

# PIERCE COUNTY HISTORIC PRESERVATION GRANT PROGRAM

PIERCE COUNTY  
LANDMARKS AND HISTORIC PRESERVATION COMMISSION

2018 Historic Preservation Grant  
Application Guidelines  
and  
Application Form

**Deadline for Submission: 3:00 p.m., June 9, 2017**



Chad Williams, Historic Preservation Program  
Pierce County Planning and Land Services Department  
2401 South 35th Street, Room 175, Tacoma, WA 98409-7490  
Email: [cwillia@co.pierce.wa.us](mailto:cwillia@co.pierce.wa.us) Telephone: 253-798-3683

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.

## **ABOUT THE HISTORIC PRESERVATION GRANT PROGRAM**

Funds for the Pierce County Historic Preservation grant program come from the 2018 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.

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.

The Pierce County Landmarks and Historic Preservation Commission administers the grant program. The Commission evaluates grant applications on a competitive basis and makes tentative approval of projects. The Commission forwards to the Pierce County Council a recommended project list and funding recommendation.

**Applications due:**

**June 9, 2017, 3:00 p.m.**

**Recipients notified (estimated):**

**November 1, 2017**

**Work completion:**

**November 9, 2018**

For additional questions, contact:  
Chad Williams, Historic Preservation Program  
Pierce County Planning and Public Works  
[cwillia@co.pierce.wa.us](mailto:cwillia@co.pierce.wa.us) or 253-798-3683

## **ELIGIBLE PROJECTS**

- Stabilization, restoration, or rehabilitation of buildings or structures currently listed on a **local** historic register overseen by a Certified Local Government (CLG) in Pierce County. All work must comply with the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties. (for more information about the standards visit their webpage, [www.cr.nps.gov/standards.htm](http://www.cr.nps.gov/standards.htm)) All contractors must comply with Prevailing Wages as defined by the Washington State Department of Labor & Industries.
- 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. 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 whose primary purpose is to promote public awareness of Pierce County history at large.

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

## **NON-ELIGIBLE PROJECTS**

- 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 the Pierce County Historic Register or a CLG register within Pierce County (Gig Harbor, Lakewood, Puyallup, Steilacoom, or Tacoma). A letter from the local historic preservation officer or representative confirming the building's historic register status must be included with the grant application. Owners of Pierce County Historic Register properties do not need to provide a letter. 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.

## **FUNDING INFORMATION**

- Maximum grant amounts fall into two categories: 1) \$15,000 for stabilization, restoration, or rehabilitation of local (CLG) register-listed buildings or structures; and 2) \$5,000 for photographic/document preservation, historic markers, history research, and public events/programming. (The Commission 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. 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 September-October 2017).
- General operating expenses are not eligible for inclusion in a grant request.
- 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.
- Events funded by the grant must be open to the public. Grant recipients must acknowledge the Pierce County Historic Preservation grant funding in all publications, media materials, and press releases related to project. Pierce County will supply logos upon request.
- The grant project must be completed and submitted to Pierce County for reimbursement with all required paperwork by November 9, 2018.
- Only one grant request per agency/organization/applicant per funding.

## **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 original application form. Download the grant guidelines and application forms from the Pierce County Planning and Land Services Department website [www.piercecountywa.org/historicpreservation](http://www.piercecountywa.org/historicpreservation). For building or marker projects, prevailing wage statements of intent must be on file with the Washington State Department of Labor & Industries. If submitting application by mail or hand delivery, please submit all application materials (application form and supporting documentation including a copy of the contractor prevailing wage information from the L&I website) as single-sided documents. Do not staple or place the information in any type of folder.

**Applications may be submitted electronically to [cwillia@co.pierce.wa.us](mailto:cwillia@co.pierce.wa.us), hand delivered, or mailed to Pierce County Planning and Public Works, Attn: Chad Williams, 2401 South 35th Street, Room 175, Tacoma, WA 98409. Application must be received by 3:00 p.m. on June 9, 2017 or it will not be considered. THERE ARE NO EXCEPTIONS.**

**PIERCE COUNTY HISTORIC PRESERVATION  
GRANT PROGRAM**

**2018 HISTORIC PRESERVATION GRANT  
APPLICATION FORM**

**Deadline for Submission: 3:00 p.m., June 9, 2017**



Email, mail, or hand deliver application to  
Chad Williams, Historic Preservation Program, [cwillia@co.pierce.wa.us](mailto:cwillia@co.pierce.wa.us)  
Pierce County Planning and Public Works  
2401 South 35th Street, Room 175, Tacoma, WA 98409-7490  
Download an application form on the Landmarks Commission website  
[www.piercecountywa.org/historicpreservation](http://www.piercecountywa.org/historicpreservation)

**SECTION 1: APPLICANT INFORMATION (enter N/A if applicable)**

Applicant Type:     Private owner of historic building or structure  
                           Nonprofit organization  
                           Public agency  
                           Corporation, partnership, or other legal status

Applicant Name:

---

Mailing Address:

---

---

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorizing Official's Name and Title:

---

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 \$15,000 for building projects and \$5,000 for non-building projects)*

**OTHER SOURCES OF FUNDING FOR THIS PROJECT:**

---

---

---

---

**Dates of Grant Project Activities** (ALL activities must be completed by **November 9, 2018**)

From: January 1, 2018

To: \_\_\_\_\_

**CLEARLY DESCRIBE THE PROJECT AND ITS GOALS:**

(A brief, clear, concise description including the public benefit in eight lines or less. No attachment for this area will be considered.)

**HOW WILL PIERCE COUNTY GRANT FUNDS BE USED?**

(A brief, clear, concise description including the public benefit in eight lines or less. No attachment for this area will be considered.)

**IS THIS PROJECT PART OF A LARGER MASTER PLAN, OR LONG TERM SERIES OF PROJECTS?  
IF SO, EXPLAIN:**



**SECTION 3: PROJECT BUDGET**

**Budget Page**  
**Agreement with:**  
**Project:**  
**Worktag: 001-00.HDOC.51310P0**  
**FY18 AMOUNT: \$ \_\_\_\_\_**

ACTIVITY	COUNTY	OTHER	TOTAL
Personnel (salaries and benefits)	\$	\$	\$
Administration (office expenses including copies, rent, janitor, utilities, phone, taxes, office supplies, etc.)	\$	\$	\$
Supplies	\$	\$	\$
Marketing/Promotion	\$	\$	\$
Travel (mileage rate: \$.54 per mile)	\$	\$	\$
Consultants	\$	\$	\$
Construction	\$	\$	\$
Other:	\$	\$	\$
	\$	\$	\$
<b>GRAND TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\*NOTE ON IN-KIND VOLUNTEER HOURS: Applicants may not charge more than \$23.56 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.

## **SECTION 4: ADDITIONAL SUPPORTING DOCUMENTATION**

### **Required for All Projects:**

- Letters of support. Two (maximum) 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.
- A current bid (if applicable) from potential contractor(s).

### **Required for Building Projects:**

- If grant money is sought for work on an historic building, a letter from the local historic preservation officer for the Certified Local Government (CLG) district the building resides in must be included with the grant application (if applicable). This letter must verify that the building is on a local CLG historic register.
- 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.
- Architectural drawings, construction plans.
- Current cost estimates/bids from professionals for hired work, and/or estimates for materials for owner-completed work.
- A prevailing wage statement of intent from the Washington State Department of Labor & Industries.

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