members held discussion. Hunt and Maybury will work on putting a draft copy together for the December 2 meeting.

2. Discussion on the 2025 funding timeline

Hunt requested to change item 4 to March 3 instead of November 6. No objections. Gores will put the timeline back on agenda in December for a final review and vote.

3. Discussion on activities to promote the HAB

Hunt requested to put an Ad Hoc Committee together to make outreach in the community. HAB Members held discussion. Gores updated on the current vacant membership status. Gores noted that there is an email list that citizens and jurisdictions can be added to receive HAB information. No Ad Hoc Committee was formed.

GOOD OF THE ORDER

- Doherty mentioned issuing a publication for history resources in Clallam County.
- Stipe mentioned that the Sequim Museum returned \$10,000 for their 2023 funding request.
- HAB Members held discussion regarding Slip Point Lighthouse.

PUBLIC COMMENT

- Larry Burtness commented on the Slip Point Lighthouse 501 status and Quileute Tribe.

NEXT MEETING DATES: December 2, 2024 at 4:30 p.m.

ADJOURNMENT: The meeting concluded at 5:01 p.m.

Heritage Advisory Board

Clallam Bay Slip Point Lighthouse Keepers Presentation



Artist's conception of restoration and site improvements w/replica lighthouse

Clallam Bay Slip Point Lighthouse Keepers

Who We Are

- A small nonprofit community group established in 2022 with the mission to protect and preserve Slip Point Lighthouse Keepers Cottage, outbuildings, and grounds. The cottage is the only nationally registered historical site in Clallam Bay community
- Dedicated to making the site a county park for public enjoyment,
- Committed to honoring the history and legacies of all who have lived and worked in Clallam Bay, Sekiu, and along the Strait.
- Committed to inspiring other community/county partnerships to improve the economic viability of small communities.

Mission Statement: Preserve, protect, and honor the Slip Point Keepers House and Lighthouse grounds by establishing a multicultural museum and create a future park is celebration of our shared heritage.

Our vision is to safeguard, historical treasures, celebrate, cultural diversity, provide accessible space for communal enjoyment through the preservation of the lighthouse, Keepers' house and grounds and establishing a multicultural museum and an accessible public park. We aim to inspire a profound connection to our collective past and cultivate a sense of unity for present and future generations.

History and Legislative Background

- 2001: US House of Representatives legislation passed the bill for transfer of Coast Guard Slip Point property to Clallam County.

- Property transfer contingent on abatement of hazardous materials (asbestos, lead paint)
- 23-year wait for completion of abatement
- Recently state representative Derek Kilmer met with United States Coast Guard (USCG), and they responded with a letter of agreement to transfer and abate property by April 2025
- Received a letter of support from the Commandant, U.S. Coast Guard. Admiral Linda L. Fagan. (Oct. 2024) in support of the quick transfer of ownership of the grounds to the Clallam County Parks and Recreation Department

Current Status

- Ongoing efforts with county commissioners, parks department, and sheriff's department to secure and preserve Slip Point Lighthouse structures and grounds
- Legislation as of now has a package bill encouraging USCG to clean up their abandoned properties

Goals and Objectives

1. Protect and Preserve

- Safeguard the Slip Point lighthouse grounds, Keepers' house, and outbuildings

2. Honor Community Heritage

- Celebrate multicultural heritage
- Enhance community pride and historical awareness

3. Foster Economic Growth

- Boost tourism through historical site promotion
- Educate the community and visitors about the rich history along the Strait.

Achievements

- Formed of the Slip Point Lighthouse Keepers group -- 2022
- Lighthouse keepers are engaged with county officials and senators on our shared goals
- Secured a \$73,000 grant for bridge ramp construction at Clallam Bay Park
- Received a Rural Development Initiative (RDI) grant for startup funds for Slip Point Lighthouse Keepers—2024
- Increased community awareness through local speakers, podcasts, and media – 2022- present, ongoing

- Contracted regular lawn care provided by Olympic Corrections Center (OCC) -- 2023
- Received a letter from Admiral Amy Grable USCG stating they are committed to completing the conveyance of the Slip Point property in 2025. -- 2024
- Informed by Sherrif Bryan King that the “conveyance will most likely happen before the lease is acquired.” -- 2024
- Attained 501(c) Three nonprofit -- 2024
- Installed 4 doors and 1 staircase in our effectors to secure keepers’ house -- 2024
- Attended/Attending local events to spread the word on the importance of this project to our community and the county 2022-2024
- Awarded \$10, 000.00 from the Lodging Tax Advisory Committee for our community initiatives. – 2024
- We’ve found some metal pieces of the old lighthouse tower. This bodes well for the construction of a replica on the Keepers’ Cottage grounds.

Next Steps

- Continued advocacy for property transfer and abatement completion
- Ongoing community engagement and fundraising
- Secure more grants, donations, sponsorships for Keepers’ house repairs, new doors, porches, new roof and heating and cooling units.
- Build membership
- Communicate continuously
- Develop Keepers’ website.
- Develop a long-term Strategic Plan
- Develop sustainable funding

Conclusion

- We invite you to support our efforts as a board and as individuals



Contact Information “

slippointlighthousekeeper@gmail.com

Facebook and Instagram for newsletters and updates:

@ Clallam Bay Slip point Lighthouse Keepers

Heritage Advisory Board

**Draft application, guidelines and
rating sheet**

**CLALLAM COUNTY
HERITAGE ADVISORY BOARD
COMMISSIONERS OFFICE
223 EAST 4TH STREET, SUITE 4, ROOM 150
PORT ANGELES, WASHINGTON 98362**

**Clallam County Heritage Grant Fund
Application Guidelines**

PURPOSE

The Clallam County Heritage Fund Grant program supports projects that preserve, elevate, and celebrate the history and culture of Clallam County for the benefit of residents, visitors, and future generations.

Funding for the program comes from a portion of document recording fees collected by the Clallam County Auditor as authorized under RCW 36.22.170 for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

A nine-member Heritage Advisory Board administers the program and makes recommendations to Clallam County Commissioners who make final funding decisions.

ELIGIBILITY

Who can apply for a grant:

- Tax-exempt nonprofit 501(c)(3) organizations registered with the Washington Secretary of State.
- Local, state, and federal government entities such as libraries, school districts, and city parks departments.
- Native American Tribal entities.
- Individuals or entities that own a Clallam County property that is listed on a local, state, or national historic registry.

What kind of projects qualify:

1. Public programs that engage the community, enrich its knowledge, and promote awareness of Clallam County history. This includes:
 - Research, design, and installation costs for permanent or temporary exhibits.
 - Research, design, and production costs for traveling exhibits for schools.
 - Original research for a book, article, video, or other project directly related to a larger project that increases awareness of Clallam County history.
 - Distribution costs for books, articles, videos, audio tapes, DVDs and other media that preserve Clallam County history, such as oral history interviews.
2. Capital improvement projects and equipment purchases for the preservation of facility assets that enhance accessibility and service to the public. This includes:
 - Preservation, restoration, and improvements to facilities that are at least 50 years old.

Note: Local, state, and National Register property projects must comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

- Construction of or improvements to museums, venues focusing on local history, and archival storage areas. This includes shelving for artifacts, fire suppression systems, lighting, and HVAC installation.
 - The purchase and/or repair of equipment essential to the support or promotion of history related activities **for at least three years.**
3. Collections management projects that support organizations in fulfilling their obligations as stewards of the collections in their care. This includes:
 - Acquisitions relevant to an organization's mission and fulfill a significant gap in a collection.
 - Professional services related to the conservation, restoration, and preservation of items of historical and cultural significance.
 - Procurement of software and/or hardware for collections management.
 - Procurement of archival materials for collection storage and preservation.
 - Upgrades and improvements to safeguard and protect archival storage space.
 4. Training for board, staff, and volunteers to meet the needs of a project or fulfill an organization's mission. This includes enhancing skills in:
 - Collections accession and cataloging, document protection, photograph preservation, motion film transfer, and oral history work.
 - Development or sponsorship of workshops for training of staff and volunteers that is part a larger project.

Commented [pH1]: It isn't clear what this means — that the equipment needs to last at least three years or the activities need to last at three years.

NON-ELIGIBLE PROJECTS

The following are examples of projects that are not eligible for grant funds:

- The performing arts such as drama, music, and dance.
- The visual arts like painting, sculpture, and film.
- Maintenance and repair of non-historic buildings, interpretive displays, and exhibits.
- Purchase or rental of furniture and supplies for an event.
- General operating expenses, including salaries and benefits.
- Travel to seminars and conferences.
- Projects or programs whose sole or primary purpose is fundraising.
- Condition and structural assessments may be eligible if they are part of a larger project with a historical focus. Grants cannot be used to solely fund an assessment.

HERITAGE GRANT FAQs

What is the grant cycle for funding?

Historic Preservation Grants are awarded annually. The application period usually opens in February and closes in **XX**. Commissioners typically make their decision before May of the funding year. The grant cycle for 2025 can be found at **XX**.

How much grant funding is available?

The amount of funding varies from year to year. In 2025, approximately **XX** is available.

How much funding can my organization request?

There are two funding request categories: 1) \$2,500 or less; and 2) greater than \$2,500.

For requests of more than \$5,000, applicants must divide their project into two phases (the amount of each phase need not be equal); this will allow for partial funding if the entire amount is not approved.

Do you require matching funds?

No, matching funds aren't required. However, projects that can show contributions of cash, in-kind labor, and equipment are favored because they demonstrate community support.

How are the fund distributed?

Grant funds are transferred upon signing of the contract. The transfer is reported to the IRS and may carry a tax liability, so be sure to confer with your tax advisor.

How long does an organization have to spend grant funds?

All of the money must be expended within one year of the date of the signed agreement with the County. Grantees may request a one-year extension by submitting a one-page report describing:

1. The amount of funds expended so far and how they were spent;
2. The amount of funds remaining and a plan for how they will be spent; and
3. The reason the full grant award was not spent within the one-year time limit.

The extension request should be emailed to loni.gores@clallamcountywa.gov with the subject line Heritage Grant Fund Extension Request or mailed to the Clallam County Heritage Grant Program address.

What happens after the project is completed?

A final project report with a cost break-down, including receipts for materials, supplies, etc. is required within one year of the award. Photographs of the completed project; media coverage like newspaper articles (if any); and other evidence documenting the project are encouraged.

What are the primary evaluation criteria for awarding grants?

1. The quality, historical significance, and lasting impact of the project.
2. A clearly defined public benefit.
3. The capacity to successfully complete the project.
4. Time urgency and/or level of need.

What is the process for reviewing applications?

Once the application period closes, the [Clallam County attorney's office?] will review the submissions to determine if they meet the program requirements.

The Heritage Advisory Boar then evaluates applications using a scoring matrix (See A). It forwards its recommendations to the Clallam County Board of Commissioners who make final funding decisions.

Heritage Advisory Board members who work for or serve on the board of an organization applying for a grant must recuse themselves from voting. Board members who are signatories to an application cannot evaluate that application.

Approved projects are governed by a contract between Clallam County and the applicant. The contracts details the award amount, the scope of work that defines the project, the expenses that are eligible, and any other obligations the applicant must meet.

APPLICATION PROCESS

1. Download the grant application from the Clallam County website:
<http://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>
2. Read through the application and instructions carefully. Applications that are incomplete or don't follow the directions will be rejected.
3. Fill out the application; do not include more than 10 pages of supporting material. Applications with more than 10 pages of supporting material will be rejected.
4. The application and all supporting material must be printed single-sided on letter-size 8.5 inch by 11 inch white paper. Use a paper clip to secure the application. Do not staple the application or place it in a folder. Applications that are stapled or in a folder will be rejected.
5. Submit one signed and complete original application and one copy by mail or hand-deliver to the Clallam County Heritage Grant Program address.

Electronic applications are not accepted.

Note: Changes to an application are not allowed once it has been submitted. Requests to withdraw an application should be emailed to loni.gores@clallamcountywa.gov with the subject line Heritage Grant Fund Withdrawal Request.

Questions about the application process or eligibility of an organization or project should be emailed to loni.gores@clallamcountywa.gov

**Clallam County Heritage Grant Program
2025 Check List and Application**

Grant applications must be hand-delivered to the Clallam County Board of Commissioners' Office or postmarked by noon (12 p.m.) on Monday, XX 2025

- Applications that arrive late, are emailed, faxed, or delivered to an office other than the Commissioners' will not be accepted.
- Applications that are incomplete, unsigned, or in the wrong format will be not be accepted.

There are three parts to the application

APPLICATION FORM

- ☐ Complete each of the following:
- ☐ 1. Summary of project
 - ☐ 2. Applicant information
 - ☐ 3. Project details
 - ☐ 4. Budget request
 - ☐ 5. Signature page

TAXPAYER AND OTHER DOCUMENTATION

- ☐ A copy of the organization's W-9 form (IRS Request for Taxpayer Identification Number and Certification) if it has never previously received grant funding from Clallam County.
- ☐ Nonprofits only:
- ☐ A copy of IRS Form 501(c)(3) demonstrating the organization's tax-exempt status or a copy of the current registration with the Secretary of State.
 - ☐ A copy of the first page of the organization's most recent IRS Form 990, Return of Organization Exempt from Income Tax. Do not included the entire return.
- ☐ Historic preservation projects only:
- ☐ Documentation confirming the project is on a local, state, or federal register of historic places.
- ☐ Historic preservation projects on property not owned by the applicant only:
- ☐ A letter from the registered property owner to the Heritage Grant Program granting the applicant permission to undertake the project.

Commented [pH2]: What kind of registration — tax-exempt? And, if so, what is the name of the form (like the IRS Form 501(c)(3))

Commented [pH3]: At the Nov. 4 meeting it was suggested we add this to cover projects like the Slip Point Lighthouse which is on USCG property

SUPPORTING DOCUMENTS

- Supporting documents should total no more than 10 pages. Applications with more than 10 pages of supporting documents will be rejected.

- Documents that support historical significance, demonstrate need and provide estimates for costs like materials and labor are acceptable. These can include:
 - The summary page(s) of lengthy reports, such as condition assessments.
 - Photographs that show the condition of a proposed preservation project.
 - Cost estimates from vendors for work and materials.
 - Excerpts from books or research articles that note the historical significance of the proposed project.
- Do not include letters of recommendation, references, or resumes.

**Clallam County Heritage Grant Program
2025 Application Form**

1. Summary of project

A. Project Title: _____

B. Project Description: _____

C. Project Type (check one):

(a) _____ Public Programming (b) _____ Capital Improvements and Equipment

(c) _____ Collections Management (d) _____ Training

D. Total project budget: _____

E. Amount of grant request: _____ Request category: 1) Less than \$2,500 _____
2) More than \$2,500 _____

F. Matching amount (cash, in-kind materials, equipment, labor, etc.): _____

Commented [pH4]: Items in red appeared in a previous grant application, but got dropped somewhere along the way. I think they should be included.

2. Applicant information

Name of organization: _____

Authorized organization representative: _____

Name of project leader/primary contact: _____

Primary contact phone number: _____ Email: _____

Organization street address: _____

City: _____ State: _____ Zip code: _____

Organization Federal Tax ID: _____

Nonprofit status: ☐ Yes ☐ No

If yes, attach a copy of IRS Form 501(c)(3) demonstrating the organization's tax-exempt status and a copy of the first page of the organization's most recent IRS Form 990, Return of Organization Exempt from Income Tax. Do not include the entire return.

3. Project Details

A. Describe the goal/expected outcome of the project.

B. Explain the historical significance of the project.

C. Explain why this project is a priority for Heritage Grant Program funding.

D. Explain how this project benefit the community.

F. Describe how you will document the progress and completion of the project. (Photographs, video, newsletters, reports to board of directors, receipts, etc.)

Commented [pH5]: We need to tell people what we are looking for.

G. State the timeline for completing the project and explain how will you meet this goal. Provide a work schedule, including estimated beginning and completion dates for each phase (if there is more than one). Note any planning, preparation or work that has already been completed.

H. List other funding sources have you secured for this project, including other grants; capital funds; gifts of materials and equipment; monetary donations; and volunteer labor. Note partnerships with other organizations and the scope of their involvement and any contributions they will make.

4. Budget request

The budget request may be divided into two phases that would allow funding of a portion of the project. An example of a completed budget request can be found in Appendix A.

Total expenditures must equal total income, including in-kind contributions (the cash value of donated materials and services), other cash income and requested grant funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested funds.
- In-Kind: Break out materials, equipment and labor (use Washington State Department of Labor & Industry prevailing wage found at www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates).

Commented [pH6]: I added an example, although it could be deleted. I added a link to L&I so applicants don't have to go searching for it.

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
Project phase 1				
	\$	\$	\$	\$1
	\$	\$	\$	\$
	\$	\$	\$	\$
Project phase 2				
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Total project budget _____

**Clallam County Heritage Grant Program
2025 Signature Page**

Signature of Project Leader and Primary Contact

Date

Print name of above

Signature of Authorized Organization Representative

Date

Print name of above

Title

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

APPENDIX A

4. Budget request

The budget request may be divided into two phases that would allow funding of a portion of the project.

Total expenditures must equal total income, including in-kind contributions (the cash value of donated materials and services), other cash income and the requested funds.

- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested funds.
- In-Kind: Break out materials, equipment and labor (use Washington State Department of Labor & Industry prevailing wage found at www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates).

Below is an example of a grant request of \$1,750 for a project budgeted at \$1,845

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
Project phase 1				
Purchase portable flat files (University Products)	\$ 1,500	\$	\$	\$1,500
File assembly (1 hr @ \$44.39/hr)	\$	\$	\$ 45	\$45
	\$	\$	\$	\$
Project phase 2				
Acid-free paper stock (University Products)	\$250	\$	\$	\$ 250
Donation	\$	\$50	\$	\$50
	\$	\$	\$	\$
	\$	\$	\$	\$
Total project budget				\$1,845

Commented [pH7]: I think providing example of what we're looking for would be helpful.

Reviewer:

Points

21

Heritage Advisory Board

Draft 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 March 3 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**