

**HISTORIC PRESERVATION FUND
CERTIFIED LOCAL GOVERNMENT
60/40 MATCHING GRANTS**

FY'10 APPLICATION

Eligible Projects:

- Survey**
- Inventory**
- Planning**
- National Register Nomination**
- Public Preservation Education**
- Predevelopment**
- Development**
- Acquisition**

To be considered for FY'10 Historic Preservation funding, completed applications must be postmarked by Monday, October 12, 2009. Only complete applications will be considered. Complete and mail or deliver this application to:

**State Historic Preservation Officer
Office of History and Archaeology
Alaska Division of Parks and Outdoor Recreation
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565**

LETTER OF APPLICATION

State Historic Preservation Officer
Alaska Division of Parks and Outdoor Recreation
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565

This is an application for a Certified Local Government (CLG) historic preservation fund grant:

Certified Local Government Name: City and Borough of Sitka
Federal Tax Identification Number: _____

Project Title: Consulting Project – Sitka Historic Consortium Baseline Analysis

Location: Sitka, Alaska

Type of CLG Grant Project:

- Survey
- Inventory
- National Register nomination
- Historic preservation planning
- Public preservation education
- Predevelopment
- Development
- Acquisition

Project budget required: (Use figures from budget form, page 8)

- a. Estimated total project cost: \$ 31,840
- b. Federal share: (60%) \$ 17,160
- c. Applicant's share: (40%) \$ 12,840

Source of applicant's share: (Use figures from budget form, page 8)

- a. Cash: \$8,000
- b. In-kind goods and services: \$2,000.00
- c. Donated goods and services: \$2,840.00

Project manager: Nancy Douglas, Manager
Mailing address: Sitka Cultural Center
106 Metlakatla Street
Sitka, Alaska 99835
Telephone: 907-209-1565
E-mail address: douglasn81@gmail.com

Preservation commission chair: Anne Pollnow
Mailing address: 100 Lincoln Street
Sitka, AK 99835

Telephone: 907-738-0794
E-mail address: aepollnow@hotmail.com

Application prepared by: Nancy Douglas, Manager
Mailing address: Sitka Cultural Center
106 Metlakatla Street
Sitka, Alaska 99835
Telephone: 907-209-1565
E-mail address: douglasn81@gmail.com

Signature Authorized Local Government Official

Date

Notary Seal

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary for the State of Alaska

My commission expires _____

OHA USE ONLY

Date Received: _____

PROJECT

INFORMATION

1. PROJECT DESCRIPTION:

What is the aim, scope and significance of the project? The project must have a historic preservation focus to be eligible.

The Sitka Cultural Center is a member of the community's historical Consortium acting on behalf of this larger group of like-minded organizations focused on the preservation and display of Sitka's historic past. The Consortium has for several years discussed the value of the community's historic roots in the Native and Western traditions, and the importance of preserving that history through physical space, curatorial activities, display venues, historic activities and educational outreach. The importance of Sitka's history to the community was underscored in February 2010 when the city was named one of a Dozen Distinctive Destinations by the National Trust for Historic Preservation.

Although each of the organizations in the Consortium has a similar goal in preserving and enhancing our historic footprint, there is no resource in the community that can analyze and develop a true historic baseline. We need a professional to manage the pre-development process for historic Sitka - to consolidate the work done thus far, and then analyze and prepare for the city and its historic organizations a baseline inventory of historic properties, a measurement of the community's philanthropic capacity, a plan for moving the community forward on a repository for historic collections and artifacts, and a plan of sustainable management for that repository and its client organizations.

Discuss the relationship of this project to past, present, or future preservation work.

Each of the Consortium members has managed its preservation activities, processes and policies independently. In some cases, members have individually been managing preservation for decades. Organizations worked informally together to share information and ideas, but there was no one driving force behind Sitka as a singular historic concept. In 200_, recognizing the threat to preservation and the need for joint action, members banded together to begin to discuss Sitka's historic strengths, weaknesses, assets and threats. The process was informal, and non-linear. There is no single organization or individual who possesses the skill set or the time to undertake a thorough analysis of these questions.

The goal of this grant request is to gather the support of a professional scoping project that looks at Sitka's historic assets, and offers a roadmap for preservation based on current assets, current capacities, projected capacities and projected need. Of specific interest is a common repository for historic artifacts and assets. Each Consortium member has need for higher levels of storage and preservation space, but there is no common roadmap for how to achieve the shared need and to sustain its management so that Sitka's history becomes a growing community asset well into the future.

Identify the intended audience(s).

The Consortium includes the following organizations: Sitka Cultural Center, Sitka Tribe of Alaska, Sitka National Historical Park, Shee Atika Corporation, the Sitka Historical Society and Museum, the U.S. Forest Service, The Trustees of Sheldon Jackson College and the City and Borough of Sitka. Each of these members has boards, commissions and related constituents with a vested interest in preserving and enhancing Sitka's historic properties, and in further developing history as an asset for community development. Moreover, as a historical community, Sitka attracts visitors seeking to enjoy and learn from our various cultural and historic properties. Sitka is home to eight National Historic Landmarks, almost twenty percent of Alaska's total NHLs.

2. PRESERVATION OBJECTIVES:

Discuss how the project relates to the annual CLG grant priorities established for this fiscal year.

One priority is to create public awareness of the importance of historic preservation and to "establish new partnerships" in that work. A grant to provide professional-level pre-development consultation has the potential to transform a series of conversations among organizations into a plan of action that will create a community that is truly viable as a historic idea. Sitka is arguably Alaska's most historic community. It needs and deserves a long-term strategic plan that harnesses that history for resident and visitor alike, and ensures that historic preservation is managed at a level commensurate with the assets we seek to protect.

Discuss how the project contributes to the goals and objectives of the state historic preservation plan.

The State seeks to preserve historic sites and to educate its citizenry on the importance of our past as an avenue to understand our future. If a professional level of analysis is completed, Sitka will have a much clearer path to preserving and managing its historic assets, which are Alaska's historic assets. If an outcome of the consulting work is a recommendation that Sitka development a shared repository for historic assets, we would expect the roadmap to developing a plan and funding process will be clear, and that work can proceed.

Discuss how the project meets an identified priority of your community.

As one of the National Trust for Historic Preservation's Dozen Distinctive Destinations, Sitka's history is an undisputed community asset. The City and Borough of Sitka's Long Range Comprehensive Plan specifically calls out the need to protect and enhance our historic properties. In the absence of large, sustaining manufacturing and other industries, the City Assembly and affiliated organizations including the Sitka Historic Preservation Commission are constantly seeking to find ways to develop history as a viable, sustainable and protected economic asset. An analysis of the historic footprint and assets, and a plan for responsible preservation and development, would have a significant impact on that potential.

Discuss how the project contributes to the development or implementation of your local

historic preservation plan.

Because the many Sitka historic organizations and properties have individual plans and concepts but no over-arching roadmap, it is a challenge to develop and execute a comprehensive historic plan. The historic assets in Sitka cross many boundaries – private and public, secular and non-secular, land-based and maritime, Tlingit and European, culture and artifact, oral tradition and archival, pre-contact and post-contact. A thorough analysis of these various elements of history, the institutions connected to them, and the work that has been done thus far will make a clear roadmap forward far more possible.

3. PROJECT LOCATION:

Describe the geographic area encompassed by the proposed project. Particularly for survey and National Register nomination projects, include maps of the project area. Also include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

The City and Borough of Sitka, Alaska. Virtually all of the work would be done on-site in the community, with some additional reference work most possibly necessary in Juneau or Anchorage.

4. WORK PLAN:

Explain how the work will be accomplished.

A suitable consultant or consultants would be retained to take the following steps: (1) review the preservation plans and activities of each of the Consortium members; (2) interview civic leadership to determine how historic preservation fits into the overall strategy of the community; (3) review the physical facilities which the various members currently maintain for historic preservation; (4) review the work done thus far on the concept of a shared repository; (5) review the private and public support for historic preservation; (6) offer analyses of the gaps between present and desired preservation activities, plans, facilities and investments; (6) recommend steps to move the community forward into the next generation of preservation activity, including in those recommendations issues related to how the community is organized and led in this process, what are the wisest strategies and investments, and how to create sustainable historic preservation processes and facilities for Sitka.

Describe any planning studies, research reports or publications, or other sources of information relevant to the proposed project of which you are aware.

(??)

For archaeological projects, provide a research design.

Provide a work schedule. Keep in mind that final products must be completed by June 30 of the following fiscal year (two year grant cycle).

(??)

Clearly and adequately describe the project. Address all of the following items for your project type:

For **survey** projects, does the proposal:

- identify the area to be surveyed and estimate the number of properties to be included?
- describe a process to notify and work with owners of properties within the area to be surveyed?
- describe a process to notify and work with interested and concerned groups who have an association with the properties to be surveyed?
- include a research design if the project is for archaeological survey?
- acknowledge any previous surveys or historical studies of the area? (This might include noting any properties in a district individually listed in the National Register, or indicating that the AHRS was consulted when designing the project.)
- indicate that the survey will collect information necessary for the AHRS?
- recognize that there might be sensitive and confidential information and indicate how such information will be stored and access to it will be controlled?

For **inventory** projects, does the proposal:

- indicate that the inventory will be compatible with the AHRS?
- consider how sensitive and confidential information will be addressed?
- address who will maintain the inventory and control access to it?

For **National Register** projects, does the proposal:

- describe a process for notifying owners?
- include information on why the property is thought to qualify for the National Register?

For **planning** projects, does the proposal:

- include public involvement in the process? Does the proposal show that diverse groups in the community will be invited to participate? (Letters of support are encouraged.)
- focus on historic preservation?
- include a preliminary outline for the plan?

For **predevelopment, development, and acquisition** projects, does the proposal:

- indicate that either the Secretary of Interior's standards for rehabilitation or restoration will be followed?
- address covenants?

For public education projects, does the proposal:

- have a historic preservation focus?**
- clearly identify the audience(s)?**

___ include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others?

As noted in Paragraph 4 above, the Project would invest in a consultancy for community of Sitka to review the steps taken thus far by the Consortium to address historic preservation and a shared community approach to protecting our most important historic and cultural resources. The consultancy would be required to reach out to all impacted members of the community through interviews and discussions as well as through a regular updating on progress with the Sitka Historic Preservation Commission and the Assembly of the City and Borough of Sitka, whose meetings are open to the public and broadcast on local radio and television.

The Consortium would require that all corners of the community be contacted and engaged by the consultancy in the process, including every historic and cultural organization, and every agency whose mandate includes oversight of historic properties and interests, as well as each agency or organization focused on community development. This would include each educational institution in the community as well.

5. PROJECT PERSONNEL:

Provide resumes for all professionals working on the project or a job description. The Principal Investigator must meet the qualifications set forth in 36 CFR 61 outlined in Appendix B - Attachment 1. Office of History and Archaeology must review selection of Principle Investigator prior to finalization of the contract with the individual.

Identify local government personnel to be involved in the project and duties.

Nancy Douglas, Manager, Sitka Cultural Center. Ms. Douglas is responsible for managing an organization dedicated to preserving and enhancing the Native arts and artists of Southeast Alaska.

Anne Pollnow, Chairwoman, Sitka Historical Preservation Commission. Oversees the work and decision-making of the body established by the City and Borough of Sitka to protect and enhance Sitka's historical properties.

Lisa Gassman, General Manager, Sitka Tribe of Alaska. Chief executive of the governing organization for the federally-recognized Tribal government for Sitka, Alaska, responsible for cultural and historic preservation.

Anna Ditmar. Chief of Resources, Sitka National Historical Park. Ms. Ditmar is responsible for managing the natural, historic and archival materials owned by or care-taken by the SNHP.

Robert Medinger, Executive Director, Sitka Historical Society and Museum. Mr. Medinger is responsible for oversight and management of the community's historical museum and related operations, including the curatorial and display activities of a museum focused on Sitka's historic roots.

Describe the local historical commission's role in the project. How will they be involved

in review of the grant products? Letters of support or a resolution from the commission are encouraged.

Sitka Historic Preservation Commission is responsible for reviewing and passing on its recommendation on requests made for Historic Preservation Grant Funding. The Commission will be deeply involved in every step of the process, from assisting in the development of the request through selection of a suitable consulting partner; arranging for appropriate workspace and contacts; hosting public forums on the work in progress; reporting on progress to the City and Borough of Sitka; reporting on progress to the City Assembly; reviewing the final work product, the pre-development consulting report.

Identify volunteer personnel and their tasks.

Identify contract employees and duties.

To be determined if the grant is awarded.

6. BUDGET:

Using the budget page, identify the costs associated with this project. Attach additional pages as necessary to explain the costs in detail. Costs should be divided into personal services, travel and per diem, contractual services, and supplies.

Clearly identify the source of funds, i.e. cash, in-kind goods and services, and donated goods and services. Donated goods and services cannot exceed 40% of the total project costs. Grantees will be reimbursed for cash expenditures up to 60% of total project costs, less the state surcharge.

Cash: \$18,000 SHPO grant
 \$12,000 Matching

Please see budget worksheet for details on the matching funds components.

7. FINAL PRODUCTS:

Describe the publications, workshops, audio-visual materials, reports, brochures, survey materials, nominations, etc., that will be produced as part of the proposed project. Identify the intended audience. Identify where copies of the materials will be available to the public.

Prioritize the final products should the proposal be considered for partial funding.

1. A pre-development consulting report. This report will be prepared by the consultant for the Consortium and be provided to the public through the City and Borough of Sitka. It will examine and report on: an inventory of historic assets; an analysis of community need to preserve, protect and enhance those assets; an analysis of the philanthropic capacity of the community to sustain such preservation; an analysis of the value and

potential of a common repository for historic assets; recommendations for a path to achieve a sustainable community preservation infrastructure; and strategies for achieving that objective.

8. ADDITIONAL INFORMATION:

Include letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others.

Include any other information, such as photocopies of photographs, you think is relevant.

PROJECT BUDGET

In the following space enter the proposed budget for your project.

BUDGET CATEGORY	SOURCE OF FUNDS		
	<u>Federal Share</u>	<u>Applicant's Share</u>	<u>Total</u>
Personal Services	00.00	4,000.00	4,000.00
Travel/Per Diem	4,000.00	2,000.00	6,000.00
Contractual Services	14,000.00	6,000.00	20,000.00
Supplies	00.00	00.00	00.00
1. TOTAL DIRECT COSTS.....			<u>\$ 30,000.00</u>
2. 7% STATE SURCHARGE.....			+ <u>2100.00</u>
3. TOTAL PROJECT COSTS			= <u>32,100.00</u>
4. APPLICANT'S TOTAL SHARE = 40% of amount on line 3.....			- <u>12,840.00</u>
5. <u>FEDERAL SHARE</u> = 60% of amount on line 3.....			= <u>19,260.00</u>
6. <u>LESS 7% STATE SURCHARGE</u> = same as amount on line 2.....			-
7. <u>TOTAL PARTICIPANT RECEIPT</u> = amount grantee is reimbursed			= <u>\$17,160.00</u>

Proposed Source of Funds: Clearly identify cash, in-kind goods and services, and donated goods and services that constitute the applicant's matching share. Donations cannot exceed 40% of the total project costs. Other federal funding sources are ineligible as matching share for this grant program. Grantees will be reimbursed for cash expenditures up to 60% of total project costs, less the state surcharge (line 7).

Local government applicants must include an endorsement of the project by the governing body. The following is a sample resolution:

RESOLUTION OF THE Sitka Historic Preservation Commission, Sitka , Alaska

A RESOLUTION AUTHORIZING THE MANAGER TO SUBMIT TO THE STATE OF ALASKA AN APPLICATION FOR A FEDERAL GRANT FOR Sitka Cultural Center acting on behalf of the Sitka Historical Consortium.

WHEREAS, pursuant to the National Park Service Historic Preservation Act of 1966, certain federal share matching grants for historic preservation projects are available to certified local governments, and

WHEREAS, The Assembly has reviewed the application prepared by the Sitka Historic Preservation Commission for such a federal share matching grant for Sitka Cultural Center.

WHEREAS, The Assembly is fully cognizant of the obligations and responsibilities that will be incurred by the Sitka Cultural Center upon acceptance of such grant;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF Sitka , ALASKA:

1. That the assembly hereby authorizes the manager to submit an application to the State of Alaska, Department of Natural Resources, for a federal share matching grant for

The Sitka Cultural Center acting on behalf of the Sitka Historical Consortium to contract for and have performed a historical baseline analysis of the community's historic assets and a strategy for preservation and enhancement.

2. That the department of Sitka Historic Preservation Commission is established as the agent for the Sitka Cultural Center for administration of this project.
3. That if the Sitka Cultural Center is awarded the grant for Historical Asset Baseline Analysis and Strategy, that the Assembly will not need to introduce an ordinance providing matching funds for this project.
4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this _____ (date) _____.

Authorized signature

CHECKLIST

Applicant, have you:

- been certified under the Certified Local Government program?
- provided the information requested on each page of the application package?
- addressed all Work Plan items for your type project, as appropriate?
- signed the attached Statement of Willingness to Comply with Requirements of Federal Grant Program?
- attached a local government endorsement document? (See example on page 10)
- attached maps showing location of project?
- attached photographs or clear photocopies showing overall character of properties for survey and National Register nomination projects?
- attached letters of support from the community and property owners?
- explained historic preservation commission involvement in project, particularly in review process?

EXTRACT from 36 CFR 61

PROFESSIONAL QUALIFICATIONS OF CONSULTANTS:

The following definitions have been developed to help states locate and hire qualified professionals in the disciplines of history, archaeology, architectural history, and historical architecture. It should be noted that one year full-time professional experience need not consist of a continuous year of full-time work, but may be made-up of discontinuous periods of full-time or part-time work that total the equivalent of a year of full-time experience.

A. HISTORY

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field and one of the following: (1) at least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

B. ARCHAEOLOGY

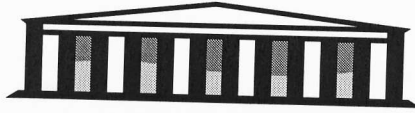
The minimum professional qualifications are a graduate degree in archaeology, anthropology, or closely related field plus (1) at least one year of full-time professional experience or equivalent specialized training in archaeological research, administration or management; (2) at least four months of supervised field and analytic experience in general North American archaeology; and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archaeology shall have at least one-year full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archaeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

C. ARCHITECTURAL HISTORY

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least two years of full-time experience in research, writing or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum or other professional institution; or (2) substantial contribution through research and publication to a body of scholarly knowledge in the field of American architectural history.

HISTORICAL ARCHITECTURE

The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following: (1) at least one year of graduate study in architectural preservation, American architectural history, preservation planning or a closely related field and at least one year of full-time professional experience on preservation and restoration projects; or (2) at least two years of full-time professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.



Sitka Museum and Repository Consortium

Members

1. Sitka Tribe of Alaska
2. National Park Service / Sitka National Historical Park
3. Sitka Historical Society & Museum
4. Shee Atika Incorporated
5. U.S. Forest Service
6. Southeast Alaska Indian Cultural Center
7. Sheldon Jackson College Board of Trustees
8. City and Borough of Sitka

Collaborators: SJ Museum/State Museum, Sitka School District, State Parks, Sitka Ministerial Association, Kettleton Library, Tlingit Clan Leaders, Sitka Convention and Visitor's Bureau, Sitka Historical Preservation Commission, Chamber of Commerce, SEDA, KCAW/Raven Radio, Community Members, and others.

Mission: Acquisition and Operation of a Museum and Repository Facility to preserve, protect, and provide museum display and interpretation of the historical artifacts, archives (documents, media, pictures) and Tlingit artifacts and regalia from the Sitka region, for viewing by visitors from the tour boat industry, independent visitors, and local residents.

Consortium Management Structure: Rotating Member Chairperson, Agency Commitment to Planning Process and development of a Cooperative MOU/MOA.

Planned Operational Funding:

- Consortium partner allocations, and possible support via the "Cruise Ship Head Tax"
- Consortium partner museum storage fees, rental space, membership fees and in-kind staff support
- Earned income from admissions, gift shop, and memberships, fund raising

Facility Acquisition Effort

- Funding Sources: Federal, State, Partner Grants, Foundation Funding- all in collaboration with Consortium Members.

Contact: Mary Miller
Superintendent, Sitka National Historical Park
907-747-0111 mary_miller@nps.gov