



AGENDA

CLALLAM COUNTY HERITAGE ADVISORY BOARD

**223 East 4th Street, Room 160
Port Angeles, Washington
October 2, 2023 – 4:30 p.m.**

Heritage Advisory Board meetings will be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

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

CALL TO ORDER/ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES: August 7, 2023

BUSINESS ITEMS

- Review of 2024 HAB Heritage Grant materials
 - Review and approve timetable for the 2024 grants
 - Review and approve Heritage Grant application and guidelines
 - Review and approve notice and press release for HAB grant applications
- Review of Field trips and presentations

ITEMS FOR THE GOOD OF THE ORDER

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – November 6, 2023

ADJOURNMENT

Heritage Advisory Board

Draft minutes

August 7, 2023



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of August 7, 2023

MEETING OF THE HERITAGE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:30 p.m., Monday, August 7, 2023. Also present were Larry Lang, Judy Stipe, Paula Hunt, Frank Maybury, Margaret Owens, Mike Doherty and Nancy Messmer. Roberta Griset was absent.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Stipe moved to approve as presented, Owens seconded, motion carried unanimously.

APPROVAL OF MINUTES

- June 5, 2023 & July 18, 2023

ACTION TAKEN: Hunt moved to approve the minutes as presented, Maybury seconded, motion carried unanimously.

BUSINESS ITEMS

1. Field trip updates:
 - a. New Dungeness Lighthouse
Paula H. reported on this field trip which included Paula H., Judy S. and Nancy M. The gutters funded by the HAB grant had been installed and the group got to see them.
 - b. Forks Timber Museum
The museum was busy at the time of the group's visit, but the HAB was able to have a good sit-down meeting with the Timber Museum Board. The group also visited with the West End Historical Society. Mike Doherty then led a tour of other points of interest.
2. Future Field Trips/Presentations
 - a. October meeting
Paul G. will prepare the boilerplate material for the 2024 grant program. There will be no September meeting due to the Labor Day Holiday. We are considering an October field trip in lieu of the regular meeting. We are considering visiting the Sequim Museum and Sandy Keys barn/museum. Alternatively, we may visit the new tribal library at Jamestown. The Field Trip subcommittee will propose some dates and sites.
The Field Trip subcommittee will also work on getting speakers for our group at HAB meetings through the winter.

ITEMS FOR THE GOOD OF THE ORDER

- Round robin of board members covering current activities at their organization.

NEXT MEETING DATES: Monday, October 2, 2023 at 4:30 p.m.

ADJOURNMENT

Meeting concluded at 5:30 p.m.

ACTION TAKEN: Hunt moved to adjourn, Doherty seconded, motion carried unanimously.

Heritage Advisory Board

Draft Timeline

For 2024 HAB grants



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

**Clallam County Heritage Advisory Board
Timeline 2024**

1. January 10 Wednesday - Week 1 - Press release, Application released (2 weeks)
2. February 21 Wednesday - Week 6 - Applications due 12:00 noon (6 weeks)
3. Eligibility review completed (2 weeks)
4. March 1 Friday - Week 12 - Posting of eligible applications to Board members for review and Prioritizing Completed (4 weeks). Ranking of grant applications occurs here
5. March 20 Wednesday - Week 14 - Return priority sheets to Deputy Clerk/Board Chair for consolidation (2 weeks)
6. April 1 Monday at 4:00 p.m. – Week 16 - Board meeting for review and recommendations which project to fund and at what level
 - a. This must be done in open session— HAB concurred that projects should be ranked. HAB members will recuse themselves, if necessary, as outlined in Guidelines
7. April 3 Wednesday - CCHAB Board forwards recommendations to BOCC
8. April 8 Monday - BOCC work session review
9. April 16 Tuesday - BOCC regular agenda approval
10. Applicants notified
11. Contracting with awardees

Heritage Advisory Board

Draft Grant Application



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

Grant Applications are due Wednesday, February 21, 2024 before 12:00 pm (Noon)

Deliver to Room 150, Clallam County Court House, 223 East 4th Street, Port Angeles, WA.

Late applications will not be accepted or considered.

Incomplete applications or wrong format will not be accepted or considered.

Copy format: Single sided, not stapled, 12-point font, 8.5 x 11" paper size

The following should be included:

- One original, signed, completed application, and one additional copy.
- Completed budget forms
- Bids, cost estimates, and/or condition assessments
- Additional support materials such as resumes, brochures, news articles, references, work samples, etc. are optional. Support materials shall be **no more than 10 pages** in length
- W-9 form if you have not previously received grant funding funds from Clallam County
- Non-profits must submit the most current IRS Form 990 Return or Organization Exempt from Income tax.
- If the applicant is a non-profit organization, copy of the current registration with the Secretary of State or Form 501(c)(3)

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

- If a historic preservation project, confirmation that the building is on a Historic Register
- Digital photographs illustrating the need for the funding – a “Before” picture.
- A prevailing wage statement of intent from the Washington State Department of Labor & industries.

Clallam County Heritage Grant Program

2024 Application Form

1. Summary

A. Project Title:

B. Project Description: (Four lines maximum – brief overview)

C. Project Type (1) ___ Public Programming, (2) ___ Capital improvements and Equipment, (3) ___ Collections Management, (4) ___ Training.

D. Heritage Grant Funds Requested Amount:

2. Project Applicant

Organization: _____

Authorized Official: _____ Title _____

Project Leader: _____

Primary Contact: _____

Organization Address: _____

Phone: _____ Fax _____

E-mail address: _____

Federal Tax ID _____

Non-profit status: Yes _____ No _____

3. Project Details: Use a separate sheet of paper to answer these questions.

- A. Clearly describe the project and its goals
- B. Explain the historical significance or heritage content of your proposed project
- C. Why is your proposed project a priority?
- D. What is the intended public benefit of this project to the community?
- E. How will you document your project?
- F. Describe the sequence of steps needed to complete your project. Include previous planning and completed preparations.

Signature of Project Lead

Date

Signature of Authorized Official/ Title

Date

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

MAIL / DELIVER APPLICATION PACKET TO:

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4/Room 150
Port Angeles, WA 98362
360-417-2233

HERITAGE GRANT INFORMATION

rachel.weed@clallamcountywa.gov

WEBSITE:

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

Heritage Advisory Board

Draft Grant Guidelines



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

Clallam County Historic Preservation Grant Program
Application Guidelines

PURPOSE: By providing granted funds on a competitive basis, the Clallam County Historic Preservation Grant Program supports projects that preserve and enhance Clallam County history for residents, visitors, and future generations.

This program is funded with a portion of document recording fees collected by the Clallam County Auditor as authorized in 2005 under RCW 36,22.170, HB 1386. According to the legislation, these funds are to be used for projects that "promote historical preservation or historical programs, which may include preservation of historic documents"

The Clallam County Heritage Advisory Board (CCHAB) administers the grant program. The CCHAB is an advisory board appointed by the Clallam County Commissioners. After evaluating the grant applications, the CCHAB will forward a recommended project list to the Clallam County Commissioners. The Commissioners make the final decision on the allocation of these funds.

ELIGIBLE PROJECTS

1. Public Programming:

Support for activities that incorporate county history into educational programming for the general public. Eligible activities:

- Research, design, production, installation, and promotion of permanent and semi-permanent exhibits, both on-site and off-site
- Research, design, production, and management of traveling exhibits for schools.
- Research, design, and production of historic markers to promote county heritage.
- Public events and public programs whose primary purpose is to promote public awareness of Clallam County history.
- Original research that will result in a publication, exhibit, public event, or some other product that places the outcome of the research before the public. This includes production and distribution costs for books, articles, videos, oral history tapes, DVDs and other media that address some aspect of county history.



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2. Capital Improvements and Equipment:

Projects that help heritage organizations better serve their communities by providing funds that assist in the design, construction, and/or preservation of heritage facilities and equipment.

Eligible activities:

- Preservation, restoration, or improvements to facilities at least 50 years old that are primarily used for historic purposes. Designated local, state, or National Register property projects must comply with the Secretary of Interior's Standards, with Section 504 of the Federal Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act. More information about the standards can be found at the National Park Service webpage, www.cr.nps.gov/standards.htm.
- Construction of or improvement to facilities that serve as museums or curatorial/archive storage. Improvements may address HVAC, fire suppression, lighting, shelving or other deficiencies.
- The purchase of equipment that will be used to support heritage activities for a minimum of a three-year period.

3. Collections Management:

Support for projects that assist nonprofit organizations to effectively execute their stewardship obligations of their collections. Eligible Activities:

- Preservation or enhancement of documents, photographs, film, and/ or other materials in Clallam County museums, historical societies, archives, and libraries
- Acquisition of significant additions to the collections of non-profit organizations
- Professional services related to conservation of key items in heritage collections
- Acquisition of software/hardware to assist in collections management
- Acquisition of archival quality storage materials to assist in collections management
- Assessments and plans by a qualified professional or an accredited institutional program
- Improvements to curatorial space to assure safe efficient storage of collections

4. Training:

Support for workshops that enhance the capabilities of the board, staff, and volunteers of non-profit organizations to collect, preserve, and interpret history in Clallam County. Eligible activities:

- Development or sponsorship of in-county workshops for the training of staff and volunteers preferably as a subpart of a larger proposal.
- Training may address activities such as collections accession and cataloging, document protection, photograph preservation, motion film transfer, oral history interviewing, wayside exhibits development, collections computer systems, etc.



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NON-ELIGIBLE PROJECTS

- Performing arts and visual arts
- Preservation planning (condition assessments and structural investigations). These may be part of a larger project or part of the matching fund if developed specifically for the grant project. However, the grant cannot be designed to solely fund condition assessments
- Maintenance and repair of non-historic buildings and maintenance and repair of interpretive displays or exhibits.
- Purchase or rental of equipment for events
- General operating expenses are not eligible for inclusion in a grant request.
- Attendance at seminars, conferences, or lobbying events
- Projects or programs-whose sole or primary purpose is to raise money for an organization, or to pay ongoing institutional operations
- Administrative expenses such as salaries, benefits, travel, etc. except as may be directly linked to the execution of the project or program proposed for grant funding.

APPLICANT ELIGIBILITY

- Applicant is a public entity or a non-profit tax-exempt organization that either (1) operates or owns a museum or similar historical institution within the boundaries of Clallam County that promotes our local history, or (2) performs educative, interpretive, or similar activities within the boundaries of Clallam County which promotes our local history.
- Individuals or entities that own a property within Clallam County that is listed on Local, State, or National registers. A letter from a historic preservation officer or representative confirming the building's historic register status must be included with the grant application. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.
- Public entities include local governmental units such as a housing agency, community development agency, school district, parks department, library; or a State/tribal/Federal government unit.

FUNDING INFORMATION

- **Grants cycle:** Historic Preservation grants are awarded annually by the Commissioners. The application period usually opens in February and closes in February. The Commissioners typically make grant funding decisions prior to May. Submittal deadlines may change every year.
Inquiries about submittal dates can be made to Clallam County at 360-417-2233.



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- **Grant amounts:** Grant amounts fall into two categories: 1) \$2,500 or less; and 2) Greater than \$2,500. For Grant request over \$5,000, applicants should break the request into phases in case the whole grant cannot be funded. (The Board reserves the right to award higher levels if additional funding becomes available.)
- **Match:** Matches are not required. However, matches in cash; in-kind labor; or donated equipment time will provide bonus points in the application evaluation.
- **Distribution of grant funds:** All funds granted are transferred upon the signing of the contract. The transfer of these funds is reported to the IRS and may carry a tax liability. Be sure to check with your tax specialist. The project completion is documented by completion of the report as outlined in the application.
- **Expenditure of grant funds:** All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) why weren't the funds fully expended, (2) how grant funds have been expended, (3) what portion of the funds are remaining, and (4) how the funds will be spent going forward.
- **Final report:** A final project/program report that includes documentation will be required within one year of award.

MAJOR EVALUATION CRITERIA

1. Quality, significance, and lasting impact of the project
2. Project demonstrates a clearly defined public benefit.
3. Ability for successful project execution
4. Time urgency and/or level of need



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APPLICATION PROCESS

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

Once the application period closes, each proposal will be reviewed for eligibility. For those projects that meet program requirements, CCHAB will evaluate and rank the project. “Any member of the HAB who is a board or staff member of an organization applying for a grant must recuse themselves from the vote”. If a member of the CCHAB is signatory to an application, they will not evaluate and rank grant that application. The CCHAB will recommend the most highly qualified projects for a grant based on funding categories, eligibility criteria, and available funds. These recommendations will then be forwarded to Commissioners who approve final funding decisions. Approved projects will be governed by contracts executed between Clallam County and the applicant. Contracts will detail the total award amount, scope of work that defines the final project products, expenses eligible for reimbursement, and any additional obligations on behalf of the awardee. No changes to an application will be accepted once an application is submitted other than to withdraw the application.

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

Clallam County Heritage Grant Program
Commissioners Office
223 East 4th St, Suite 4, Room 150
Port Angeles, WA 98362
360-417-2233

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

Information inquiries about the application process can be addressed to Rachel Weed at rachel.weed@clallamcountywa.gov

Heritage Advisory Board

Draft Grant Notice



Clallam County Heritage Advisory Board Accepting applications for grants notice

CLALLAM COUNTY HERITAGE ADVISORY BOARD

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

The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

According to state law, these funds are to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents."

Grant application will be received at 223 East 4th Street, Room 150, Port Angeles, Washington until 12 p.m. (noon), Wednesday, February 21, 2024.

The sealed applications must be clearly marked on outside of the envelope, "**Heritage Advisory Board Grant Application.**" Address proposal to: Clallam County Heritage Advisory Board – Commissioners Office, 223 East 4th Street, Suite 4, Port Angeles, Washington 98362 or hand-deliver to 223 East 4th Street, Room 150, Port Angeles, Washington. Documents delivered to other offices and received late by the Commissioners' Office will not be considered nor will ones received by facsimile or e-mail. Submittals made in an incorrect format will not be considered.

A complete informational packet on preparing a proposal may be obtained from:

Clallam County Board of Commissioners
223 East Fourth Street, Suite 4
Port Angeles, WA 98362
Phone: 360-417-2233
Email: rachel.weed@clallamcountywa.gov

Applications are available at Web:

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

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS ____ day of _____ 2024

Heritage Advisory Board

Loni Gores, CMC, Clerk of the Board

Publish: January 13 and 20, 2024 – Peninsula Daily News, January 19, 2024 – Forks Forum, January 18, 2024 Sequim Gazette

Bill: Board of Commissioners – Heritage Advisory Board

Heritage Advisory Board

Draft Grant Press Release



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
E-mail: rachel.weed@clallamcountywa.gov

PRESS RELEASE **For Immediate Release**

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

According to state law, funds are collected to be used for projects which "promote historical preservation or historical programs, which may include preservation of historic documents." The grants are for public programming, capital improvements and equipment, collections management and training that support projects' preservation and enhancing county history for residents, visitors and future generations.

Applications may be submitted by a public entity or a nonprofit tax-exempt organization that either operates or owns a museum or similar historical institution promoting local history within the boundaries of Clallam County; entities performing educational, interpretive, or similar activities that promote local history within county boundaries; or individuals or entities that own property within Clallam County that is listed on local, state or national registers.

Applications must be received by noon, Wednesday, February 21, 2024 at 12 p.m.

Applications are available at

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

Interested residents are invited to call the Board of Commissioners' Office at 360-417-2233 or email to rachel.weed@clallamcountywa.gov. Or, visit the Board of Commissioners' office in the Clallam County Courthouse, 223 E. Fourth St. Room 150, Port Angeles.