

POSSIBLE MOTION

I move to approve Resolution 2010-08 authorizing the Municipal Administrator to submit to the State of Alaska an application for a federal grant under the Historical Preservation Fund Program in support of a \$10,000 grant application for Sitka Cultural Center.

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2010-08

**A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF SITKA,
AUTHORIZING THE MUNICIPAL ADMINISTRATOR TO SUBMIT TO THE STATE OF
ALASKA AN APPLICATION FOR A FEDERAL GRANT UNDER THE HISTORICAL
PRESERVATION FUND PROGRAM IN SUPPORT OF A
\$10,000 GRANT APPLICATION FOR SITKA CULTURAL CENTER**

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 Sitka Historic Preservation Commission and the Assembly have reviewed the application prepared by the Sitka Historic Preservation Commission for such federal share matching grant for Sitka Historic Preservation Commission; and

WHEREAS, the Assembly is fully cognizant of the obligations and responsibilities that will be incurred in the administration of this grant by the City and Borough of Sitka upon acceptance of the grant; and

WHEREAS, Sitka Cultural Center on behalf of the Sitka Consortium plans to hire a planner to consolidate existing work, create and validate needs assessments, evaluate local philanthropic capacity and formalize a plan for moving forward on a repository for Sitka.

NOW, THEREFORE, BE IT RESOLVED, that the Assembly of the City and Borough of Sitka, Alaska:

1. That the Assembly hereby authorizes the Municipal Administrator to submit an application to the State of Alaska, Department of Natural Resources, for a federal share matching grant for Sitka Cultural Center.
2. That the Municipal Administrator is established as the agent for the City and Borough of Sitka for administration of these projects.
3. That the City and Borough of Sitka is awarded the grant for the Sitka Cultural Center the Assembly will introduce an ordinance providing for matching funds for this project.

PASSED, APPROVED, AND ADOPTED by the assembly of the City and Borough of Sitka, Alaska on this 9th day of March, 2010.

Scott McAdams, Mayor

ATTEST:

Colleen Ingman, MMC
Municipal Clerk

**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: _____
Federal Tax Identification Number: _____

Project Title: _____

Location: _____

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: \$ _____
- b. Federal share: (60%) \$ _____
- c. Applicant's share: (40%) \$ _____

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

- a. Cash: \$ _____
- b. In-kind goods and services: \$ _____
- c. Donated goods and services: \$ _____

Project manager: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

Preservation commission chair: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

Application prepared by: _____
Mailing address: _____

Telephone: _____
E-mail address: _____

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.

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

Identify the intended audience(s).

2. PRESERVATION OBJECTIVES:

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

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

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

Discuss how the project contributes to the development or implementation of your local historic preservation plan.

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.

4. WORK PLAN:

Explain how the work will be accomplished.

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?

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.

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.

Identify volunteer personnel and their tasks.

Identify contract employees and duties.

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.

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.

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

EXAMPLE

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	0.00	2,500.00	2,500.00
Travel/Per Diem	500.00	0.00	500.00
Contractual Services	2,800.00	0.00	2,800.00
Supplies	60.00	140.00	200.00
1. TOTAL DIRECT COSTS			<u>\$ 6,000.00</u>
2. 7% STATE SURCHARGE			+ <u>420.00</u>
3. TOTAL PROJECT COSTS			= <u>6420.00</u>
4. APPLICANT'S TOTAL SHARE = 40% of amount on line 3			- <u>2,568.00</u>
5. <u>FEDERAL SHARE</u> = 60% of amount on line 3			= <u>3,852.00</u>
6. <u>LESS 7% STATE SURCHARGE</u> = same as amount on line 2			- <u>420.00</u>
7. TOTAL PARTICIPANT RECEIPT = amount grantee is reimbursed			= <u>\$3,432.00</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).

APPLICANT: must total 40% of the total project costs

CASH	\$ <u>928</u>
IN-KIND GOODS AND SERVICES	+ <u>1,300</u>
DONATED GOODS AND SERVICES	+ <u>340</u>
8. APPLICANT'S TOTAL SHARE	= \$ <u>2,568</u>

**9. TOTAL
FEDERAL SHARE = \$ 3,852**

PROJECT BUDGET

Enter the proposed budget for your project:

BUDGET CATEGORY	SOURCE OF FUNDS		
	<u>Federal Share</u>	<u>Applicant's Share</u>	<u>Total</u>
	<u>Personal Services</u>		
Travel/Per Diem			
Contractual Services			
Supplies			
1. TOTAL DIRECT COSTS			\$ _____
2. 7% STATE SURCHARGE			+ _____
3. TOTAL PROJECT COSTS			= _____
4. APPLICANT'S TOTAL SHARE = 40% of amount on line 3			- _____
5. <u>FEDERAL SHARE</u> = 60% of amount on line 3			= _____
6. <u>LESS 7% STATE SURCHARGE</u> = same as amount on line 2			- _____
7. TOTAL PARTICIPANT RECEIPT = amount grantee is reimbursed			= _____

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 (the amount shown on line 7).

APPLICANT: must total 40% of the total project costs.

CASH \$ _____

IN-KIND
GOODS AND SERVICES + _____

DONATED
GOODS AND SERVICES + _____

**8. APPLICANT'S
TOTAL SHARE = \$ _____**

**9. TOTAL
FEDERAL SHARE \$ _____**

STATEMENT OF WILLINGNESS TO COMPLY WITH REQUIREMENTS
OF FEDERAL GRANT PROGRAM

1. I understand that this is an application for federal matching assistance for up to 60% (less 10% surcharge) of the total project cost, which is the subject of this application.
2. In submitting this application, I understand that if awarded the funds it is my responsibility to comply with all program requirements outlined in the "Historic Preservation Fund Program, Grants for Historic Preservation in Alaska" manual, pertinent State and Federal regulations, and the State/Local agreement.
3. In submitting this application, I understand that project records are subject to audit after project completion, and that if such an audit questions expenditures for which I have been partially reimbursed I will return an amount equal to 60% (less 7% surcharge SFY10 and not exceed 10% thereafter) of the questioned expenditures.
4. I understand that no grant or promise of a grant exists until the State Historic Preservation Officer signs the State/Local Agreement even if the Alaska Historical Commission recommends or allocates funds for my project, and that any funds expended before the grant period or before obtaining the SHPO's signature may not be reimbursed without specific approval. The SHPO will not sign until all required materials and documents are in hand.

Signature
Authorized Local Government Official

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

RESOLUTION OF THE (applicant name) , Alaska

A RESOLUTION AUTHORIZING THE MANAGER TO SUBMIT TO THE STATE OF ALASKA AN APPLICATION FOR A FEDERAL GRANT FOR (name of project) .

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 (applicant division) for such a federal share matching grant for (applicant division) .

WHEREAS, The Assembly is fully cognizant of the obligations and responsibilities that will be incurred by the (applicant name) upon acceptance of such grant;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF (applicant name) , 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 (name of project) .
2. That the department of (applicant department) is established as the agent for the (applicant name) for administration of this project.
3. That if the (applicant name) is awarded the grant for (name of project) the Assembly will 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?

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 Cultural Center, Inc.
106 Metlakatla St., Sitka, AK 99835
907-747-8061 (Office) 747-8122(Studios) 747-8189(Fax)

Dear Historic Preservation Commission Members

On behalf of the Sitka Consortium I am submitting a letter of interest to the Sitka Historic Preservation Commission to seek grant funding under the federal Historic Preservation Fund. The funds would be used to hire a planner to consolidate existing work, create and validate needs assessments, evaluate local philanthropic capacity and formalize a plan for moving forward on a repository for Sitka.

Currently the membership of the consortium consists of; Sitka Cultural Center, Sitka Tribe of Alaska, Sitka National Historical Park, Shee Atika, Forest Service, Sheldon Jackson Trustees, City of Sitka and interest from many other organizations.

Nancy Douglas, Consortium Member

Lisa Gassman, Consortium Member

February 1, 2010

Mr. Jim Dinley
Administrator, City and Borough of Sitka
Mr. Scott McAdams
Mayor, City and Borough of Sitka
100 Lincoln Street
Sitka, AK 99835

Greetings, Mr. Dinley and Mayor McAdams,

The State Office of History and Archaeology has announced another round of grant funding opportunities for Certified Local Governments (CLG). Apparently, there are still historic preservation funds available from the Congressional appropriation allotted to the State of Alaska for the purpose of CLG grants; the Sitka Historic Preservation Commission is one of 13 CLGs in the State.

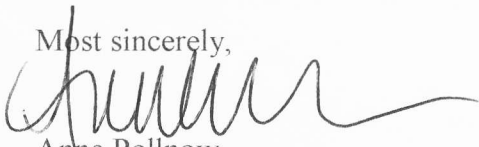
We are pleased to share with you, as I believe as was previously reported to you by Assembly member Phyllis Hackett that the Sitka Sound Science Center and the Sitka National Historical Park were both awarded grants during the first call for proposals in October of 2009. These are 60/40 matching grants and both entities have non-profit affiliations to meet the 40 percent match.

The Commission would again like to publicly advertise for proposals that meet the qualifications for this opportunity. There is no obligation by the City to meet the 40 percent match although some proposals, particularly those of the Commission, may ask this of the City.

The role of the City with these CLG grants is to accept the funds from the State and redistribute them to those awarded. As you will note in the attached documents, there are two examples of Assembly resolutions, one resolving to redistribute funds with no obligation to match and one with a match from the City. Of course, any proposal that would ask for a City match would go through the process of going to the assembly with the request long before the latter resolution would apply. The only way the funds are distributed is through the City; hence the resolutions.

At this point, we are only asking the Assembly for permission to publish a request for proposals. The Assembly would further have the authority to refuse or not support any proposal.

Most sincerely,



Anne Pollnow
Chair, Sitka Historic Preservation Commission

enc.