

PIERCE COUNTY HISTORIC PRESERVATION MATCHING GRANT PROGRAM

PIERCE COUNTY
LANDMARKS AND HISTORIC PRESERVATION COMMISSION

2020 Historic Preservation Grant
Application Guidelines
and
Application Form

Deadline for Submission: 3:00 p.m., May 10, 2019



Chad Williams, Historic Preservation Program
Pierce County Planning and Public Works
2401 South 35th Street, Room 175, Tacoma, WA 98409-7490
chad.williams@piercecountywa.gov | (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 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 of 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 project and suggested funding allocations.

Applications due:	May 10, 2019, 3:00 p.m.
Landmarks Hearing to recommend funding:	June 18, 2019 6:00 p.m.
Recipients notified (estimated):	November 1, 2019
Work completion:	November 10, 2020

For additional questions, contact:

Chad Williams, Historic Preservation Program
Pierce County Planning and Public Works

chad.williams@piercecountywa.gov or 253-798-3683

ELIGIBLE PROJECTS

- 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: www.cr.nps.gov/standards.htm.
- 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 whose primary purpose is to promote public awareness of Pierce County history at large.

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-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 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.

FUNDING INFORMATION AND REQUIREMENTS

- Maximum grant amounts fall into two categories: 1) \$20,000 for stabilization, restoration, or rehabilitation of 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 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 November 2019). 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.
- 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.
- 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/historic-homes-of-tacoma> 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 10, 2020.
- 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

APPLICATION PROCESS

Applicants must submit one typed, completed, and signed original application form. Download the grant guidelines and application forms from the Pierce County Planning and Public Works website www.piercecountywa.gov/historicpreservation. If submitting application by mail or hand delivery, please submit all application materials as single-sided documents. Do not staple or place the information in any type of folder.

Applications may be submitted electronically to chad.williams@piercecounywa.gov, hand delivered, or mailed to:

Pierce County Planning and Public Works
Attn: Chad Williams
2401 S 35th St, Room 175
Tacoma, WA 98409

Application must be received by 3:00 p.m. on May 10, 2019 or it will not be considered. THERE ARE NO EXCEPTIONS.

**PIERCE COUNTY HISTORIC PRESERVATION
GRANT PROGRAM**

**2020 HISTORIC PRESERVATION GRANT
APPLICATION FORM**

Deadline for Submission: 3:00 p.m., May 10, 2019



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Chad Williams, Historic Preservation Program, chad.williams@piercecountywa.gov
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
piercecountywa.gov/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 \$20,000 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 10, 2020)

From: January 1, 2020

To: _____

CLEARLY DESCRIBE THE PROJECT AND ITS GOALS:

(A **brief**, clear, concise description. No attachment for this area will be considered.)

HOW WILL PIERCE COUNTY GRANT FUNDS BE USED?

(A **brief**, clear, concise description. No attachment for this area will be considered.)

HOW WILL THE PUBLIC BENEFIT FROM THIS PROJECT?

(A **brief**, clear, concise description. 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
FY19 AMOUNT: \$ _____

ACTIVITY	COUNTY	OTHER	TOTAL
Personnel (salaries and benefits)	\$	\$	\$
Administration	\$	\$	\$
Supplies	\$	\$	\$
Marketing/Promotion	\$	\$	\$
Travel (mileage rate: \$.54 per mile)	\$	\$	\$
Consultants	\$	\$	\$
Construction/Labor	\$	\$	\$
Other: (Explain)	\$	\$	\$
	\$	\$	\$
GRAND TOTAL	\$	\$	\$

***APPLICANTS MUST BE ABLE TO SELF-FUND ANY UNSECURED MATCH TO SUCCESSFULLY COMPLETE THE PROJECT.**

NOTE ON IN-KIND VOLUNTEER HOURS: Applicants may not charge more than \$24.69 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 (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.
- If applicable, current bid(s) from potential contractor(s).

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.
- Current cost estimates/bids from professionals for hired work and/or estimates for materials for owner-completed work.

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