

AGENDA

LANDMARKS & DESIGN COMMISSION

February 6, 2024

Hybrid Meeting In-person and via Zoom



Join Zoom Meeting

<https://us02web.zoom.us/j/83638720881?pwd=UnZ6M2Z3VWNNaU5iWTZSMjRmYUd1Zz09>

Meeting ID: 836 3872 0881

Passcode: 061182

AMERICANS WITH DISABILITIES ACT

The City of Ellensburg strives to make our services, programs, and activities readily accessible and usable by individuals with disabilities. Reasonable accommodations will be made upon request. Please furnish the ADA Coordinator with your request in sufficient time for the City to provide a reasonable accommodation by calling the City of Ellensburg ADA Coordinator at (509) 962-7222 or email ADAACoordinator@ellensburgwa.gov.

**CITY OF ELLENSBURG
LANDMARKS & DESIGN COMMISSION AGENDA
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom
Tuesday, February 6, 2024
5:45 PM - Regular Meeting**

- 1. Call to Order and Roll Call of Members**
- 2. Approval of Agenda** (No Public Comment)
- 3. Approval of Minutes**
 - 3.A Review of January 18, 2024 minutes
- 4. New Business**
 - 4.A Introduction to periodic comprehensive plan update
 - 4.B CLG Grant Application Discussion
- 5. Unfinished Business**
- 6. Citizen Comment**
- 7. Staff Update/Discussion Items**
- 8. Commission Representative Update**
- 9. Adjournment**



For more information on the Landmarks & Design Commission, contact Senior Planner Stacey Henderson at 509-925-8608.



Meeting Date: February 6, 2024

**City of Ellensburg
Landmarks & Design Commission Agenda Report**

Agenda Subject: Review of January 18, 2024 minutes
Submitted by:
Department: Community Development

Suggested Motion/Action:

Move to approve minutes from the January 18 meeting.

Background/Summary:

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 1.18.24 LDC Meeting Minutes



CITY OF ELLENSBURG

Minutes of Landmarks & Design Commission, Regular Meeting

Date of Meeting

January 18, 2024

Time of Meeting

5:45 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Commissioner Redmon called the meeting to order at 5:45 p.m.

Present: Fred Redmon, Cathy Poshusta, Andy Polak, Dorothy Stanley, Marty Blackson, Jeff Watson, Zane Kanyer

Also Present; Stacey Henderson-Senior Planner-Historic Preservation; Kathy Boots-Planning Technician; Dan Carlson-CDD Director; Sadie Thayer

2. Approval of Agenda

Commissioner Stanley motioned to approve the agenda as presented. Motion passed 7-0.

3. Approval of Minutes

- 3.A Review of January 4, 2024 Landmarks and Design Commission Meeting minutes.

Commissioner Stanley motioned to approve the January 4, 2024, regular meeting minutes as presented. Motion passed 7-0.

4. New Business

- 4.A Public Hearing for Consideration of a Certificate of Appropriateness (COA) for the proposed installation of a new sign at 404 N Pine St., Parcel ID #487033. Appearance of fairness reviewed. Henderson read the staff report and recommended approval with no conditions. Public comment opened. No public comment. The applicant was not present. A Commission member observed a second sign that was put up on the south side of the building that is not part of this COA. Staff member Henderson stated she would reach out to the owner and request an application for a COA for the second sign. The image of the sign was clarified. Commissioner Watson motioned to approve the Certificate of Appropriateness for the new proposed installation of a new sign as pictured on page 15 of the agenda packet at 404 N Pine Street, parcel ID #487033 with findings of fact as stated on page 9-10 of the agenda packet. Motion pass 7-0.

5. Unfinished Business

5.A Historic Preservation Awards Discussion

Staff member Henderson discussed several options for the historic preservation award categories this year. Henderson and Thayer thought of having possible categories of residential, commercial, commission choice, and community award. The community award would be an invitation for nominations for work completed in 2023 for a structure over 50 years old. Nominations would be gathered in February and the Commission would narrow the nominations to the top three. The community would then vote for their favorite. The members discussed how to promote the community award to groups. The EDA has expressed interest in the preservation of downtown historical buildings. Commissioner Polak will talk to the EDA on Monday about the community award.

6. Citizen Comment

Sadie Thayer discussed the historic preservation awards and options to consider.

7. Staff Update/Discussion Items

7.A Next meeting is February 6, 2024.

There are not currently any COA's scheduled for this meeting. The sub-committee will be meeting in mid to late February. At the next meeting there will be an update on the new website changes on the LDC page. CLG applications will be discussed at the next meeting. IT Staff will be available in the Council Chamber from 5:00 p.m.-5:45 p.m. to assist members with city email issues prior to the next meeting starting. The IT staff can call members to assist them if they are unable to arrive early. Henderson stated Lily Frey spoke with Spokane regarding their affordable housing projects. A joint meeting between the Affordable Housing Commission and LDC will be scheduled later in the year to talk about how projects are funded in the historic district for affordable housing.

8. Commission Representative Update

Commissioner Stanley requested an update on the Country Cafe sign. Staff have given the owner a COA application but have not received it back yet.

Rats continue to be an issue in the City limits.

9. Adjournment

The meeting was adjourned at 6:25 p.m.



Meeting Date: February 6, 2024

**City of Ellensburg
Landmarks & Design Commission Agenda Report**

Agenda Subject: Introduction to periodic comprehensive plan update
Submitted by:
Department: Community Development

Suggested Motion/Action:

Background/Summary:

Planning Manager Jeremy Johnston will introduce the upcoming Comprehensive Plan Updates, and how they relate to the Historic Preservation Chapter.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. 11_Chapter 8 Historic Preservation_202204281337356762



CHAPTER 8 HISTORIC PRESERVATION

WHAT YOU WILL FIND IN THIS CHAPTER

- Information about Ellensburg's historic preservation program.
- Policies and programs that seek to help Ellensburg identify and protect historic sites and structures.
- Policies that provide a framework for the adaptive reuse of historic sites and structures.
- Policies that seek to maintain our community character and heritage.

OVERVIEW

The historic preservation chapter defines Ellensburg's preservation goals, policies, and programs that provide a framework for the preservation and active use of historic structures to enhance the city's quality of life, economic vibrancy, and environmental sustainability. The purpose of this chapter is to support the acquisition, preservation, restoration, redevelopment, and continued use of historic properties.

This chapter contains goals, policies, and programs to support the City's role in preserving and protecting the character and integrity of its historic buildings, sites, landscapes, and neighborhoods.

BACKGROUND & CONTEXT

Ellensburg has a well-established preservation program including the Downtown Historic District (1980), Residential Historic District (1984), Ellensburg Landmarks Register (2000), the landmarks and design ordinance (2000), the attainment of Certified Local Government status (2001), and the ordinance for special valuation of improvements to historic property (2002). In 2007 Ellensburg was named one of America's dozen distinctive destinations by the National Trust of Historic Preservation and maintains a Certified National Main Street Community. In addition, the City's Community Development Department, the Ellensburg Public Library, the Kittitas County Historical Museum, and state databases, provide extensive information that address the distinctiveness of local architectural features and how different styles relate to each other.

Many of Ellensburg's historic structures are located within a 16-block area of the Downtown Historic District, an area rebuilt shortly after the fire of 1889. There are also historic structures located on the Central Washington University campus, in the industrial district along the railroad, and in the residential neighborhoods in and surrounding the downtown area. Preservation and rehabilitation efforts are a means of retaining and enhancing our community's unique attributes, and of encouraging development of high quality structures. Many buildings in Ellensburg's downtown that date back to the late 1800s and early 1900s have been restored, and are being used as restaurants, galleries, shops, offices, residences, and community gathering places.

This plan includes the adoption of the downtown historic district, residential historic district, and landmarks register by reference.

GOALS, POLICIES, & PROGRAMS

These historic preservation goals, policies, and programs are designed to work with the other elements to help support the acquisition, preservation, restoration, reconstruction, and rehabilitation of historic property.

Goal HP-1: Identify and protect archaeological and significant historic properties.

Policy A	Identify and protect significant archaeological and historic landmarks during the review process.
<i>Program 1</i>	Review and update the inventory of historic properties and murals that will inform proposals for new historic districts in Ellensburg.
<i>Program 2</i>	Use the inventory of historic properties in support of the continued application of an independent review process based on National, State, and local standards for historic preservation.
<i>Program 3</i>	Implement and expand the historic properties mitigation program.
<i>Program 4</i>	Develop criteria and review local guidelines to ensure project review for demolition, remodels, and infill development.
<i>Program 5</i>	Publicize and promote education programs on the definition of archaeological and historic properties and guidelines that set forth appropriate materials and architectural design standards reflecting the spacing, scale, and architectural characteristics of the National Register Historic district.
Policy B	Provide education materials that describe the history and distinctiveness of existing and proposed Historic Districts.
<i>Program 1</i>	Document and make use of technology and data platforms to publicize the existing architectural styles, building materials, spacing, and proportion within historic districts.
<i>Program 2</i>	Complete educational materials available in a variety of formats that outline the benefits of historic preservation and encourage renovation, restoration, and infill construction throughout the community. Materials should also include the necessary steps for renovation, restoration, landscaping, and street/access projects.

Goal HP-2: Maintain the integrity and reuse of historic properties.

- | | |
|------------------|---|
| Policy A | Continue to encourage and facilitate adaptive reuse of historic buildings. |
| <i>Program 1</i> | Enhance and publicize the program of incentives to apply to renovation, rehabilitation and reuse of historic buildings. |
| <i>Program 2</i> | Administer and review for effectiveness existing tax relief programs, new market housing credits, and property tax deferrals that encourage development of housing in the Downtown Historic District in a manner consistent with the area's historic character. |
| <i>Program 3</i> | Provide education on possible regulatory relief that may be available when conducting work on historic buildings. |
| <i>Program 4</i> | Investigate building code requirements from other municipalities for historic buildings to address fire suppression, exiting, and access requirements. |
| <i>Program 5</i> | Partner with local organizations to provide education programs for local designers and contractors in residential, industrial, and commercial historic building renovation techniques and opportunities that adhere to Secretary of Interior standards. |
| <i>Program 6</i> | Encourage mixing residential and non-residential uses in the Downtown Historic District and explore prohibiting first floor residential in commercial and mixed use buildings. |
| <i>Program 7</i> | Create new historic districts in residential areas bordering the existing downtown historic district. |
| <i>Program 8</i> | Uphold and reinforce design standards that help complement the appearance and design patterns in the immediate neighborhood of infill development projects. |
| <i>Program 9</i> | Encourage and support green building policies and practices, including but not limited to consideration of recycling materials from demolition projects, energy efficient building design, LEED, Built Green, and encouragement for deconstruction (the piece-by-piece disassembly of an existing building with reuse/recycling of much of the material). |

Goal HP-3: Retain clear physical evidence of our community's history, traditions and heritage.

- | | |
|------------------|---|
| Policy A | Encourage development that contributes to the distinctive and mixed visual fabric of the City's architectural character. |
| <i>Program 1</i> | Identify historic buildings and land ownership to accommodate new uses. |

Program 2 Review design guidelines and identify mechanisms or designs which can be used to accommodate and inform the design of larger tenants or connect them to the Downtown Historic District.

Policy B Encourage new development that complements the architectural design of existing neighborhoods.

Program 1 Provide design guidelines that promote compatible development.

Goal HP-4: Maintain and create civic buildings that reflect sense of community and public purpose.

Policy A Reuse existing public buildings in such a way that civic and historic design elements are preserved.

Program 1 Encourage school districts, CWU, City and County to reuse buildings or sale of buildings which allow the exterior of the building to be preserved and the interior modernized and/or preserved for current and future needs of the entity or organization rather than tear down.

Program 2 Prepare inventory and feasibility studies for future reuse of the city buildings.

Policy B New public buildings should recognize historic design traditions present in the community.

Program 1 Expand the land development code design standards to address public buildings both within and outside the historic core.

Goal HP-5: Use historic preservation as a means to economic vitality.

Policy A Publicize historic preservation projects and highlight the economic benefits.

Program 1 Continue to strengthen partnerships with state and other government agencies and funding sources for preservation, infill, energy efficiency and revitalization.

Policy B Partner with local organizations to create and provide resources for downtown businesses that take full advantage of the mixed historic character of the community.

Program 1 Create work plan and provide design assistance and review for the creation, renovation, and installation of 1) public lighting 2) signage – commercial and public, including wall murals 3) parking 4) public art 5) landscaping 6) access, including ADA, elevator and fire suppression and escape.

ACTION ITEMS

Historic Preservation Annual Work Plan

In conjunction with the Landmarks and Design Commission, develop an annual historic preservation and landmarks and design commission work plan.

POLICY CONNECTIONS

Policies and programs that address affordable and diverse housing options are in the **Housing** chapter.

The **Economic Development** chapter includes policies relating to maintaining downtown as a destination for visitors and residents.



Meeting Date: February 6, 2024

City of Ellensburg

Landmarks & Design Commission Agenda Report

Agenda Subject: CLG Grant Application Discussion
Submitted by:
Department: Community Development

Suggested Motion/Action:

Commission to discuss and provide direction to staff on CLG Grant Application Project.

Background/Summary:

2025 CLG Grant Applications are due April 28, 2024. Previous LDC discussions have included applying for this grant, to help provide financial support for completing a project in 2025.

- The main project discussed included the development of an interactive GIS map to provide for the public. The map project would be housed on the City Website, and be intended for the general public to utilize and learn from. Discussion included adding GIS maps, historical photographs and information, and registry information for the community to be able to find.
 - Can look into Storymaps, and present at future meeting. [StoryMaps](#)
- Additional possible projects include:
 - Requesting funding to hire professional services to help with Historic Property Inventory.
 - Requesting funding to provide the community with a service or event- such as host a workshop or training.
 - Requesting funding to review current design guidelines and possibly update/rewrite.
 - Requesting funding to help pay for commissioners to attend PLACES conference.

Previous Council Action:

Analysis:

Financial Impact:

Budget Adjustment: No

Attachments:

1. CLG Grant Application FY25
2. CLG Grant Manual FY25
3. Previous CLG Grant Recipients



Certified Local Government Grant Application (FY25)

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Application Due: April 28th 2024

Name of Local Government:

Mailing Address:

Grant Contact:

Phone:

Email:

II. Grant Category

☐ Survey & Inventory ☐ Register nomination ☐ Planning ☐ Education

☐ Reconnaissance

☐ Intensive

of new or updated
HPI forms:

III. Project Summary (Summarize your project in a few sentences.)

***Note: Boxes below are not editable. Totals are auto calculated from the Project Budget on page 5.**

Grant Amount Requested:

Match Amount:

Total Project Cost:

IV. Project Description

Organize your description in the following order (see instructions for more info):

- a. Project Description
- b. Statement of Need
- c. Project Objectives (please be specific. Bullet point objectives and outcomes are strongly encouraged) Please pay special attention to "bigger picture goals". (See FY25 CLG Grant Manual)
- d. Maps, photographs, or other supporting documentation may be included as attachments

*400-word maximum

V. Project Schedule

Please list each proposed grant activity separately, beginning with your estimated start and completion dates. A start date and completion date alone are not sufficient for the Schedule of Project Completion. This should be a complete listing of all potential activities associated with the grant, including entries for check-ins or draft submittal. **You must allot time in your schedule for project drafts or check-in. Mandatory** draft or check-in dates are **April 28th** and **July 14th, 2025** unless alternate dates are prearranged. Following draft submissions there will be a 14 day period for DAHP to review and comment on draft review of all reports, documents, publications, HPI forms etc. You may begin billing for project work starting **October 1, 2024**. Final projects must be turned in by **September 1, 2025 unless you have prearranged an extension for exceptional circumstances**. Final reimbursements requests must be sent in by **September 30, 2025**. All drafts, check ins, final reports, and reimbursement requests should be sent to Michelle Thompson at michelle.thompson@dahp.wa.gov.

Work to be Accomplished

Start Date

Finish Date

VI. Project Budget

*Totals are auto calculated

Salaries/Volunteer Time

	Federal Share	Hard Match	Soft Match	Total
Total:				

Goods & Contract Services

Total:				

Materials/Supplies/Equipment

Total:				

Other

Total:				

	Total Federal Share	Total Hard Match	Total Soft Match	Total Project Cost
Total Funding Request:				

VII. CHECKLIST-

To assure that your grant proposal is complete, please check off that you have included the following for your application:

- ☐ One completed digital copy of the three signature attachments and any supplemental information included emailed to Michelle Thompson at michelle.thompson@dahp.wa.gov
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☐ One signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 . (Attachment 5A)
- ☐ One signed original Statement of Understanding for Grant Management Requirements. (Attachment 5B)
- ☐ One signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 5C).

ATTACHMENT 5A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 5B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 5C

U.S. Department of the Interior

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

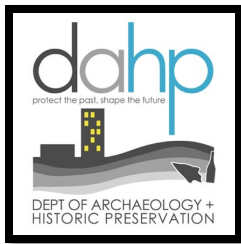
Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



Washington State Department of Archaeology And Historic Preservation

Historic Preservation Fund Grant Manual & Application Instructions

Federal Fiscal Year 2025
October 1, 2024 – September 30, 2025

Electronic Applications Due to Dahp April 28, 2024



Beautiful Downtown Colville, Washington

Please direct all applications and questions to:

Michelle Thompson

Certified Local Government Coordinator

Michelle.thompson@dahp.wa.gov

(360) 890-2617

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This grant program has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior.

This program receives federal funds for the identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, age, or handicap in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Chief, Office of Equal Opportunity Programs, United States Department of the Interior, National Park Service, 1849 C Street., NW, MS-2740, Washington, D.C. 20240.

Introduction

The U.S. Department of the Interior specifies that at least ten (10) percent of Washington's annual Historic Preservation Fund (HPF) Program award be designated as pass-through funding to Certified Local Governments (CLGs) each year. Subject to the final allocation of funding from the NPS, *approximately* \$125,000 will be available for CLGs on a competitive basis in Washington State for Fiscal Year 2025. CLGs wishing to apply for a portion of Washington State's CLG grant funds will find the procedures for doing so in this grant manual. All project activities must meet the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation, Secretary of the Interior's Standards for Rehabilitation*, and DAHP standards and guidelines.

Program Basics

Who May Apply?

Only CLGs that have been certified prior to the grant application deadline may apply for grant funding.

How Much Funding is Available?

For Fiscal Year (FY) 2025, DAHP anticipates that *approximately* \$125,000 will be available to fund CLG projects.

How Much Funding May be Applied for?

While there is no minimum grant funding amount that CLGs must apply for, DAHP strongly encourages applicants to apply for the *actual* amount anticipated to cover the *true* cost of the project. In other words, the chances of a project receiving or not receiving funding **will not** depend on the proposed project cost. Please don't undervalue the anticipated cost of the proposed project.

Is Match Funding Required?

There is **NO** match requirement for FY25 grant projects.

Program Priorities for Funding:

The following program area priorities have been established for FY 2025 HPF grants.

1. Funding requests of \$15,000 or more will, in most cases, receive priority consideration*. As a reminder, matching funds are not required. By federal law, DAHP must expend 10% of its annual Historic Preservation Fund (HPF) budget towards CLG grants! Please, don't underestimate the amount you would like to request. We would rather have you ask for too much than too little. Asking for "a lot of grant funds" does not in any way count against your application score. If it is more than the committee and I think it will cost, we will simply tell you and adjust the offer.

*(However, it will not count against you if your CLG requests funding for a survey and you are in a smaller town that is simply not big enough for such a costly project. Or put it another way, no one will be "punished" for being in a small community!)

2. Survey of underrepresented resources (recent past, associated with a particular ethnic community, or resources highly symbolic for one group that are not understood by those in vocal majorities) ... e.g., resources from the 1970s, Chinese-American resources, resources related to working-class or labor history, and LGBTQ-related resources, etc.

What Types of Projects are Funded?

CLGs can use Historic Preservation Fund grant monies for a variety of purposes. At a minimum, however, ***projects must directly relate to the identification, evaluation, or protection of historic and archeological resources.***

DAHP staff is available to assist CLGs in identifying their specific needs and in developing successful project proposals to address those needs. CLGs are strongly encouraged to consult with DAHP staff before they submit this or any application. **DAHP strongly encourages applicants to discuss their project with CLG Coordinator Michelle Thompson prior to submitting a grant application to ensure the project is eligible for potential grant funding and to preliminarily discuss any questions or concerns regarding the proposed scope. Applicants may also submit preliminary applications to Michelle Thompson for feedback in advance of the final submittal.**

Eligible projects include but are not limited to the categories listed below. For a complete list of Allowable and Unallowable Costs, please see the [\(HPF\) Manual](#), Chapter 13. You may also find potential grant project ideas here: <https://dahp.wa.gov/local-preservation/certified-local-government-program/clg-grants/clg-grant-products>

Survey and Designation

- Historic Context Studies
- Historic Resource Surveys (Reconnaissance or Intensive)
- National Register of Historic Places Nominations
- National Register District Nominations
- Local Register Nominations
- Local Register District Nominations
- Archaeological Studies

Preservation Planning

- Community-wide and neighborhood preservation plans
- Revitalization plans, reuse studies
- Economic and other planning studies related to preservation
- Historic Structure Reports
- Demolition Ordinances
- Design Guidelines
- Conservation Overlay Districts
- Ordinance Updates

Educational Activities and Materials

- Historic Walking Tours
- Workshops, seminars, lesson plans, and other heritage tourism activities

- Publications (e.g., update your website, GIS databases, lesson plans)
- Hands-on activities such as window repair or masonry workshops
- NAPC CAMP Trainings
- Conference Attendance: i.e., NAPC, Revitalize WA

Process for Awarding Historic Preservation Fund Grants

1) Historic Preservation Fund (HPF) grants are competitively awarded.

The grant application process is initiated by the distribution of the application information to Certified Local Governments (CLGs) across the state. Each CLG in good standing is afforded the opportunity to apply for the HPF grant funds. Grant applications are reviewed by DAHP staff and then by an independent committee, the Grants Advisory Committee (GAC). The GAC is made up of at least one member of the Washington State Advisory Council on Historic Preservation as well as professionals in historic preservation or a closely related field. HPF applicants may present their projects at a meeting of the GAC. The committee then evaluates the applications and develops a list of projects recommended for funding. The SHPO makes the final selections after reviewing both staff and GAC recommendations. Notice of awards will be sent to applicants at the conclusion of the review period.

2) Standards Applicable to Subgrantees.

It is essential that applicants be responsible and capable of successfully administering sometimes complex grant and contractual agreements. To qualify a subgrantee as responsible, the SHPO must be assured that a subgrantee will have access to appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

1. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such (including proposed sub agreements);
2. Be able to comply with the proposed or required completion schedule for the project;
3. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance on grants and contracts;
4. Have an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds, and assets sufficient to meet project needs and audit requirements.
5. Furnish results of previous audits upon request.
6. Abide by federal procurement standards in compliance with those described in the Appendix;
7. Maintain a property management system for the acquisition, maintenance, safeguarding, and disposition of property;
8. Conform with the debarment requirements;
9. Conform with the civil rights, equal employment opportunity, and labor law requirements of federal grants; and;
10. Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

- 3) **Criteria for Evaluation.** All projects will be evaluated in accordance with the criteria indicated below and effectiveness with which they are addressed.

1. Project Description (30 Points)

- Are the goals and objectives of the local government's preservation program included in the application?
- Does the project description accurately describe the methodology that will be employed to achieve the desired objectives?
- Is the impact of the project described clearly?
- Will the outcomes and/or products provide tangible results?
- Can this project serve as a model for other communities in the state?
- Does the application adequately explain the role of any consultants that will be hired? Are their roles/responsibilities appropriate for the task?

2. Statement of Need (20 Points)

- Does the application accurately describe the problem the proposed project will solve or the need it will meet in relation to the goals and objectives of the local government's preservation program?
- Are there any threats to cultural resources that the project responds to?
- Is there evidence of responsiveness to broader community needs or issues?
- Is there evidence that opportunities will be missed if funding is not available?
- Does the applicant demonstrate a clear understanding of preservation needs?

3. Project Objectives (20 Points)

- Does the project description accurately describe clear and measurable objectives?
- Are the objectives quantifiable?
- Is the project part of an overall community, governmental or organizational plan? Does the application specifically address the State's Preservation Plan and identify the goal(s) the project relates to?
- Does the project involve the application or development of new preservation methods, tools or technologies that have potential for broad applications beyond the specific project?
- Will new partnerships be formed, or new audiences reached as a result of the project?
- What are the bigger picture goals for this project if applicable? Is there a next step or does the project fit into a next step as part of a previous CLG project? For example, if you are proposing a survey project, do you intend to use the results and recommendations of the survey to apply for future CLG grant money to nominate individual properties to your local register or the National register? Perhaps you are considering the feasibility of a potential district that will use survey results for city-wide preservation planning purposes.

4. Schedule for Project Completion (15 Points)

- Is the "Schedule for Project Completion" adequately filled out?
- Do the activities included directly relate to the stated objectives and project description? Are there key steps missing from the schedule?
- Is the schedule well thought out? Are all dates included on the schedule within the grant period of October 1, 2024, to September 30, 2025?
- Does the Schedule include appropriate draft or check-in dates?
- Does the Schedule include the final product submittal of September 1, 2025?
- Does the project seem likely to be completed in a timely fashion and succeed in its goals?

5. Budget and Cost Effectiveness (10 Points)

- Has the proposed project budget sheet been submitted clearly and accurately?
- Are contractor fees/staff salaries reasonable and appropriate?
- Is the budget consistent with the planned objectives?
- Are the costs reasonable compared with the products?

6. Overall Quality of Application (5 Points)

- Is the application free of spelling and punctuation errors?
- Are all required materials included?
- Is the application clear and concise? Is it detailed enough to make an appropriate evaluation of the proposed project?

4) **Grant Period.** The grant period is twelve months, from October 1, 2024, to September 30, 2025. **For FY25, the grant product due date will be September 1, 2025, and all reimbursement requests must be in by September 30, 2025.**

The Contracting Process

Once the Grants Advisory Committee has made its recommendation to the State Historic Preservation Officer, it is the SHPO's responsibility to select the grant projects that will be funded for the following grant cycle. The decision will be finalized by July 2024 and notifications are made to award recipients shortly following the decision. This begins the contracting process.

The next step at DAHP is for the Certified Local Government Coordinator to develop a Scope of Work and budget based on the grant application for the subgrantee's approval. Once the Scope of Work and budget have been agreed upon, the contract is developed. When the contract is completed, one digital copy will be sent to the subgrantee for signature.

Once signed, the copy may be returned to DAHP via Adobe Sign to DAHP's Grants Manager, Marivic Quintanilla, marivic.quintanilla@dahp.wa.gov The Grants Manager will then secure the SHPO's signature on the contracts and send the subgrantee a final completed copy (digital copy) **via Adobe Sign.**

Note that contracts for grant projects including production of a publication (E.g. plans, brochures, curriculum, videos, websites etc.) will require text acknowledging Federal funding and a non-discrimination clause. The required text will be provided in the contract Scope of Work.

It is our goal to have all contracts complete by September 2024 for projects beginning on October 1, 2024.

Instructions for Completing the HPF Grant Application

General Instructions

Before completing the Certified Local Government Grant application, please read the application instructions with care. The sections introduced by Roman numerals in the application instructions (below) correspond to the sections introduced by Roman numerals in the Certified Local Government Grant application. Please provide all information on the application form.

- **Submit an electronic version of your application via email by 5:00 pm April 28, 2024. Email to michelle.thompson@dahp.wa.gov**

I. Applicant

Name of Local Government

This is the name of the qualified municipality applying for the HPF grant.

Grant Contact

This should be the individual most knowledgeable about the application and who will be available for questions and discussions about the grant.

II. Grant Category

Check the grant category that best describes the type of work for which you are requesting funds. You may check more than one category.

III. Project Summary

Concisely summarize the project for which you are requesting funds. This is essentially an abstract and will be used when DAHP creates your Scope of Work should you receive an award.

Grant Amount Requested (this field will auto-fill when the budget sheet is completed)

This is the total amount of federal money being requested from the Department of Archaeology and Historic Preservation.

Match Amount **NO MATCH REQUIRED for FY2025**

(this field will auto-fill when the budget sheet is completed)
Match may be cash, in-kind contributions or a combination of the two. Total all matching funds and enter that amount in the space provided. Remember that HPF grants cannot be matched with other federal monies.

Total Project Cost (this field will auto-fill when the budget sheet is completed)

This is the sum total of the project including federal money requested and matching funds.

IV. Project Description (please see the “criteria for evaluation” in this manual.)

This is the most important section of the grant application. It is the section to which grant reviewers pay the most attention. It is the applicant’s only opportunity to convince DAHP staff reviewers of the merit of the proposed project. While the applicant does have an opportunity to present the project to the Grants Advisory Committee in person, the project description section of the application will inevitably be instrumental in the GAC member’s opinion for grant selection. Using the two pages provided, address each of the following points clearly and concisely.

Introduction

- Briefly describe the goals and objectives of the local government’s existing historic preservation program.

Specific Project Discussion

- Clearly describe the activities to be conducted to achieve the desired objectives. State the reason for selection of activities. Present a reasonable scope of activities that can be conducted within the time frame and resources of the program. Will the product be able to serve as a model for other communities? Are future phases anticipated? If you are subcontracting for consultant services, explain the consultant’s role and how they will be selected. *There must be an open competitive process for hiring consultants for projects over \$30,000.*
- For survey projects, identify the methodology by identifying the type of survey (architectural, archaeological), the level of documentation to be

produced (intensive or reconnaissance) and the estimated number of historic properties to be surveyed.

- For Register nominations, state the type of nomination (NR or Local, individual, district, thematic, multiple resource), estimated number of nominations to be prepared and estimated number of contributing properties to be contained in the nominations. For multiple resource nominations (MPD), at least one National Register nomination must accompany the context statement.
- Supporting materials, such as maps and photographs, are encouraged and may be provided as separate attachments.
- For educational projects, clearly describe the product and anticipated benefits to the public.
- List all work products that will be submitted to DAHP.
- Note: All publications (plans, brochures, videos, etc.) produced as a result of HPF grant activities must include Federal disclaimer language. Required language will be provided by DAHP in the scope of work.

Project Statement and Needs Assessment

- Based on the goals and objectives of the local government’s preservation program, specifically describe what problem the proposed project will solve or what need it will meet. Does the project respond to broader community needs or issues? Are there any threats to cultural resources that the project responds to? If full funding of the project is not possible, will the project be able to proceed? If so, what aspect of the proposal will not be accomplished?

Project Objectives

- Describe clear, measurable objectives that are attainable within the funding period. Describe their impact and expected tangible results. Are there any innovative aspects of the project? Are there any opportunities that might be missed if the project is not funded?

V. Project Schedule

Use Section V to provide an accurate and detailed schedule of activities and documentation of when specific work products will be submitted to DAHP. Applicant should allow time for review of draft work products by DAHP staff (generally 14 days). **Consider the probability that DAHP will have substantive comments that may require revision by the consultant.** Schedule must include time for draft review of all reports, documents, publications, HPI forms etc. The **FY25** grants will also have a **product due date of September 1, 2025**, which must be included on the schedule sheet. All **reimbursement requests must be received by DAHP no later**

than September 30, 2025. Grant recipients should feel free to submit draft products to DAHP throughout the grant period.

VI. Project Budget

NO MATCH REQUIRED FOR FY2025

While DAHP recognizes that proposed budgets are estimates, these projections should be as accurate as possible since project costs and budgets are carefully reviewed during the evaluation process and are the basis of the final budget developed for the contract.

Provide a detailed proposed budget by the following categories: "Salaries/Volunteer Time" which may include the salaries of local government employees, indirect costs, and volunteer services; "Goods & Contract Services" which includes contract services such as consultant fees, contractor fees, and materials such as copies, photography, printing costs, construction materials, computer equipment, software, etc.

Fees budgeted for consultants/contractors should be reasonable and appropriate yet competitive in order to attain a good product. Appropriate fees or rates should be vetted as part of the application process.

Please see the DAHP [website](#) for an example grant application and budget.

The following categories are located on the Project Budget sheet in the grant application:

Salaries/Volunteer Time

Salaries: List by title or position the employee who will be contributing time to the project. Note the rate of pay per hour, number of hours and total dollar amount. Time must be documented by time sheets, payroll records or other DAHP approved method. General supervision not directly related to the project is not allowable as time contributed to the project.

Volunteer time should be valued at \$31.80/hour unless a higher rate is documented and is approved in writing by DAHP. All volunteer services must be substantiated by time sheets that are assigned by both the volunteer and his/her supervisor. Such records must show the actual hours worked, the rate of pay, and the specific duties performed. The records should also indicate the basis for determining the rate of the volunteer's contribution and such documentation must be available for audit. A written justification of volunteer rates must accompany the grant application. If a volunteer is a professional and is performing professional duties for the project, then their normal rate of pay will be accepted.

Indirect %: Indirect costs may not be included unless the applicant has a federally approved rate. Written supporting

documentation must be included with the application. For FY25, only use this category if you plan to use federal funds to pay part of the indirect rate. Otherwise, leave it blank.

Goods & Services

Consultant and Contract Services: The applicant should list by function (e.g., archaeologist, historic architect, architectural historian, preservation specialist, etc.) any contractors who will be associated with the project. Show the estimated total amount of money you plan to budget for each consultant. Note: No person employed as a consultant, or by a firm providing consultant services, shall receive more than a reasonable rate of compensation for personal services paid with HPF funds, or when such services are contributed as nonfederal share. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary. **Please ask consultants to submit their budget proposals and invoices to you as a lump sum. Please also submit reimbursement requests to DAHP as a lump sum.**

Materials/Supplies/Equipment: List major items or categories (e.g., office supplies, film, maps, etc.) and cost per category. List use or purchase of equipment. Include rental costs if applicable. Any article with a unit cost of \$5,000 or more requires prior written approval from DAHP. Attach a letter from DAHP approving purchase of equipment, if applicable.

Travel: The mileage rate charged to the project should be the applicant's usual rate but may not exceed the current state rate of **0.67 cents per mile**. Indicate the total number of miles, cost per mile and total estimated cost for travel.

Other: Any other costs necessary to the project. Any items under this category must be described. No project funds can be used to pay the salary, travel or other expenses of any grantee, personnel or agent acting on behalf of the grantee to engage in any activity designed to influence legislation or appropriations pending before the United States Congress or the Washington State Legislature.

Hard and Soft Match

No match of any kind is required for FY2025; however, applicants are encouraged to provide some hard or soft match as a way to illustrate commitment to the project. Hard match is a cash contribution from the local government. Hard match can be in the form of staff salaries or any other expenditure that requires the payment for services by the local government. Cash equals new dollars brought to the project. Hard matches are encouraged and are considered favorably in the review process. Identify the amount of cash used to match the grant and the source (e.g., Community Development Block Grant). Note: federal grant funds are not

allowable as match with the exception of Community Development Block Grants funds (HPF Grants Manual 1997, Chapter 14, L 2 b). Soft match consists of all donated goods and services used in the course of the grant completion.

The values of donated services, equipment and material are allowable costs when these expenses are identified in project records as not having been donated by the federal government, not having been purchased with federal funds and not having been included as donations comprising all or part of the share under any other federally assisted project.

Values assigned to donated material may not exceed current market values at the time the donation is assigned to the project. Similarly, the value of loaned equipment and donated office space may not exceed fair market rental value. Grant recipients must maintain documentation of their reasoning for determining current market values. Grantees must also maintain records to support their reimbursement claims as to the actual use of donated equipment (e.g., number of hours, miles or other measurement factor and records showing the age of the equipment and the source of acquisition).

For questions about how to complete the project budget, please contact Michelle Thompson at 360- 890-2617.

VI. Checklist

A checklist for submission is part of the application. Please use it to make sure that the application is complete.

Grant Completion

Grant Project Timeline

The grant period begins on October 1, 2024. Final grant projects are due September 1, 2025. DAHP requires two check-in dates for FY25 grant projects – April 28, and July 14, 2025. If you are unable to meet the required check in dates you MUST make prior arrangements with Michelle Thompson. If a “draft” is not applicable, then a simple project update is sufficient to illustrate progress. DAHP is afforded a 14-day review period to comment on your draft/project update. You are encouraged to check in with DAHP often during the grant cycle for guidance concerning your project.

As stated above, the **final grant product is due on September 1, 2025**. After product submission on September 1, grantees will have the next 30 days to gather and submit reimbursement materials to DAHP. Submittal of your request for reimbursement on the State’s A-19 Invoice Voucher Form (see below) with all necessary documentation optimally should be submitted to DAHP as soon as possible after project completion. **Note that reimbursement requests must be submitted to DAHP no later than September 30, 2025. Requests received after this date will not be reimbursed.** Again, earlier submittals are allowable and encouraged. This allows for the Grants Manager to review the items submitted and contact the subgrantee for any additional information or paperwork required for reimbursement.

Documentation Required for Reimbursement

The project budget as stated in the contract will be the guiding document when DAHP is processing submittals for reimbursement. It is extremely important that all reported expenses relate directly back to that budget. If you anticipate a change within a budgeted category of more than 15%, a contract amendment must be submitted. Below is a list of items that must be submitted.

- A. **A-19 Invoice Voucher Form.** Your invoice to DAHP should be submitted on the state A-19 form. There is a copy of the A-19 form attached to your contract, or feel free to download an electronic version from our website under the Certified Local Government section at <https://dahp.wa.gov/local-preservation/certified-local-government-program/certified-local-government-grants>. The A-19 form must include an original signature from someone in your agency authorized to make billings. The A-19 form must be dated no later than September 30, 2025, but early submittal is strongly recommended to avoid delays in receiving your reimbursement. **Please ask consultants to submit their invoices to you as a lump sum. Please also submit reimbursement requests to DAHP as a lump sum.** Please submit A-19 forms to michelle.thompson@dahp.wa.gov.
- B. **Timesheets.** **If you and/or other local government staff charged time to the project in direct fulfillment of the project, you must provide copies of all of the timesheets documenting time you charged to the grant.** The timesheets must be signed by you and whoever reviews and signs your timesheets (supervisor, personnel officer, etc.). The timesheets must clearly identify the month, date, and the hours spent on the project for which time is charged. You must also identify the hourly pay rate (including benefits) of each employee charging time to the grant so that expenditures can be verified. Be sure to take into account changes in pay rate that may have occurred during the term of the contract. **Finally, be sure that the work performed is within the contract period of October 1, 2024, to September 30, 2025. Any expenditures of time beyond those dates cannot be reimbursed.**
- D. **Other Expenditures, if applicable** Please provide copies of invoice vouchers and/or receipts for other expenditures related to the project (i.e. paper, printing etc.). These expenditures must be identified in your project budget to be allowable for reimbursement. Again, the expenditures must be within the contract period in order to be reimbursed.

- E. **Proof of Payment.** For staff time, consultant fees, and other expenditures, please provide documentation that payment was indeed made. This typically includes documentation from your accounting office such as computer printouts or warrants.
- F. **Procurement Documentation.** This is only required if the total project cost is more than \$30,000. Please include proof of a competitive process for procuring consulting, construction and contract services. This can be fulfilled through completion of your contract or by providing copies of advertisements and other documents associated with the procurement process. For consultants performing historic preservation activities such as surveys or National Register nominations, please submit a copy of their resume, vitae, or other description that documents that they meet the Secretary of the Interior's Professional Qualification Standards of 1983. The consultant should have been approved as meeting the Secretary's Professional Standards before the project began.
- G. **Volunteer Services, if applicable.** To document volunteer services that are used as project match, please see attachment in your contract. The Report of Services form needs to be completed for each volunteer with original signatures from both the volunteer (must sign both 5a and 5b) and the person supervising the volunteer's work. The wage rate for the volunteer activities must also be identified and justified. For example, if an archaeologist who sits on the local historic preservation commission volunteers his time as an archaeologist for the grant project and his typical hourly wage is \$50, then the hourly wage shown as a volunteer should be \$50/hour. However, if that archaeologist is volunteering to stuff envelopes for a mailing, the hourly wage should reflect what one could reasonably expect to make stuffing envelopes. The form should also identify the month, date, and number of hours worked. Again, this is used to document and verify the value of volunteer services and contributed match.
- H. **Mileage, if applicable.** Please submit mileage logs to document miles driven in support of the project. Allowable mileage reimbursement rate is 0.67 cents/mile. Only mileage driven during the contract period is reimbursable.
- I. **Publications, if applicable.** Activities that include production of a publication (i.e. preservation plan, curriculum, brochures, videos, etc.) must include text that acknowledges Federal assistance and a non-discrimination clause. Language will be found in the contract. Failure to include the required text will jeopardize your reimbursement for grant related expenditures. Publications must be provided digitally as PDF documents.
- II. **Reimbursement of Funds.** Reimbursement will be distributed via paper check unless otherwise specified.

Remember to use the project budget from your contract as a guide to the documentation you will need at reimbursement time. Make sure that everything is signed and dated and ALWAYS within the contract period. Use the checklist that follows as a guide to your completion report.

If there are questions, don't hesitate to contact Michelle Thompson at 360-890-2617.

Grant Completion Checklist

☐

A-19 form

- Is it filled out correctly and completed with an original signature?

☐

Timesheets

- Have they been signed by you or other government staff working on the project **and** whoever reviews timesheets in your jurisdiction?
- Do they clearly identify the day, month, and hours spent on the grant project?
- Have you identified the hourly rate (including benefits) at which the work is being charged?
- Was the work completed during the contract period (October 1, 2024, to September 30, 2025)?

☐

Consultant Services

- Have you enclosed the invoice voucher from the consultant?
- Does the invoice voucher clearly indicate the time period in which the work was performed?
- Has the invoice been signed by the consultant?
- Was the work performed during the contract period?

☐

Other Expenditures

- Were these expenditures identified in your original project budget?
- Were these expenditures within the contract period?
- Have you included copies of all receipts/invoices? Are they clearly identified?

☐

Proof of Payment

- Have you included documentation that shows payment was indeed made for each of the above categories?

☐

Procurement Documentation

- Have you included documentation that shows you used a competitive process to hire a consultant for projects more than \$30,000?
- Did you include a copy of the professional consultant's resume, vitae or other description that shows they meet professional qualification standards for historic preservation?

☐

Volunteer Services

- Has each volunteer completed a "Report of Services" (attachment in contract) form?
- Are there original signatures on the "Report of Services" form from both the volunteer and the volunteer's supervisor?
- Is the wage rate identified and justified?
- Is the month, day and hours worked identified on the form?
- Was the work performed during the contract period?

☐

Mileage

- Have you submitted mileage logs showing the miles driven were in support of the project?
- Was the mileage driven during the contract period?
- DAHP can reimburse only up to the allowable federally approved rate (0.67 cents/mile).

☐

Other

Appendix

These online documents are provided for reference and will apply in full if a contract is executed.

[The Secretary of the Interior's "Historic Preservation Fund Grants Manual" – latest revision, June 2007.](#)
(link to PDF, document not included due to length)

[2 CFR 200 Subpart F 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (link to website, document not included due to length)

[Code of Federal Requirements - 36CFR61
Procedures For State, Tribal, And Local Government Historic Preservation Programs](#)
(link to website)

Chapter 39.26 RCW [Washington State Competitive Procurement Methods](#) (purchases over \$30,000, link to website, document not included due to length)
[Direct Buy Purchases Policy \(Purchases less than \\$30,000\)](#) (link to PDF, document included)

Current CLG Grant Awards

Certified Local Government	FY24 - CLG Grant Award Projects	Funding Amount
Cowlitz County	Context Report of Historic Grange Halls	\$10,000
Kennewick	Reconnaissance Survey of Downtown	\$25,000
King County (Renton)	Reconnaissance Survey of Downtown	\$20,000
Seattle	Context Report: Disability History	\$20,000
Spokane	Nominations to the Local Register of Underrepresented Resources	\$15,000
Thurston County	Update to Local Register Listings	\$10,000
Walla Walla	GIS Map of Locally Listed Resources	\$10,000
Waterville	Reconnaissance Survey	\$17,000
Total		\$127,000