

# Sitka Historic Preservation Commission

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

## Commission Members

Roberta Littlefield,  
At Large, Chair

Robert Sam,  
Sitka Tribe of Alaska, Vice Chair

James Poulson.,  
Historical Society, Secretary

Ana Dittmar,  
At Large

Scott Saline,  
At Large

Chuck Miller,  
Native Community

Crystal Duncan,  
Assembly Liaison

Ben Mejia,  
Staff Liaison and Secretary

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[www.cityofsitka.com](http://www.cityofsitka.com)

March 31, 2021

Rebecca Poulson, Alaska Arts Southeast Inc.  
Via Email Only: [rebecca\\_poulson@hotmail.com](mailto:rebecca_poulson@hotmail.com)


Dear Ms. Poulson,

On March 31, 2021, the Sitka Preservation Commission considered your application for a CLG grant for the Fraser Hall Heating System Design Project. After discussion, the Commission took the following action:

**M- Sam /S- Dittmar moved to support the application for a Historic Preservation Fund Grant for Certified Local Governments for the Fraser Hall Heating System Design Project as requested by Alaska Arts Southeast, Inc. Motion passed 5 - 0.**

Thank you for your application, and best of luck!

Sincerely,



Roberta Littlefield, Chair  
Sitka Historic Preservation Commission

# CLG GRANT APPLICATION: FY21

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

## Historic Preservation Fund: Grants for Certified Local Governments

**Deadline: Applications are due by 12:00 noon on Thursday, April 2, 2021.**

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:

92-0041163

DUNS:

063373831

Project Title :

Fraser Hall Heating System Design

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

☐

Survey

☐

Inventory

☐

National Register Nomination

☐

Historic Preservation Planning

☐

Public Preservation Education

☒

Predevelopment

☒

Development

☐

Acquisition

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

a. Total Project Cost (TPC)	\$	40,000.00
b. Federal Share (60%)	\$	24,000.00
c. Sponsor Share (40%)	\$	16,000.00

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

a. Cash	\$	16,000.00
b. In-kind Goods and Services	\$	0.00
c. Donated Goods and Services	\$	0.00

Name, title and contact information for the following:

Grant Manager:

Amber Swdeen, Grant Accountant City and Borough of Sitka

Mailing Address:

100 Lincoln Street

City, State, Zip:

Sitka, Alaska 99835

Telephone:

907 747 1842

E-mail Address:

amber.swdeen@cityofsitka.org

Preservation Commission Chair: Roberta Littlefield  
Mailing Address: 4102 Halibut Point Road  
Sitka, Alaska 99835  
Telephone: 738-4004 c747-3444 h  
E-mail Address: [robbylittlefield@gci.net](mailto:robbylittlefield@gci.net)

CLG Contact: Ben Mejia, Planner I HPC Staff Liaison  
Mailing Address: City and Borough of Sitka  
100 Lincoln Street  
Sitka, Alaska 99835  
Telephone: 907 747-1814  
E-mail Address: [ben.mejia@cityofsitka.org](mailto:ben.mejia@cityofsitka.org)

Signature: Authorized Local Government Official Date

Name and Title (Print or Type)

Community 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)

# CLG GRANT APPLICATION: FY20

**CLG:**

City and Borough of Sitka

**Project Name:**

Fraser Hall Heating System Design

**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.

Fraser Hall was built in 1910-11 as the Small Boys Building for the Sheldon Jackson School, a Presbyterian boarding school for Alaska Native children and youth. Fraser Hall defines the eastern side of the campus quadrangle, a classic academic quadrangle overlooking Sitka Sound. This place is important to the community of Sitka for its complex history.

The campus is a National Historic Landmark for its significance in the education for Alaska Native people. The school became a small college, that closed in 2007; in 2011 much of the campus was deeded to Alaska Arts Southeast, whose flagship program is the Sitka Fine Arts Camp. 2011 marked an unprecedented volunteer effort and fundraising to restore the historic campus, focusing first on immediate threats like leaking roofs and deteriorated siding. Work has always been guided by historic preservation principles and has resulted in historic restoration of many of the windows, most of the building exteriors, and some restoration of interiors.

Over the years the exterior, windows, roof have been repaired, and Fraser Hall has had the entry, main hallway, stairs and a large classroom completely restored. In 2021 the wiring has been upgraded.

However, this building has been without heat since 2007 when the Sheldon Jackson College closed. Heating had been from a central oil-fired boiler, distributed by steam, which was dismantled. Without heat, the building can be used only seasonally, and is subject to deterioration and even vandalism in the off season. Electric heat is cost-prohibitive, and portable heaters are a hazard.

Ultimately, for the long-term use and sustainability of these buildings, they need an efficient heating system and weatherization upgrades. This is a costly project and requires attentive planning.

The project starts with a weatherization plan, that would be approved by the State Historic Preservation Office, then would be done by a contractor.

This main component is to contract a heating engineer to calculate requirements, do long-range cost estimates, and design a complete heating system. This plan would also be submitted for approval by the SHPO.

With plans in hand, the Sitka Fine Arts Camp can then move forward with applying for and raising funds for any remaining weatherization upgrades to the building, and installing the heating system. This is a critical project for long-term sustainability of the historic campus.

The third part of the project is a public presentation on the plans. There is a great deal of interest, and a great deal of misunderstanding, about making old buildings efficient. We hope to use the services of engineer in our region, and we have a great deal of expertise in historic preservation, and anticipate a high level of interest in how we are solving a common problem in our region - upgrading and efficiently heating an older property, without spending too much money and ensuring moisture management, and keeping the original charm and features.

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

HPF Grant # 19018 Fraser Hall Wiring

HPF Grant # 18023 Fraser Hall Classroom Rehabilitation

HPF Grant # 18003 Fraser Hall Exterior Walls and Entry Restoration, Sheldon Jackson School

HPF grant # 16013 Fraser Hall Façade, Sheldon Jackson School

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

Since the Sitka Fine Arts Camp got this property in 2011 the entire campus has been undergoing preservation work. This building has a new roof and many windows have been restored. In 2017 and 2018, CLG grant-supported work by the volunteer Historic Restoration Team program restored the exterior of the building, restoring decorative panels beneath all the windows and restoring features such as decorative corbels. The exterior was in remarkably good condition, with the biggest challenge the layers of incompatible paint over the years.

The entry doorway was moved back to its original position (it was moved off-center some time in the 1990s or 2000s). A new entry door, transom window and a jamb for the door and window was made new and installed, a replica of the originals. A partition wall inside the entry in the way of the original door opening was taken out, and the entry way and stairway walls and ceiling were completely restored. They had drywall over the original plaster, which was restored. The plaster on the ceiling was too far gone to repair, so it was replaced in drywall, at the original height. New light fixtures that are twins to the originals (glimpsed in old photos) have been installed.

The walls showed there had originally been wainscoting, which was also replaced. The stairs from the entry area to the upper story were also restored. The bottom half of the stairs were originally open, then walled in at some point; this was taken apart, layers of flooring taken off the stairs, and all restored to original.

HPF grants were used to support complete restoration of a large, West facing classroom and the main hallway, with wainscoting installed at the original height, and picture rail, saved from Allen Hall. The Camp now has custom shaper bits for making replica picture rail for further restoration.

In 2020-2021 the wiring to the building was upgraded and some circuits redone, but the rest of the wiring still needs replacing. There are now electric baseboard heaters in the big room and in the restrooms, so that the building can be used in the off season.

A full heating system is the next major upgrade for this and the other buildings. Straight electric heat is too expensive to use more than occasionally. A heat system is a big ticket item, and has to be coordinated with building upgrades to conserve heat, in order to size the system. Careful planning will let us maximize donated funds and grants, for long term sustainability, allowing full use of the building. The presentation at the end is also a critical need in Sitka, where there is a lack of knowledge of options for rehabilitation and reuse of historic buildings.

## 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.*)

1. Projects that increase public awareness of historic preservation and establish new partnerships: This project includes the partnership with the Sitka Fine Arts Camp with the City and Borough of Sitka. It educates the public through media coverage of the project; through the technical information on the project on our website; and through the final presentation, which integrates information about the historic uses of the campus, how the project was done, and recollections by people who were part of that history.

2. Projects that address the rehabilitation of historic properties and leverage funds and resources. The Sitka Fine Arts Camp is providing the match, and any additional funds needed to complete the project. The project, design for a heating system, for an energy upgrade and efficient heating system, is a milestone in long-term sustainability for the building, in allowing full, year-round, beneficial use. Not only can Fine Arts Camp programming be extended, but the building is needed for housing of visitors such as visiting faculty and students for the Sitka Sound Science Center, and the large public rooms are ideal for medium-sized events and classes.

Having a design in hand is a critical first step for raising the major funds needed for actual upgrading and installation of heat.

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.*)

Goal 1: increase knowledge: this project meets this goal through putting technical information about options for making old and historic structures comfortable and energy efficient, and low-maintenance and long-lasting, without breaking the bank, damaging the building with moisture or making it ugly.

Goal 2: partnerships. This project strengthens partnerships among the Sitka Fine Arts Camp, the National Park Service (which is consulted regularly, and has offered Vanishing Treasures workshops on campus), and the City and Borough of Sitka and its Historic Preservation Commission.

Goal 4: preserve cultural resources. This project continues the preservation, restoration and rehabilitation of this building and the campus in alignment with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Goal 5: Increase awareness. The Fine Arts Camp has an ongoing presence in promotion of Sitka as a visitor destination and promotion of the campus as a venue for events and gatherings that emphasizes the historic character of the campus.

Goal 6: Strengthen local preservation efforts. This project strengthens the Historic Preservation Commission and raises its profile. Alaska Arts Southeast is proving the benefits of preservation, taking a property that was nearly lost to deterioration, and turning it into a fabulous asset for the organization and the community. This is an example for other property owners in Sitka and beyond. The information shared as part of this project will be very beneficial in showing how historic preservation is a more efficient and cost-effective approach than building new.

- 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?

The Sitka City and Borough Comprehensive Plan General Land Use Goals and Priorities, and Arts and Culture Goals and Priorities, include the goal of “To encourage the preservation and renovation of historical buildings and sites on public lands:” (2.4.18); and “To continue support of the Arts in the following ways: assure protection and enhancement of historic places” (2.12.3 C); “To preserve and appreciate Sitka’s heritage; sites or structures having significant historic or cultural should be preserved.” (C. 2.13.37)

In addition, in recent years the Sitka Convention and Visitors Bureau (now Visit Sitka), and the City and Borough Assembly have identified the need and have committed resources for marketing Sitka's historic and cultural resources; there is more and more awareness of the economic value of our historic and cultural resources as a draw for visitors. The revitalization of the campus has had a high profile in town, with hundreds of volunteers and thousands of hours, a rich and multi-faceted partnership amongst AASE, Sitkans and visitors alike.

#### Local Historic Preservation Plan:

Purpose, #3: “to encourage local support of historic preservation”

Goal, #5: “To increase public awareness and appreciation of historical preservation in the City and Borough of Sitka.”

Both of these are met by this project, and especially the final presentation of the design and the process.



**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 résumé 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.*)

Project Manager Rebecca Poulson has nearly two decades of experience in historic preservation. She is qualified as a Historian under the Professional Qualification Standards, with substantial original research in the the history of the Sheldon Jackson School. Historic Preservation Fund projects include:

HPF Grant #19007 Japonski Island Boathouse, NE Wall & Entry Addition Exterior

HPF Grant #ST-18-3 Japonski Island Boathouse, Southwest Wall,

HPF Grant #17004 Japonski Island Boathouse Wall, Foundation, Utility Rehabilitation

HPF Grant #15015 Japonski Island Boathouse Door Rehabilitation,

HPF Grant #14607 Japonski Island Marine Ways. City and Borough of Sitka, Restoring windows and for electrical wiring.

HPF Grant #05454 Japonski Island Boathouse,.Foundation repair, artifact inventory and storage

HPF Grant #03428 Japonski Island Boathouse Rehabilitation, Phase II, Secure and paint building, clear site, install project sign.

HPF Grant #03410 Japonski Island Boathouse Design, Structural survey and hazardous materials survey

HPF Grant # 19018 Fraser Hall Wiring

HPF Grant # 18015 Sheldon Jackson School, Power Plant and Laundry

HPF Grant # 18023 Fraser Hall Classroom Rehabilitation

HPF Grant # 18003 Fraser Hall Exterior Walls and Entry Restoration, Sheldon Jackson School

HPF grant # 16013 Fraser Hall Façade, Sheldon Jackson School

HPF grant # 16003 Whitmore Hall Façade, Sheldon Jackson School

HPF Grant #14608 North Pacific Hall Façade Restoration

HPF Grant #12563 Fenestration: North Pacific Hall, Sheldon Jackson Campus

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

The Grants Manager will be Amber Swedeen, Grants Accountant for the City and Borough of Sitka, who will review and submit quarterly reports on behalf of the SMHS.

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

The Historic Preservation Commission will formally recommend this project to the City and Borough of Sitka Assembly. The HPC will be kept updated with reports at its monthly meetings, and will be invited to the final presentation on the design work.

- d. Identify volunteer personnel and their tasks.

Volunteers may help set up the final presentation.

The Sitka Fine Arts Camp Building Committee, which includes board members and others as well as staff, will be critical in developing the design, because they have extensive and in depth experience with these buildings, their quirks and details of how they are used and will be used in the future.

James Poulson, a member of the Building Committee, has a Master of Design Studies in Historic Preservation (architectural history) from Boston Architectural College. James is involved as an expert consultant in designing a project that will comply with the Standards, and as one of the people intimately familiar with the building. His main task will be to design a weatherization plan for Fraser Hall.

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

We will request proposals for the following:

Heating system engineer. Southeast Alaska has several engineers highly qualified in designing heat pump systems for our climate, which is a rapidly developing field. Jim Rehfeldt, of Alaska Energy Engineering, even consults in development of the actual equipment by manufacturers.

Historic Architect with expertise in weatherization for our climate (cool and humid) and in historic preservation. Again, there are multiple firms in our region with long experience who also meet the Secretary of the Interior's Professional Standards.

General construction contractor: this contractor will install insulation, seal air leaks and any other items to weatherize the building.

**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.**

The first task is to advertise for proposals for heating system design engineer and historic architect. This will be advertised ideally for 30 days, and contractors selected based on qualifications as well as price.

This project uses standards for Rehabilitation: 1. The building will have a new use that requires minimal to no change to its distinctive materials, features, spaces, and spatial relationships. 2. The historic character will be retained. 3. We won't be adding any conjectural features. 4. Changes over the years that have acquired significance will be retained. 5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the property will be preserved. 6. Deteriorated features will be repaired rather than replaced where possible and if necessary, will be replaced by the exact profile and materials. 7. No surface cleaning or preparation is anticipated. 8. Archaeological resources will not be disturbed in this project, which is all above ground. 9. No new features will be added. 10. No new features will be added.

The next step is for Sitka Fine Arts Camp Building Committee member to design a weatherization plan for building, which will include a thorough investigation of the existing conditions. There would not necessarily be drawings but a list of improvements and methods. The weatherization plan would be submitted to the State Historic Preservation Office for approval.

The heating system engineer would design the system, in consultation with Sitka Building Committee and staff, who will consult to make sure it is compatible with historic preservation of the building, and to figure out the optimal way to install heating in this building.

Once the weatherization plan is completed, we will advertise for proposals for the weatherization of the building, and select a contractor who will install insulation, storm windows and weatherstripping.

Even before the projected heating load is known, the heating engineer can start working on initial design. The heating system engineer will make at least one visit to Sitka. This would result in complete construction documents and a cost estimate for the system. This design would also be submitted to the State Historic Preservation Office for approval.

Personnel on the ground in Sitka will be available to make any photos or measurements needed during the design.

Finally, there will be a public presentation about the design. There has been a lot of recent development of heat pumps for efficiency and a new kind has been developed for our climate zone, the Nordic, that is much more efficient than most other heat pumps, which are designed more for air conditioning. Older buildings are not designed for efficiency or the comfort we take for granted now. In addition, southeastern Alaska's humid, cool climate is a challenge for weatherization. Many buildings have been damaged by weatherization that did not allow for moisture to get out, and unfortunately there is still bad advice in national publications and even official guidelines, that posit that moisture can be kept out of walls and so not allowing for it to escape. In the absence of good information, owners assume there is nothing that can be done, or, worse, weatherize in a way that destroys the building. This design and a public presentation on the process and technology will be a valuable contribution to our region and should have a lot of interest. This presentation may be by the designer, but possibly by a Sitka person familiar with it. Information will be posted on the website of the Sitka Fine Arts Camp.

- 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.

See attached maps. The project area is Fraser Hall, on the Sheldon Jackson School National Historic Landmark.

- 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.

In 2004 the University of Oregon Program in Historic Preservation within the School of Architecture performed an in-depth study of the Campus, spending several months on site to develop a 200 page Campus Preservation Plan. This document includes a narrative of the school, a description of the defining architectural elements of the campus, a reference to other accomplishments of the architects, Ludlow and Peabody, and a thorough analysis of each building with specific recommendations for correction and prevention of problems.

AASE has large detailed hand-drawings from a Historic American Buildings Survey done at the same time, in our archives. The Plan shows elevations, describes condition of structural members, surfaces, and condition of every window, beam, siding, etc. This survey included participation by the National Park Service, Alaska Regional Office and was funded by the Getty Foundation.

We also have the 1910 blueprints of the original construction, which includes floor plans and some specifications for utilities and furnishing.

We also have photographs.

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

On grant award (June 2021):

- advertise for proposals for heating system design engineer

- Develop a weatherization plan for the building

Month 2 (July): Advertise for contractor to do weatherization work, order interior storm windows, any other special components.

Month 3-4 (August-September): Contractor does weatherization work

Month 2-4 (July-September) select contractor, who will, working with Sitka Fine Arts Camp personnel, calculate heating load, select system type, develop a schematic then complete design documents. This would be submitted to the SHPO.

Month 4: Final presentation on the weatherization, heating system design and the process.

## 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.

Weatherization Plan for Fraser Hall

Bid-ready 100% design documents and cost estimate for installation of a heating system in Fraser Hall

Weatherization of Fraser Hall

Presentation on weatherization and heating system design process

Presentation materials on Fine Arts Camp website

The intended audience:

- the residents of Sitka, especially owners of older and historic properties
- World-wide, especially southeastern Alaska and coastal Canada and Northwest Washington - via the website

We will let the community know about this through: news coverage

reports to the Historic Preservation Commission

promotion of final presentation through radio, newspaper, email and posters

our website - web page on Historic Preservation

## 6. ADDITIONAL INFORMATION

- a. Attach letters of commitment and support, as appropriate, from teachers, historical societies, museums, Native groups, and others. (*Note attachments below.*)
  
- b. Attach any other relevant information, such as copies of photographs. (*Note attachments below.*)  
Photos of Fraser Hall, interior and exterior

## 7. BUDGET: Maximum Federal Request of \$25,000 (includes State indirect cost)

Your budget submittal shall consist of four parts: three tables and one narrative. *See example tables and blank form in Excel, and narrative portion to complete below.*

- a. *Budget Details* table showing how costs were estimated.
- b. *Budget Summary* table identifying planned cost share of 60% and 40%.
- c. *Matching Share* table showing sources of match.
- d. *Budget Narrative* explaining costs in detail.

**BUDGET NARRATIVE:** Describe activities to be performed under Personal Services, Contractual Services, Supplies/Materials, Travel, and Other cost categories.

- a. Personal Services: describe work each position/person will perform for the proposed project.

Personal Services are all volunteer and in-kind staff time. This includes approximately 25 hours by James Poulson to design a weatherization plan for Fraser Hall.

Another 4 hours at \$40/hour and 8 hours at \$30/hour are for other members of the Fine Arts Camp staff and the Building Committee. This is for looking at, brainstorming and consulting on the project, advertising for and selecting contractors, and for contracting, ordering and payments and tracking grant costs and associated paperwork (receipts, etc.).

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

Project Manager - \$2000 to manage project and to do quarterly and final reporting.

Heating engineer - \$28,000 for Conceptual design, energy modeling and life cycle cost analysis: \$10,000, and 100% bid-ready design documents: \$18,000

(Beyond the funding scope of this project - \$7000 for a general contractor to weatherize the building)

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

This is outside the funding scope for this project, but it will cost an estimated \$7000 for interior glazing (storm windows), insulation and other weatherization supplies. We have included \$3969 of this in this grant budget.

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

The heating engineer will probably be from Juneau, and will have to travel to Sitka at least once, which does not require an overnight, at \$400 for a last-minute ticket, and estimated \$50 meals.



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

Other costs: City and Borough of Sitka 10% rate for grant management, \$2400.  
Cost to advertise estimated \$200

## 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 12:00 noon on Thursday, April 2, 2021.**

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

Submit applications and questions to the HPF Grants Administrator: [jean.ayers@alaska.gov](mailto:jean.ayers@alaska.gov)













The Sheldon Jackson School National Historic Landmark, looking north Fraser Hall is the building on the right facing west Photo Joshua Houston, August 2019.



## Sheldon Jackson School NHL, Heating System Design, Sitka Alaska



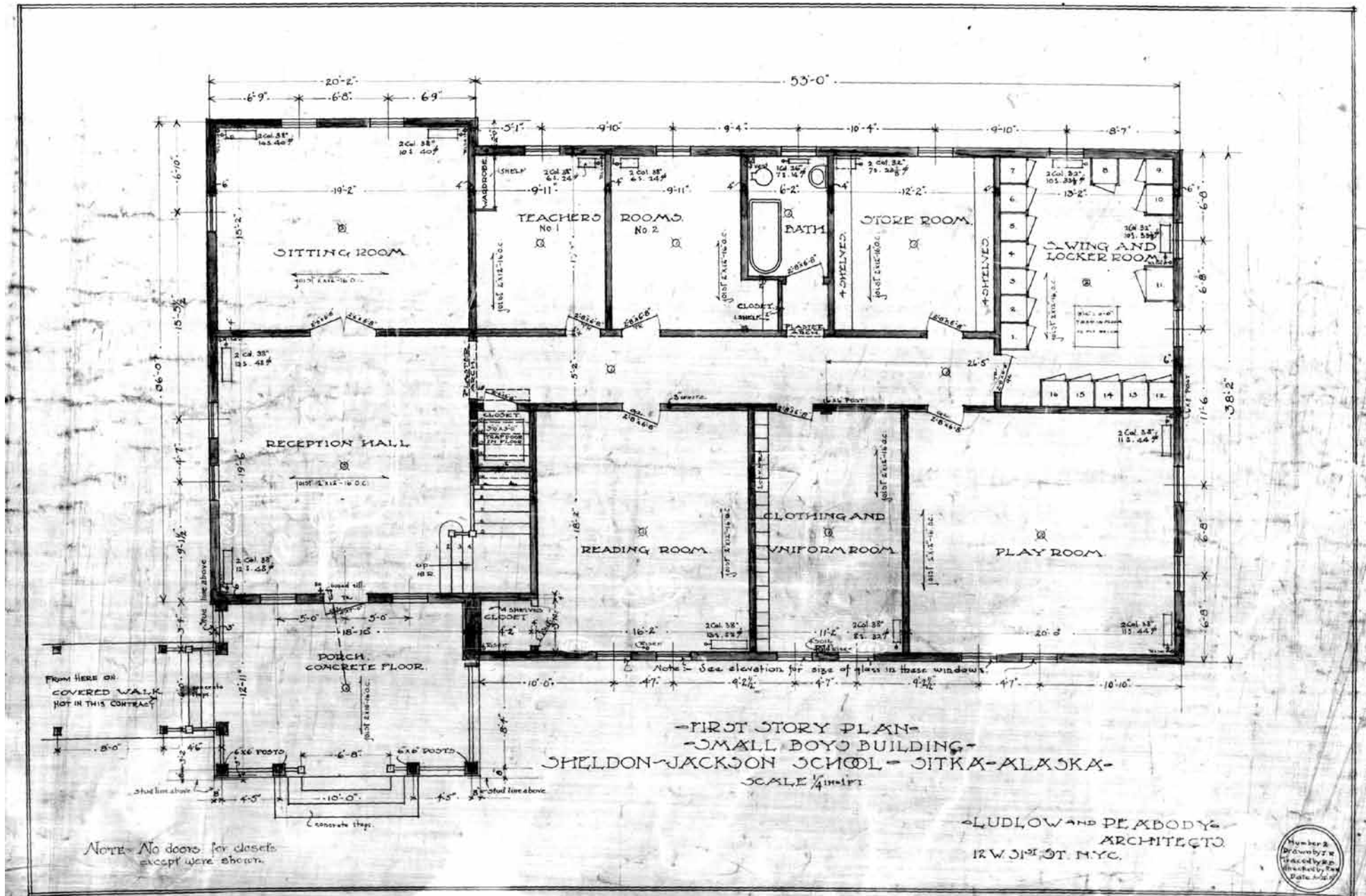
Above: The main facade, facing West. Below: the rear of the building, facing East.  
Left top and center, views of the North wall. Left, bottom: the South wall.  
Photos Rebecca Poulson, 4/11/19





## Sheldon Jackson School NHL, Heating System Design, Sitka Alaska

Original Blueprints of the first floor of Fraser Hall.



## Sheldon Jackson School NHL, Heating System Design, Sitka Alaska



Left: the entry area of Fraser Hall, looking north east. Right: entry area of Fraser Hall, looking south east. All the wainscoting is new, and the stairs were restored. A drop ceiling and surface-mounted wiring have been removed, and the plaster restored where possible. Note the new reproduction light fixture, that replaced a fluorescent. This is the restoration we hope to eventually achieve throughout the building.

Below left: short hallway out of entry area, looking east. Below center and right: main hallway, to be restored in this project, looking south. All photos by Rebecca Poulson 1/28/20.



## Sheldon Jackson School NHL, Heating System Design, Sitka Alaska

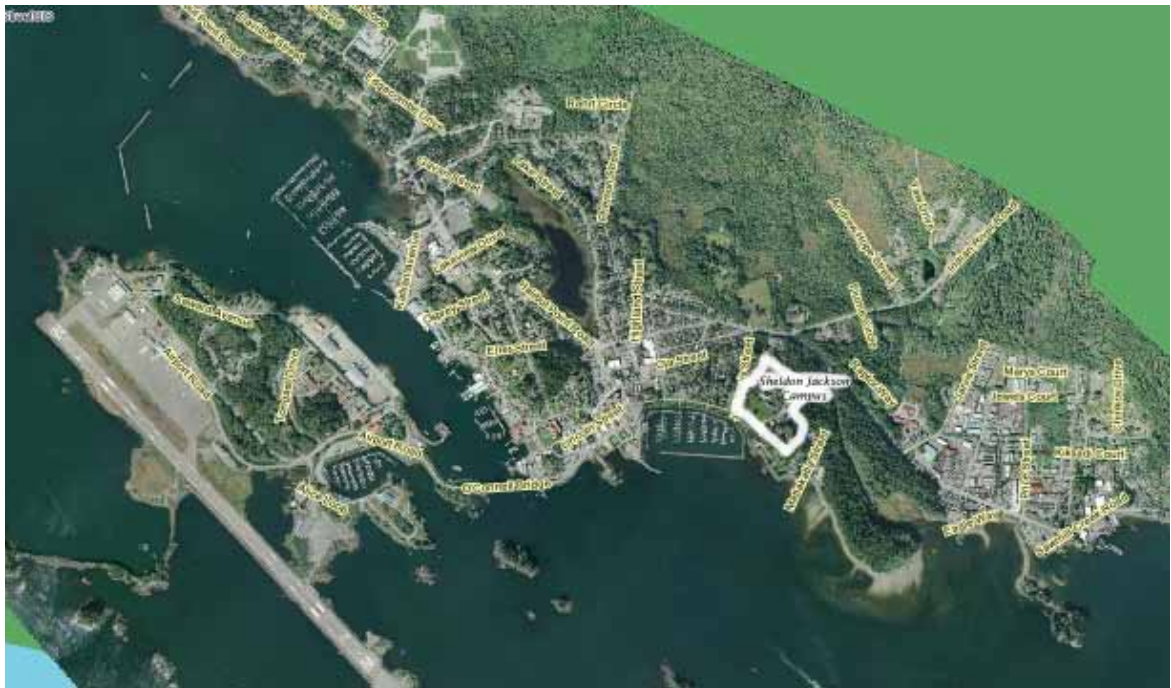


Left: main room, comprising most of the West side of the building, looking south, and right, looking north. This room's walls and ceiling were restored by historic preservation volunteers in 2019. Right now the plaster and drywall is being smoothed out, then wainscoting will be installed and the window trim put back up. This room was rewired, and new reproduction light fixtures will be installed. All photos by Rebecca Poulson 1/28/20.



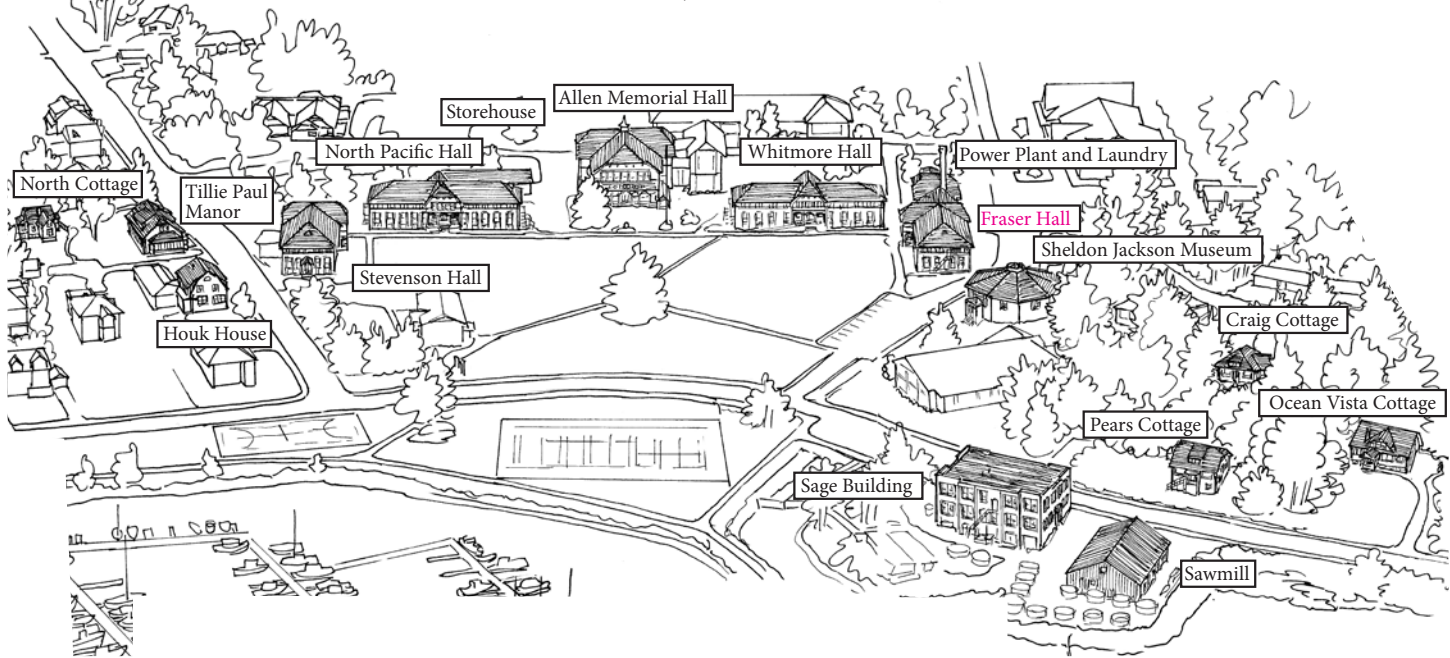


Sheldon Jackson School NHL, Heating System Design, Sitka Alaska



City of Sitka, showing location of Sheldon Jackson Campus

CONTRIBUTING BUILDINGS OF THE SHELDON JACKSON SCHOOL NATIONAL HISTORIC LANDMARK



CLG: Sitka

Project: Fraser Hall Heating System Design

Tabular Budget: Example

Historic Preservation Fund

**Directions:** First, complete the blue *Budget Details* table. If needed, add rows etc, to show calculations of proposed costs for your project.

Second, totals for each cost category in the *Budget Details* table should auto-populate the "Totals" column in the yellow *Budget Summary* table.

However, you will need to enter amounts in the 60% and 40% columns in the yellow *Budget Summary* table to show your planned 60-40 split by cost category. (See example.)

Finally, enter amounts in the pink table: *Source of Sponsor's Matching Share* . The total should at least equal 40% of your Total Project Cost (TPC) as shown in this example, cell E23.

2. Budget Summary			
Cost Category	60% HPF Grant	40% Match	Totals
Personal Services		1,400	1,400
Contractual	18,840	11,160	30,000
Supplies & Materials	2,381	1,588	3,969
Other	1,344	896	2,240
Travel: Airfare	240	160	400
Per Diem: Meals	30	20	50
Per Diem: Lodging			0
<b>Direct Costs</b>	<b>22,835</b>	<b>15,224</b>	<b>38,059</b>

x State Indirect Rate 8.5%	1,941
<b>Total Project Cost (TPC)</b>	<b>40,000</b>
Sponsor Matching Share 40% of TPC	16,000
* HPF Federal Grant Share 60% of TPC	24,000
Subtract pre-determined State Indirect	<u>1,941</u>
Potential Reimbursement to Sponsor	22,059

3. Source of Sponsor's Matching Share	
Cash Expenditures	13,824
In-Kind Contributions	
Donations & Volunteerism	<u>1,400</u>
<b>Total \$ (40% of TPC)</b>	<b>15,224</b>

1. Budget Details by Cost Category														
	Personal Services					Contract	Supplies & Materials	Other	Travel: Airfare	Travel: Meals *			Travel: Lodging	
	Base	base unit	Time Spent	Total Base	Fringe	Total Personal Serv	engineer project manager	city 8.5%, advertising		Days	Rate	Total Meals	Nites	Rate Lodging
SFAC	30.00		8	240.00		240.00	28,000.00	weatherization 3969	2040	400.00		50		0
SFAC	40.00		29	1,160.00		1,160.00	2,000.00	0	200			0		0
				0.00		0.00		0						
						0.00								
						0.00								
						0.00								
						0.00								
<b>Totals</b>				1,400.00	0.00	1,400.00	30,000.00	3,969.00	2,240.00	400.00		50.00		0.00

\* (Do Not Exceed \$25,000 for HPF Federal Grant Share.)

**Limitations:** Per HPF Manual 13-1, compensation for consultants involving HPF grants is limited to no more than 120% of a GS-15 step 10. Currently, that ceiling for Alaska is \$94.42 an hour.

Volunteer time may be valued using the *Independent Sector* rate schedule for Alaska at the following site:

[https://www.independentsector.org/volunteer\\_time](https://www.independentsector.org/volunteer_time)