



Landmarks & Historic Preservation Commission

Regular Meeting Agenda

August 16, 2022, 6:00 PM

Pierce County Annex, Hearings Room, 2401 S. 35th St., Tacoma, WA

To attend the meeting remotely:

Visit Zoom.us and click 'Join A Meeting' or call 253-215-8782

Meeting ID: 939 6625 9270

Meeting Passcode: 586478

or simply click the meeting link below:

<https://piercecountywa.zoom.us/j/93966259270?pwd=eGcyYTZaeDIveXMxbDhIZW5xYS94Zz09>

1. Call to Order

2. Approval of Minutes

July 19, 2022

Action Item

3. Public Comment

Public comment is limited to 3 minutes on August 16, 2022 agenda items only

4. Pierce County Permit Application #992599

Discussion/Action Item

Consider public testimony, review and provide recommendation per PCC 2.88.040 on proposed demolition and removal of a historic structure.

5. 2023 Historic Preservation Grant Application Form

Discussion/Action Item

Review proposed changes on the 2023 Historic Preservation Grant Application Guidelines and Application Form.

6. Adjourn

For questions about this LHPC, please contact

Vaughan Cary | vaughan.cary@piercecountywa.gov | 253-798-7163 or

Long Range Planning | ppwlongrangeadmin@piercecountywa.gov | 253-798-7156

Interested in serving on the Landmarks & Historic Preservation Commission?

Please visit their website to apply online:

<https://www.co.pierce.wa.us/5938/Landmarks-and-Historic-Preservation>

Pierce County Landmarks and Historic Preservation Commission

Regular Meeting Minutes | July 19, 2022 – 6:00 P.M.

Pierce County Annex, Hearings Room, 2401 S. 35th St, Tacoma, WA

Virtual meeting via Zoom.us

Meeting ID: 946 6005 3806 | Meeting Passcode: 586478

Members Present:

Robert Koreis, Chair (At-Large Archivist)
Bart Wolfe (At-Large Architect)
Jack Taylor (District 2)
Don Tjossem, Vice Chair (District 7)

Members Absent:

Joel Green (District 3)

Chair Koreis called the meeting to order at 6:04 P.M. A quorum was present.

MINUTES

(June 21, 2022)

Motion made (Tjossem/Wolfe) to approve the June 21, 2022 minutes as presented.

Motion passed.

PUBLIC COMMENT

The following members of the public were present and provided comment:

- Marianne Lincoln
- Philip Edlund
- Melody Stepp
- Carol Bartle
- Lori Curtis
- Marlene Hayden
- Wendy Freeman
- Bruce Rushton
- Ruth Peterson
- Roxy Giddings
- Bill Giddings
- Julie Collison

NEW BUSINESS

2023 Grant Cycle Process

County Staff presented a slide show, summarized the Grant Cycle process, and answered Commission questions.

Commission discussed proposed changes to the 2023 Historic Preservation Grant Application Guidelines and Application Form. Action on proposed changes to be taken at the August meeting.

-motion to adjourn at 7:30 P.M.

Pierce County Historic Preservation Grant Program

2023 Historic Preservation Grant
Application Guidelines
and
Application Form

Deadline for Submission: 3:00 p.m., Tuesday, October 4, 2022

Pierce County
Landmarks & Historic Preservation Commission



Ryan Medlen, Planner 3
Pierce County Planning and Public Works
Ryan.Medlen@piercecountywa.gov or 253-798-6239

Pierce County is a Certified Local Government (CLG) in historic preservation pursuant to Section 101(c) of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470). Pierce County became a CLG in 1986 by meeting the CLG requirements and administering the County's Historic Preservation program. The Pierce County Landmarks and Historic Preservation Commission is an advisory commission appointed by the County Executive and confirmed by the County Council. The commission is comprised of 11 members, one from each of the 7 Council Districts and 4 at-large members with professional credentials in architecture, history, archaeology, or archival library science.

Pierce County is committed to a policy of equal opportunity regardless of race, religion, color, national origin, age, sex, physical, mental or sensory disability, or veteran status.

About the Historic Preservation Grant Program

Funds for the Pierce County Historic Preservation grant program come from annual budget appropriation. The program is funded by the County's one-dollar portion of the five dollar per instrument surcharge charged by the Auditor for each document recorded under provisions of RCW 36.22.170 (1)(a). The program goal is to distribute small, yet meaningful, grants to help promote historic preservation throughout the County.

The Pierce County Landmarks and Historic Preservation Commission ("Commission") administers the grant program. The Commission provides a recommendation projects and funding allocations. This recommendation is then forwarded to the Pierce County Council ("Council") for final consideration and decision.

The Commission evaluates grant applications on a competitive basis of both quality and strength. Criteria used for scoring includes, but is not limited to, historic significance, urgency, public benefit, demonstrated ability to execute and complete projects, and general quality of the completed application.

Applications due:

Applicants notified of Commission's recommendation:

Work completion:

Tuesday, October 4, 2022, 3:00 p.m.

December 2022 (estimate)

December 31, 2023

For additional questions, contact:

Ryan Medlen, Planner 3

Pierce County Planning and Public Works

Ryan.Medlen@piercecountywa.gov or 253-798-6239

Building Project – Maximum Award Amount: \$35,000

The following types of building projects are eligible to apply:

- Stabilization, restoration, or rehabilitation of buildings or structures.

Your property must be designated as an official landmark at the city or County level, listed on the Washington State Heritage Register, or the National Register of Historic Places. No Exceptions.

All work must comply with the Secretary of the Interior’s Standards for the Rehabilitation of Historic Properties. For more information about the standards, please visit their webpage: <https://www.nps.gov/tps/standards.htm>.

If applicable, all contractors must comply with Prevailing Wages as defined by the Washington State Department of Labor & Industries.

Prior to the start of work, applicants shall present drawings and replacement details to the Commission for those building-related applications. If the project is under the jurisdiction of a Pierce County Certified Local Government (CLG), approval from that CLG is required. Individual projects, such as interior work, may also require Landmarks Commission approval.

Non-Building Project – Maximum Award Amount: \$15,000

The following types of non-building projects are eligible to apply:

- Preservation or enhancement of photographs, documents, and/or other materials in Pierce County museums, historical societies, and libraries.
- Historic markers to promote Pierce County heritage. If applicable, all contractors must comply with Prevailing Wages as defined by the Washington State Department of Labor & Industries.
- Pierce County history research compiled under the supervision of a history professional. Research associated with historic sites, buildings, structures, or objects important to a community is encouraged. Upon completion, the project must be housed in a facility open to the public.
- Public events and public programs which have a primary purpose of promoting public awareness of Pierce County history at large.

Non-Eligible Projects

The following are **not** eligible for the grant:

- Performing 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 is not designed to solely fund condition assessments.
- Purchase or rental of equipment for events.

- Attendance at seminars, conferences, or lobbying events.

Applicant Eligibility

Individuals or entities that own a property listed on a Local, State, or National Register. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.

Nonprofit organizations (tax-exempt status under IRS 501(c)(3)) including museums, historical societies, and other community-based organizations.

Public agencies, including governmental units such as a housing agency, community development agency, school district, or parks department.

Only one grant request per agency/organization/applicant per funding cycle is allowed.

Funding Information and Requirements

Maximum grant amounts fall into two categories: 1) \$35,000 for stabilization, restoration, or rehabilitation of register-listed buildings or structure; and 2) \$15,000 for photographic/document preservation, historic markers, history research, and public events/programming. The Commission and/or County Council reserves the right to award higher levels if additional funding becomes available.

Matching resources, equal to 100% of the requested grant amount, comprised of cash or in-kind donations are required and must be clearly demonstrated on the application of how that 1:1 match is to be accomplished. While the grant cannot fund expenses incurred prior to the effective date of the contract, the matching fund portion *may* include volunteer or staff time incurred after Council approval of the grant. If the grant match is indicated as requiring secondary grants or unsecured funding, applicant must indicate capacity to self-fund the match and ability to complete the proposed grant project.

Be aware as you prepare your budget:

This is a 1:1 matching, reimbursable grant. If you are awarded a grant, Pierce County will match your expenses, up to the maximum amount awarded by Council. You will be reimbursed after you submit documentation that shows:

1. The scope of work you have applied for has been achieved; and
2. You have paid your portion and the portion to be reimbursed within the specified grant time period.

Therefore, you will need to spend at least 2x the grant amount before you can be reimbursed for the grant amount.

Example: You apply for a \$20,000 grant to cover part of a building restoration project. You will need to show you have \$40,000 available when you apply. If awarded the grant, you must spend at least \$40,000 for the work in this example, and provide documentation before you can be reimbursed for the \$20,000 in the grant.

Reimbursable grant time period: Work applied to this reimbursable grant shall occur within a specified time period. See the dates in this section of the guidelines and on the application.

When preparing your budget, have your contractors and suppliers include a factor for price changes; final approval of awarded grants will not occur until about one-half year after they are submitted. This is due to required procedural steps, after the Commission completes their recommendations and before County contracts can be finalized.

Grant recipients must acknowledge the Pierce County Historic Preservation grant funding in all publications, media materials, and press releases related to the project. Pierce County will supply logos upon request.

General operating expenses are not eligible for inclusion in a grant request.

Private owners of a historic building or structure soliciting grant funds for their property should explain the public benefit resulting from a successful project. This may include hosting a public event or offering some source of public outreach and education documenting the project. For applicants unfamiliar with how a public event, such as a Historic Home Tour, provides a public benefit, please visit: <https://www.tacomahistory.org/hometour> or similar webpages for many of the specifics included in this funding requirement.

Events funded by the grant must be open to the public.

The grant project must be completed and submitted to Pierce County for reimbursement with all required paperwork by December 31, 2023.

Pierce County will disburse grant reimbursement funds after the project is satisfactorily completed and all required documentation and paperwork for reimbursement are submitted to, and approved by, Pierce County within the timeframe specified in the grant contract. If contract deadlines are not met, funding may be rescinded.

Major Evaluation Criteria

1. Quality, significance, and lasting impact of the project
2. Ability for successful project execution
3. Time urgency and/or level of need

Application Process

Applicants must submit one completed and signed application form. Download the grant guidelines and application forms from the Pierce County Planning and Public Works Department website www.piercecountywa.org/historicpreservation. If contracting with Pierce County, prevailing wage statements of intent must be on file with the Washington State Department of Labor & Industries.

Applications will **ONLY** be accepted electronically.

Please email completed application to the following staff:

Ryan.Medlen@piercecountywa.gov

ppwlongrangeadmin@piercecountywa.gov

Application must be received by **3:00 p.m.** on **Tuesday, October 4, 2022** or it will not be considered.

NO EXCEPTIONS.

DRAFT

PIERCE COUNTY HISTORIC PRESERVATION GRANT PROGRAM

2023 HISTORIC PRESERVATION GRANT APPLICATION FORM

Deadline for Submission: 3:00 p.m., October 4, 2022



Email application to the following staff:

Ryan Medlen, Historic Preservation Program, Ryan.Medlen@piercecounitywa.gov

Administrative Support: ppwlongrangeadmin@piercecounitywa.gov

Download an application form on the Landmarks Commission website

www.piercecounitywa.org/historicpreservation

Section 1: Applicant Information (enter N/A if applicable)

Applicant Type: _____ Private owner of historic building or structure
_____ Nonprofit organization, **include proof of IRS 501(c)(3) status**
_____ Public agency
_____ Corporation, partnership, or other legal status

Applicant Name: _____

Authorizing Official’s Name and Title: _____

Mailing Address: _____

Email: _____ Phone: _____

Alternate Contact Name: _____

Email: _____ Phone: _____

Authorizing Official’s Signature: _____

Section 2: Project Information

Project Title: _____

Project Location: _____

What grant category is the application for? Building _____ Non-Building _____

What amount are you seeking? \$ _____

(Maximum award is \$35,000 for building projects and \$15,000 for non-building projects)

Other sources of funding for this project:

Dates of Grant Project Activities (ALL activities may start as soon as Pierce County Council approves your grant and must be completed by **December 31, 2023**)

From: _____ To: _____

Please provide clear and concise answers.

1. Clearly describe the project and its goals.

2. Is this project part of a larger master plan or long-term series of projects? If so, explain.

3. How will the public benefit from this project?

4. How urgent is your need to complete this project?

5. How will this grant maintain or preserve the historic character of your project?

6. How will you match funds provided by Pierce County?

7. Will your project be able to proceed if you do not receive this grant?

8. Have you received Pierce County grants before? If so, how many and were they completed successfully and on time?

Section 3: Project Budget ¹

Agreement With:

Project:

1. What is the total estimated cost of your project? _____

2. How much are you requesting in grant funds? _____

Please use Column A below to explain how you plan to allocate the grant funds.

3. How will you match the amount listed in Question 2? _____

Please use Column B below to explain how you plan to match the requested funds.

It is not necessary to have an entry in Column B for each line item used in Column A, but the total of Column B must match or exceed the total of Column A.

Activity	Column A – Grant Funds	Column B – Applicant Funds ⁴
	Requested Amount: \$ _____	Amount to Match: \$ _____
Contractor(s)	\$ _____	\$ _____
Administration	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Marketing/Promotion	\$ _____	\$ _____
Travel ²	\$ _____	\$ _____
Consultants	\$ _____	\$ _____
Construction/Labor	\$ _____	\$ _____
In-Kind Volunteer Hours ³		\$ _____
Other:	\$ _____	\$ _____
Other:	\$ _____	\$ _____
Grand Total: (Column B must be ≥ A)	\$ _____	\$ _____

¹ Applicants must be able to self-fund any unsecured match to successfully complete the project.

² See <https://www.irs.gov/tax-professionals/standard-mileage-rates> for the current effective mileage rate as set by the IRS. Applications must use the rate effective the year the application submittal is due. Applicants may not charge more than \$29.95 per hour for volunteer time. For professionals who are volunteering their time in their professional capacity (i.e. a professional photographer who is taking photos for a project), please list their normal hourly rate and bill as such.

⁴ Column B can include any combination of cash or labor/materials/equipment that are donated to the project or already on-hand.

Section 4: Additional Supporting Documentation

Required for **All** Projects:

- Letters of support (maximum of two) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.
- A W-9 if you have not received grant funding from Pierce County.
- Current bid(s), **including a factor for price increases until construction can begin**, from potential contractor(s) and/or supplier(s) for any individual project element over \$500.
- **If the applicant does not own the historic building, historic documents, or other property referenced in the application**, a letter from the property owner approving the application and proposed project is required.

Required for **Building** Projects:

- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building and additional photos as needed to clearly identify project scope.
- If applicable, architectural drawings, construction plans, etc.
- Current cost estimates/bids from professionals for hired work and/or estimates for materials for owner-completed work.

Optional for **All** Projects:

- Submit a short 3-minute video explaining your project.
- A picture's worth a thousand words! Visuals are always appreciated.
- Any other supplemental material to help clarify and explain your project.

If all required information is not received at the time of application, your application may not be considered for funding.

Pierce County Historic Preservation Grant Program

202~~3~~² Historic Preservation Grant
Application Guidelines
and
Application Form

Deadline for Submission: 3:00 p.m., Tuesday, ~~September-October 28~~,
202~~2~~¹

Pierce County
Landmarks & Historic Preservation Commission



[Ryan Medlen, Planner 3](#)
[Pierce County Planning and Public Works](#)

Ryan.Medlen@piercecountywa.gov or 253-798-6239

Chad Williams, Historic Preservation Program

Email: chad.williams@piercecountywa.gov | Telephone: 253-798-3683

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About the Historic Preservation Grant Program

Funds for the Pierce County Historic Preservation grant program come from annual budget appropriations. The program is funded by the County's one-dollar portion of the five dollar per instrument surcharge charged by the Auditor for each document recorded under provisions of RCW 36.22.170 (1)(a). The program goal is to distribute small, yet meaningful, grants to help promote historic preservation throughout the County.

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The Commission evaluates grant applications on a competitive basis of both quality and strength. Criteria used for scoring includes, but is not limited to, historic significance, urgency, public benefit, demonstrated ability to execute and complete projects, and general quality of the completed application. The Commission forwards to the Pierce County Council a list of recommended projects and suggested funding allocations.

Applications due: Tuesday, ~~September-October 284, 20242,~~
3:00 p.m.
Applicants notified of Commission's recommendation: December 20224 (estimate)
Work completion: ~~November-December 4301, 20232~~

Commented [AS1]: Thought we were trying to allow them to expend funds into December to close out the fiscal year?

For additional questions, contact:
Chad WilliamsRyan Medlen, Historic Preservation Program Planner 3

Pierce County Planning and Public Works

chad.williams@piercecountywa.govRyan.Medlen@piercecountywa.gov or 253-798-~~3683~~6239

Eligible Projects

Building Project – Maximum Award Amount: \$35,000

The following types of building projects are eligible to apply:

- Stabilization, restoration, or rehabilitation of buildings or structures.

Your property must be designated as an official landmark at the city or County level, listed on the Washington State Heritage Register, or the National Register of Historic Places. No Exceptions.

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Prior to the start of work, applicants shall present drawings and replacement details to the Landmarks-Commission for those building-related applications. If the project is under the jurisdiction of a Pierce County Certified Local Government (CLG), approval from that CLG is required. Individual projects, such as interior work, may also require Landmarks Commission approval.

Non-Building Project – Maximum Award Amount: \$15,000

The following types of non-building projects are eligible to apply:

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community is encouraged. Upon completion, the project must be housed in a facility open to the public.

-
- Public events and public programs which have a primary purpose of promoting public awareness of Pierce County history at large.

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Non-Eligible Projects

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

- Performing 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 is not designed to solely fund condition assessments.
-
- Purchase or rental of equipment for events.
-
- Attendance at seminars, conferences, or lobbying events.

Applicant Eligibility

Individuals or entities that own a property listed on a Local, State, or National Register. If the applicant does not own the historic building, a letter from the property owner approving the application and proposed project is required.

Nonprofit organizations (tax-exempt status under IRS 501(c)(3)) including museums, historical societies, and other community-based organizations.

Public agencies, including governmental units such as a housing agency, community development agency, school district, or parks department.

Only one grant request per agency/organization/applicant per funding cycle is allowed.

Funding Information and Requirements

Maximum grant amounts fall into two categories: 1) \$35,000 for stabilization, restoration, or rehabilitation of register-listed buildings or structure; and 2) \$15,000 for

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photographic/document preservation, historic markers, history research, and public events/programming. ~~The Commission and/or County Council~~ reserves the right to award higher levels if additional funding becomes available.

Matching resources, equal to 100% of the requested grant amount, comprised of cash or in-kind donations, are required and must be clearly demonstrated on the application of how that 1:1 match is to be accomplished. While the grant cannot fund expenses incurred prior to the effective date of the contract, the matching fund portion *may* include volunteer or staff time incurred after Council ~~recommendation for~~ approval of the ~~project (estimated approval date February—March 2022)-grant~~. If the grant match is indicated as requiring secondary grants or unsecured funding, applicant must indicate capacity to self-fund the match and ability to complete the proposed grant project.

Be aware as you prepare your budget:

This is a 1:1 matching, reimbursable grant. If you are awarded a grant, Pierce County will match your expenses, up to the maximum amount awarded by Council. You will be reimbursed after you submit documentation that shows:

1. The scope of work you have applied for has been achieved; and
2. You have paid your portion and the portion to be reimbursed within the specified grant time period.

Therefore, you will need to spend at least 2x the grant amount before you can be reimbursed for the grant amount.

Example: You apply for a \$20,000 grant to cover part of a building restoration project. You will need to show you have \$40,000 available when you apply. If awarded the grant, you must spend at least \$40,000 for the work in this example, and provide documentation to that effect before you can be reimbursed for the \$20,000 in the grant.

Reimbursable grant time period: Work applied to this reimbursable grant shall occur within a specified time period. See the dates in this section of the guidelines and on the application.

When preparing your budget, have your contractors and suppliers include a factor for price changes; final approval of awarded grants will not occur until about one-half year after they are submitted. This is due to required procedural steps, after ~~LHPC~~ the Commission completes their recommendations ~~and~~ before County contracts can be finalized.

Grant recipients must acknowledge the Pierce County Historic Preservation grant funding in all publications, media materials, and press releases related to the project. Pierce County will supply logos upon request.

General operating expenses are not eligible for inclusion in a grant request.

Private owners of a historic building or structure soliciting grant funds for their property should explain the public benefit resulting from a successful project. This may include hosting a public event or offering some source of public outreach and education documenting the project. For applicants unfamiliar with how a public event, such as a Historic Home Tour, provides a public

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benefit, please visit: <https://www.tacomahistory.org/hometour> or similar webpages for many of the specifics included in this funding requirement.

Events funded by the grant must be open to the public.

The grant project must be completed and submitted to Pierce County for reimbursement with all required paperwork by ~~November-December 1301, 20232~~.

Pierce County will disburse grant reimbursement funds after the project is satisfactorily completed and all required documentation and paperwork for reimbursement are submitted to, and approved by, Pierce County within the timeframe specified in the grant contract. If contract deadlines are not met, funding may be rescinded.

~~Only one grant request per agency/organization/applicant per funding cycle.~~

Major Evaluation Criteria

1. Quality, significance, and lasting impact of the project
2. Ability for successful project execution
3. Time urgency and/or level of need

Commented [AS2]: Same as above, thought we were trying to give applicants the full fiscal year??

DRAFT

Application Process

Applicants must submit one completed and signed application form. Download the grant guidelines and application forms from the Pierce County Planning and Public Works Department website www.piercecountywa.org/historicpreservation. If contracting with Pierce County, prevailing wage statements of intent must be on file with the Washington State Department of Labor & Industries.

Applications will **ONLY** be accepted electronically.

Please email completed application to the following staff:

chad.williams@piercecounywa.gov Ryan.Medlen@piercecounywa.gov

tiffany.aliment@piercecounywa.gov Danica.Williams@piercecounywa.gov

ppwlongrangeadmin@piercecounywa.gov

Application must be received by **3:00 p.m.** on **Tuesday, ~~September-October 428, 20212~~** or it will not be considered.

NO EXCEPTIONS.

DRAFT

PIERCE COUNTY HISTORIC PRESERVATION GRANT PROGRAM

~~2022-2023~~ HISTORIC PRESERVATION GRANT APPLICATION FORM

Deadline for Submission: 3:00 p.m., ~~Tuesday October, September 24~~,
2021~~2~~



Email application to the following staff:

~~Chad Williams~~Ryan Medlen, Historic Preservation Program,
~~chad.williams@piercecountywa.gov~~Ryan.Medlen@piercecountywa.gov
~~Tiffany Aliment, Commission Clerk, Administrative Support:~~
~~tiffany.aliment@piercecountywa.gov~~Danica Williams@piercecountywa.gov
ppwlongrangeadmin@piercecountywa.gov

Field Code Changed

Field Code Changed

Download an application form on the Landmarks Commission website

www.piercecountywa.org/historicpreservation

Section 1: Applicant Information (enter N/A if applicable)

Applicant Type: Private owner of historic building or structure

Nonprofit organization, Please include a copy proof of the IRS 501-(c)-(3) letter status of determination.

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Public agency

Corporation, partnership, or other legal status

Applicant Name: _____

Authorizing Official's Name and Title: _____

Mailing Address: _____

Email: _____ Phone: _____

Alternate Contact Name: _____

Email: _____ Phone: _____

Authorizing Official's Signature: _____

Please include a copy of the IRS 501 (c) (3) letter of determination.

Section 2: Project Information

Project Title: _____

Project Location: _____

What grant category is the application for? Building Non-Building

What amount are you seeking? \$ _____

(Maximum award is \$35,000 for building projects and \$15,000 for non-building projects)

Other sources of funding for this project:

5. How will this grant maintain or preserve the historic character of your project?

6. How will you match funds provided by Pierce County?

7. Will your project be able to proceed if you do not receive this grant?

8. Have you received Pierce County grants before? If so, how many and were they completed successfully and on time?

Section 3: Project Budget ¹

Agreement With: _____

Project: _____

Worktag: 001-00.HDOC.51310P0

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1. What is the total estimated cost of your project? _____

2. How much are you requesting in grant funds? _____

~~2a.~~ Please use Column A below to explain how you plan to allocate the grant funds.

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3. How will you match the amount listed in Question 2? _____

~~3a.~~ Please use Column B below to explain how you plan to match the requested funds.

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It is not necessary to have an entry in Column B for each line item used in Column A, but the total of Column B must match or exceed the total of Column A.

Activity	Column A – Grant Funds	Column B – Applicant Funds ⁴
	Requested Amount: \$ _____	Amount to Match: \$ _____
Contractor(s)	\$ _____	\$ _____
Administration	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Marketing/Promotion	\$ _____	\$ _____
Travel ² (mileage rate: \$.54/mile)	\$ _____	\$ _____
Consultants	\$ _____	\$ _____
Construction/Labor	\$ _____	\$ _____
In-Kind Volunteer Hours ³		\$ _____
Other:	\$ _____	\$ _____
Other:	\$ _____	\$ _____
Grand Total: (Column B must be ≥ A)	\$ _____	\$ _____

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¹ Applicants must be able to self-fund any unsecured match to successfully complete the project.

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² See <https://www.irs.gov/tax-professionals/standard-mileage-rates-for-the-current-effective-mileage-rate-as-set-by-the-irs>. Applications must use the rate effective the year the application submittal is due.

³ Applicants may not charge more than ~~\$27,2029.95~~ per hour for volunteer time. For professionals who are volunteering their time in their professional capacity (i.e. a professional photographer who is taking photos for a project), please list their normal hourly rate and bill as such.

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Column B can include any combination of cash or labor/materials/equipment that are donated to the project or already on-hand.

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Section 4: Additional Supporting Documentation

Required for **All** Projects:

- Letters of support (maximum of two) from endorsing organizations, governments, or relevant professionals with knowledge of the project and/or applicant's abilities.
- A W-9 if you have not received grant funding from Pierce County.
- Current bid(s), including a factor for price increases until construction can begin, from potential contractor(s) and/or supplier(s) for any individual project element over \$500.
- If the applicant does not own the historic building, historic documents, or other property referenced in the application, a letter from the property owner approving the application and proposed project is required.

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Required for **Building** Projects:

- Digital photographs illustrating the project. Applicants must submit at least one clear photo for each exterior wall of the building and additional photos as needed to clearly identify project scope.
- If applicable, architectural drawings, construction plans, etc.
- Current cost estimates/bids from professionals for hired work and/or estimates for materials for owner-completed work.

Optional for **All** Projects:

- Submit a short 3-minute video explaining your project.
- A picture's worth a thousand words! Visuals are always appreciated.
- Any other supplemental material to help clarify and explain your project.

If all required information is not received at the time of application, your application may not be considered for funding.