



SPECIAL MEETING AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
September 14, 2026 – 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: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 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: July 6, 2026

BUSINESS ITEMS

- Heritage Fund budget review
- 2026 Heritage Fund applications (2nd call) – review and recommendation
- HAB rubric – Bryon Monohon
- Time capsule update
- Tour update (November)

PUBLIC COMMENT – Please limit comments to three minutes

ITEMS FOR THE GOOD OF THE ORDER

ADJOURNMENT

Heritage Advisory Board

Draft minutes

July 6, 2026



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES OF JULY 6, 2026

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Paula Hunt called the meeting to order at 4:30 p.m., Monday, July 6, 2026. Also present were Bryon Monohon, Mike Doherty, Frank Maybury, Lindsey Sehmel, and Derrick Eberle. Loni Gores, Clerk of the Board, was present. Nancy Messmer was excused.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Doherty requested to add a Good of the Order section. He would like to discuss adding a discussion regarding the Lions Club, Naval Officer footlocker and flag.

ACTION TAKEN: Doherty moved to add a Good of the Order section, Monohon seconded, motion carried

PUBLIC COMMENT

- Judith Stipe, Sequim, commented the Navy locker and time capsule.

APPROVAL OF MINUTES

- June 1, 2026

ACTION TAKEN: Monohon moved to approve as presented, Doherty seconded, motion carried

BUSINESS ITEMS

- Tour recap

Gores updated that there is a waiting list and County staff has agreed to do another tour in 2026. She needs direction from the HAB Members on if they want to hold a tour on November 2 and if so should she start calling the citizens on the waiting lists. HAB Members held discussion regarding the feedback received on the June 1, 2026 tour. There was no objection for a November 2 tour and to have Gores call citizens on the waiting list.

- Language for time capsule plaque

Hunt briefed the HAB Members on the feedback received from Hunt and Eberle for language to put on the time capsule. Eberle indicated one major detail is when the time capsule would be opened. Hunt noted that she did contact the schools and all were supportive of participating. HAB Members held discussed the opening date.

- HAB grant application update – Derrick Eberle

Eberle reported the application was completed and submitted. Gores noted that there were four applications received during the second call for applications. Application review is tentatively scheduled for the September 14, 2026 meeting as long as the Attorney's review has been completed

- HAB rubric – Bryon Monohon

Monohon brief the HAB Members on the rubric research he completed. He noted that he would recommend putting in a simpler format and bring back to a future meeting for review by board. HAB Members held discussion.

- HAB brochure – Lindsey Sehmel

Sehmel commented that back in the May meeting discussion was held regarding a brochure. HAB Members held discussion. Sehmel and Eberle will work on a brochure and bring back at future date.

CLALLAM COUNTY HERITAGE ADVISORY BOARD
MINUTES of July 6, 2026
Page 2

GOOD OF THE ORDER

- Doherty noted that he has a Naval Officer footlocker and flag. He will talk with Facilities Director Don Crawford to see if there is any place to hang the flag. He noted that if anyone has an idea where to place these items connect with him.
- Doherty noted the HAB should draft a letter to the Lion's Club for their efforts. The HAB Members had no objection in having Hunt write a letter. Hunt will send to Gores to format and send to the Lion's Club.
- Hunt noted the August meeting has been cancelled. The next meeting will held September 14, 2026 due to Labor Day on September 7, 2026.
- Gores noted that coming up in the next few months HAB Member need to discuss a first call for applications for 2027 funding.

PUBLIC COMMENT

- Judith Stipe, Sequim, commented on brochure, rubric, and the efforts of various board members.

Meeting concluded at 5:39 p.m.

NEXT MEETING DATES: August 3, 2026 at 4:30 p.m.

Heritage Advisory Board

Funding Report

CLALLAM COUNTY
REVENUE & EXPENDITURE FINANCIAL SUMMARY--\$1 SURCHARGE TO PROMOTE HISTORICAL PRESERVATION OR HISTORICAL PROGRAMS (PURSUANT TO RCW 36.22.170)
GENERAL FUND REVENUE ACCOUNT--00100.221.34136.00.0000
GENERAL FUND EXPENDITURE ACCOUNT--00100.291.51420.49.0400 (STARTING 2020)
UPDATED THRU 7/31/2026

REVENUES COLLECTED

2005 aug - dec	10,604	
2006	21,584	
2007	20,357	
2008	16,576	
2009	17,079	
2010	14,515	
2011	13,449	
2012	14,775	
2013	15,984	
2014	12,278	
2015	14,495	
2016	15,048	
2017	15,768	
2018	15,173	
2019	15,255	
2020	19,847	
2021	22,223	
2022	14,366	
2023	10,450	
2024	20,651	***\$10k refunded from Sequim Museum (deposited into 00100.291.36991.00.0010)
2025	11,742	
2026 YTD	7,017	

Total Revenue Collected 339,236

HISTORICAL PRESERVATION
EXPENDITURES MADE

2005 aug - dec	0	
2006	0	
2007	0	
2008	0	
2009	0	
2010	67,835	
2011	16,728	
2012	0	
2013	0	
2014	0	
2015	0	
2016	3,285	
2017	0	
2018	3,641	
2019	0	
2020	50,000	
2021	40,000	
2022	24,400	
2023	17,000	
2024	9,480	
2025	23,295	(\$15k budgeted)
2026 YTD	3,654	

Total Expenditures Made to Date 259,319

CLALLAM COUNTY
REVENUE & EXPENDITURE FINANCIAL SUMMARY--\$1 SURCHARGE TO PROMOTE HISTORICAL PRESERVATION OR HISTORICAL PROGRAMS (PURSUANT TO RCW 36.22.170)
GENERAL FUND REVENUE ACCOUNT--00100.221.34136.00.0000
GENERAL FUND EXPENDITURE ACCOUNT--00100.291.51420.49.0400 (STARTING 2020)
UPDATED THRU 7/31/2026

HISTORIC PRESERVATION EXPENDITURE DETAILS (excluding REET financed historic preservation-related capital projects, amounts are net of grant funds rec'd)

	<u>Year</u>	<u>Amount Funded</u> <u>through General</u>	<u>Notes</u>
	<u>Incurred</u>	<u>Fund (net of</u> <u>Grants Rec'd)</u>	
Historic Courthouse Interior Exterior Rehabilitation	2010	67,835	\$252,440 incurred in 2010; net of Grant rec'd in 2011 of \$184,605
Old Fire Hall Analysis	2011	16,728	
Historic Courthouse Tower Ladder Replacement	2016	3,285	
Salt Creek Bunker Security Fencing	2018	3,641	
New Dungeness Light Station Association	2020	2,400	
Sequim Museum & Arts	2020	43,100	
Clallam county Historical Society	2020	2,000	
Port Angeles Fine Arts Center	2020	2,500	
New Dungeness Light Station Association	2021	8,600	
Sequim Museum & Arts	2021	14,500	
Clallam County Genealogical Society	2021	2,400	
North Olympic History Center	2021	14,500	
Dungeness River Audubon Center	2022	4,000	
North Olympic History Center	2022	4,950	
North Olympic Peninsula Railroaders	2022	2,500	
Port Angeles Fine Arts Center	2022	7,950	
Sequim Museum & Arts	2022	5,000	
Sequim Museum & Arts	2023	10,000	
Port Angeles Fine Arts Center	2023	7,000	
Quileute Tribal School	2024	2,500	
Port Angeles Fine Arts Center	2024	5,000	
North Olympic History Center	2024	1,980	
Clallam County Genealogical Society	2025	8,795	
North Olympic History Center	2025	2,000	
Naval Lodge No 353	2025	2,500	
North Olympic Peninsula Railroaders	2025	10,000	
North Olympic History Center	2026	3,654	

Total Expenditures Incurred to Date 259,319

HISTORIC PRESERVATION ESTIMATED
UNSPENT FUNDS

	<u>Annual Rev less</u> <u>Expenditure</u>	<u>Cumulative Unspent Funds</u>
2005 aug - dec	10,604	10,604
2006	21,584	32,188
2007	20,357	52,545
2008	16,576	69,121
2009	17,079	86,200
2010	-53,320	32,880
2011	-3,279	29,601
2012	14,775	44,376
2013	15,984	60,360
2014	12,278	72,638
2015	14,495	87,133
2016	11,763	98,896
2017	15,768	114,664
2018	11,532	126,196
2019	15,255	141,451
2020	-30,153	111,298
2021	-17,777	93,521
2022	-10,034	83,487
2023	-6,550	76,937
2024	11,171	88,108
2025	-11,553	76,554
2026	3,363	79,917

Total Historic Preservation Unspent Funds Available 79,917

CLALLAM COUNTY
REVENUE & EXPENDITURE BUDGET--\$1 SURCHARGE TO PROMOTE HISTORICAL PRESERVATION OR HISTORICAL PROGRAMS (PURSUANT TO RCW 36.22.170)
GENERAL FUND REVENUE ACCOUNT--00100.221.34136.00.0000
GENERAL FUND EXPENDITURE ACCOUNT--00100.291.51420.49.0400 (STARTING 2020)
UPDATED THRU 7/31/2026

	BUDGET 2026	FORECAST 2026
REVENUE--HISTORIC PRESERVATION \$1 SURCHARGE	11,000	12,029
EXPENDITURE--HISTORIC PRESERVATION	25,000	25,000
BUDGETED NET SURPLUS/(DEFICIT) OF REVENUE TO EXPENDITURES	-14,000	-12,971
<u>HISTORIC PRESERVATION FUND BALANCE</u>		
BEGINNING FUND BALANCE--HISTORIC PRESERVATION	76,554	76,554
NET SURPLUS/(DEFICIT) OF REVENUE TO EXPENDITURES	-14,000	-12,971
ENDING FUND BALANCE--HISTORIC PRESERVATION	62,554	63,584

Heritage Advisory Board

2026 2nd call funding applications review

HAB 2nd call funding applications

**North Olympic
Peninsula Railroaders**

JUN 22 2026 @ 3:40pm
1...2...3...A...

**Clallam County Heritage Grant Program
2026 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 Tuesday, June 23, 2026

- 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.

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 showing 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 2026 Application Form

1. Summary of project

A. Project Title: Save the 4

The importance of this project reaching completion is anticipated by many, not only in Clallam County, but around the state and other parts of the country. Donations coming from retired logging or railroad workers and their descendants have also arrived from at least a dozen other countries. With generous support from many, including city and county grants, Rayonier Advanced Materials, NorWester Rotary, local business owners and kind individuals who care about protecting a historic artifact forever. #4 will soon look like new again to welcome students, visitors and train lovers with events and gatherings. Olympic Peninsula Railroaders Club fund raising efforts for the last 5 years are continuing. Go to www.restorethe4.org website for more information.

More than six decades ago the Willamette #4 was delivered to its final home on Lauridson Boulevard to anchor a park and be cared for while the asbestos and rust would be removed. Several unsuccessful attempts to accomplish this huge endeavor weren't completed. Now determined volunteers have thrown their energy, time and money into a vision that will materialize. Project Manager Steve Zenovic, selected local contractors who are working on the site.

The Clallam County Heritage Grant is a perfect match for the Restore the #4 project because the locomotive stands out in a public space for all to see and enjoy always.

Project Description: Phase II, complete the engine canopy (see attached photos). Then, sandblast to remove rust and paint.

The detailed work contemplated consists of rust removal by scraping, wire-brushing, or media-blasting as appropriate for the location on the locomotive. In areas where it is infeasible to fully remove rust, the application of a rust-converting paint may be used. The removal and replacement of small items may be necessary to facilitate the cleaning process. In areas where the rust has penetrated the sheet metal, appropriate patches will be welded onto the existing sound sheet metal to preserve structural integrity and facilitate general cosmetic appearance.

After appropriate rust/dirt removal and sheet metal repair, the metallic surfaces will be primed with an approved anti-corrosion paint and finished with an exterior paint with lettering and detailing conforming to the paint scheme that was on the locomotive when it operated on Rayonier's Sekiu line. Replacement wood items will be painted on all surfaces prior to final installation in a color closely matching the color used during the operational years.

C. Project Type (check one):

- (a) _____ Public Programming (b) __X__ Capital Improvements and Equipment
(c) _____ Collections Management (d) _____ Training

D. Total project budget: \$60,000

E. Amount of grant request: \$10,000 Request category: 1) Less than \$2,500 _____
2) More than \$2,500 __X__

F. Matching amount (cash, in-kind materials, equipment, labor, etc.): \$10,000 (other in-kind cash donations for this phase of the project).

2. Applicant information

Name of organization: North Olympic Peninsula Railroaders

Authorized organization representative: Steve Stripp

Name of project leader/primary contact: Scott Henderson

Primary contact phone number: 360-870-5759 Email: s.p.henderson35@gmail.com (Sequim Museum)

Organization Street address: 544 N. Sequim Drive

City: Sequim State: Washington Zip code: 98382

Organization Federal Tax ID: 37-1900720 (North Olympic Peninsula Railroaders)

Nonprofit status: X ☐ 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 (see attached).

3. Project Details

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

The goal is to raise approx. \$60,000 to refurbish 4 Spot (described in Project Description above). All donations are deposited to an existing account established by the non-profit North Olympic Peninsula Railroaders. Phase I has been completed; the removal of Asbestos.

B. Explain the historical significance of the project.

The old locomotive has been sitting in Port Angeles since the early 1960's when Rayonier donated it to the city of Port Angeles. The old engine spent a lifetime hauling

logs in and around Lake Ozette. Its sister locomotive, Deux (number Two), is still chugging along giving tourist rides in the Rainier National Park. Although 4 Spot's working days are over, she deserves a dignified home signaling her contributions to the logging history of the Peninsula. In addition, a place for the City Parks and Recreation to build-out a community gathering area.

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

It's time to act now, otherwise we are looking at a rusting hulk now in sad state of repair. Travelers, hikers, students, and residents, pass 4 Spot daily on their way to the Olympic National Park. What an opportunity for Clallam County to celebrate this worthwhile endeavor. North Olympic Railroaders has a website with the option to accept contributions. Other groups, the City of Port Angeles, Rayonier Corporation and the Port Angeles Rotary Club have been discussing this project for several years. With this grant from the Clallam County Heritage Commission, we can further this goal.

D. Explain how this project benefits the community.

Located next to the main access road to the Olympic Mountains, and a local school, drive by traffic and school children can easily visit this established historic interpretive site. This historical site will attract Railroad enthusiasts from around the world and across the United States. Donations for the restoration of 4 Spot have come from railroad enthusiasts from 3 countries and 17 states.

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

Updates will be provided on the Sequim Museum's and North Olympic Railroader's websites. Additionally, the Peninsula Daily News and the Sequim Gazette are advised of progress and backstory pertaining to the locomotive. In addition, the Clallam County Board of Directors will be advised of any progress at its monthly meetings.

G. State the timeline for completing the project and explain how you will 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.

Phase I, asbestos removal, has been completed. Phase II, subject of this grant request, has not been started. However, as an important side note: a donation for the cover for the locomotive has been received from Rayonier Inc. to complete that part of the overall project. We are anticipating full restoration towards the end of 2026.

H. List other funding sources you have 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.

Private donations from loggers, railroad employees, railroad enthusiasts, Rayonier Inc. and other Clallam County citizens.

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).

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
Project phase 1 Asbestos removal (completed)	\$2500		\$25,000	\$30,000
Project phase 2 Train canopy (in progress / this request)	\$10,000	\$20,000	\$38,000	\$63,000
Project phase 3	\$10,000	\$10,000 (cash account set aside)	\$	\$60,000
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Total project budget: \$153,000

Clallam County Heritage Grant Program
2026 Signature Page

Scott Henderson
Signature of Project Leader and Primary Contact

6/22/26
Date

SCOTT Henderson
Print name of above

Steve Stripp
Signature of Authorized Organization Representative

5/20/26
Date

Steve STRIPP
Print name of above

NOPR President
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.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 09 2019

NORTH OLYMPIC PENINSULA RAILROADERS
54 OLD COYOTE WAY
SEQUIM, WA 98382-8025

Employer Identification Number:
37-1900720
DLN:
26053741001298
Contact Person:
JASON A KROTIME ID# 31666
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
March 20, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. NORTH OLYMPIC PENINSULA RAILROADERS	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) 54 OLD COYOTE WAY	Requester's name and address (optional)
	6 City, state, and ZIP code SEQUIM, WA 98382-8025	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
3	7		-	1	9	0	0	7 2 0

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Steven P. Stepien</i>	Date ▶ <i>7-24-25</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

RESTORE THE 4

North Olympic Peninsula Railroaders is coordinating the collection of donations for this project. The NOPR organization is tax-exempt under IRS code 501(c)(3) and your donations may be tax-deductible. Consult your tax advisor for more information.

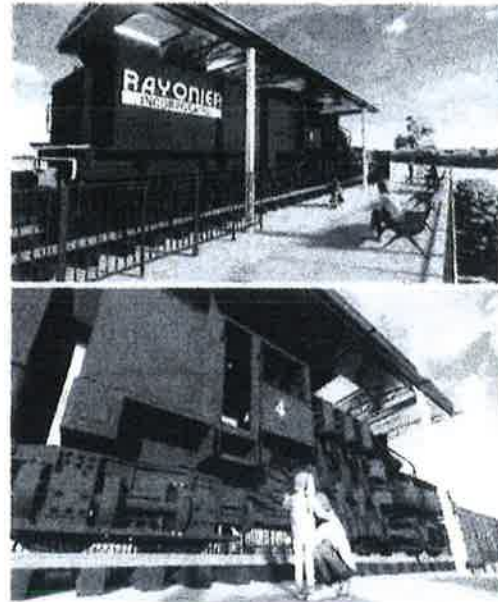
Donation By Check:

Donations by check can be made to the "Restore the Four" fund: Make checks payable to North Olympic Peninsula Railroaders (or NOPR) and mail them to

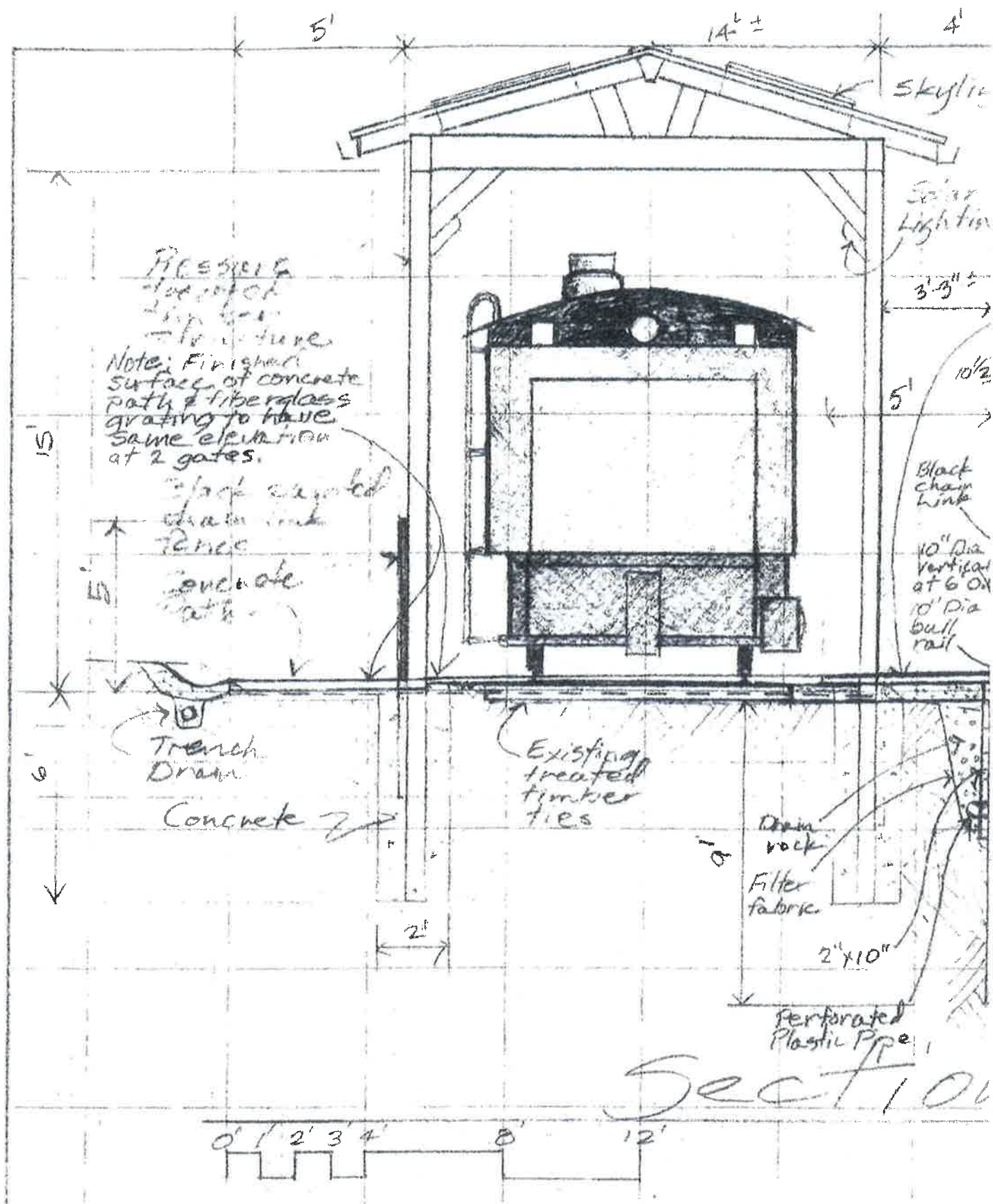
NOPR
P O Box 2156
Sequim, WA 98382.

Please include a note that the donation is for the "Restore the 4" project. Also, please add a comment to let us know how you would like to be listed on the "Team" page.

Visit the Restore the 4 website (www.restorethe4.org) for additional donation options.



The project is happening in partnership between the City of Port Angeles (through its Parks and Recreation Department) and the local community. The community efforts are being led by North Olympic Peninsula Railroaders, a local organization dedicated to railroad history. Rayonier Inc., is also providing substantial support.





PORT ANGELES
WASHINGTON, U.S.A.

Parks & Recreation Department
321 East Fifth Street
Port Angeles, WA 98362

May 14, 2025

North Olympic Peninsula Railroaders
150 Foxtail Lane
Sequim, WA 98362

Re: Restoring the Rayonier Steam Engine #4

This letter of support is for the North Olympic Peninsula Railroaders to seek grant opportunities for the restoration of Engine #4 located on City owned property at 200 East Lauridsen Boulevard in Port Angeles, WA.

For years the City of Port Angeles has been looking for partnerships to restore the Rayonier Steam Engine #4. Over the last two years, the City has been working with a private individual, Rayonier Inc., our local Nor'Wester Rotary Club, and the North Olympic Peninsula Railroaders to assist in a much-needed restoration of our Locomotive #4 that the City has owned since 1960. This is a great community project that would help restore a piece of Port Angeles's history.

Much like the Nor'Wester Rotary, the City is encouraged and excited for the North Olympic Peninsula Railroaders to help take the lead on this community project by applying for additional grant funding to help us get to our goal. Feel free to contact me if you have any questions regarding the project.

Corey Delikat
Parks & Recreation Director
City of Port Angeles
360-417-4551
cdelikat@cityofpa.us

HAB 2nd call funding applications

**Clallam County
Parks, Fair and Facilities**

JUN 23 2026

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

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Clallam County Heritage Grant Program
2026 Check List and Application

Grant applications must be hand-delivered to the Clallam County Board of Commissioners' Office by noon (12 p.m.) on June 23, 2026

- 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.

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 2026 Application Form

1. Summary of project

A. Project Title: Clallam County Historic Courthouse Courtroom Chair(s) Refurbishment

B. Project Description:

The Clallam County Heritage Grant Fund (HAB) plays a vital role in supporting efforts to preserve and celebrate the rich history and culture of Clallam County. Among its current initiatives, Clallam County Facilities has identified two significant historic courtroom chairs that require restoration to preserve them for future generations.

The first chair, known as the 'Bailiff' chair, has recently been returned to the county after being away for some time. This chair holds a unique place in the county's history, representing the bailiff's role in the courtroom—a figure who maintains order and security during legal proceedings. The second chair, an original 'Counsel Table' chair, also dates back to the building's dedication, signifying the important role of attorneys and their interactions with the court system.

Both of these chairs, emblematic of the courtroom's architectural heritage, not only contribute to the historic building's aesthetic but also tell stories of the judicial processes that have shaped the community. Restoring them will not only preserve their physical integrity but also enhance the historical narrative of Clallam County, allowing future visitors and residents to connect with their past.

C. Project Type (check one):

(a) _____ Public Programming

(b) ☒ Capital Improvements and Equipment

(c) _____ Collections Management

(d) _____ Training

D. Total project budget: \$4,700.00

E. Amount of grant request \$4,700.00 Request category: 1) Less than \$2,500 _____
2) More than \$2,500 ☒

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

\$400.00 staff labor (transport and project management)

2. Applicant information

Name of organization:

Clallam County Parks, Fair, & Facilities

Authorized organization representative:

Don Crawford, Director

Name of project leader/primary contact:

Don Crawford, Director

Primary contact phone number:

360.7978283

Email:

Donald.Crawford@clallamcountywa.gov

Organization street address: 223 East 4th Street, Suite 007

City: Port Angeles State: WA Zip code: 98362-3000

Organization Federal Tax ID: 91-6001298

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.

Clallam County Facilities has identified two historic courtroom chairs urgently in need of restoration: the original 'Bailiff' chair, which has recently been returned to the county, and an original 'Counsel Table' chair. Both significant pieces date back to the building's dedication, representing an important part of the county's judicial history.

The refurbishment process for these chairs will not only address wear-related issues, such as scratches, frayed upholstery, and structural weaknesses, but will also restore them to their original period-correct appearance. This meticulous restoration will ensure that these chairs can continue to serve their functional purpose in the courtroom while also preserving their historical integrity.

To achieve this, Clallam County Facilities has engaged the services of highly skilled craftspeople based in Seattle. These specialists focus on restoring heirlooms and antique wooden furnishings, boasting decades of experience in their field. Their expertise will be essential in reviving the character and craftsmanship of these chairs, enabling them to withstand regular use for many years to come, while honoring their storied past.

B. Explain the historical significance of the project.

The original 'Bailiff' chair, which has recently been returned to the county, and an original 'Counsel Table' chair. Both significant pieces date back to the building's dedication and represent an important part of the county's judicial history.

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

The two remarkable pieces of furniture are not just artwork; they are historical artifacts dating back to the building's dedication. Each piece plays a vital role in telling the county's rich judicial history, serving as a bridge to our past. Nestled within a functioning courtroom, they embody the legacy of justice and the importance of the rule of law in our society.

D. Explain how this project benefits the community.

These pieces are more than mere decorations; they are symbols of the ongoing commitment to upholding justice and fairness. By preserving them, we not only

honor the traditions of those who came before us but also inspire future generations to appreciate the significance of our judicial system.

- F. Describe how you will document the progress and completion of the project. (Photographs, video, newsletters, reports to board of directors, receipts, etc.)
We have already captured "Before" photographs, showcasing their original condition and highlighting areas that need love and attention. These initial images serve not only as a visual benchmark but also as a reflection of their unique character and the potential that lies ahead.

As the restoration progresses, we will share captivating photos at key milestones. These images will reveal the meticulous care and craftsmanship involved in transforming these furnishings, showcasing the skilled hands that breathe new life into them. From stripping away layers of past wear to revealing the beauty of the original materials, each photo will narrate a chapter in their revival.

The finale of this process promises to be truly rewarding, culminating in stunning "After" photos that capture the moment when these pieces shine in all their glory. Imagine the satisfaction of witnessing a piece go from forgotten to fabulous! This is not just about restoring furniture; it's about preserving history!

- 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.

The craftspeople have been secured and have agreed to accept our project. The project will last 6 months from delivery to courthouse placement.

- 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.
Clallam County Facilities Staff will provide all transport and quality assurance activities.

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/prevailing-wage-rates).

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
Project phase 1				
Delivery of chairs to the craftsperson responsible for structural refurbishment	\$	\$	\$133.00	\$133.00
One-site evaluation and refurbishment process and objectives.	\$	\$	\$	\$
Staff & craftsperson in-person evaluation and acceptance	\$ 2,881.00	\$	\$	\$2,881.00
Project phase 2				
Staff delivery of chairs to the craftsperson responsible for Upholstery refurbishment	\$	\$	\$133.00	\$133.00
One-site evaluation and refurbishment process and objectives.	\$	\$	\$	\$
Staff & craftsperson in-person evaluation and acceptance	\$1,419.00	\$	\$	\$1,419.00
Staff delivery and placement of chairs to the Clallam County Historic Courtroom	\$	\$	\$	\$133.00

Total project budget \$4,700.00

Clallam County Heritage Grant Program
2026 Signature Page



Signature of Project Leader and Primary Contact

6.23.2026
Date

Don Crawford
Print name of above



Signature of Authorized Organization Representative

6.23.2026
Date

Don Crawford
Print name of above

Director
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



BOCC AGENDA ITEM SUMMARY

DEPARTMENT: Parks, Fair, & Facilities

WORK SESSION MEETING DATE: 6.15.2026

REGULAR AGENDA MEETING DATE:

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other Pre-Grant Application |

Executive summary:

The Clallam County Heritage Grant Fund (HAB) supports projects that preserve and celebrate the history and culture of Clallam County. Clallam County Facilities has identified two historic courtroom chairs in need of restoration: the original 'Bailiff' chair, recently returned to the county, and an original 'Counsel Table' chair. Both Chairs date back to the dedication of the building

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) If a budget action is required, has it been submitted and a copy attached?

This is a no-match, direct funding grant. If awarded, the department will coordinate with finance to submit the appropriate budget change form.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the submission of a grant application.

County Official signature & print name: Don Crawford

A handwritten signature in blue ink, appearing to read "Don Crawford", written over a horizontal line.

Name of Departments/Employee/Stakeholder attending meeting:

PFF Departmental staff

Clallam County

Grant Application Information

DEPARTMENT: **Parks, Fair, & Facilities**

DATE SUBMITTED TO W/S: **6.15.2026**

GRANT NAME: **Clallam County Heritage Grant Fund**

APPLICATION DEADLINE: **Noon 6.23.2026**

ISSUING AGENCY: **Heritage Advisory Board**

IS THIS A RENEWAL? **NO**

LENGTH OF GRANT: **12 months**

RENEWAL POSSIBLE? **NO**

TOTAL AWARD: **\$4,150.00**

ANNUAL AMOUNT :**\$4,150.00**

MATCH REQUIRED? **NO**

MATCH AMOUNT: **N/A**

DESCRIPTION OF GRANT AND PURPOSE:

The Clallam County Heritage Grant Fund (HAB) supports projects that preserve and celebrate the history and culture of Clallam County. Clallam County Facilities has identified two historic courtroom chairs in need of restoration: the original 'Bailiff' chair, recently returned to the county, and an original 'Counsel Table' chair. Both Chairs date back to the dedication of the building

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:

Restore historic courtroom furnishings for continued public use.

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS?

Historic preservation of the courthouse is the responsibility of the Parks, Fair, & Facilities Department (PFF).

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?

It is not common for the PFF to commission the restoration of historic furnishings. It is not a budgeted function. It does need to be completed for the continued use of the furnishings in question.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?

Delivery of professional restoration of historic furnishings with period-correct materials.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD?

NO

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE?

N/A

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH

ADDITIONAL IMPACTS?

NO

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

N/A

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS?

YES

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

NO

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

NO

ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

NO

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

Standard budget change depending on grant award timing.

OTHER COMMENTS

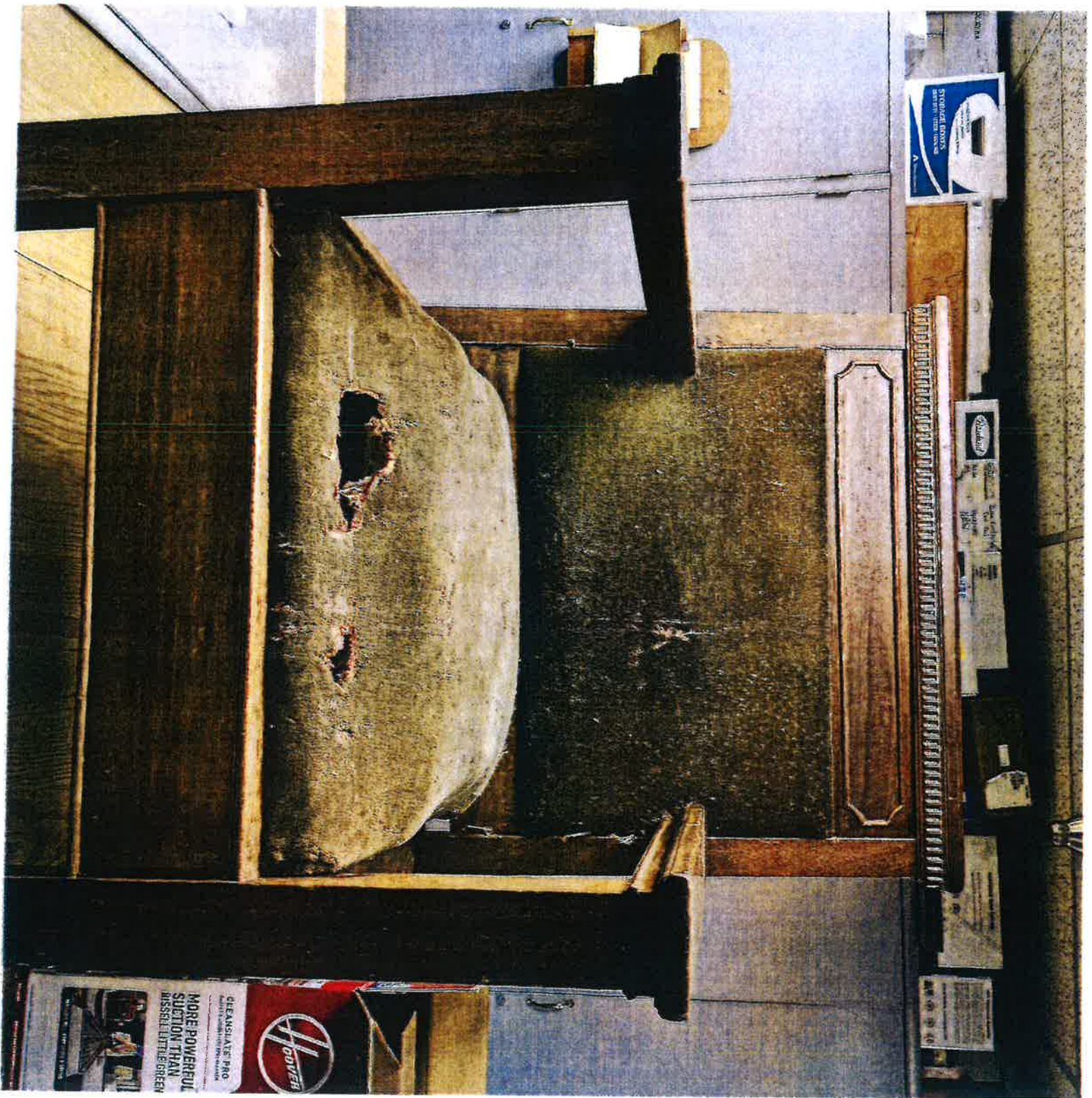


ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE


Todd Mielke, ADMINISTRATOR

APPROVAL

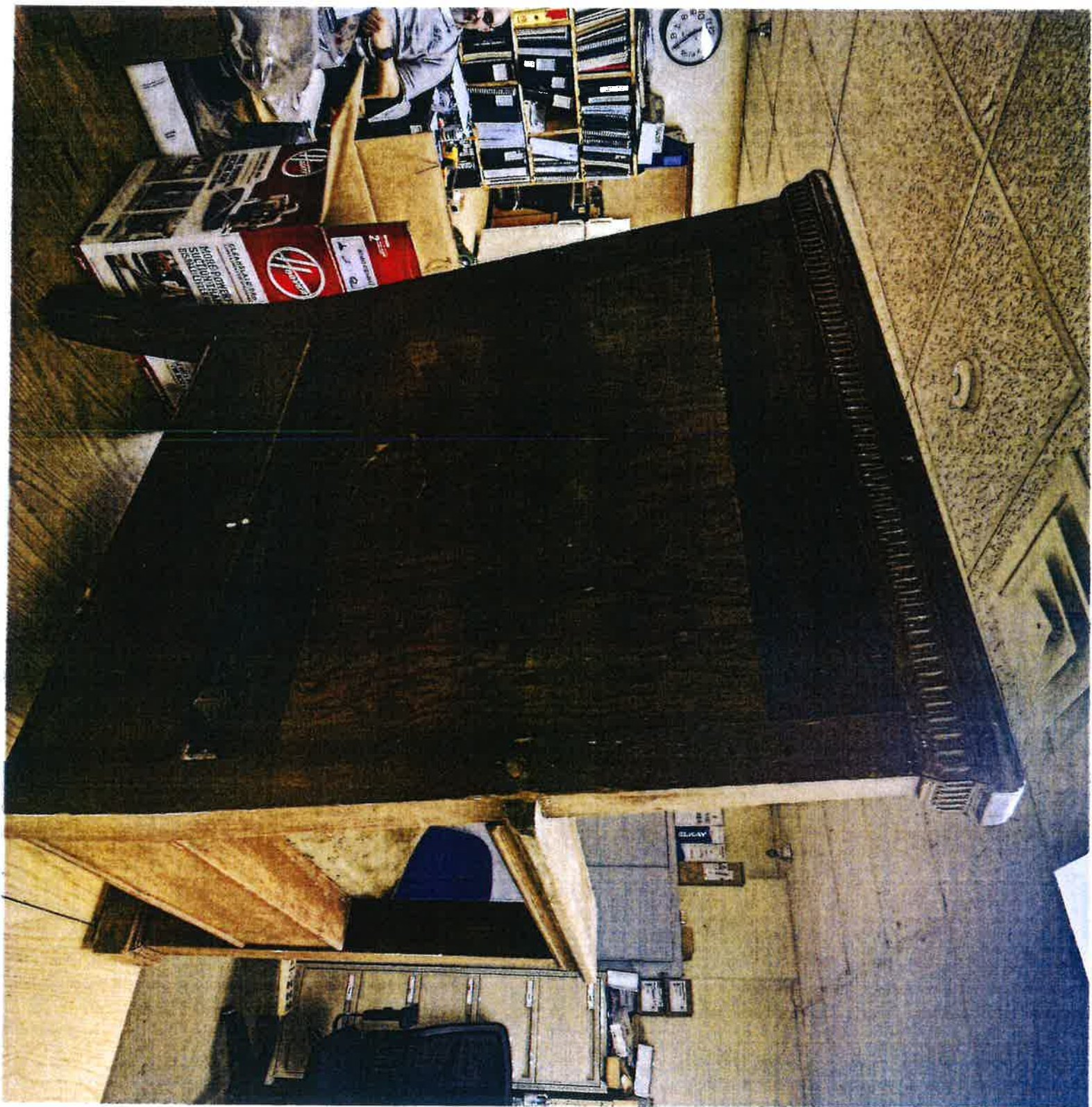
Submit in **duplicate** to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.



BALLET
CHAIR



Bailiff
Chair



Bailiff
Cham



COUNSEL TABLE CHAIR

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Clallam County	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☒ Other (see instructions) Political Subdivision of Washington State	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 223 E 4th St	Requester's name and address (optional)
6 City, state, and ZIP code Port Angeles, WA 98362		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
OR								
Employer identification number								
9	1		-	6	0	0	1	2 9 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of
U.S. person



Date **4/15/26**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

2026 Clallam County Heritage Grant Program

Project Title: Clallam County Historic Courthouse Courtroom Chair(s) Refurbishment

Clallam County Historic Courthouse- Original Bailiff Chair



Clallam County Historic Courthouse- Original Counsel Table Chair



HAB 2nd call funding applications

Peninsula Grain Company

JUN 23 2026 LG-nt
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Clallam County Heritage Grant Program
2026 Application Form

1. Summary of project

A. Project Title: Restoration of Sequim's Historic Granary Signage

Project Description: This project is part of the broader restoration of Sequim's historic Granary at 531 W. Washington St., a landmark structure dating to 1923. While the overall renovation includes structural repairs and adaptive reuse, this grant request specifically focuses on the restoration and preservation of the Granary's fading historic exterior sign.

The Granary sign has long served as a defining visual feature of Sequim's history, visible from key corridors and widely recognized by residents and visitors. Its restoration preserves not only a physical element of the building, but also an important piece of Sequim's identity.

The restoration of the sign preserves a direct connection to the Clallam Co-operative Association, whose establishment made the Granary possible and sustained its success for decades. The sign is not merely an identifying feature—it is a visual representation of a cooperative system that brought local farmers together for mutual success under the guiding principle, "Every Member a Field Man."

By restoring the sign, the project maintains a visible link to this history, ensuring that the cooperative spirit that shaped Sequim's agricultural development remains recognizable and meaningful to the community today.

B. Project Type (check one):

- (a) _____ Public Programing (b) X Capital Improvements and Equipment
© _____ Collections Management (d) _____ Training

D. Total Project budget: \$6,500

E. Amount of grant request: \$6,500 Request category: 1) Less than \$2500 _____
2) More than \$2500 X

F. Matching amount (cash, in-kind materials, equipment, labor, etc.): None

2. Applicant information

Name of organization: Peninsula Grain Company, LLC

Authorized organization representative: Ryan Schaafsma

Name of project leader/primary contact: Ryan Schaafsma

Primary contact phone number: 206-434-1659 Email: admin@thesequimgranary.com

Organization street address: 531 W. Washington St

City: Sequim State: WA Zip code: 98382

Organization Federal Tax ID: 88-1742640

Nonprofit status ☐ Yes ☒ No

If yes, attach a copy of IRS Form 501© (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 Income Tax. Do not include the entire return.

3. Project Details

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

The primary goal of this project is to restore and preserve the Granary's historic exterior western sign as a visible and enduring symbol of Sequim's agricultural and cultural history.

Expected outcomes include:

- Preservation of a defining visual landmark that contributes to Sequim's historic character
- Reinforcement of the Granary's identity as a community anchor rooted in cooperative enterprise
- Increased public visibility of the historic structure, supporting community awareness and engagement
- Recognition and interpretation of the Clallam Co-op's role in shaping the region's agricultural economy
- Long-term protection of the sign as part of the overall preservation of the Granary complex

B. Explain the historical significance of the project.

The Granary is more than a building in Sequim; it is central to the city's identity. It predates the town's major growth periods and has remained important through each stage of Sequim's development, from agricultural settlement to rail-served farming center, then to a highway-connected city and nationally recognized destination for climate, quality of life, and agriculture.

For decades, the Granary served hundreds of farms, dairies, and seed producers in the Sequim-Dungeness Valley. Farmers delivered harvests here, feed was distributed here, and much of the valley's agricultural output passed through the site. During World War II, expansion of the elevator required approval at the federal level due to its importance to regional and national food production.

The establishment of the Clallam Co-operative Association was fundamental to the creation and long-term success of the Granary. Organized by local farmers, the co-op represented a model of shared investment and mutual support at a time when agricultural success depended on coordination and access to infrastructure. The Granary was not simply a private facility—it was a community-built and community-serving asset made possible by this cooperative effort.

The co-op's guiding principle, "Every Member a Field Man," reflects a philosophy in which each participant contributed to the success of the whole. This spirit of collaboration helped sustain the Granary's operations for decades and supported the broader agricultural economy of the Dungeness Valley.

In addition to the structure itself, the Granary's exterior sign has played a key role in its historical presence. As one of the tallest and most visible features in Sequim, the sign has served as a point of orientation and identity for generations. It stands as a physical embodiment of the cooperative legacy that made the Granary possible, representing both the facility and the shared effort behind it.

The Granary's significance lies not only in what it was, but in what it continues to represent: a living reminder of cooperation, adaptation, and community resilience.

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

The restoration of the Granary's historic sign represents a highly visible and meaningful preservation effort within a much larger and complex rehabilitation project. While significant private investment has been directed toward structural repairs and adaptive reuse, elements like historic signage are often difficult to fund despite their importance to historical authenticity and public recognition.

The sign is one of the most recognizable features of the Granary and serves as a symbol of the Clallam Co-op and the cooperative model that supported the region's agricultural economy. Its restoration ensures that this history remains visible and accessible to the public.

Because of its prominence, the sign provides a level of public benefit that is disproportionate to its cost. It reinforces the Granary's identity as a historic landmark and communicates an important story about community cooperation and shared success.

Heritage Grant funding is especially appropriate for this component of the project because it directly supports preservation of a historically meaningful and highly visible feature that connects the past to the present.

D. Explain how this project benefits the community.

The Granary's historic sign contributes to the visual identity and sense of place within Sequim. Its restoration will preserve a familiar landmark that residents recognize, and visitors associate with the city's agricultural heritage.

Beyond its visual presence, the sign represents the legacy of the Clallam Co-operative Association and the collaborative effort that helped build and sustain the region's agricultural economy. It serves as a public reminder of a time when local farmers worked together for mutual benefit, guided by the principle that "Every Member a Field Man."

As the Granary returns to active use as a community gathering place, the restored sign will act as both a visual anchor and a gateway to the site's history. It will help visitors and residents connect with the story of cooperation, resilience, and shared investment that shaped Sequim's development.

By preserving this prominent feature, the project ensures that an important piece of the community's cultural and historical landscape remains visible, relevant, and meaningful for future generations.

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

Project progress and completion will be documented through a combination of photographs, video, financial records, and project documentation.

We will maintain detailed photographic records of the sign restoration process, including pre-restoration condition, intermediate stages of repair, and final completion. These images will document the preservation of historic materials and the methods used to restore the sign's structural integrity and appearance.

Video documentation may also be used to capture key stages of the restoration, particularly where specialized repair techniques are involved.

Financial documentation will include contractor invoices, receipts for materials, and internal accounting records demonstrating how grant funds were used.

In addition, project progress will be recorded through internal project logs and summaries of completed work.

To ensure the project is visible and accessible to the broader community, we will also coordinate updates through local newspaper coverage and social media platforms. These updates will highlight the project's purpose, document restoration progress, and announce project completion, helping to share the Granary's history and the significance of the sign restoration with both residents and visitors.

F. 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.

The sign restoration project is planned as a focused, short-duration effort following completion of preparation and material procurement. Based on contractor estimates, the painting and restoration

work is expected to take approximately 10 days to two weeks once on-site work begins (**Late-Summer/Early-Fall 2026**).

The work will be completed in phases:

- **Preparation and safety setup:** Surface preparation, lead-safe handling measures, and staging of equipment
- **Initial restoration and coating:** Sequential preparation and application of the first coat across the sign surface
- **Final restoration and finishing:** Application of a second coat and detail work to restore lettering and graphics consistent with the historic design

Work will be completed in a continuous sequence, with each section prepared and painted immediately to ensure proper adhesion and preservation of the underlying historic material.

Planning, design review, and contractor coordination have already been completed, allowing the project to proceed efficiently once materials are secured and work is scheduled. The defined scope and experienced contractor involvement provide a clear path to timely completion

G. 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.

No other grant funding sources have been secured or identified specifically for the restoration of the Granary's historic sign at this time.

The sign restoration is part of a larger privately funded rehabilitation project, with overall costs supported by owner investment. The requested Heritage Grant funding will directly support this distinct preservation component, ensuring that an important and highly visible historic feature can be restored appropriately.

APPENDIX A

4. Budget request

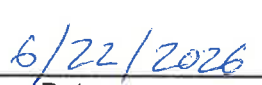
The budget request may be divided into two phases that would allow funding of a portion of the project. An example of a completed budget request can be found in Appendix A.

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.

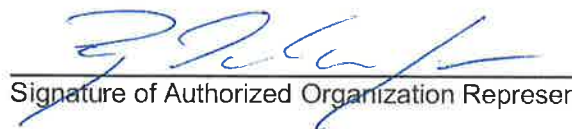
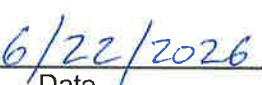
- Break down expenditures by category to include rate of pay, cost of materials, etc.
- Indicate specific use of requested funds.
- In-Kind: Break out materials, equipment and labor (use Washington State Department of Labor & Industry prevailing wage found at www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates).

Project Phase	Requested funds	Cash income match	In-kind contributions	Total project expenditures
Project phase 1				
Restoration of historical west Clallam co-op sign	\$6,500	None	None	\$6,500

Clallam County Heritage Grant Program 2026 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.

List of Attachments

Attachment A – Contractor Estimate

Detailed estimate for the restoration of the Granary's historic co-op sign, including materials, labor, and project scope.

Attachment B – Contractor Mock-Up of Existing and Restored Sign

Visual mock-up prepared by the contractor showing the current condition of the sign and the proposed restored appearance.

Attachment C – Photograph of Granary at Time of Purchase (2022)

Photograph documenting the condition of the Granary at the time of acquisition, illustrating deterioration and need for restoration.

Attachment D – Photograph of Granary (June 2026)

Recent photograph showing the progress of the overall restoration project and current site condition.

Attachment E – Photograph inside Granary (June 2026)

Recent photograph showing the restored main floor of the grain elevator, including the rebuilt elevator "legs" with grain buckets.

Attachment F – Photograph inside Granary (June 2026)

Recent photograph showing the restored grain elevator shaft, grain buckets and glass ceiling for viewing.

Attachment G – 1944 Newspaper Article

Historic article documenting federal approval of the grain elevator addition, demonstrating the Granary's regional and national significance during wartime agricultural production.

Attachment H – Historic Preservation Project Eligibility Letter

Letter of explanation regarding current historical preservation project status.

Attachment I – DAHP Letter

Letter from Department of Archaeology & Historic Preservation confirming application for state historical site registry.

Attachment J – W9



From **MelissaKlein.com**
 PO Box 2272
 Sequim WA 98382-4338
 Cell: 360-809-0083
 me.lissa@melissaklein.com

MelissaKlein.com

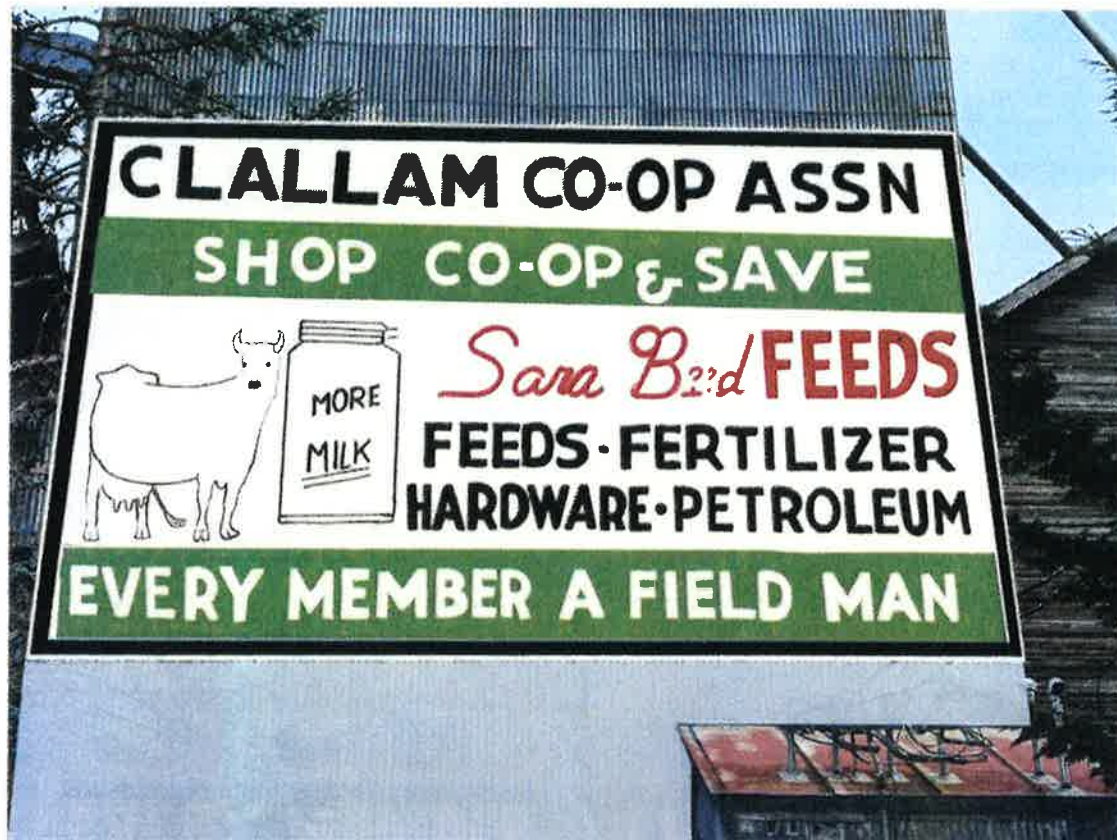
Estimate ID **05-2026SeqGranaryMat**
 Issue Date **05/24/2026**
 Subject **Co-Op Sign Painting on Sequim Granery**

Estimate For **Ryan**

Item Type	Description	Quantity	Unit Price	Amount
Product	Forte Paint - 2 gallons white, 1 gallon black, 1 gallon black, 1 gallon red, 1 gallon green, 1 gallon grey	7.00	\$91.45	\$640.15
Product	PPE & prep materials for lead paint Home Depot - see attached (but should come from Co-Op)	1.00	\$211.58	\$211.58
Product	Hepa Filter & Bags for Wet/Dry Vacuum	1.00	\$70.41	\$70.41
Product	Travel/Gas from Joyce	1.00	\$350.00	\$350.00
Service	Prep & Painting - the best way to do this project is to prep a small area and paint it immediately. Then once the whole thing has a first coat, go over it again with a second coat. I'm estimating this will take @ 10 days to two weeks, but I really won't know until I start. If it takes longer, the price stays the same. If it goes significantly faster, then it can be pro-rated.	1.00	\$4,700.00	\$4,700.00

Subtotal **\$5,972.14**
 Tax (8.9%) **\$531.52**

Estimate Total \$6,503.66



30' wide @ 28' tall

Missa Klein.com
7/22/2024

Revised 5/22/26



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www.obvas.net







THE SEQUIM PRESS

SEQUIM, CLALLAM COUNTY, WASHINGTON FRIDAY, SEPTEMBER 15, 1944.

Subscription Rates: 1

Governor Issues Proclamation

Construction Is Started on New Co-Op Feed Mill

Wolves Condition For Forks Game

Elbert Major As Fire Destr

Construction has begun on the new \$30,000 feed mill and mixing plant of the Clallam Cooperative Association with first shipments of lumber being brought to the location beside the present site of the Co-Op mill. A full crew of men will be employed until completion, which, according to Paul Pool, manager, should not take over 30 days.

The new plant, of 16,000-ton capacity, will replace the old one of 3,000-ton capacity which has become inadequate to supply needs of Olympic peninsula dairy farmers.

Ground work is being laid for a structure 30 by 40 feet and Pool stated it would be approximately 50 feet high.

Congressman Henry M. Jackson, who was in Sequim last week end was credited by Pool with getting quick authority for construction after the war production board had rejected the application. Jackson convinced the WPB at Washington, Pool said, that facilities were essential to war food production in Clallam county where the Co-Op mill is the only one of its kind.

Pool left Thursday for Seattle to purchase milling machinery for the new plant. He claimed that farmers will be able to virtually haul their grain in at one side of the mill and take out ground feed at the other in all one continuous operation. The Co-Op brings bulk grain in from eastern Washington, grinds and mixes it into dairy and poultry feed for local farmers who can purchase small quantities as needed, thus avoiding large inventories and long storage.

The Sequim high school football team has been working hard on fundamentals, blocking and tackling in preparation for the Forks game to be held on the high school field next Friday afternoon.

A large turnout of approximately forty boys has been represented on the practice field. One complete eleven of freshman boys has been organized.

The probable starting lineup for the Forks game is as follows:

Bill Robins, left end; John Fawcett, left tackle; Frank Eberle, left guard; Myron Speth, center; Bill Tullis, right guard; Nutch McCrorie, right tackle; Chuck Dryke, right end; Creighton Daniels, left half; Bill McCrorie, right half; Harry Eldridge, full back and Dave Cameron, quarter back.

Dan Gagnon, coach, stated the boys showed great promise and teams of the Olympic peninsula will have to watch their laurels this season.

Other gridsters turning out for practice are Leonard Coughron, Tommy Walton, Jimmy Haynes, Ronald Hatt, Morris Quinn, Alvin Blank, Leon Smith, Don McFarland, Bob Gonahall, Jack Roberts, Delbert Hansen, Ed Mills, Ben Cameron, Bill Shaw, Ernie Ahlvers, James Robins, Kenneth Smith, Bill Hamilton, Douglas Melanes, Ronald DePaulo, Delbert Nelson, Ernie Kettel, Alvin Courtney, Elmer Sofie, Douglas Kendall, Lewis Day, Melvin Whitney and Milton Roberts.

PARATROOPER HOME ON FURLOUGH

Pfc. William G. Haller, stationed at Camp Mackall, North Carolina, surprised his parents recently on a furlough by announcing that he has been a paratrooper for the past five months.

"Bill" having made five jumps, has won his wings and paratrooper

Elbert Major, 16-year-old dairy boy, was burned to death early Sunday morning in a fire which destroyed the Major home. Mr. and Mrs. Albert Major, parents of the boy, and a brother and two sisters were visiting in Eugene, Oregon, at the time of the tragedy.

Young Major's body was found about two feet from his bed, according to state patrol officers, who were one of the first at the scene indicating that the boy was probably

OLD TIME SEQUIM RESIDENT PASSES IN CALIFORNIA

S. A. Wilbur, 69, old-time resident of Sequim, died in Alhambra, California, Sept. 11 from heart attack following pneumonia.

S. A. Wilbur came to Washington as a boy with his parents, where they settled as pioneers in the Clallam Bay area. In 1889 he came to Sequim where he was married to Mrs. Lottie R. in 1907.

He was a resident of Sequim over 40 years and much of his time was spent in dairy farming. Mr. and Mrs. Wilbur moved first here to Bremerton and then on to California about eight years ago.

He is survived by his widow who resides in Alhambra, Calif.; two daughters, Mrs. Margaret Christensen, Port Orchard, and Mrs. Helen Block, Alhambra, Calif., and one son, Robert Wilbur of San Gabriel, California, three step children, and three grandchildren. He was a brother of Gus Balch of Sequim, True B. Balch of Brinnon, and Penn Balch of eastern Washington.

G. HEINE FARM PURCHASED

Elmer S. Thomsen has purchased the Charles Heine farm near

C. of C. Notes

A new folder advertising Sequim was discussed at the Chamber of Commerce meeting Thursday noon with the committee, and it was reported that the tentative folder may be presented at the next meeting for approval of members. The secretary read a tentative sheet of statistics which is to be printed in the near future. All interested in additions are asked to bring in

Re: Historic Preservation Project Eligibility – Sequim Granary (531 W. Washington St.)

Dear Members of the Heritage Grant Review Committee,

We are submitting this application under the Historic Preservation Project category in connection with the restoration of the historic Granary-Grain Elevator located at 531 W. Washington Street in Sequim, Washington.

At the time of this application, the property is not yet formally listed on a state, or federal register of historic places. However, earlier this year we completed and submitted a formal nomination to the Washington State Department of Archaeology and Historic Preservation (DAHP) for inclusion on the Washington Heritage Register. This nomination is scheduled for review and vote by the State Advisory Council on Historic Preservation at an upcoming meeting anticipated in summer or fall 2026.

While formal designation is pending, the Sequim Granary has long been recognized as a significant local landmark within the community. Constructed in 1923 and expanded in the 1940s, it has played a central role in the agricultural development of the Dungeness Valley and remains one of the most visible and historically recognizable structures in Sequim. Its longstanding association with the Clallam Co-operative Association further underscores its importance as a community-built and community-supported asset.

We are not aware of a formally maintained local register of historic places applicable to this property within Clallam County or the City of Sequim. However, the building's historical significance is well documented and widely recognized at the local level, and our state nomination reflects this significance in a formal evaluation process.

We respectfully submit that the Granary meets the intent and spirit of eligibility for a historic preservation project, and we appreciate your consideration of this application while formal designation is underway.

Please let us know if any additional documentation or clarification would be helpful.

Sincerely,
Ryan Schaafsma
Peninsula Grain Company, LLC



Allyson Brooks Ph.D., Director
State Historic Preservation Officer

June 23, 2026

Clallam County Board of Commissioners
Heritage Grant Review Committee
Sequim, WA

Dear Clallam Co. Heritage Grant Review Committee:

I am writing to confirm that I have been working with Mr. Ryan Schaafma on a listing of the Sequim Granary-Grain Elevator at 531 W Washington Street in Sequim. The nomination is currently in draft, but will be reviewed in the fall for listing to the Washington State Register.

Initially built in 1923, and expanded in the mid 1940s to its present configuration, the Granary has played a central role in the agricultural development of the Dungeness Valley as home to the Peninsula Grain Company. Its longstanding association with the Clallam Co-operative Association underscores its importance as a community-built and community-supported asset. At its peak in the 1950s, it handled 40-tons of grain daily, supporting over 200 dairy herds and seed production for a variety of companies. Today remains one of the most visible structures in Sequim.

Please feel free to contact me if you have additional questions about the significance of the Sequim Granary, its historic status, and or its benefit to the public.

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael Houser', with a long, sweeping horizontal line extending to the right.

Michael Houser

State Architectural Historian, DAHP

360-586-3076

Michael.houser@dahp.wa.gov



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Peninsula Grain Company, LLC.	
	2 Business name/disregarded entity name, if different from above. The Granary	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☒ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
5 Address (number, street, and apt. or suite no.). See instructions. 531 W. Washington Street		Requester's name and address (optional)
6 City, state, and ZIP code Sequim, WA 98382		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-				-		
or									
Employer identification number									
8	8	-	1	7	4	2	6	4	0

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person 

Date 3/23/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they