

**City of Ellensburg
Landmarks and Design Commission
2022 Historic Preservation Grants Program**

Introduction

The Ellensburg City Council has developed a community grants program to be administered by the Landmarks and Design Commission (LDC). This document presents the LDC's goals and guidelines for this program, called **Historic Preservation Grants**.

The Community Grants Program was developed by City Council to support community efforts to address community needs and build the capacity of the City. Each year, the City designates 0.3% of the previous year's sales tax revenue (April 1st to March 31st) to provide matching fund grants to community groups toward making improvements in the community. When the program was developed in 2015, it was anticipated that the funds available thru the program would average \$10,000 annually. Since that time, the grant awards for historic preservation have grown from \$11,140 in 2016 to \$15,617 for 2022. Each year, the available grant funding will vary dependent on sales tax revenue from the prior year.

Grant Program Goals

- Foster public initiative and participation in maintaining National, State, and Ellensburg registers of historic places.
- Provide assistance for renovation and rehabilitation of historic properties within the City of Ellensburg.
- Develop programs to create incentives for historic preservation and provide outreach thru education and information programs.
- Provide assistance to avoid demolition of historic properties.

Types of Projects

Based upon an analysis of the LDC's purposes as set forth in the Code and in the Comprehensive Plan goals, policies and programs, the grant program will focus on projects in the goal areas listed above. Specific examples of the types of projects are as follows:

- Construction projects aimed at preserving, rehabilitating, or restoring the exterior character-defining features of structures designated as historic (or located within

an historic district), or aimed at maintaining the structural integrity of a historic structure.

- Restoration of historic murals located on structures listed on the Ellensburg Landmarks Register (or located within an Ellensburg Landmarks historic district).
- Ellensburg Landmarks Register Historic structures or properties within Ellensburg Landmarks Register Historic districts.
- Conduct surveys of historic properties to identify properties or districts with potential for listing on the Ellensburg Landmarks Register.
- Support installation of interpretive signs
- Move endangered register-eligible properties

Program Guidelines

Eligible Applicants: Owners of historic buildings, non-profit organizations, civic groups, neighborhood groups. Partnerships among individuals and/or groups will also be considered.

Eligible Sites: Non-governmental properties within the City limits. Brick and mortar projects will only be awarded to properties that are currently listed as an individual landmark, or which are within the boundaries of an Ellensburg Landmarks District, or National Register District. Other sites within the City of Ellensburg may be considered if the purpose of the grant is to survey a property seeking historic designation.

Eligible Expenses: Personnel, professional services, supplies and materials, construction costs, lodging and mileage.

Match: Matching funds are encouraged but not required for this program. If applications score similarly, preference may be given to a project proposing matching funds. The following items count as matching funds: cash, volunteer hours, and donated materials, equipment use, or professional services. Donated professional Services will be valued at the “reasonable and customary” rate. The applicant may NOT use City Staff time as a match. Any anticipated work performed by City employees of the project must be included in the total funding being requested.

Project Timeline

Application Due Dates: Applications must be submitted by **Tuesday, August 31, 2021**. Applications shall be submitted in person to the **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926** or by email: hendersons@ci.ellensburg.wa.us

Award Decisions: The Landmarks and Design Commission reviews all requests for Historic Preservation Grants at its first October meeting (the first Tuesday) and makes a recommendation to City Council. Grant awards to applicants who have received grant awards in the past will be considered, but may be given lower priority, depending on the number of requests received in any given year. Final award decisions will be made by the City Council at a regularly scheduled November Council meeting.

Project Time Limit: Projects will be awarded every year, and recipients have up to two years to complete the project.

Application Process

Project Applications: Applications must be made either on paper or electronically on forms provided by the Community Development Department. Physical address and email for obtaining forms is **Community Development Dept., City Hall, 501 N. Anderson St, Ellensburg, WA 98926**. Applications will be reviewed by City staff to determine eligibility. Only those applications that meet the grant requirements will be forwarded to the Landmarks and Design Commission for consideration.

Project Description: Please provide a detailed description of the project, including purpose, project approach, location, applicant's contact information, a summary of project costs and how the project meets the grant program goals.

Work Plan: List in chronological order the specific steps you will take to complete this project. Next to each step, identify who will be responsible for the activity and the estimated date of completion.

Budget Plan: List each resource and quantity needed to complete your project. Calculate the total cost for each resource, including tax. Next, break down the total cost of each resource by how much is applicant in-kind, applicant cash, and how much of the City's funds you will spend on this resource. Volunteer labor is valued at the standard IRS hourly rate, equipment use donations are valued at the hourly rate the equipment would be rented for and donated professional services are valued at the "reasonable and customary" rate for the services.

Review Process

Written applications are due to the Department by **August 31st** and will be reviewed by the Historic Preservation planner to determine eligibility. All eligible projects will be

forwarded to the Landmarks and Design Commission and scored using the rating form included in the application packet. Projects meeting the eligibility requirements will be moved forward in the review process, and will be expected to give an oral presentation to the Commission.

Applicants chosen must present their projects to the Landmarks and Design Commission (LDC) at its regularly scheduled October meeting on the first Tuesday. In the presentation, it will be necessary to give an overview of the project and explain how it addresses the LDC's purposes and the City's Comprehensive Plan goals, policies and programs as outlined in the application packet. The Comprehensive Plan itself is available on the City's website, with the Historic Preservation Chapter found here: <https://www.ci.ellensburg.wa.us/DocumentCenter/View/10355/Historic-Preservation?bidId=>.

The LDC will make a funding recommendation to the City Council. The application becomes invalid if the applicant or designated representative is not present at the Commission meeting to present the project. Applicants may be asked to present their projects again to the City Council.

The City reserves the right to not expend all the funds available in this program per applicable laws and policies.

Reporting Requirements and Accountability

A contract, if awarded, will be executed to outline the specific conditions of the project. All successful applicants are required to submit a mid-project report by August 15, and a final project report to the LDC by October 31, 2022. These reports should reflect the work described in the applicant's initial grant application, any diversions from the original project, lessons learned, and show photographs of the work completed. Reporting and any request for reimbursement must include all receipts of expenditure, timesheets, volunteer sign in, and all other supporting documents that pertain to reimbursement requests.

**City of Ellensburg Community Development Department
2022 Historic Preservation Grants Program
Project Description**

Project Information (Attach additional sheets as needed)

Description of the project (please be as detailed as possible). A separate page may be attached to provide a more in-depth narrative:

Does this project involve a property listed on the Ellensburg Landmarks Register? If not, please specify if the subject property is proposed for nomination. If the property is not listed on the Ellensburg Landmarks Register, please describe how the project meets the goals of the grant program:

Contact Person

Name:

Organization Representing:

Contact Address:

City/State/Zip:

Phone **(two numbers preferred)**:

E-mail:

Project Cost

Amount Requested from the City: \$

Cash Amount from Applicant: \$

“In-Kind” Amount from Applicant: \$

Cash from other Sources: \$

Please list other sources:

Total Project Cost: \$

**City of Ellensburg Community Development Department
Historic Preservation Grants Program - Budget Plan**

| 1. Personnel | | | | |
|---------------------|------------|---------------------|----------------|-----------------|
| Item | Total Cost | Applicant "In-Kind" | Applicant Cash | Requested Grant |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub Total | \$ | \$ | \$ | \$ |

| 2. Supplies/Equipment Materials | | | | |
|--|------------|---------------------|----------------|-------------------|
| | Total Cost | Applicant "In-Kind" | Applicant Cash | City's Cash Match |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub Total | \$ | \$ | \$ | \$ |

| 3. Professional Services | | | | |
|---------------------------------|------------|---------------------|----------------|-----------|
| Item | Total Cost | Applicant "In-Kind" | Applicant Cash | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Sub Total | \$ | \$ | \$ | \$ |

| Project Total | Total Cost | Applicant "In-Kind" | Applicant Cash | Requested Grant |
|----------------------|-------------------|----------------------------|-----------------------|------------------------|
| | | | | |

Notification Process

Notice will be published in the Ellensburg Daily Record.

Notice will be mailed to previous applicants from the past five years.

Notice will run on the City's website (www.ci.ellensburg.wa.us).

Landmarks and Design Commission Purposes

Comprehensive Plan Goals/Policies/Programs

Create and maintain landmark registers

Historic resource inventory

HP-1 A1

Ellensburg landmarks register

HP-1 A1, HP-2 A7

Review citizen nominations to ELR

HP-1 A1

Submit nominations to WA & National Registers

HP-1 A1, A2

Review proposals to alter (including signage) or demolish landmarks

Adopt standards to guide review & COA issuance

HP-1 A2, A4, HP-2 A8, HP-3 B1

Advise DCD on development proposals affecting historic resources

HP-2 A6, A8

Compile resources to assist in avoiding demolition

HP-1 A4, HP-2 A1, A4, A9, HP-4 A1

Consider proposing a property maintenance ordinance

HP-1 A3

Create incentives for historic preservation

Develop incentive programs for reuse and redevelopment

HP-2 A1, A2, A3, HP-3 A1, HP-4 A1, A2

Investigate funding sources for preservation & heritage tourism

HP-2 A2, A3, HP-5 A1

Review requests for special valuation of historic properties

HP-2 A2

Outreach and advice

Advise Council on city activities affecting historic resources

HP-2 A6, A9

Advise Council generally on historic preservation & heritage tourism

HP-3 B3, HP-5 B1

Establish relationships with nonprofits & other governments

HP-2 A5, HP-4 A1, HP-5 A1

Provide info to historic property owners on maintenance & rehab.

HP-1, A5, B1, B2, HP-2 A8, HP-3 A2, B1

Conduct educational and interpretive programs

HP-1 A5, B2, B3, HP-2 A5