

Historic Preservation Fund: FY13 Certified Local Government

CLG GRANT APPLICATION

The Certified Local Government (CLG) identified below is applying for an FY13 60/40 matching grant from the Historic Preservation Fund (HPF).

City and Borough of Sitka

Federal Tax Identification Number: _____

Project Title and Location: **Lincoln Street Historic District**

Type of CLG Grant Project: (Check one of the eight eligible types below)

<input checked="" type="checkbox"/>	Survey	<input checked="" type="checkbox"/>	Public Preservation Education
<input checked="" type="checkbox"/>	Inventory	<input type="checkbox"/>	Predevelopment
<input checked="" type="checkbox"/>	National Register Nomination	<input type="checkbox"/>	Development
<input type="checkbox"/>	Historic Preservation Planning	<input type="checkbox"/>	Acquisition

Project budget required: (Use figures from shaded area on budget form)

- a. Estimated Total Project Cost (TPC) \$39,050
- b. Federal Share (60%) \$23,430
- c. Sponsor's Share (40%) \$15,620

Source of applicant (sponsor) share: (Use figures from "sources" box on budget form)

- a. Cash \$2,620
- b. In-kind Goods and Services \$12,500
- c. Donated Goods and Services \$500

Provide name, title and contact information for the following:

Project Manager: Anne Elise Pollnow
Mailing Address: P.O. Box 6326
Sitka, AK 99835
Telephone: (907) 738-0794
E-mail Address: sealevelanne@gmail.com

Preservation Commission Chair: James Kinsman
Mailing Address: 100 Lincoln Street
Sitka, AK 99835
Telephone: (907) 966-3335
E-mail Address: jaykinsman@yahoo.com

CLG Contact : Planner I
Mailing Address: 100 Lincoln Street
Sitka, AK 99835
Telephone: (907) 747-1814
E-mail Address: Melissa@cityofsitka.com

Signature: Authorized Local Government Official

Date

Print or Type Name and Title

Notary Seal

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

Notary for the State of Alaska

My commission expires_____

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 state surcharge) of the total project cost, from the Historic Preservation Fund. I also understand that the state surcharge may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement, should this project be awarded.
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 manual titled, *Historic Preservation Fund: Certified Local Government Grants Manual*, pertinent State and Federal regulations, and the State-Local Grant 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 state surcharge and not to exceed 10% thereafter) of the questioned expenditures.
4. I understand that no grant or promise of a grant exists until the State Historic Preservation Office (SHPO) signs the State-Local Grant 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

Date

Print or Type Name and Title

PROJECT INFORMATION

1. PROJECT DESCRIPTION

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

The Sitka Health Summit's Revitalize Sitka Working Group (RSWG), in partnership with the Sitka Historic Preservation Commission (SHPC) and the City and Borough of Sitka (CBS) proposes to:

1. Complete a historic property survey and inventory report of an approximately .2 mile portion of Lincoln Street in the commercial area of Downtown Sitka in which a majority of property owners already note concurrence with a historic district listing.
2. Conduct an assessment of the remainder of the .6 miles portion of Lincoln Street for inclusion into a historic district.
3. If deemed appropriate based upon the results of the survey and inventory report, prepare a historic district nomination.
4. Conduct a public historic preservation educational program throughout the community, with special emphasis on the owners of the properties included in the survey area.

Since the mid-2000s the Southeast Regional Health Consortium (SEARHC) and Sitka Community Hospital have been facilitating a community summit with a mission, "to serve our great state as a model for community wellness by creating a healthy community where Sitkans strive for and enjoy a high quality of life". Representatives of these two groups and community members gathered again for their annual summit in 2012 and determined a priority to a path of wellness was to improve upon, beautify, and revitalize Sitka's downtown commercial district. In the past several years, the results of an economic downturn had left the downtown commercial area with several empty stores and dispirited. An ad-hoc group comprised mostly of downtown merchants and property owners formed naming themselves the Revitalize Sitka Working Group. This group derived a common understanding that a preservation-based commercial district revitalization was not only in the best interest of locals by protecting and preserving Sitka's cherished history, but also an opportunity to support and enhance Sitka's visitor industry. At this time, the City and Borough of Sitka has several development plans in progress for areas adjacent and surrounding the core downtown to improve visitor access and appeal. Of particular importance is the Sitka Sea Walk project from Crescent Harbor to the Sitka National Historical Park where by reconstruction efforts will affect portions of Lincoln Street. A historic property survey will assist in the planning and development for such projects and provide up-to-date information that can be presented to property owners and the public to increase awareness of the value of historic preservation in the community. At present, the Sitka Convention and Visitor's Bureau has intensified a campaign promoting visitor's to Sitka. This project will serve to complement and enhance the marketing potential and support ongoing efforts to market Sitka as

a heritage tourism destination. Most notably, a historic district listing will cultivate community gratification for downtown and its historic structures.

The historic survey and inventory report would be developed thorough a request for proposal (RFP) process to contract with a historic architect and/or planning consultant with experience in historic preservation projects. Managed by cultural resources consultant Anne Elise Pollnow of Seal Level Consulting (SLC), this project will be done in coordination with the City and Borough of Sitka and Sitka Historic Preservation Commission, and volunteers. Work would begin as soon as the grant is awarded with a project completion date of June 30, 2014.

This project will also offer a preservation education program opportunity targeted at property owners, students, local government officials, and the public in general. Illuminating the many benefits of a historic preservation will not only facilitate the preservation and stewardship of historic resources, but also encourage property owners to explore the possible economic advantages of historic preservation. Demonstration of successful programs in other communities throughout Alaska similar to Sitka will be part of the work provided by the grant, as will the distribution of informational material in multiple media forms, presentations, forums, and public meetings.

b. Describe any previous HPF grant this project has received.

This project has not been previously proposed.

c. Describe any previous HPF projects the project manager has worked on.

Anne Elise Pollnow has been the owner and archaeologist of Sea Level Consulting since 2008, has been practicing cultural resource management in Alaska for fourteen year and in the Pacific Northwest for eighteen years. Ms. Pollnow was a seven year member of the Sitka Historic Preservation Commission and as Chair facilitated in the award of past Historic Preservation Fund Grants (HPFG) including for the National Register listed Sage Building of the Sheldon Jackson campus on behalf of the Sitka Sound Science Center to conduct a structure and condition assessment survey. This helped the Science Center to acquire the Sage and further restoration and rehabilitation support. In this position, she also wrote the HPFG for an updated Sitka's Preservation Plan and to bring foreign scholars to the Russian-American Conference. Ms. Pollnow created preservation deed restrictions for the Sheldon Jackson Campus and facilitated public meetings with SJ Board of Trustees and Alaska Growth Capital leading to a voluntary agreement on behalf of the Trustees to the plat/deed restrictions, thus demonstrating a professional knowledge for historic preservation and an ability to carry out projects. She is a current six year board member of the Alaska Association for Historic Preservation, second year as president of the Association.

On a contractual basis, through Sea Level Consulting, Ms. Pollnow, provided in-kind to write and manage a successful HPFG awarded to the Alaska Native Brotherhood Camp #1 in Sitka to obtain a structural and condition assessment survey of the Landmark ANB Hall in Sitka. This was done in preparation for the 2012 centennial celebration of incorporation of the Brotherhood and served to further secure legislative appropriation for the rehabilitation of the 1914 era Hall.

Finally, Ms. Pollnow provided professional support to former Sitka Tribe of Alaska Attorney Jessica Perkins in her efforts to create a historic district in the Sitka Indian Village.

Ms. Pollnow is currently a volunteer with the Revitalize Sitka Working Group working with local merchants to promote, preserve, and protect Sitka's historic downtown.

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

Sitkans, as private citizens and of public standing have and continue to be dedicated to protecting, preserving, promoting its heritage. A historic district listing for Lincoln Street will add cohesion to a corridor of downtown Sitka that already claims, in a .8 miles stretch of road, thirteen National Register properties, five of which are National Landmarks. Amongst these listed properties still exists historic characteristics in the form of facades and features that represent a nearly 150 years of history.

The community of Sitka continues to grow their understanding to the benefits of historic preservation both socially for the wellness in awareness of its unique history, and also for the economic benefits in which Sitka can flourish by sharing this history. A sense of honor already exists among many downtown merchants and property owners, evident by diligent attention to maintenance and rehabilitation of buildings. This project will continue to foster the good faith efforts of property owners as they continue to gain an understanding of the valuable economic opportunities of a historic district designation, overcoming misinformation and myths regarding a preservation programs.

This project will serve as a great stride in the revitalization of Sitka's community core and ongoing efforts to enhance heritage tourism without compromising local charm, a character Sitka was recognized for in the National Trust for Historic Preservation's awarding of one of the 2010's Dozen Distinctive Destinations. Sitka was the first Alaskan community to receive this prestigious award. Often logistically challenging for visitors, a historic district will provide the community another tool in which to market itself and explore future opportunities such as the Trust's Main Street Program.

e. Identify the intended audience(s).

The audiences for this project include the property owners, local residents and visitors to Sitka. There will be an education component that will dovetail with the survey process wherein the public can be made aware of the importance of historic preservation, especially as it relates to building restoration, maintenance and economic development possibilities.

2. PRESERVATION OBJECTIVES

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

The proposed project addresses three of the four priorities noted by the Alaska Historical Society for FY2013. Regarding priority (1), this project will address the preservation of historic properties through the survey and inventory process and ensure preservation protection with a historic district listing; (2), It will protect historic properties by involving the public and developing partnerships with entities such as the Sitka Health Summit, a group that would not typically prioritize how the social wellness of historic preservation can contribute to healthy communities. The project will reach out to diverse members of the public and property owners and assist them in maintaining and rehabilitating properties consistent with the historic contexts of the district; (3), Participants will work with the professional consultants in the preservation field with the final goal of establishing a historic district.

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

The proposed survey and inventory project meets four of the goals set forth by the Alaska State Historic Preservation Plan. A historical survey report documenting the Sitka's Downtown and Lincoln Street area will increase public awareness of the value and importance of Alaska's heritage resources as stated in Goal (1). The project will update existing information and encourage accuracy in dissemination of information about local historic places. Pursuant to Goal (2), members of the Sitka Health Summit's Revitalize Sitka Working Group will partner with the City and Borough of Sitka and other historic preservation agencies and local volunteers to expand and strengthen historic preservation and education efforts in Sitka. Since the goal for this project is to nominate Downtown Sitka and Lincoln Street for Historic District designation on the National Register after the survey is complete, the project also meets Goal (3). The survey meets Goal (4) by encouraging consideration of historic resources in the planning and decision making processes of the public and private sector. The survey and inventory report will be on hand for future planning and development.

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

This proposal supports the endeavor of historic preservation in the form of goals and objectives set forth in previous policy documents by the City and Borough of Sitka.

The 2007 City and Borough of Sitka Comprehensive Plan under section *2.11 Arts and Cultural Goals and Policies* notes:

2.11.1 To recognize that Sitka's arts and culture activities are:

- A. Essential to the quality of life.
- B. Integral to the economic base of the community.
- C. Diverse in their religious, ethnic, and racial makeup

2.11.4 To continue support of the Arts in the following ways:

- A. By identifying and creating an active list of programs which enrich cultural life in Sitka, and making this list available to the public.
- B. In the planning stages of all City projects and projects needing city approval, assure that considerations are given to aesthetics, cultural issues, historic values, landscaping and public art.
- C. Ensure protection and enhancement of historic places including, but not limited to,

cemeteries, historic buildings, landmarks, and public art.

- D. By supporting the creation of an Arts and Culture coordinator in Sitka, whose job it would be to help develop cultural opportunities as well as assisting with the scheduling of public spaces.

2.11.5 To follow relevant laws pertaining to:

- A. Art in public places
- B. Cultural resources and archaeological surveys in response to federal and state provisions.

2.11.7 In matters regarding arts and cultural issues, the Borough shall consult with appropriate organizations such as:

- ...E. Sitka Historic Preservation Commission

In 1992 the City and Borough of Sitka enacted Ordinance No. 92-1075 that established the Sitka Historic Preservation Commission, their roles, and duties. Under Sitka General Code 2.58.040 Powers and Duties under this Ordinance include:

- A. Prepare and maintain an inventory of buildings and sites of historical, cultural, architectural, geographical, and archaeological significance located in the City and Borough of Sitka.
- B. Develop a local Historic Preservation Plan including provision for identification, protection, and interpretation of the area's significant resources. Such a plan shall produce information compatible with and for the Alaska Historic Preservation Plan (AHRP)*. The plan shall be subject to review and approval by the Assembly of the City and Borough of Sitka.
- C. With prior approval of property owner, review and develop nominations to the National Register of Historic Places for properties within the City and Borough of Sitka.
- D. Review and make recommendations, with prior approval of the Assembly, about local projects that might affect properties in the local historic preservation plan.
- E. Work towards the continuing education of citizens regarding historic preservation of the community's history.
- F. Support the enforcement of the Alaska Historic Preservation Act (AS 41.35).

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

This project is consistent with two of the three objectives of the Sitka Preservation Plan from 1997 (updated plan still in draft) as it notes:

Purpose of the Plan:

- 1. To create and maintain an inventory of known pre-historic, historic, and architectural resources within the City and Borough of Sitka, Alaska.
- 3. Encourage local support of historic preservation

3. PROJECT LOCATION

The geographic area for the project has been split in two. *Area A* includes a .2 mile, approximately one block portion of the downtown commercial district on Lincoln Street from its northwestern most point at the Petro Station fuel dock to the other end of the block where St. Michael's Cathedral sits. This area includes approximately 26 structures, six of which have already been evaluated for eligibility and are listed on the National Register. Revitalize Sitka volunteers have already gone through the effort to poll property owners of this concentrated

historic area as to their support of a historic district in which a majority of owners are in favor. *Area B* consists of .66 miles, approximately three blocks, begins at St. Michael's Cathedral and ends at the Sitka National Historical Park. Located along these three blocks are seven National Register properties including the National Landmark Sheldon Jackson School. Property owners in *Area B* have not been gaged for majority support for a district listing however, several property owners are among the Revitalize Sitka Working Group and expressed concurrence.

4. WORK PLAN

a. Explain how the work will be accomplished.

Through work already conducted by the Revitalize Sitka Working Group, it has been established that the majority property owners are agreeable to a historic district nomination within *Area A*. Using this background information, a historic survey and inventory report will be compiled by a historic architect or planning consultant (Principal Investigator) with training and experience in preservation projects. The Principal Investigator (P.I.) will also be asked to assess the remainder of Lincoln Street to the Sitka National Historical Park and survey and inventory if deemed worthy of a historic district nomination. The P.I. will subsequently prepare historic district nomination for one or more areas of Lincoln Street. The project will be managed by Sea Level Consulting and RSWG volunteer Anne Elise Pollnow who will write the request for proposal, advertise and solicit bids from qualified candidates, coordinate selection of a contractor with city staff and city commission members, and provide contractor with on-going local assistance for the duration of the project. Ongoing support may include archival research, private and public meetings, public educational support, and miscellaneous duties. Oversight and assistance may be provided by the City and Borough of Sitka and the Sitka Historic Preservation Commission. The public education aspects of the project will be carried out by the P.I. and SLC and may have assistance from members of the RSWG, SHPC, CBS planning staff, downtown merchants, and volunteers from the community. Local knowledge will be sought from residents, property owners, and the city's museum staff.

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

The Downtown Sitka survey and inventory report will include information and resources from the following sources:

- *Inventory of Historic Sites and Structures, City and Borough of Sitka*, Robert C. Betts and Dee Longenbaugh, Vanguard Research, Sandpoint, ID. September 1997.
- *Historic Structures of Downtown Sitka*, 1984
- Information from Alaska Heritage Resource Survey (AHRS) files
- Sitka Historical Museum archival records
- City and Borough of Sitka records
- Individuals with knowledge of local history and specific properties

c. For archaeological projects, provide a research design.

N/A

d. Provide a work schedule. Keep in mind that final products must be completed prior

to grant period end (September 30) of the following fiscal year (two year grant cycle).

- 6/1/13 Notice of Grant Award
- 6/15/13 Complete execution of grant agreement
- 6/15/13 Contact property owners in survey area through public meeting format to further explain the purposes and methods of the project. If unavailable for meeting, coordinate personal meeting or contact by email and mail.
- 6/30/13 Issue RFP for Principal Investigator
- 7/15/13 Deadline for receipt of proposals from Principal Investigator candidates
 - Review of proposals by City and Borough of Sitka and the Sitka Historic Preservation Commission, et al
- 7/30/13 Select Principal Investigator, execute contract between CBS and P.I.
- 8/15/13 P.I. begins work
- 8/15 - 9/15/14 Project principals explain project and field questions at meetings of service clubs and other community organizations such as the Chamber of Commerce.
- 2/15/14 P.I. completes survey & inventory
- 3/1/14 Draft survey report due from P.I.
- 3/1-15/14 Review of draft survey report by Sitka Historic Preservation Commission, Planning Commission, Revitalize Downtown Group, et al
- 3/15/14 P.I. begins preparation of National Register nomination for the downtown Lincoln Street, if deemed appropriate by the Sitka Historic Preservation Commission, in consultation with the P.I., Borough planning staff, et al
 - Send working draft report to SHPO for review
- 4/15-30/14 P.I. revises report, based on SHPO comments
- 5/15/14 Draft NR nomination sent to SHPO for review
- 6/15-25/14 P.I. revises NR nominations based on SHPO comments
- 6/15/14 Conduct public informational meeting to report on findings and results of survey and inventory.
- 6/30/14 Final survey and inventory report and National Register nomination sent to SHPO

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

The Proposed project will involve the following:

1. Completion of historic properties survey and inventory reports of the commercial area on Lincoln Street of downtown Sitka. The .2 miles (one block) portion of the proposed downtown survey area includes approximately 26 buildings and one structure (marine dock/historic wharf) of which six buildings are already listed on the National Register. This area extends from the Petro Station at the very northwest end of the street to St. Michael's Cathedral at the end of this block. Nearly all (constituting a majority) of the property owners in this area have already noted concurrence with a historic district project. The Principal Investigator will be asked to professionally evaluate the remainder of Lincoln Street to the Sitka National Historical Park, an additional .6 miles or three city blocks for potential inclusion in the proposed historic district or a separate district. This is an additional .6 miles and is comprised of seven National Register properties and several unevaluated historic residences and one business, but also non-historic infill. If deemed appropriate by Principal Investigator, the P.I. and project manager will hold public meetings with property owners with the goal of preservation education and majority owner concurrence to support extending the district from the Petro Station at one end of Lincoln Street all the way down to the National Park (four blocks).
2. If deemed appropriate based on the results of the survey and inventory, National Register nominations will be completed by the Principal Investigator for one or two areas for listing as National Register Historic Districts. The Sitka Historic Preservation Commission will review the survey and nomination products before submitting to SHPO.
3. A historic preservation education and awareness program will be conducted throughout the community, with special emphasis on the owners of property included in the survey areas and local government officials. Informational meetings will also be held with civic organization such as the Chamber of Commerce with emphasis on the economic benefits of historic preservation.

Sea Level Consulting will provide in-kind services to manage the project with the duties of writing request for proposal, advertising and soliciting bids from qualified candidates, coordinating selection of a contractor with the CBS and SHPC, and providing contractor with on-going local assistance for the duration of the project for such duties as archival research, private and public meetings, public educational support, and miscellaneous. The CBS and SHPC may oversee the project. The Principal Investigator will be responsible for carrying out the survey and inventory, as well as completing the National Register Historic District nomination. CBS staff members Tori Fleming will act as the grant administrator and the CBS Planner I*, is the CLG contact for the Sitka Historic Preservation Commission.

*** During the development of this grant application, the CBS Planner I position was vacated. The position is anticipated to be filled before the proposed project is set to begin. This position continues to serve as the liaison to the CLG Commission.**

At the beginning of the project, property owners within the survey areas will be contacted either

in person and/or letter, to further explain the project and to elicit their participation and assistance. A public meeting will be conducted to inform the general public about the project and provide an opportunity to ask questions, etc. As the project progresses, presentations on the project will be made to civic organizations, clubs, etc. Opportunities for presenting information about the project through various media outlets will also be sought. During the compilation of the survey and inventory, one or more public meetings with the SHPC will be scheduled to report on the findings and results. The CBS's Planning Department, the RSWG, SHPC, and other community organizations will participate in the public education aspects of the project.

Existing AHRS information will be referred to in conducting the survey and inventory, as will the 1984 *Historic Properties Survey*, the 1997 *Inventory of Historic Sites and Structures*, and other resources listed previously in this application. A major goal will be to collect and document information that will be compatible and useful for the AHRS. Throughout the development of the survey report, Sitka residents will have the opportunity to comment and provide input for the survey. Volunteers from the Commission and other interested members of the public will be encouraged to participate in the process by taking photos and gathering information for the document.

The information gathered and developed in the process of conducting this project will be stored in the office of the City and Borough of Sitka's Planning Department. Information will be provided in accordance with existing access policies and practices. Information not appropriate for public access will be classified in accordance with CBS policies.

5. PROJECT PERSONNEL

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

The Principal Investigator/Contractor will be identified through an RFP process following notice of grant award.

Archaeologist Anne Elise Pollnow of Sea Level Consulting will manage the project for the City and Borough of Sitka. Ms. Pollnow has over 17 years of archaeological experience with 14 in Southeast Alaska. She frequently contracts with the State of Alaska Department of Transportation and Public Facilities to conduct cultural resource investigations as well as with General Contractors to provide archaeological monitoring services during construction projects. As noted in *Section 1(c)*, Ms. Pollnow has a previous successful experience with the Historic Preservation Fund Grant Program and is expected to write request for proposal, advertise and solicit bids from qualified candidates, coordinate selection of a contractor with the City and Commission, and provide contractor with on-going local assistance for the duration of the project.

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

The CBS Planner I may assist in coordinating with the Sea Level Consulting, the Contractor, and

the Commission. CBS staff member Tori Fleming will administer grant funds. Jay Kinsman, Chair of the Sitka Historic Preservation Commission and Bob Medinger, the Director of the Sitka Historical Museum, may also provide support for the project.

- c. Describe the local historical commission's role in the project. How will it be involved in review of the grant products? Letters of support or a resolution from the commission are encouraged.**

The Sitka Historic Preservation Commission will assist in reviewing documents for the focus of this project. The Commission may also assist in recommending the Contractor through the RFP process, provide advice and guidance throughout the project, and will review and approve all work products before they are sent to SHPO. Members of the SHPC may assist in the field by taking photos and gathering information where needed and will review the public information and education aspects of the project the contractor has organized: contacting property owners, conducting public meetings, making presentations on the project to civic organizations, etc.

- d. Identify volunteer personnel and their tasks.**

In addition to members of the Sitka Historic Preservation Commission, members of the Revitalize Sitka Working Group, the Sitka Historical Society, as well as interested individuals, may assist in the public information aspects of the project by contacting property owners and helping to disseminate information about the project and historic preservation in general. Volunteers may assist in the survey process by taking photos or gathering information in connection with the field investigations. They will also assist by reviewing the draft report.

- e. Identify contract employees and duties.**

Contract employees will be identified through an RFP process.

6. BUDGET

Proposed Budget : HPF Grant Application for CLGs			
Cost Category	Sponsor's Share	Federal Share	Total
	40%	60%	
City and Borough of Sitka (CBS) Grant Administration Fee	500		500
+ CBS Commission Review (8 members @ 5hrs./ea.=40hrs. @ \$25/hr.)	1,000		0
+ Contractual: (270.6hrs @ \$85/hr.)		23,000	23,000
+ Supplies/Materials:	500		500
+ Grant Management (230hrs. @ \$28/hr.)	11,500		11,500
Equals All Direct Costs	13,500	23,000	35,500
x 10 % State Surcharge			3,550
Equals Total Project Costs (TPC)			39,050
Sponsor's Share: 40% of TPC			15,620
Federal Share: 60% of TPC			23,430
Minus 10 % State Surcharge			3,550
Equals Maximum Reimbursement to Sponsor			19,880
Sources of Sponsor's Share			
Cash Expenditures	2,620		
+ In-kind	12,500		
+ Donations	500		
Equals Sponsor's Share (40% of TPC)	15,620		
Double click inside the worksheet to activate formulas and complete the budget.			
1. Calculate anticipated expenses and enter appropriate Cost Categories to obtain "All Direct Costs."			
2. Add State Surcharge to obtain "Total Project Costs" or TPC.			
3. Multiply "Total Project Costs" by .40 and .60 to determine sponsor and federal shares.			
4. Subtract the State Surcharge from federal share to obtain "Maximum Reimbursement to Sponsor."			
5. Show amounts which comprise the " Sources of Sponsor's Share." (40% of TPC)			
See Example Budget if necessary.			

Proposed Source of Funds:

The cash match (\$2,620) will be provided by the City and Borough of Sitka.

Budget Narrative

Contractual Services:

The following is based on the estimated number of hours an historic architect or planning consultant will need to complete the project described in the work plan. These contractual services will be supplemented by in-kind donations, as coordinated by the consultant and project manager.

Principal Investigator (Consultant):

270.6 hours @ \$85 hour = \$23,000

Total Contractual Services \$23,000

In-Kind Services

The following is based on the estimated number of hours that will be donated to this project to assist with producing character photographs of the neighborhood and illustrations; document layout, review of Principal Investigator documents, and providing administrative support. The project manager is expected to write request for proposal, advertise and solicit bids from qualified candidates, coordinate selection of a contractor with the City and Commission, and provide contractor with on-going local assistance for the duration of the project for such duties as archival research, private and public meetings, public educational support, and miscellaneous duties.

Sea Level Consulting, Project Manager 230 hrs @ \$28 hour \$11,500

Volunteers from Sitka Historic Preservation Commission 40 hrs @ \$25 hour \$1000
(8 members @ 5hrs./ea. = 40hrs.)

Total In-Kind Services: \$12,500

Supplies, etc.

Advertising \$300

Phone/postage

Supplies (office, graphic and photography) \$200

Printing

Total Supplies, etc.: \$500

7. FINAL PRODUCTS

- a. Describe 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.**

Throughout the project educational materials and presentations regarding the process of establishing a historic district, the economic benefits of historic preservation relating to heritage tourism, while promoting preservation program education in general will be disseminated. The project will result in a historic property survey and inventory report of a .2 miles portion of Lincoln Street downtown Sitka. Pending the results of this survey, a nomination for historic district status will also be compiled. As this project will take place in a very significant area of downtown Sitka, it is anticipated that the community at large will participate in the process with a target audience of downtown merchants and property owners, students, city officials, and public.

All materials will be the property of the City and Borough of Sitka, held at the CBS Planning Department and CBS Library's archives and special collections.

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

Should the funding request be partially supported, the project will attempt to conduct the survey and inventory report only and seek further funding to support a historic district nomination as the final results of this project, a district listing, will have the most beneficial impact to the community.

8. ADDITIONAL INFORMATION

See Attachments

9. ATTACHMENTS

- A. Map of the Downtown Sitka and project areas
- B. Map of Historic Properties in Project Area A
- C. Map of Historic Properties in Project Area B
- D. Photo: Area A - Lincoln Street, modern
- E. Photo: Area A - Lincoln Street, 1888
- F. Photo: Area B – Lincoln Street, modern
- G. Photo: Area B – Lincoln Street, circa 1900
- H. List of Property Owners in Support of a Historic District Project
- I. Letter of support – Sitka Health Summit
- J. Letter of support – Alaska Association for Historic Preservation
- K. Letter of support – Sitka Historical Society
- L. Resume for Anne Elise Pollnow

CHECKLIST

Applicant, have you:

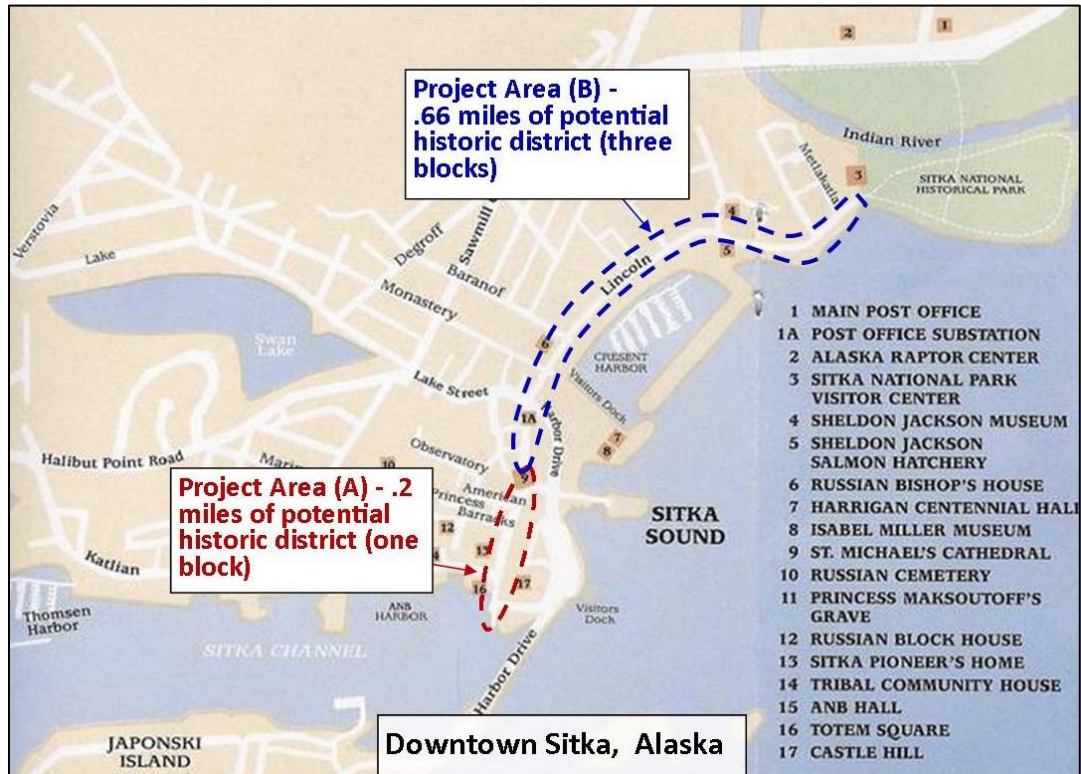
- ☐ been certified under the Certified Local Government program?
- ☐ signed and had notarized this application?
- ☐ provided the information requested on each page of the application package?
- ☐ addressed all Work Plan items for your project?
- ☐ signed the Statement of Willingness to Comply with Requirements of Federal Grant Program?
- ☐ attached maps showing location of project?
- ☐ attached photographs or clear photocopies showing overall character of properties for survey, National Register nomination, predevelopment and development projects?
- ☐ attached letters of support from the community and, if needed, property owners?
- ☐ explained historic preservation commission involvement in the project, and addressed its role in the review process?

Application Deadline: To be considered for FY13 Historic Preservation funding, **applications must be postmarked or delivered by Friday, March 22, 2013.** Only complete, signed, dated, notarized applications will be considered. Post, fax, e-mail, or deliver the application to:

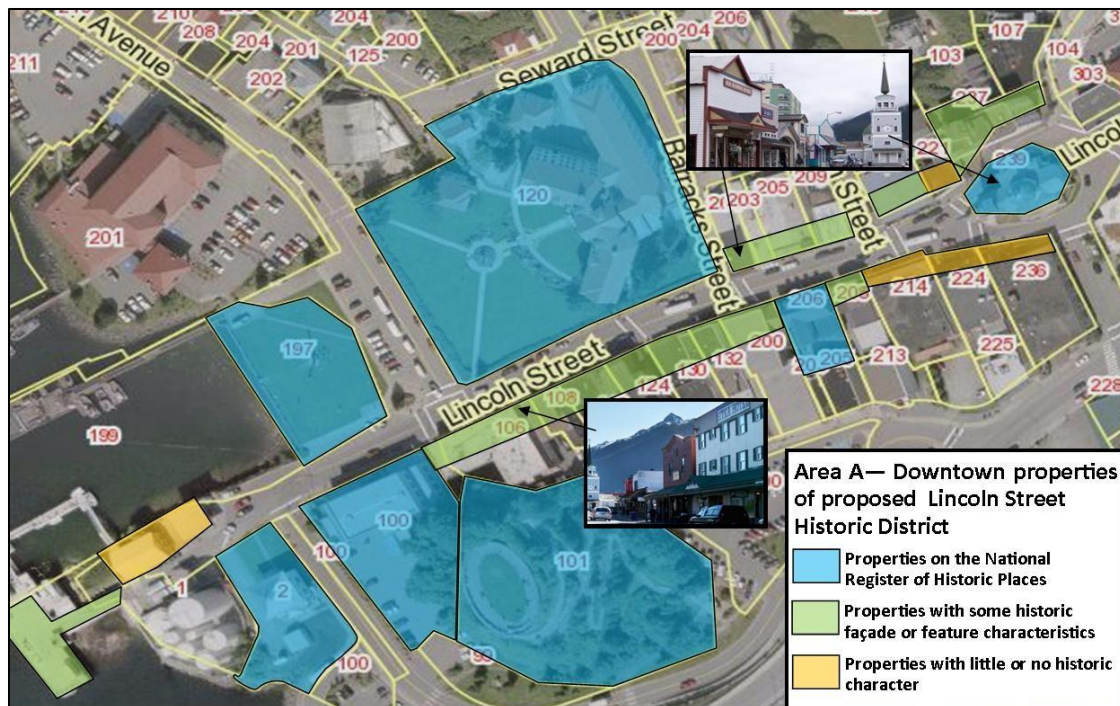
State of Alaska
Office of History and Archaeology
Division of Parks and Outdoor Recreation
550 West 7th Avenue, Suite 1310
Anchorage, Alaska 99501-3565

Fax: (907) 269-8907
e-mail: jean.ayers@alaska.gov

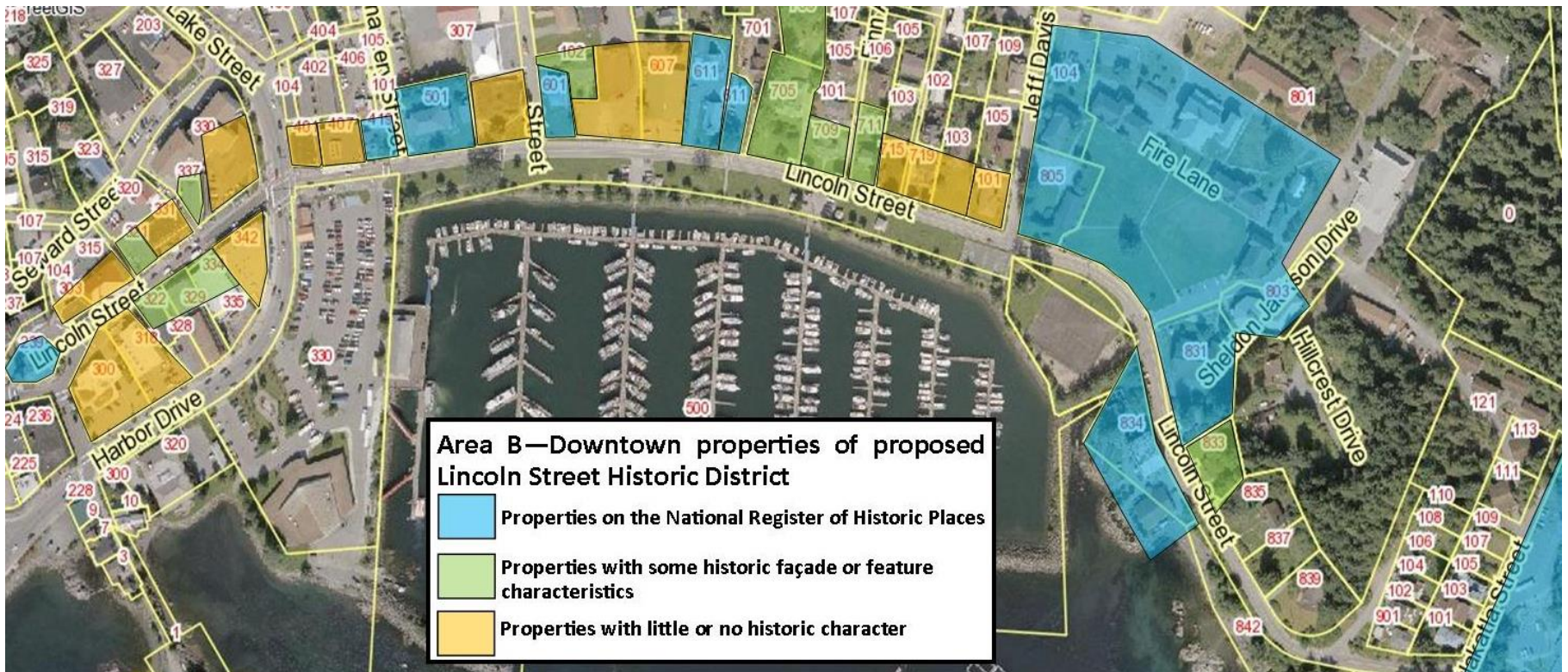
ATTACHMENTS



A. Map of the Downtown Sitka and project area



B. Map of Historic Properties in Project Area A



C. Map of Historic Properties in Project Area B



D. Project Area A - Lincoln Street, Modern Photo (unknown)



E. Project Area A - Historic Downtown Sitka, 1900s



F. Area B – Lincoln Street, Modern Photo (unknown)



Alaska State Library - Historical Collections

G. Area B – Lincoln Street, circa 1990s