



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
August 5, 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 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: June 3, 2024

BUSINESS ITEMS

- Discussion and next steps regarding draft Bylaws
- Discussion and next steps regarding North Olympic History Center correspondences
- Discussion and next steps regarding possible 2nd call for HAB funding applications
 - Notice
 - Press Release
 - Application and Guidelines

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – Monday, September 9, 2024

ADJOURNMENT

Heritage Advisory Board

Draft minutes

June 3, 2024



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of June 3, 2024

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Judith Stipe called the meeting to order at 4:30 p.m., Monday, June 3, 2024. Also present were Paula Hunt, Mike Doherty, Nancy Messmer and Frank Maybury.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

- May 6, 2024

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

BUSINESS ITEMS

1. 2024 Funding report

HAB Members discussed the funding report.

2. 2024 Application discussion

a. Review project applications submitted for 2024 Heritage Grant Program

Gores provided clarification on the voting process to forward recommendation for HAB funding requests to the Board of Commissioners. She addressed the HAB rules that state 5 members constitute a quorum to conduct business. She noted that a legal action request was submitted to the Prosecuting Attorney's Office to confirm that 5 members were required to vote on the applications. PAO confirmed that was correct.

b. Determine the funding recommendations to be forwarded to the Clerk of the Board for consideration by the BOCC

North Olympic History Center:

Gores updated that the Prosecuting Attorney Office (PAO) reviewed the application and determined that it was eligible for funding. Gores noted that due to a voting conflict this application cannot be voted on at this time. She noted that the BOCC office will follow up with an email to the North Olympic History Center to notify them that the application will be held until we have enough members to review. No action will be taken.

Sequim Museum and Arts:

Gores updated that the Sequim Museum and Arts notified the Board of Commissioners office on March 29, 2024 that they wanted to withdraw their application due the contractor and engineer stating the building needs to be disassembled before permanent restoration can be completed. No action will be taken.

Clallam Bay Slip Point Lighthouse Keepers:

Gores updated that the application was sent back to the PAO for additional review due to the concerns of ownership. It was brought to the HAB members attention that the owner of the facility is the United States Coast Guard, but the Lighthouse Keepers were applying for funds. The PAO office reviewed the concerns and updated the legal review response to determine the application is ineligible without owner support. Gores noted that the Board of Commissioners Office will follow up with an email to the Lighthouse Keepers letting them know they need to obtain a letter from the United States Coast Guard before the application can be reviewed. No action will be taken.

CLALLAM COUNTY HERITAGE ADVISORY BOARD
MINUTES of May 6, 2024
Page 2

Quileute Tribal School:

Gores updated that the PAO reviewed the applications and determined that it was eligible for funding. She also noted that a legal review was done regarding who can vote on the application due to conflicts. PAO determined that since the Quileute Tribal School is requesting the funds that Hunt can still vote even though she is a board member for North Olympic History Center. HAB Members held discussion.

ACTION TAKEN: Doherty moved to approve the application for the Quileute Tribal School application, Maybury seconded, mc

ACTION TAKEN: Maybury moved to approve the application for the Quileute Tribal School application for \$2,500, Hunt seconded, mc

Port Angeles Fine Arts Center:

Gores updated that the PAO reviewed the applications and determined that it was eligible for funding. HAB Members held discussion and expressed their concerns that this is the second time this project has requested funds.

ACTION TAKEN: Hunt moved to approve the application for the Port Angeles Fine Arts Center application in the amount of \$5,000, Maybury seconded, (1 voted yes, 4 voted no), motion failed

3. Bylaws and Rules discussion

Gores provided an update on the current rules adopted on January 23, 1995 and amended November 27, 1995. Discussion was held with the PAO and it was recommended that the HAB adopts bylaws. Gores clarified with the PAO if both rules and bylaws were needed. The PAO noted that bylaws would be sufficient since the current rules would be established in Bylaws. PAO stated that the section regarding quorum could be amended to state that "A quorum shall be a simple majority of the number of members appointed to the board" to avoid the quorum issues when voting on applications. Gores mentioned that she can work with the PAO to draft some bylaws. She also noted that the HAB will need to bring the bylaws to the BOCC to update and request approval as well.

ACTION TAKEN: Maybury moved to have Gores produce a draft set of bylaws to be considered by the HAB in the upcoming months, Hunt seconded, mc

4. 2023 Project report review

HAB reviewed 2023 project reports. Stipe mentioned that the Sequim Museum request is working through receipts and noted it's possible they might be returning some funds. Stipe will update once paperwork is completed. No additional follow-up was requested.

GOOD OF THE ORDER

- Messmer updated on Friends of Hoko River State Park, Cowan Ranch
- Doherty updated on the History Center, locomotive
- Stipe update on the Sequim Museum

NEXT MEETING DATES: Monday, July 1, 2024 at 4:30 p.m.

ADJOURNMENT

The meeting concluded at 6:35 p.m.

Heritage Advisory Board

Draft Bylaws

Clallam County Heritage Advisory Board -- Rules of Procedure

I. Meetings

- A. All regular meetings shall be held at the Clallam County Courthouse.
- B. Regular meetings shall be held the third Monday of each month at 7:00 p.m. and shall be open to the public.
- C. When a regular meeting day falls on a legal holiday, the Heritage Board will convene at the call of the Chair.

II. Officers

- A. The officers shall consist of a Chair and Vice Chair elected from the members of the Heritage Board by a majority vote of the Heritage Board.
- B. Terms shall run for one year, expiring at the first regular meeting in January of each year.
- C. Vacancies of an office caused by resignation, removal, or expiration of term of any officer during the term of office shall be filled for the remainder of the term by a majority vote of the Heritage Board.
- D. The Chair shall preside over meetings of the Heritage Board, with the Vice Chair presiding when the Chair is absent. In the event both are absent, members present may elect a temporary chair.

III. Member duties

- A. Member responsibilities shall be consistent with resolutions (Nos. 72 - 1977, 302 - 1978 and 280 - 1980) of Clallam County Commissioners.
- B. Members should attend meetings and perform tasks as directed by the Board.
- C. When a member misses three consecutive meetings with an unexcused absence, that member will be contacted by the Chair to determine their desire to continue on the Board. Excused absences shall be made known to the Chair.

IV. Quorum

Five members constitute a quorum for the conduct of business. Action may be taken by a majority vote of members present.

V. Amendment

These Rules of Procedure may be amended at any regular meeting of the Heritage Board.

Adopted January 23, 1995; Amended November 27, 1995

CLALLAM COUNTY Heritage Advisory Board

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Heritage Advisory Board (HAB) for the governance of the HAB.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the HAB was established in Resolution 72, 1977 and amended by Resolutions 280, 1980 and 2, 2020 which was adopted by the Board of Clallam County Commissioners.
- B. The members representing governmental or quasi-governmental entities shall not have limits on the length of their terms. Accordingly, the following positions will hold (4) year terms:
 - a. District I
 - b. District I
 - c. District I
 - d. District II
 - e. District II
 - f. District II
 - g. District III
 - h. District III
 - i. District III
- C. A full-term shall be four (4) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- D. Clallam County will appoint the Commissioners' Office staff to serve as the Administrative Assistant for the HAB.

- E. An attorney from the Prosecuting Attorney's Office will provide legal advice and consultation to the HAB in its role, through the BoCC office, as an advisory board to the County Commission BUT not to individual HAB members.

Article IV-Purpose of Heritage Advisory Board

The Clallam County Board of Commissioners recognizes the need to preserve a record of the cultural history of the Clallam County area, to protect those sites, articles, and objects of historical significance, and to give the people of Clallam County greater access to the riches of their own culture and history.

The purpose of the HAB is to develop programs to promote public interest in history such as encouraging research by area school students as well as other citizens, locating and marking sites of historic significance, conducting inventories of significant objects and sites, and making available guides to such sites, and other publications.

The HAB is also responsible for providing the Board of Clallam Commissioners guidance and support for the administration Clallam County Heritage Grant Fund. The Heritage Grant Fund will be 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. Funds are used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article V-Duties of the HAB

The HAB shall report to the Board of County Commissioners annually about HAB activities during the year.

The HAB shall make recommendations to the Board of County Commissioners for projects to be 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. Funds are used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents."

Article VI-Meetings

- A. Regular meetings of the HAB shall be held on the first Monday of each month at 4:30 p.m. and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. All meetings will be held in person and virtually.
- C. At the first meeting of each year HAB, the "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HAB's Administrative Assistant, the agenda for the meetings. The

- "members" shall also select a vice-chairperson that shall act as chairperson when the elected chairperson is not present.
- D. A record of attendance of HAB members shall be kept for all HAB meetings.
 - E. Special meetings of the HAB may be called by the Chair of the HAB and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
 - F. The HAB meetings shall be open to the public and members of the media and shall occur in a location that is handicapped accessible.
 - G. Public input at HAB meetings shall be limited to that time on the meeting agenda set aside for public input.
 - H. All meetings will have two public comment periods.
 - I. Public comment (oral testimony) will be limited to three minutes per speaker.
 - J. HAB meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HAB meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval/Modifications of the agenda
- Public comment
- Approval of minutes from prior meeting
- Business items
- Items for the Good of the Order
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

A quorum shall be the simple majority of the number of members appointed to the board, at the time a meeting is to be had or an action is to be taken.

Article IX-Voting

- A. A majority vote of the HAB members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the County Commission.
- B. There shall be no secret ballots.

Article X-Adoption by the HAB of amendments

- A. At any meeting of the HAB where a quorum (as defined in Article VIII above) is present the HAB may, by a majority affirmative vote, recommend changes of these Bylaws.
- B. Any amendment suggested pursuant to Sections A this Article must be on the Agenda of one HAB meeting and may not be approved or rejected until the next "regular" meeting of the HAB in order to provide time for review and consideration of the proposed amendment.
- C. Any Bylaw changes need to be reviewed and approved by the Prosecuting Attorney's Office and Clallam County Board of Commissioners.

Article XI-Public Hearings

- A. The HAB has authority to hold such public hearings as it deems necessary at a time, date and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HAB is encouraged to hold them in diverse locations reflecting the population of the county that resides in the western, central and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HAB shall be filled by the decision of the Clallam County Board of Commissioners as decided in a public meeting. If needed, and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy. Appointment process for vacancies is described in Clallam County Policy 952 Boards and Committees.

These Bylaws replace any previous Bylaws or Rules of Procedures established by the Heritage Advisory Board.

Adopted by the Housing Solutions Committee this ____ day of _____, 2024.

Loni Gores
Clerk of the Board, Heritage Advisory Committee

Heritage Advisory Board

Correspondences



RECEIVED
CLALLAM CO. COMMISSIONERS

JUL 08 2024

1...2...3...A...

Dear County Commissioners,

We are writing on behalf of the North Olympic History Center in hopes that you will fund the NOHC's 2024 Clallam County Heritage Advisory Board Grant application. As you are aware, a lack of a quorum of the Heritage Advisory Board has left our application in "limbo" until there are enough members to vote. Our 2024 CCHAB grant application requested \$1,980.35 to purchase materials and equipment to improve the environmental conditions for three large historic paintings belonging to the NOHC that are currently displayed in the Old County Courthouse. Per our letter to the Commissioners in 2023, these paintings are displaying signs of stress from light exposure and other environmental issues.

Our hope was to use the CCHAB grant funding to purchase U/V window film to cover the windows on the west wall of the Old Courthouse and acquire environmental monitoring equipment to better understand what factors are causing the deterioration of our artwork. To this end, the NOHC commissioned a \$1,200 professional appraisal of the artwork by Laurant Art Appraisal in 2023. The condition report from this appraisal was attached to our 2024 CCHAB grant application, and we would be happy to provide a copy for the County's records if requested.

The NOHC was informed of the CCHAB stalemate issue last month, and while we hope that this issue will soon be resolved with additional members added to the Heritage Advisory Board, we are hoping that you will approve our application directly. As previously described, our application is for County funds to make improvements to a county facility to make it more environmentally stable, in order to continue to display NOHC-owned historic paintings. These improvements would benefit not just the NOHC, but also our broader Clallam County community, by ensuring that we are able to keep these paintings on display where the community can appreciate them.

Thank you for your consideration,

A handwritten signature in dark ink, appearing to read "David Brownell", written over a light blue horizontal line.

David Brownell, Executive Director

North Olympic History Center

A handwritten signature in dark ink, appearing to read "Bill Brigden", written over a light blue horizontal line.

Bill Brigden, Board President

North Olympic History Center

Heritage Advisory Board

**Application, Guidelines, Timeline,
Press Release, and Notice**



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

**Clallam County Heritage Advisory Board
Timeline 2024 - 2nd call**

1. Notice, press release, application released (3 weeks) for HAB funding applications – **August 5**
2. Applications due 12:00 noon – **August 23**
3. Prosecuting Attorney eligibility review – **August 23 - September 20**
4. Publish agenda and applications for review by HAB Members for October 7 meeting – **September 23**
5. HAB Board meeting for review and recommendations for which project to fund – **October 7**
* 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 – **October 8**
7. BOCC work session review – **October 14**
8. BOCC regular agenda approval – **October 22**
9. Applicants notified and contracts processed – **October 23 - 31**



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

**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:** Historic Preservation grants are awarded annually by the Commissioners. The application period usually opens in January and closes in February. The Commissioners typically make grant funding decisions in April. Submittal deadlines may change every year.
Inquiries about submittal dates can be made to Clallam County at 360-417-223356.



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- **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



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223 EAST 4TH STREET, STE. 4, ROOM 150
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APPLICATION PROCESS

Applicants must submit one completed and signed original application form and ~~two one copies~~ copy. The application form can be downloaded from the Clallam County website <https://www.clallamcountywa.gov/737/Heritage-Advisory-Board-HAB>. Please submit all application materials (application form and supporting documentation) as single-sided documents and on 8.5 x 11 sized paper. Do not staple or place the information in any type of folder.

Once the application period closes, each proposal will be reviewed for eligibility by the Clallam County Prosecuting Attorney's Office. ~~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, Room 150
Port Angeles, WA 98362
360-417-2233

Guidelines and application form 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 GoresRachel Weed at loni.goresrachel.weed@clallamcountywa.gov



Clallam County Heritage Grant Program 2024 Application Form Check List and General Information

Grant Applications are due Friday, August 23, 2024 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 or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 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, and/or condition assessments
- ☐ **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 first page of the most current IRS Form 990 Return or Organization Exempt from Income tax. Do not submit the full tax return form.
- ☐ If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

For projects relating to historic buildings and/or capital improvements:

- ☐ 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.

Clallam County Heritage Grant Program

2024 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?

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.

- a. Step description – What is to be accomplished.
- b. Requested Heritage Grant Funds - Break down expenditure steps by category to include rate of pay, cost of materials, etc.
- c. Cash Match Income - for proposed project only e.g., budgeted sources, fund raising, etc.
- d. In-kind Contributions - include cash value of donated materials, equipment, and services. e.g., Labor @ \$37/hr., equipment, etc.
- e. 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
360-417-223356

HERITAGE GRANT INFORMATION

Loni.goresrachel.weed@clallamcountywa.gov

WEBSITE:

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



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2256 Fax: 360.417.2493
E-mail: loni.gores@clallamcountywa.gov

PRESS RELEASE **For Immediate Release**



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

According to state law, funds are collected to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents." 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 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 must be received by, Friday, August 23, 2024 at 12 p.m.

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 360-417-2256 or email to loni.gores@clallamcountywa.gov Or, visit the Board of Commissioners' office in the Clallam County Courthouse, 223 E. Fourth St. Room 150, Port Angeles.





Clallam County Heritage Advisory Board Accepting applications for grants notice – 2nd Call

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), Friday, August 23, 2024.

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: 360-417-2256
Email: loni.gores@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 5th day of August 2024

Heritage Advisory Board

Loni Gores, MMC, Clerk of the Board

Publish:

August 9 and 16, 2024 – Peninsula Daily News,
August 15, 2024 – Forks Forum,
August 14, 2024 Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board