

# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

*Coast Guard City, USA*

## MEMORANDUM

**To:** Mayor Hunter and Members of the Assembly  
Keith Brady, Municipal Administrator

**From:** Michael Scarcelli, Planning and Community Development Director *MS*  
Samantha Pierson, Planner I

**CC:** Jay Sweeney, Chief Finance and Administrative Officer  
Melissa Haley, Controller

**Date:** October 16, 2017

**Subject:** Certified Local Government Grant Applications

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### **Background**

On September 15, 2017, the State Historic Preservation Office announced a grant opportunity through the Historic Preservation Fund for Certified Local Governments. The Planning and Community Development Department received and processed five applications. The state's application deadline is October 31, 2017.

### **Analysis**

All applications have been supported by the Sitka Historic Preservation Commission. Four applying entities are non-profit organizations and have been determined to meet federal eligibility requirements. The fifth application was submitted by an individual and thus does not meet the requirements to be a sub-recipient of federal funds.

Due to risk of violating federal code regarding federal award requirements, a sub-recipient of federal funds must be either a non-profit organization or a government. A business or individual would be considered a contractor, and CBS would violate not only federal guidelines, but its own procurement procedures if it passed on federal funds to a contractor. Sole-proprietors cannot perform both roles of sub-recipient and contractor without creating a conflict of interest, thus resulting in the violation of municipal, state, and federal procurement requirements. Violation of state or federal grant administration law can result in CBS losing the opportunity to utilize such grant programs in the future.

If awarded, a municipal subgrant agreement must be signed prior to commencement of the project. The subgrant must follow all applicable federal, state, and city requirements regarding procurement, entity status, and reporting. Qualified historic preservation professionals must be consulted throughout the project as directed by the State Historic Preservation Office.

<u>Applicant</u>	<u>Project Description</u>	<u>HPC Approval</u>	<u>Approx. Request</u>	<u>Approx. Match</u>	<u>Federally Eligible Entity</u>
Sitka Sound Science Center	Develop architectural plans for the Mill Building	June 14, 2017	\$25,000	\$25,000	Yes Non-Profit
Sitka Historical Society	Research, compile, and distribute a historic architecture pamphlet	October 13, 2017	\$6147	\$4098	Yes Non-Profit
Alaska Arts Southeast	Continue work on the Fraser Hall façade	October 13, 2017	\$25,000	\$16,667	Yes Non-Profit
Sitka Maritime Heritage Society	Continue work on the Japonski Island Boathouse accessible entry	October 13, 2017	\$25,000	\$16,667	Yes Non-Profit
Anne Pollnow	Inventory and digitally catalog cemetery information	June 27, 2017	\$24,921	\$17,425	No Individual

**Fiscal Note**

The grant application is for a 60-40 match grant, wherein the federal funds provide 60% of the budget and the applicant provides a minimum of 40% through in-kind, cash donations, or similar arrangements. No funds are being requested from the municipality. In order to ensure that the municipality’s costs of administering the grants are covered, the municipality will charge an 8.5% administrative fee to all awarded grants. Please note that proposed budgets are not final.

**Recommendation**

Approve resolutions supporting the grant applications submitted by Sitka Sound Science Center, Sitka Historical Society, Alaska Arts Southeast, and Sitka Maritime Heritage Society.

# CLG GRANT APPLICATION: FY18

## State of Alaska: Office of History and Archaeology Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 4:30 pm on Tuesday, October 31, 2017.**

The Certified Local Government (CLG) identified below is applying for a 60-40 Historic Preservation Fund (HPF) matching grant through the State of Alaska, Department of Natural Resources, Office of History and Archaeology.

CLG Name: City and Borough of Sitka

Federal Tax Identification Number: \_\_\_\_\_ DUNS \_\_\_\_\_

Project Title and Location: Sitka Historic Preservation Education Initiative, Sitka, AK

Type of CLG Grant Project: (Check project type below, as applicable)

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

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

- a. Estimated Total Project Cost (TPC) \$ 9,678
- b. Federal Share (60%) \$ 5,807
- c. Sponsor Share (40%) \$ 3,871

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

- a. Cash \$ 1,071
- b. In-kind Goods and Services \$ 2,800
- c. Donated Goods and Services \$ \_\_\_\_\_

Provide name, title and contact information for the following:

Project Manager: Hal Spackman  
Mailing Address: Sitka History Museum 210 Seward Street Sitka, AK 99835  
Telephone: 747-6455  
E-mail Address: Halspackman@sitkahistory.org

Preservation Commission Chair: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

CLG Contact: Samantha Pierson  
Mailing Address: City & Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835  
Telephone: 747-1814  
E-mail Address: planning@cityofsitka.org

\_\_\_\_\_  
Signature: Authorized Local Government Official \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Name and Title (Print or Type)

\_\_\_\_\_  
Entity Name

**Notary Seal**

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary for the State of Alaska My commission expires \_\_\_\_\_

## Willingness to Comply with Grant Requirements

1. I understand that this is a 60-40 matching grant application through the Historic Preservation Fund (HPF) administered by the State of Alaska Department of Natural Resources, Office of History and Archaeology.
2. Should this project be awarded, I understand that the State levies an indirect cost which may vary throughout the course of the grant period, but will not exceed the amount stated in the executed grant agreement.
3. If awarded an HPF grant, I understand that it is my responsibility to comply with all pertinent State and Federal regulations, the State-Local Grant Agreement, and requirements outlined in the *Historic Preservation Fund: Certified Local Government Grants Manual*.
4. Should this project be awarded, 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 reimbursed I will return an amount equal to the questioned expenditures.
5. I understand that no grant exists until the State Historic Preservation Officer (SHPO) signs the State-Local Grant Agreement, even if the Alaska Historical Commission recommends funds for my project. Any funds expended before the performance period specified on the fully executed grant agreement or before obtaining the SHPO's signature may not be reimbursed without specific approval.

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Signature: Authorized Local Government Official

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Date

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Name and Title (Print or Type)

# PROJECT INFORMATION

## 1. PROJECT DESCRIPTION

The Sitka Historical Society and Museum request funds for the research and production of a publication documenting Sitka's diverse architectural history. The purpose of this project is to promote public education, heritage tourism, and awareness of Sitka's rich and diverse historic sites by creating a publication documenting historic sites for locals and tourists. The pamphlet will be distributed to Visit Sitka (Chamber of Commerce), cultural institutions, schools, hotels, and cruise ship companies, allowing us to promote active research and partnerships with schools and tourism companies. It will include city history, maps, photos, and commentary on individual sites that are listed on the National Register of Historic Places. While an inventory of the historic sites and structures of Sitka (Vanguard Research, 1997) has been completed, more interpretation needs to be done. This publication will allow for the information gained from National Register of Historic Places, National Historic Landmark Sites, the Inventory of Historic Sites and Structures of Sitka (1997) and other pertinent sources to create a publication that appeals to a general audience to promote interest in historic preservation and its significance in Sitka's history. This pamphlet will also build on a map of historic sites and places of interest developed by our institution.

The pamphlet will be comprised of three main sections (consisting of approximately 40-50 pages): introduction, body, and conclusion. The introduction will include the establishment of the Tlingit settlement, origins of Russian American, the transfer of Alaska to the United States and the American period. The body will consist of historical significances and architectural details of twenty-one individual properties that are designated as sites of importance by the National Register of Historic Places. This section will also include efforts that have been taken in the past to preserve these sites if applicable. This section will address the architectural style, time period, architect, original owners, purpose of the site or building, and historical significance of the sites included. Photos, maps and/or drawings will be used to further illustrate the significance and design of the building and/or site. The conclusion will combine highlights from the introduction and body, and make suggestions about the direction of the future of historic preservation in Sitka. A bibliography detailing further reading and the sources cited.

## 2. PRESERVATION OBJECTIVES

This publication will serve as an example of historic preservation through public education and interpretation. A pamphlet on the diverse architectural history in Sitka presents an important opportunity to emphasize the need for historic preservation. Unfortunately, many historic sites in Sitka have been modified from their original form and by creating a publication that documents the significance of these buildings and sites they can be conserved. This project follows the goals and objectives set forth by the state historic preservation plan by creating the opportunity for Alaskans and visitors to better understand and appreciate the historical resources of Sitka and the importance of preserving them for future generations, therefore promoting the need for preservation. This project will also encourage the appropriate treatment of historic resources as sites that are worthy of preservation. Established themes from the state historic preservation plan apply to this project. Sitka is lucky enough to have a history that spans 10,000 years and has architecture

that can communicate the rich history of the Tlingit, Russian and American people. We are lucky enough to have two of four remaining Russian colonial buildings in the Western Hemisphere in our community. We have architecture that is not only unique to Southeast Alaska but is unique in general, for example the Sheldon Jackson Museum on the former school campus is the first concrete building in Alaska and many of the halls on campus are designed using a blend of Tudor Revival and American Craftsman. Historic preservation is essential for the maintenance of a community's sense of place and this is especially true for Sitka. Many of Sitka's historic buildings have been victims of fires, so the preservation of the sites we do have is even more important.

### **3. PROJECT LOCATION**

All historic sites that will be included in this project are in Sitka (see map). Most of the sites focus on those located along Lincoln Street but also include Old Sitka and the military station on Japonski, Charcoal and Alice Islands. Twenty-one sites will be included, fourteen of those are on the National Register of Historic Places and eight are National Historic Landmarks.

### **4. WORK PLAN**

This project will be accomplished by researching nomination proposals to gather information on the properties, consulting archival materials in our institution or other institutions, and consult current owners. The majority of photos used will be provided by the Sitka Historical Society and Museum, but image and archival use rights may have to be attained. The project would commence in January 2018 with a final product published in April 2018. This would allow time for this product to be distributed to hotels, tourism agencies and cruise lines. The pamphlet would also be finished in time to given to schools for the 2018-2019 school year so it can be added to their curriculum on local history and why preservation matters.

## 5. PROJECT PERSONNEL

Hal Spackman, executive Director of the Sitka History Museum, will act as principal investigator on this project an abbreviated resume is attached below:

### Abbreviated Resume

for

### **Hal Spackman**

#### Related Job Experience

2014 to Present	Executive Director - Sitka Historical Society and Sitka History Museum
1977 to 2014	Educator – School Superintendent and Principal; Deputy Commissioner of Education & Early Development; UAA Associate Research Professor; History, English, Drama and Math teacher in Alaska and Montana

#### Education

1990	Masters of Educational Administration, University of Montana
1977	Bachelor of Science, Western Montana College Majors: History/Social Sciences and English

#### Related Job Roles

- Managed numerous state, federal and local grants, including Office of History and Archaeology grants
- Lead administrator for budgets in excess of \$7 million
- Spearheaded significant capital and operating fund-raising campaigns

A researcher will be contracted to research, organize and write the pamphlet. This researcher will be required to possess knowledge of Sitka history or Southeast Alaska history. They must have work experience and BA in history, archaeology, museum studies or a related subject. The researcher should possess excellent written and oral communication skills and should be able to complete the project in the time allotted.

## 6. BUDGET

The finished product will be an intriguing, informative publication of about 40 to 50 pages that tells the backgrounds and stories of Sitka's historic places, insuring their legacies will be documented in one easy to understand and access work. This publication will be distributed to all interested visitors to Sitka, local schools, Visit Sitka, hotels, tourism agencies and cruise lines. It will also be available at the Sitka Historical Society and Museum and other Sitka museums.

## **CHECKLIST**

*Sitka Historic  
Preservation  
Commission*

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*City and Borough of Sitka  
100 Lincoln Street  
Sitka, AK 99835*

*Commission Members*

*Anne Pollnow, Chair*

*Roberta Littlefield, Native  
Community, Vice Chair*

*James Poulson., Historical  
Society, Secretary*

*Ana Dittmar, At Large*

*Robert Sam/Martha Moses, STA*

*Scott Saline, At Large*

*Kitty Sopow, At Large*

*Aaron Bean/Steven Eisenbeisz,  
Assembly Liaison*

*Samantha Pierson, Staff Liaison  
and Secretary*

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*www.cityofsitka.com*

October 16, 2017

Hal Spackman  
Sitka Historical Society  
210 Seward Street  
Sitka, AK 99835

Dear Mr. Spackman,

On October 13, the Sitka Historic Preservation Commission considered your CLG grant application for the development of an educational publication. After discussion, the Commission took the following action:

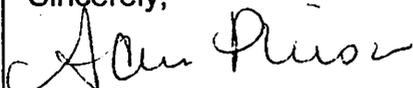
**M-Dittmar/S-Saline moved to recommend approval of the CLG grant application for development of an educational publication submitted by Sitka History Museum.**

**M-Poulson/S-Saline moved to amend the motion to require professional consultation. Motion passed 5-0.**

**Motion as amended passed 5-0.**

Thank you for your patience while working with us on this matter. Best of luck on your project!

Sincerely,



Samantha Pierson, Staff Liaison  
Sitka Historic Preservation Commission