



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Natural Resources  
DIVISION OF PARKS AND OUTDOOR RECREATION  
Office of History & Archaeology  
550 West 7<sup>th</sup> Avenue, Suite 1380  
Anchorage, Alaska 99501-3561  
Main: 907.269.8700

June 22, 2022

RE: FY22 Historic Preservation CLG Grant Applications

To Alaska CLGs:

The Office of History & Archaeology is accepting grant applications from Certified Local Governments (CLGs) for 60-40 Historic Preservation Fund (HPF) matching grant projects. All projects would need to be completed by December 15, 2023.

The Historic Preservation Fund (HPF) grant program provides up to 60 percent assistance with a 40 percent CLG match for the cost of a historic preservation project in one of the following categories:

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

The Office of History & Archaeology anticipates \$200,000 will be available to award to eligible projects. Grant requests must not exceed \$50,000 maximum in matching assistance.

The application deadline is 4:00 p.m. on August 26, 2022. The HPF application package is attached and available online at <http://dnr.alaska.gov/parks/oha/index.htm>.

If you have any questions, please contact Maria Lewis at [maria.lewis@alaska.gov](mailto:maria.lewis@alaska.gov) or by telephone at 907-269-8717.

Sincerely,

A handwritten signature in blue ink that reads "Judith E. Bittner".

Judith E. Bittner  
State Historic Preservation Officer

# CLG GRANT APPLICATION

Office of History & Archaeology  
Alaska Department of Natural Resources  
550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, Alaska 99501

## FY22 Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 4:00 pm on Friday, August 26, 2022.**

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

CLG Name:

Federal Tax Identification Number: UEI:

Project Title :

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

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

Budget Summary. Federal Award Request (includes State Indirect) : \$ \_\_\_\_\_

a. Total Project Cost (TPC) \$ \_\_\_\_\_  
b. Federal Share (60%) \$ \_\_\_\_\_  
c. Sponsor Share (40%) \$ \_\_\_\_\_

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

a. Cash \$ \_\_\_\_\_  
b. In-kind Goods and Services \$ \_\_\_\_\_  
c. Donated Goods and Services \$ \_\_\_\_\_

Name, title and contact information for the following:

Grant Manager: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_



## 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. 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*.
3. 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.
4. 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.

---

Signature: Authorized Local Government Official

---

Date

---

Name and Title (Print or Type)

# CLG GRANT APPLICATION: FY21

**CLG:**

**Project Name:**

**PROJECT INFORMATION** See [Writing a Successful CLG Application](#) for more detail.

1. **PROJECT DESCRIPTION** – *If needed, use continuation pages provided at the end of this document.*
  - a. Provide a brief introduction to your project including the aim, scope, and significance of the project to your community.

b. List any previous HPF grants this project has received. *(Cite HPF number and grant name)*

c. Briefly describe the relationship of this project to past, present, or future preservation work.

## 2. PRESERVATION OBJECTIVES

a. How does the project relate to [annual CLG grant priorities](#) established for this fiscal year? (*Cite relevant grant priorities and explain how each relates to your project.*)

b. How does the project relate to the goals and objectives of the [State Historic Preservation Plan](#). (*Cite relevant goals and objectives and how your project would further them.*)

- c. Describe how the project meets an identified historic preservation priority of your community. Does the project contribute to the implementation of your local historic preservation plan? If so, how?

**3. PROJECT PERSONNEL-** *The Project Manager (PM) must have proven experience working on historic preservation projects. If the project is a survey, inventory, or National Register nomination, the PM must meet the professional qualification standards in 36 CFR 61. If not identified in this application, the Office of History and Archaeology must review selection of Project Manager prior to finalization of the contract with the individual.*

a. Note who will act as Project Manager (PM). Attach the PM's resume showing past experience working on preservation projects. List any previous HPF Projects the PM has worked on. *(If planning to contract with PM after grant is awarded, outline the job qualifications that will be required.)*

b. Identify the local government personnel who will act as Grants Manager for the project.

c. Describe the local historic preservation commission's role in the project. Attach a resolution from the commission supporting the project.

d. Identify volunteer personnel and their tasks.

e. Identify any additional contractors to be used and expected duties. Attach resumes for all qualified historic preservation professionals working on the project.

4. **WORK PLAN.** *Thoroughly address all items necessary for your project type. See [Writing a Successful CLG Application](#) for more detail. Use continuation sheets if needed.*
  - a. Explain how the project will be undertaken.

b. Describe the geographic area encompassed by the proposed project. For survey, inventory, and National Register nomination projects, attach maps of the project area. Include the estimated number of buildings, structures, sites, square miles, etc., to be addressed.

c. Cite any planning studies, condition assessments, design drawings, research reports, publications, or other sources of relevant information you plan to use for this project.

- d. Provide a work schedule showing months, expected activities, and benchmarks to achieve throughout the grant period of performance.

## 5. FINAL PRODUCTS

- a. Describe publications, workshops, audio-visual materials, reports, websites, brochures, survey materials, nominations, interpretive signs, etc., that will be produced as part of the proposed project. Identify the intended audience and where the public will be able to access these materials. Describe how you will inform your community about the project.



b. Contractual Services: List contractor name(s), if known. Describe work each will perform.

c. Supplies/Materials: Describe types of materials and/or supplies required for this project, how they relate to the project, estimated quantities, etc.

d. Travel: Identify who will be traveling, how many trips are anticipated, trip purpose, and destination.

- e. Other: Identify other costs which do not fall into one of the above categories. Explain purpose and relevance to this proposed project.

### CHECKLIST

Applicant, has your entity...

maintained current certification under the Certified Local Government program?

signed and notarized this application?

signed the form titled: *Willingness to Comply with Grant Requirements*?

provided the information requested on each page of the application package?

included a public outreach component?

attached maps showing location of project?

attached photographs or clear photocopies showing overall character of properties for survey, inventory, National Register nomination, pre-development and development projects?

attached letters of support from the community and, if needed, property owners?

attached a resolution from the City or Borough's governing body (or indicate one has been requested prior to the Alaska Historical Commission meeting to recommend awards)?

explained historic preservation commission involvement in the project, and addressed its role in the review process?

checked your budget for accuracy?

**Deadline: Applications are due 4:00 pm on August 26, 2022.**

Only complete, signed, dated, notarized applications will be considered.

Submit applications and questions to the CLG Program Coordinator:

**[dnr.oha@alaska.gov](mailto:dnr.oha@alaska.gov)**





## Japonski Island Boathouse, Sitka, Alaska Walls and Accessible Restroom



General view, looking West from O'Connell Bridge over Sitka Channel. Downtown Sitka is on the right, on Baranof Island. The Boathouse is left of center on Japonski Island. Behind it are other buildings of the former Sitka Naval Air Station. Also in the picture are two of Sitka's harbors and the public work float (at left). 7/30/16.



Historical view of the Japonski Island Boathouse (right of center) during World War II. View is from the top of a gravel conveyer. The causeway in the foreground is adjacent to the current bridge across the channel. Photo Sitka Historical Society, Johnson Collection.

# Japonski Island Boathouse, Sitka, Alaska Walls and Accessible Restroom



Top left: the NW side of the building, with work under way to repair original walls, and showing the accessible entry addition exterior. Plans call for a roofed deck on the right of the addition, with an accessible ramp and stairs to it.

Top right: the SW side of the building, showing addition doorway at left, currently with a temporary plywood door.

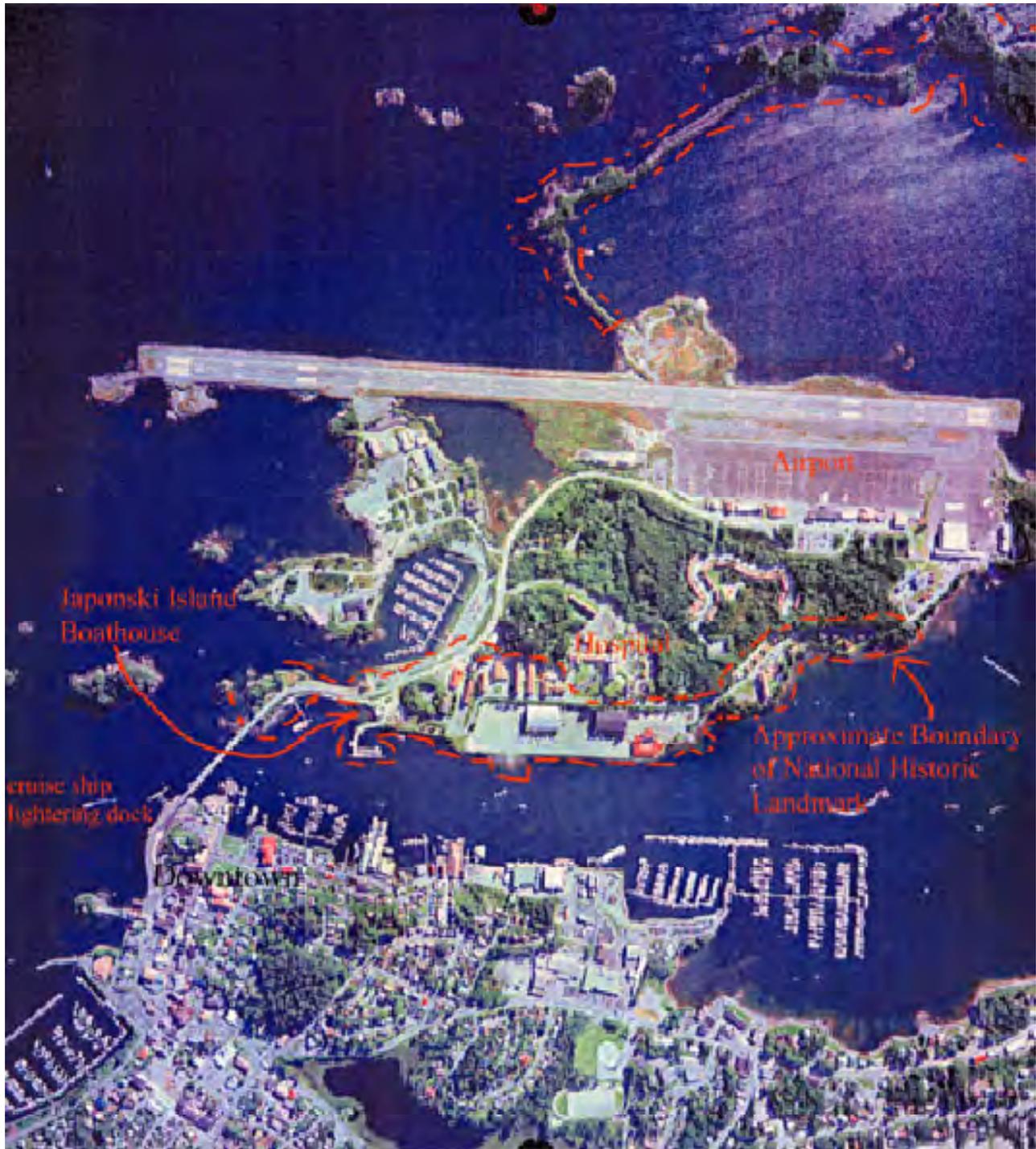
Below left: the SE end of the shop, showing deteriorated siding that would be repaired in this project.

Below right: the entire SE end of the building.

Bottom left: the end wall (SE wall) of the NE wing, and bottom right, the NE wall of the building. We have rebuilt the historic doors and made new jambs, to be installed. This project would install landings and stairs outside both doors, with an accessible ramp from the door on the right, leading to the parking area. This project also calls for bringing up the grade slightly, to make access to the ramp easier, make the ramp shorter, and make it so we don't need railings on the landings. In the foreground is the pole with our temporary electric service; we are having it put underground, from a utility vault just outside the photo. Photos by Rebecca Poulson 7/17/22



## Japonski Island Boathouse, Sitka, Alaska Walls and Accessible Restroom

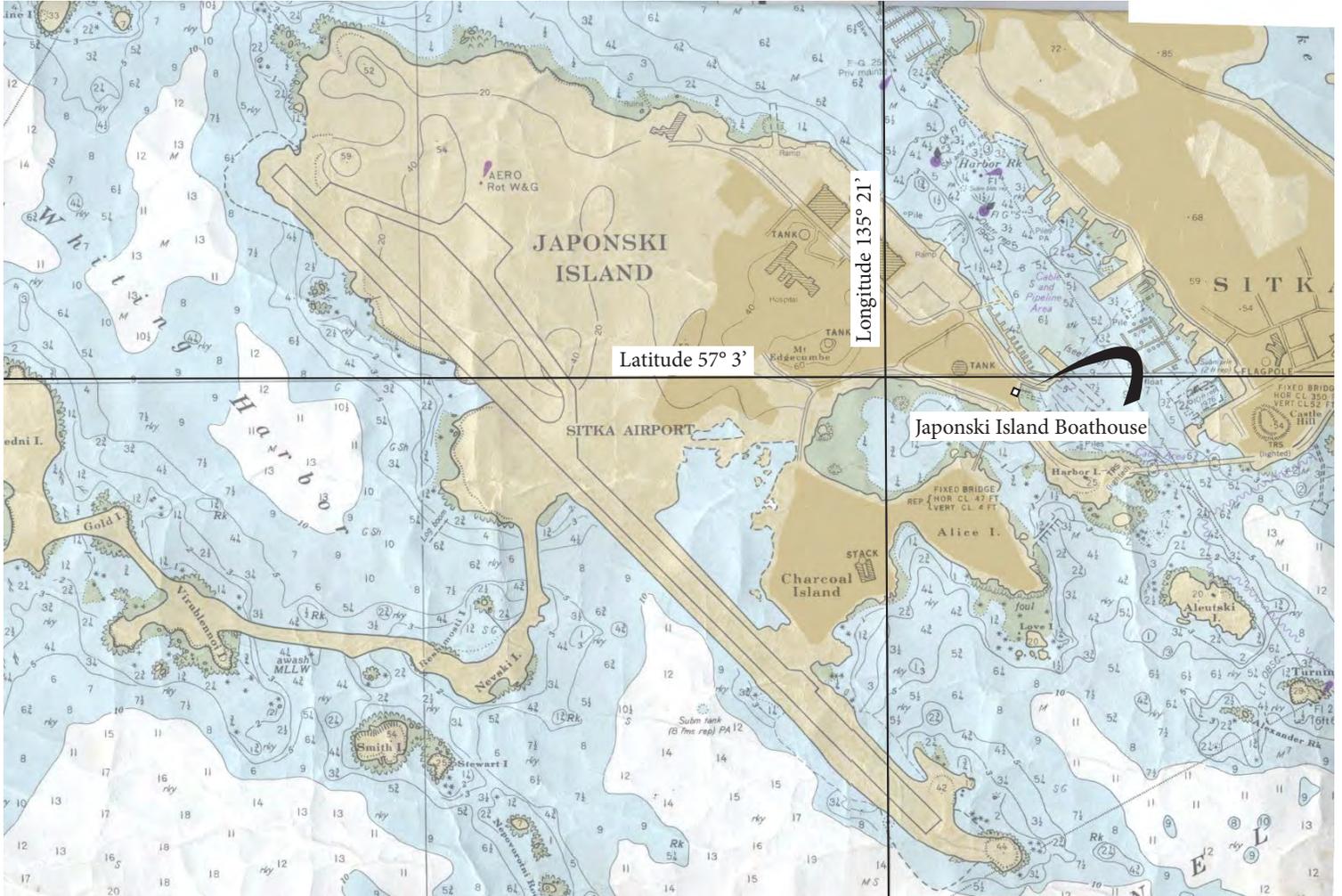


Aerial photo of Sitka, Alaska, showing Japonski Island at the top. The approximate boundary of the Sitka Naval Operating Base and U.S. Army Coast Defenses National Historic Landmark is marked in red.

The NHL includes Mt. Edgecumbe High School, University of Alaska Sitka Campus, and part of the Southeast Regional Health Corporation campus, as well as the Japonski Island Boathouse, in the former Navy Base.

The Causeway, above, was the Army's Fort Rousseau and is now the Makhnati Island Causeway State Historical Park.

# Japonski Island Boathouse, Sitka, Alaska Walls and Accessible Restroom



**Budget Summary: CLG Grant Application**

Total by Cost Category	Cost Category	Sponsor Share	Federal Share
\$		40%	60%
<b>21,050</b>	<b>Personal Services</b>		
	Volunteer labor repair walls, door jambs, finish work and exhibit	21,050.00	
<b>0</b>	<b>Travel</b>		
<b>40,550</b>	<b>Contractual</b>		
	Plumbing		5,000.00
	Electrical		5,000.00
	Contractor: build decks, ramps, stairs, porch roof		15,000.00
	Contractor add gravel, move bandsaw		5,550.00
	Contractor: addition interior		10,000.00
<b>16,483</b>	<b>Supplies/Materials</b>		
	bathroom fixtures, flooring, wallboard, lumber, finishes for addition interior, new custom wood entry door and hardware	12,283.00	1,217.00
	materials for restoring walls and doors		2,983.00
<b>5,250</b>	<b>Other (specify)</b>		
	Advertising		100.00
	Permits		500.00
	City of Sitka grant admin		4,250.00
	Food for event and public work parties		400.00
<b>83,333</b>	<b>Total Project Costs (TPC)</b>	<b>33,333.00</b>	<b>50,000.00</b>

Matching Share: Sponsor's Sources of Match	
12,283.00	Cash Expenditures
	In-kind Contributions
21,050.00	Donations & Volunteer Time
<b>33,333.00</b>	<b>= Sponsor's 40% of TPC</b>

**Instructions: Double click inside the worksheet to activate formulas and complete budget.**

1. Calculate anticipated expenses and describe in appropriate Cost Categories. Add extra rows or categories, as needed.
2. Multiply "Total Project Costs" by 0.40 to determine Sponsor and 0.60 to determine Federal shares.
3. Show amounts comprising the "Source of Sponsor's Share."

**Historic Preservation Covenant**  
State of Alaska Office of History and Archaeology  
550 West 7<sup>th</sup> Avenue, Suite 1310  
Anchorage, AK 99501

This agreement is made the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by **City & Borough of Sitka, 100 Lincoln Street, Sitka, AK 99835** (hereafter the "Owner") and the State of Alaska acting through the State Historic Preservation Office (hereafter the "SHPO"). This agreement is for preservation of a certain Property known as **The Japonski Island Boathouse** at which is owned in fee-simple by the Owner and is listed in the National Register of Historic Places.

The Property is comprised essentially of grounds, improvements, and appurtenances. The Property is described as: **[legal reference, repository, book, and page number(s).]**

In consideration of grant number XXXXX of up to \$XX,XXX received through the SHPO and the Historic Preservation Fund (HPF) from the National Park Service, United States Department of the Interior, the Owner hereby agrees to the following for a period of five years.

1. Responsibility to maintain the Property: The Owner agrees to maintain the Property in a good and sound state of repair and to maintain the Property according to *The Secretary of the Interior's Standards for the Treatment of Historic Properties* so as to prevent deterioration and preserve the architectural, historical, and/or archaeological integrity of the Property in ways that protect and enhance those qualities that made the Property eligible for listing in the National Register of Historic Places.
2. Required review and written approval by SHPO of any proposed alterations: The Owner agrees that no construction, visual or structural alteration shall be undertaken, or permitted to be undertaken, on the Property which would affect historically significant interior spaces and features, exterior construction materials, architectural details, form, fenestration, height, or adversely affect the structural soundness of the property without prior written approval of the SHPO affirming that such work will meet *The Secretary of the Interior's Standards for the Treatment of Historic Properties*.
3. Required review and written approval of SHPO of activities that would affect archaeological resources: The Owner agrees that no ground disturbing activities shall be undertaken or permitted to be undertaken on the Property which may affect significant archeological resources without prior written permission of the SHPO affirming that such work will meet *The Secretary of the Interior's Standards for Archeology and Historic Preservation*. Owner agrees to ensure that any data and materials recovered will be placed in a repository that will care for the data in a manner prescribed in the *Secretary of the Interior's Standards for Archeology and Historic Preservation*.
4. Right to Inspect: The Owner agrees that the SHPO, its agents and designees shall have the right to inspect the property, at all reasonable times, to ascertain whether the conditions of this agreement are being observed.

5. Public Access: Public access to the Property is required under certain circumstances. If required, the Owner agrees the Property will be open to the public for the purpose of viewing the grant-assisted work or grant-assisted Property acquisition no less than 12 days a year on an equitably spaced basis. Nothing in this agreement will prohibit the Owner from charging a reasonable nondiscriminatory admission fee, comparable to fees charged at similar facilities in the area.

**Owner: Check one of the following.**

\_\_\_ HPF-assisted rehabilitation/restoration work is clearly visible from a public right-of-way (such as façade, roof or window restoration) or consists of typically non-viewable work (such as interior electrical or plumbing updates). Public access is not required.

\_\_\_ HPF-assisted rehabilitation/restoration work is not clearly visible from a public right-of-way or includes visible interior work. Public access is is required.

\_\_\_ HPF-assisted acquisition Property is not clearly visible from a public right-of-way or the Property's interior contains important architectural or historically significant features. Public access is is required.

6. Notification of Public Access: If public access is required, the Owner agrees to provide public notification of such through local media that best serves the community: e.g. newspaper, radio, TV, public flyers, or social media. Notification shall provide dates and times when the Property will be open. Documentation of such notice will be furnished annually to the SHPO during the term of this covenant.
7. Anti-discrimination: The Owner agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000 (d)), the Americans with Disabilities Act (ADA) (42 U.S.C. 12204), and with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). These laws prohibit discrimination on the basis of race, religion, national origin, or disability.

To implement public access, Owner shall make reasonable accommodations to qualified disabled persons. ADA and Section 504 do not require an owner to make every part of the property accessible to and useable by disabled persons by means of physical alterations. For public access periods, videos, presentations, or other audio-visual material and devices may be used to depict otherwise inaccessible areas or features of the property.

8. Covenant shall run with the Property: This covenant shall run with the Property and be binding on the Owner, its successors and assigns.
9. Enforcement: The SHPO shall have the right to prevent and correct violations of the terms of this covenant. If the SHPO, upon inspection of the property, finds what appears to be a violation, it may exercise its discretion to seek injunctive relief in a court having jurisdiction. Except when an ongoing or imminent violation will irreversibly diminish or impair the cultural, historical, and architectural importance of the Property, the SHPO shall give the Owner written notice of the violation and allow thirty (30) days to correct the violation before taking any formal action, including, but not limited to, legal action. If a court, having jurisdiction, determines that a violation exists or has occurred, the SHPO may obtain an injunction to stop the violation, temporarily or permanently. A court may also issue a mandatory injunction requiring the Owner to restore the Property to the condition existing at the time HPF-assisted work was completed. In any case where a court finds that a violation



(Starts 03/01/06)

FEB 18 2005

3328  
(1437)  
Annette  
Don't use

037L

**LEASE AGREEMENT**  
**Between City and Borough of Sitka and Sitka Maritime Heritage Society, Inc.**  
**Regarding Japonski Island Boathouse Property**

This Lease Agreement is made between the City and Borough of Sitka, whose address is 100 Lincoln Street, Sitka, Alaska 99835 ("the City and Borough") and Sitka Maritime Heritage Society, Inc. of 1490 Seward Avenue, Sitka, Alaska ("the Society"). The City and Borough and the Society agree that the terms, conditions, and covenants of the Lease Agreement are as follows:

1. The City and Borough leases to the Society a parcel known as the Japonski Island Boathouse whose legal description is Tract A, ASCS 88-62 located in United States Survey 1496 and whose size is 0.493 acres, more or less. This parcel is hereinafter described as "the property."
2. The term of the Lease Agreement is 20 years unless extended as described in the next sentence. By mutual agreement of the City and Borough and the Society, this initial 20-year term may be extended for three 10-year extensions.
3. The rent is one dollar (\$1.00) per year, which shall be paid to the City and Borough no later than 30 days after each anniversary of the effective date of this Lease Agreement. The Society shall pay the first year's rent no later than 30 days after the effective date of this Lease Agreement.
4. The effective date of this Lease Agreement is the date shown for the latest day a signature required to be affixed to this Lease Agreement is so affixed.
5. The Lease Agreement shall terminate if the City and Borough and the Society do not agree by June 1, 2012 that the project the Society has announced that it is planning for the property has become financially self-sufficient.
6. The Society shall clean up the property and remove any safety hazards on the property no later than 120 days after the effective date of the Lease Agreement.
7. The Society shall secure funding for the project it plans for the property without relying on the City and Borough for funds.
8. No later than 60 days after the effective date of the Lease Agreement, the Society shall obtain liability insurance for the property in an amount no less than \$500,000. This liability insurance shall name the City and Borough as an additional insured. The Society shall provide the City and Borough's Finance Director with evidence of this liability insurance.
9. The Society shall comply with all applicable laws while using the property.
10. The Society shall indemnify the City and Borough and its employees, officers, and agents and hold harmless the City and Borough and its employees, officers, and agents from any and all claims, demands, suits, loss, liability and expense for injury to or death of persons or damage to or loss of property arising out of or connected with the exercise of the lease privileges granted to the Society by this Lease

## LEASE AGREEMENT

Sitka Maritime Heritage Society

Regarding Japonski Island Boathouse Property

Page 2 of 3

Agreement or arising out of any incident whatsoever which may occur on the property.

11. Upon termination of this Lease Agreement, the Society shall remove all materials, equipment and other personal property from the property and return the property to a satisfactory condition.
12. The Society has no power under this Lease Agreement to assign the Lease Agreement or transfer the property. The Society has no power to sublease the property or any portion of it without written approval of the City and Borough Administrator.
13. None of the covenants, terms, or conditions of this Lease Agreement to be kept or performed by the City and Borough or the Society shall in any manner be waived, modified, changed, or abandoned except by a written instrument duly signed, acknowledged, and delivered by both the City and Borough and the Society.
14. This Lease Agreement shall be construed and enforced in accordance with the laws of the State of Alaska. The forum and venue for any action seeking to interpret, construe, or enforce this Lease Agreement shall only be in the Alaska State Courts in Sitka, Alaska.
15. This Lease Agreement contains the entire agreement between the parties concerning the property.
16. Each person signing this Lease Agreement warrants that he or she has the authority required to bind the party on whose behalf he or she is signing.

**LEASE AGREEMENT**

Sitka Maritime Heritage Society  
Regarding Japonski Island Boathouse Property  
Page 3 of 3

**CITY AND BOROUGH OF SITKA**

By: *Hugh R. Bevan*  
Hugh R. Bevan, City and Borough Administrator

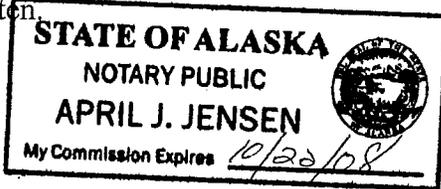
Date: 2-10-05

STATE OF ALASKA )  
 )ss.  
FIRST JUDICIAL DISTRICT )

**MUNICIPAL ACKNOWLEDGMENT**

THIS CERTIFIES that on this 10th day of February, 2005 before me, a Notary Public in and for the State of Alaska, personally appeared **Hugh R. Bevan** the person whose name is subscribed to the foregoing deed, and after being first duly sworn according to law, he stated to me under oath that he is the Administrator of the City and Borough of Sitka, Alaska, a municipality organized under the laws of the State of Alaska, that he has been authorized by said municipality to execute the foregoing **LEASE AGREEMENT** on its behalf, and that he executed the same freely and voluntarily as the free act and deed of said municipality.

WITNESS my hand and official seal the day and year in this certificate first above written.



*April J. Jensen*  
Notary Public for Alaska  
My Commission Expires: 10/22/08  
Residing at Sitka, Alaska

**SITKA MARITIME HERITAGE SOCIETY, INC.**

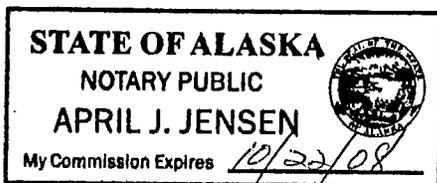
By: *Rebecca Poulson*  
Rebecca Poulson, Board President

Date: 2-14-05

STATE OF ALASKA )  
 )ss.  
FIRST JUDICIAL DISTRICT )

**ACKNOWLEDGMENT**

On this 14th day of February, 2005, **Rebecca Poulson** personally appeared before me, who is personally known to me to be the signer of the above **LEASE AGREEMENT**, and she acknowledged that she executed it.



*April J. Jensen*  
Notary Public for Alaska  
My Commission Expires: 10/22/08  
Residing at Sitka, Alaska