

May 2, 2024

The HISTORIC PRESERVATION COMMISSION met in the Bell Building Upstairs Conference Room at 215 "D" Street. Chair Boots called the meeting to order at 10:02 a.m.

I. CALL TO ORDER

COMMISSIONERS PRESENT: Leah Boots, Chair; Dennis Ohrtman; Bob Reitz; Tamara Berlik; Ed King (at 10:06), Vice Chair; Laurinda Riggs; Greg Follett;

COMMISSIONERS EXCUSED: Kayleigh Philippi; Lisa Hasenøehrl;

STAFF MEMBERS PRESENT: Katie Hollingshead, Assistant Planner; Aaron Butler, IT;

CITY COUNCIL LIAISON PRESENT: Kasee Forsmann (at 10:20 am)

GUESTS: None

II. CITIZEN COMMENTS

None.

III. NEW BUSINESS

1. APPROVAL OF APRIL 4, 2024 REGULAR MEETING MINUTES

Commissioners Follett and Berlik moved and seconded, respectively, to approve the April 4, 2024 Regular meeting minutes. The motion passed 6-0 (Commissioner King arrived after the vote).

2. CERTIFICATE OF APPROPRIATENESS - WEST END HISTORIC DISTRICT, AN APPLICATION BY BRIAN POPE OF NORTHWEST CHILDREN'S HOME FOR WINDOW SIGNAGE AT 704 MAIN ST:

Staff Hollingshead reviewed the application submitted for the Commission and presented an updated version of the proposed window signs with a white privacy film and turquoise signage lettering. The Commission reviewed the total square footage of the two display windows and the proposed size of the window signs. Chair Boots walked the Commission through the West End Historic District Design Guidelines worksheet. The Commission found that the project complied with guideline L-5, and that all other guidelines did not apply to the project. Commissioner Ohrtman moved to approve the Certificate of Appropriateness for window signage

at 704 Main Street and Commissioner King provided the second. The motion passed 7-0.

IV. OLD BUSINESS

1. ORCHID AWARD 2024 NOMINATIONS:

Staff Hollingshead presented a nomination prepared by Commissioner Riggs for 428 5th Street. The Commission reviewed the nomination and discussed the work done on the house after it had been partially destroyed by fire in August of 2021. Commissioner Riggs motioned to approve the nomination for 428 5th Street under the category of Contribution to Historic Preservation, Commissioner Ohrtman provided the second. Motion passed 7-0.

2. ORCHID AWARD SET UP AND PROGRAM:

Staff Hollingshead asked for a volunteer to MC the event since Chair Boots was unable to attend. Commission Ohrtman stated he could act as MC and asked staff to forward the nominations and additional information the Mr. Branting had provided so that he could make notes for talking points.

Staff Hollingshead asked the Commissioners to arrive at 10 am to help with the set up of tables and chairs at the Territorial Capital Replica Building on the day of the event. Staff reviewed the other items for the day of the event.

V. COMMISSIONER COMMENTS:

Commission Riggs asked if Garry Bush had ever been recognized for an Orchid Award and staff and other Commissioners confirmed that he had in the past.

Commissioner Ohrtman brought up the plaques project that the Commission had completed last year and how the Commission might get more people to know about them and utilize them. The Commission discussed different ideas that might get people downtown to see the plaques and other downtown events that could be utilized. Chair Boots asked staff to put the Priorities Plan on the June agenda so that the Commission could look at their work plan and come up with what they would like to work on next, Chair Boots also asked about grant applications that might be coming open and if staff could bring that information so that the Commission could consider projects that would qualify for grant funding.

Commission Ohrtman provided an update on the Liberty Theater and stated that Certificate of Appropriateness applications will most like come in front of the

Commission in the coming months as the Liberty Theater Preservation Alliance works through the design for the marquee with the architect.

VI. COUNCIL LIAISON COMMENTS:

Council Liaison Forsmann stated she has been sharing about the Orchid Awards at Council meetings and would share again at the May 6, 2024 worksession.

VII. STAFF-COMMISSION COMMUNICATIONS:

Staff Hollingshead reminded the Commission of the regular June 6, 2024 meeting and again reminded the Commission of the Orchid Awards on May 11, 2024 and to arrive at 10 am to assist with the set up.

VIII. ADJOURN

There being no further business, Commissioners King and Berlik moved and seconded, respectively to adjourn the meeting of the Historic Preservation Commission at approximately 10:59 a.m. Motion passed 7-0.

RESPECTFULLY SUBMITTED,

Katie Hollingshead
Recording Secretary

Chairperson or Acting Chairperson
Historic Preservation Commission

Approved this _____ day of _____, 2024.

FY2024 HPC Priorities Plan

Commission Priorities

Goal #1: Protect the City's Historic and Cultural Resources.

The City of Lewiston has codes and standards crafted specifically for maintaining the unique characteristics of the community. Code enforcement and HPC help to guide historic property owner's efforts in preservation, and in making appropriate modifications to the exteriors of historic properties.

1. EDUCATION

Goal #3: Inform and engage the people of Lewiston to better integrate historic preservation for the education, enjoyment, and welfare of the community.

a. General

1a. Provide a tool for incoming city council members to gain a strong understanding of the role historical preservation has in City of Lewiston properties. (Actionable: Provide a brief presentation or packet of information to city council members, especially incoming or new council members, detailing the code requirements, process, and importance of being a spokesperson for historical preservation in the City of Lewiston. Create a presentation video.) Policy 3.1 Elected Official Engagement. Incoming elected officials should be invited to participate in an orientation session that includes a presentation on the role of the HPC and its responsibilities.

2a. Encourage people to attend and bring up questions during public comment at HPC meetings. If items mentioned during public comment merit HPC discussion, consider them during "Commissioner Comments" in the meeting's agenda and potentially include them as a future agenda item.

3a. Ask City Council to declare May as "Historic Preservation Month" which is a nationwide effort.

4a. Look for ways to enlarge the audience for historical preservation ideas to affect the community in a positive manner.

Communicate annually with owners of properties by means of an annual mailing (or door hangar) which summarizes the Lewiston historic preservation program, and limitations on changes which can be made to buildings without formal review and approval.

Promote available resources, such as The Design Guidelines for the Lewiston West End Historic District, The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings, and the Preservation Briefs technical leaflet series.

5a. Develop a list of frequently asked questions and post on the HPC webpage.

Expand preservation information on the City website to include info valuable to commercial property owners. The site now leans favorably towards owners of single family residences. Include welcoming language which invites public participation in historic preservation and attendance at HPC meetings.

Comment section for public to ask questions.

Develop an email list, starting with citizens who responded to the Historic Preservation Survey, and send periodic (monthly or quarterly) short messages with timely preservation-related information.

6a. Develop a reference library for exterior improvements

A resource list might include contractors who are familiar with historic construction methods, stucco repair, window rehab, masons, blacksmiths, etc., or preservation architects, or accountants who are familiar with federal tax credit projects.

Develop an outreach for local construction contractors which identifies the type and extent of work for which a Certificate of Appropriateness is required.

7a. Add a link to the Building Official and Fire Marshall for building and fire code requirements.

8a. Add information about financial incentives available. Add a link to tax incentive information.

9a. List Historical Registry Properties on website. List Historically significant properties. Collect histories of individual properties for the benefit of the Community Development Department, the Nez Perce County Historical Society, and the main branch of the Lewiston library.

Owners of businesses located in the historic district should be encouraged to lean on the historic character of the property in the advertising and marketing campaigns.

10a. HPC sponsor speakers on interesting subjects related to Historical preservation or the History of the area.

Several HPC members mentioned having a special annual community event that formed the basis of citizen involvement. These annual events tend to be far larger than the staff of HPC can manage. However, if elevated to the city sponsored event, the responsibility of planning falls on many shoulders.

b. Realtors

Policy 3.3 Civic Transparency

Understanding that historic properties will change hands, the City should work to increase transparency in the property transaction process so that potential purchasers understand the implications of ownership of a historic property.

1b. Provide more educational opportunities for real estate professionals, prospective buyers, etc to understand the importance of protecting historical properties in the City of Lewiston. (Actionable: Provide/distribute a flier explain the importance and requirements of historical preservation at open houses, especially ones that are located in the Normal Hill Heritage Overlay zone or West End Historic District.)

Create a brochure for use by local real estate agents during historic house showings. Language for this could be similar to the Enriching the Future with Lewiston's History. Reaching out regularly/annually to area realtors and title companies to inform them of historic boundaries, the impacts of a register listing, and incentives available to purchasers/owners of historic properties (such as the Federal Tax Credit program for income producing properties).

2b. Plan a seminar on the Certificate of Appropriateness process and invite those people who have gone through the process to attend and provide their feedback.

Policy 2.2 Engagement

The City should encourage citizens who have gone through the Certificate of Appropriateness process to give feedback, including advice to new applicants.

Identify one or more community members who have had positive experiences with the Certificate of Appropriateness process who might be willing to advise or mentor new applicants.

Policy 1.1

The City should expand property maintenance and code enforcement activities, particularly in relation to historic properties.

- A. Targeted communications with property owners, business owners, and residents inside historic districts to encourage compliance with existing property maintenance codes.
- B. Outreach to property owners who live outside the Lewiston area to emphasize the benefits of regular maintenance, including increased property values.

Policy 1.2

The City should look for opportunities to support owners of historic properties by means of financial incentives, streamlining permitting and design review processes, and maintaining a list of resources available.

- c. Commercial Building Owners in West End Historic District
 - C1. Plan events for building and business owners to share what Historic Preservation Commission actions are “real” or “perceived” with discussion of specific areas where the Commission input does not impede either construction or remodeling.
 - C2. Add information to the city website regarding commercial buildings in the West End Historic District and remodeling/construction/certificate of appropriateness rules.
 - C3. Incentivize reusing historic buildings by offering monetary incentives. Reduce costs the city has control over such as reduction in permit fees and city utility hook-up fees.
 - C4. Gather information about federal tax incentives for historic properties to distribute to property owners to make them aware of already existing programs to help defray cost of rehab/preservation efforts. City staff and HP Commissioners should promote the use of Historic Preservation Tax Incentives offered by the Idaho SHPO and the National Park Service.
- d. Residential Building Owners in the Normal Hill Heritage Overlay Zone
 - D1. Consider a city grant program to help Normal Hill Overlay homeowners with exterior preservation costs. Work with Grant Manager to develop criteria and thresholds, determine where funding would come from. Grant program would need City Council approval. The City could consider creation of a low-interest commercial revolving fund to help defray extraordinary costs associated with meeting appropriateness standards or making façade improvements, or a no-interest residential revolving fund to help homeowners rehab historic wood windows rather than replacing them with modern vinyl units. The funds would not be used to pay for the project entirely, but could bridge the financial gap between modern replacements and appropriate rehabilitation. The funds could be resupplied over a specified time, or forgiven on a case-by-case basis as new funding becomes available.

2. ONGOING HISTORIC PRIORITIES

Policy 1.3

The City should recognize and promote praiseworthy efforts to beautify Lewiston and make the community more livable, particularly in the West End Historic District and Normal Hill Heritage Overlay Zone.

- a. This could include a series of social media posts aimed at discussing the benefits of protecting historic character, such as increasing property values, or recognizing the value of embodied energy when it comes to preserving the original building materials.
- b. **Orchid Awards**
Policy 3.5 Promote Heritage Tourism: The City shall support efforts to develop and expand heritage tourism as an economic driver.
Policy 3.6 Recognize Excellence: The City shall encourage cultural resource protection through recognition of individuals, organizations and advocacy groups whose efforts exemplify excellence in the field of historic preservation.
- c. The HPC should actively seek nominations year round for new honorees. HPC members are encouraged to advance local award winners to Preservation Idaho for statewide recognition where appropriate.
- d. Pairing a well-publicized community event with the Orchid Awards would cause the Awards to increase credibility and visibility.
 - i. **Signage**

Improve signage, standardize signage design, install new signage where needed, and repair or replace signage that is nonconforming.

Encourage property owners to install plaques recognizing historic properties, where appropriate.

Policy 3.4 Property Owner Engagement

The City shall promote recognition of historic properties by means of signage, storytelling and public recognition of successful preservation projects.

- a. Encourage owners of historic properties, whether they be residential or commercial, to learn best practices for the care and preservation of historic properties.
- b. Educate property owners on the incentives for good stewardship of their properties.
- e. **Plaques**
 - i. **Policy**
 - ii. **Purchase**
- f. The City of Lewiston should work with Code Enforcement and the HPC to incentivize positive behaviors through recognition of praiseworthy efforts to beautify Lewiston and make the community more livable.
- g. Review HPC website annually to make updates

3. IDENTIFICATION OF HISTORIC PLACES AND BUILDINGS

- a. **Nominations to the National Register**
A1. Engage building and business owners in the historic districts or in areas of future historic designation in a dialog to reveal benefits and obligations of current codes, remodeling guidelines, and possible decisions by governmental agencies that could impact them.

4. RESTORATION POSSIBILITIES

- a. **Capital Projects for City owned properties**
 - i. **Carnegie building**

- ii. Towers

- b. Restoration project of steps and pathways between Historic Downtown and Normal Hill

5. EDUCATION FOR COMMISSION AND STAFF

Policy 3.2 Historic Preservation Training

Ongoing professional development should be provided for CLG staff and Historic Preservation Commissioners in preservation goals, processes, standards and best practices.

Host periodic Cultural Resource Training with subject matter experts as cadre including members of the Nez Perce Tribe, Idaho SHPO, and advocacy groups such as Preservation Idaho.

Seek Idaho CLG funding for HPC members and Community Development staff to attend historic preservation conferences and trainings on a regular basis, including Preservation Idaho's annual conference.

The HPC should take the lead on discovering and educating the public on how to take advantage of Green Deal tax breaks and tax credits for energy-saving retrofits that are appropriate for historic properties.

- a. Commission involvement in National/State Conferences
- b. Reports to City Council – January/February and September/October
- c. New Commissioner Orientation
 - i. Make readily available the folder, "Enriching the Future with Lewiston's History"
 - ii. Host family education events throughout the year.

6. BUILDING PARTNERSHIPS

Goal #2 Promote Historic Preservation by developing mutually beneficial partnerships with local communities and advocacy groups whose values and interests align with the City's in the areas of heritage, arts and sustainability.

Build relationships with organizations to advance Historical Preservation

- i. BDL
- ii. Nez Perce County Historical Society and Museum
- iii. LCSC
- iv. Liberty Theater
- v. Realtor Association
- vi. Nez Perce Tribe
- vii. Visit Lewis Clark Valley
- viii. Lewis Clark Valley Chamber of Commerce

Policy 2.1 Consultations

The City should recognize Lewiston's historic and cultural roots by expanding respectful interaction with the Nez Perce Tribe and the Nez Perce County Historical Society.

Identify one of more staff members or elected officials to coordinate communications between city staff and tribal staff.

Initiate a regular quarterly meeting with representatives of local advocacy groups to informally discuss items of mutual concern or interest. This could take the form of a brown bag lunch, alternating locations each quarter.

7. SIDEWALK VAULTS

- a. Education
 - A1. Pull owners of buildings with vaults together to hear their concerns and hopes for vault usage, upkeep or demolition.

- b. Progress Completion of Inventory
- c. Collection on the Historic Significance on vaults
- d. Educate/Document Historical Usage
- e. Preservation and Education Efforts

I. General Qualifications And Requirements

The Certified Local Government grants are **only** available to city and/or county governments which have been designated as CLGs; other organizations and non-CLG communities are not eligible to apply. Communities wishing to pursue CLG status should review the Idaho CLG Program Handbook for information on the processing of becoming a CLG.

To receive funds under the CLG program an applicant must:

1. Be a Certified Local Government in good standing under the procedures set forth in the Idaho CLG Program Handbook;
2. Submit a complete grant application that describes an allowable project under the regulations of the National Park Service;
3. Propose expenditures and have sufficient match (cash and/or in-kind) that are reasonable and necessary to carry out the project. These must be allowable under NPS regulations and be identified in the application;
4. Have adequate financial resources for performance, the necessary experience, organization, technical qualifications, and facilities; or a firm commitment, arrangement, or ability to obtain such;
5. Be able to comply with the proposed or required completion schedule for the project;
6. Have a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts;
7. Have an adequate accounting system and auditing procedures that provides effective accountability and control of property, funds, and assets sufficient to meet needs and audit requirements;
8. Maintain federal procurement standards;
9. Conform with debarment, civil rights, equal employment opportunity and labor law requirements of federal grants; and
10. Be otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

Limitations And Conditions:

1. The CLG grant funds are disbursed to the local government on a reimbursement basis, and only after a properly documented billing has been submitted to the SHPO. This means **the CLG will be responsible for the initial cash outlay for expenses**, which will be reimbursed upon the completion of the project and acceptance of the SHPO.
2. Reimbursement will be made only for cash expenditures up to the amount specified in the Memorandum of Agreement (contract). See Chapter VII for more details.

3. Grant funds shall be expended only on the activities described in the approved CLG grant application and included in the Memorandum of Agreement. Substantial changes in the scope or budget of the approved application can be made only after the SHPO receives and approves a written request for amendment from the CLG. The written approval from the SHPO must be received by the CLG at least thirty (30) days before the changes in the project can be effected.

The CLG must notify the SHPO in writing of significant problems, delays, or adverse conditions that materially affect planned performance.

4. All funds allocated to a participating CLG must be matched by the CLG on a 50/50 ratio. Cash or in-kind donations may be used for the CLG's matching share. See Chapter V for further explanation of match requirements.
5. The CLG grant funds will be paid only to the local government by the SHPO. The SHPO will not pay funds directly to a subcontractor of the CLG.
6. If at any time a determination is made by the SHPO that the grant participant has failed to provide acceptable services or products outlined in the approved grant agreement or has misrepresented services and products, cancellation of the agreement may result and legal steps may be taken to recover federal funding already disbursed. CLGs are **strongly** encouraged to work closely with the SHPO throughout an approved grant project to prevent any such issues.

II. Types of Projects

Certified Local Government grant-funded projects should involve activities which further the goal of historic, archaeological, and/or cultural resource protection, including identification, evaluation, and registration. Additionally, CLG grant-funded projects must be connected to the National Register of Historic Places in some way. This may include: surveys to determine potentially eligible buildings or districts; training for Historic Preservation Commission members and/or the general public in how to properly preserve National Register-listed properties; stabilization or repair of a National Register-listed building; or other similar projects related to the National Register of Historic Places. CLGs are strongly encouraged to consult with SHPO staff before submitting an application to ensure that the proposed project furthers the goals of the National Register of Historic Places program.

Typical projects might include surveys of local resources; evaluation and recognition of local historic properties; the development of a comprehensive community historic preservation plan; publications and lectures regarding historic preservation issues; development of design guidelines for downtown building owners or residential neighborhoods; and providing training and education to historic preservation commission members, city/county staff, and/or members of the public.

The State Historic Preservation Office is available and happy to assist CLGs in identifying their specific needs and in developing acceptable projects to address those needs. CLGs are strongly encouraged to consult with SHPO staff before they submit any application.

Surveys and Nominations

Survey projects identify and record information about properties and sites in a given geographic area or on a specific theme (e.g. – post-WWII resources, historic barns, or travel lodges), and determine those properties' potential eligibility for listing in the National Register of Historic Places. Surveys must result in the completion and submission of Idaho Historic Sites Inventory (IHSI) or Archaeological Survey of Idaho (ASI) forms.

Nomination projects result in the preparation and submission of a completed nomination to the National Register of Historic Places. Nominations can be for individual properties/objects, sites, or districts. District nominations cannot be done without a previous survey having been completed and accepted by the SHPO.

Another eligible Survey/Nomination project is a Multiple Property Documentation (MPD). Multiple Property Documentation projects are intended to provide a basis for evaluating related properties for National Register eligibility, and are typically used to nominate and register thematically-related properties simultaneously or to establish the requirements for properties to be nominated in the future.

All surveys and nominations funded by CLG Grants must be conducted by individuals meeting the appropriate Secretary of the Interior's Professional Qualification Standards.

Historic Preservation Plans

The development or updating of a local Historic Preservation Plan is strongly encouraged for many Certified Local Governments, especially if the Historic Preservation Commission does not receive much staff or financial support. A local Historic Preservation Plan can help Historic Preservation Commissions focus and

prioritize their efforts and can provide the commission guidance on future CLG Grant applications. Historic Preservation Plans are a common playbook for historic preservation in a community. They provide the historic preservation commission, elected officials, and the community as a whole direction and support for their preservation efforts. Historic preservation plans also offer communities the opportunity to take a critical look at their historic preservation program and efforts, and help identify a community's strengths and areas which need improvement, and will serve as a guiding document for the years to come.

A good historic preservation plan will also provide guidance and suggestions for potential future grant projects for the community to pursue. Communities without a current historic preservation plan, or with a historic preservation plan that is more than about 5 years old, should consider applying for funds to have a new historic preservation plan developed.

The development of context studies for specific topics (such as the growth of the timber industry in a particular area) is another possibility for historic preservation planning projects.

Workshops and Training

Workshops and training projects can be for members of the public, city staff, and/or members of the historic preservation commission to aid them in carrying out the goals of the National Historic Preservation Act and advancing the National Register of Historic Places. Often, this can involve bringing in subject matter experts or preservation organizations, such as the National Alliance of Preservation Commissions' *Commission Assistance and Mentoring Program* (CAMP). Alternately, training may take the form of city staff and/or commission members attending educational conferences, such as the Idaho Heritage Conference. Generally, local or regional opportunities, which have more direct applicability to Idaho's CLGs, will be given priority over larger national opportunities which have less direct impact of Idaho's historic and cultural resources. Funding priority will be given to workshops or training opportunities which have a clear and tangible benefit to the attendees.

Design Guidelines and Other Administrative Tools

Design guidelines are an important part of ensuring that local resources are preserved and protected correctly, and help provide guidance both to the historic preservation commission and to property owners on appropriate treatments for historic properties. Design Guidelines help to ensure that historic properties, and especially those listed on the National Register of Historic Places, are being preserved in accordance with the appropriate Secretary of the Interior's Standards. Other tools might include the development and implementation of databases or other digital tools for improving administration of the preservation program and historic resources, or hiring a professional to evaluate a National Register-listed property and develop a plan for its rehabilitation and provide recommendations for redevelopment opportunities.

Publications and Marketing Materials

These projects include things such as walking/driving tour brochures or mobile apps, calendars, and other promotional materials. Publications and marketing materials **must** be focused on National Register-listed resources. CLG Grant funds cannot be used for signage or memorial plaques.

Acquisition and Development

Under certain limited circumstances, CLG Grant funds can be used to help a historic preservation commission purchase or rehab a National Register-listed property. Proposed acquisition or development projects will only be approved when the Certified Local Government can demonstrate an immediate and severe need (e.g. – imminent demolition or severe deterioration). CLGs **must** consult with SHPO before submitting an application for an acquisition or development project. Acquisition and development projects have additional requirements, which are in Chapter III.

Unallowable Projects

Under Federal regulations associated with the Historic Preservation Fund, which is the source of the moneys for the CLG Grants, there are some limitations on what kind of project can be funded. The following are examples of some projects which are not eligible for funding through the CLG Grant program. This is not necessarily an exhaustive list, so CLGs are strongly encouraged to speak with SHPO staff before submitting a CLG Grant application to ensure that all of the proposed elements of the project are eligible for funding.

- The writing and printing of walking tour brochures that do not contain properties listed on the National Register of Historic Places. In addition, tours that highlight demolished properties are not eligible.
- Development projects or preparation of planning documents for buildings or sites **not** listed on the National Register.
- Direct assistance, construction repair costs, or acquisition costs for active religious institutions or properties are not allowable costs or matching share for HPF grants. Predevelopment costs such as architectural plans and specifications or condition assessments are allowable.
- Fundraising efforts, including publications soliciting donations.
- The purchase of desks, office equipment, or other capital expenditures.
- Erection of signs (except for signs associated with "bricks and mortar" grants).
- Projects that do not meet the Secretary of the Interior's Standards.
- Projects that create and manage archives and collections.
- Inventories and/or restorations of cemeteries.

Idaho SHRAB Regrant Program

GRANT GUIDELINES

Application deadline is April 28, 2023.

Grant Purpose:

The Idaho State Historical Records Advisory Board (Idaho SHRAB) provides grants to support projects that preserve and increase online access to Idaho's historical records; develops and promotes archival and records management best practices; and supports work that connects people to primary sources in their communities and online. These grants are made possible by funds received from the National Historical Publications and Records Commission (NHPRC), which Idaho SHRAB is then able to regrant to governments, repositories and organizations around the state.

WHO SHOULD APPLY

Grant Amounts and Match:

Each award has a required one-to-one match, by cash or in-kind. Grant awards are available for up to \$3,000 per project.

Eligible applicants:

To be eligible to receive a grant from the Idaho SHRAB, you must:

- Obtain a Unique Entity identifier (UEI). If you do not already have a UEI, please visit: <https://sam.gov/content/home>. Note UEI can take up to 60 days to obtain and must be in place if application is funded. There is no charge to obtain UEI.
- Be an Idaho non-profit organization 501(c) (3), state agency, tribal, city or county government. Federal agencies are not eligible but may partner with an eligible organization.
- Acknowledge that the Idaho SHRAB is not liable for lost or damaged material submitted with your grant application.
- Allow the Idaho SHRAB to duplicate or republish materials submitted with the grant application for purposes of the selection process.
- SHRAB members are **not** eligible for grant awards.

Grant funds cannot be used for the following:

- Lobbying
- Fund raising
- Bad debts
- Fines and penalties
- Losses on other awards
- Unnecessary travel costs
- Contributions and donations
- Entertainment
- Certain depreciation or use allowances
- To fund projects started prior to award notification or completed after November 30, 2023
- Only one application per institution per grant cycle

Eligible projects/expenses:	Ineligible projects/expenses:
Consultant fees: Individuals recruited to provide specialized services such as planning, training, program development and facility assessments.	Personnel: Costs for existing, full-time staff positions or overtime hours.
Supplies: Materials, such as acid-free boxes or other justified archival supplies.	Capital Improvements: Costs for the construction or renovation of any building, the purchase of land, or the rental of space.
Contracted Services: Microfilming, photo-reproduction, or similar professional services.	Collection Development: Costs for purchasing materials to be added to collections, such as books, maps, manuscripts, photographs, etc.
Travel Expenses: Only for travel that is essential to achieve project goals. All travel related items will be subject to the Idaho State Travel Policies and Procedures in accordance with Idaho Code: https://www.sco.idaho.gov/LivePages/state-travel-policy-and-procedures.aspx . Consultant travel and other reimbursable expenses should be included with consultant fees.	Training: Expenses for training or staff travel to professional meetings, seminars, and workshops that are not essential to achieve project goals.
	Equipment: Costs for the purchase of equipment, such as office furnishings and file cabinets.
	Services: Costs for service contracts for equipment purchased as part of the grant project.

HOW TO APPLY

Application Packet:

Complete the application packet located on website:

- ☐ Idaho SHRAB Grant Application Cover Sheet and Project Narrative
- ☐ Idaho SHRAB Grant Budget Form
- ☐ Assurances Form
- ☐ Lobbying Disclosure

Additional application requirements:

- ☐ Organizational acknowledgement letter (see below)
- ☐ Form W-9

Organizational Acknowledgement:

In order to document the organization's knowledge and support, a support letter signed by the organization's Executive Director is required.

Information to Assist in Preparing the Grant Application:

The applicant should indicate the benefits to the Idaho historic records community. For

example, if submitting a proposal to attend or present at an out-of-state event, explain how the knowledge gained will be shared with the Idaho community (in-person and/or online presentation, publication, etc.).

Application Process:

Submit the grant application by email to david.matte@ishs.idaho.gov or mail to:

Idaho State Historical Society
Attn: David Matte
2205 Old Penitentiary Road
Boise, ID, 83712- 8250

The application must be signed and include all supporting documentation to be considered.

Any changes to the original application shall be submitted immediately to the Idaho SHRAB Coordinator David Matte to either of the addresses listed above. The SHRAB Coordinator must approve any changes/amendments. These changes must be submitted in writing or via email and prior to the application deadline.

WHAT APPLICANTS CAN EXPECT NEXT

The Idaho SHRAB Review Criteria:

The Idaho SHRAB will review and evaluate all applications and supporting documentation received by the deadline, as described in the application form and these guidelines. The Idaho SHRAB may award all or none of the funds requested.

In determining whether an applicant shall receive a grant, some of the criteria that the Idaho SHRAB will consider include:

- Will the project identify, preserve and/or make accessible significant Idaho historical records?
- Will the project increase the archival knowledge and/or skills of archivists and other historical record custodians?
- Does the applicant indicate how the project will be shared with the Idaho historic records community?
- Will the project institute and/or encourage sound archival practices?
- Are the proposed activities and expenditures appropriate and cost effective?
- Does the submitted proposal adhere to regrant project application requirements and does it contain sufficient information for the Idaho SHRAB decision-making?
- Has the applicant submitted accurate financial information and do the financial projections seem realistic enough to allow for successful completion of the project?
- Does the project support the mission, goals, and objectives of the Idaho SHRAB?
 - The mission of the Idaho SHRAB is to serve as an advocate for the creation, preservation, dissemination, and use of information that accurately chronicles the people and institutions of Idaho, both public and private.

HOW TO COMPLETE THE GRANT

Meet the Funding Match:

If you receive a grant award, you must match it with the same amount in the form of cash or in-kind. In-kind match is typically the market value of contributed labor, services, or supplies. The current value for Idaho, as set by the IndependentSector.org. is \$24.24 per hour.

If a professional volunteers their time doing the type of work they normally do for pay, that professional's hourly rate can be used. Example: an electrician volunteers to install lights in new exhibit cases, their professional per hour rate is appropriate. Alternatively, if the same electrician volunteers to do work that is not electrical, the \$24.24 per hour rate is appropriate.

Cash match is any funds outside of the grant award used for the project.

State Requirements:

All recipients must comply with the requirements of the Attorney General of the State of Idaho and fiscal processes of the Office of the Idaho State Auditor.

Audit:

Recipients of the Idaho SHRAB funds are subject to audit by the State of Idaho. All documentation must be kept on file for three (3) years following completion of the project. This includes all documentation on match funds and in-kind contributions.

Taxes:

The Idaho SHRAB is not liable for any tax liability. The recipient shall pay all taxes and other such amounts required by federal, state and local law, including but not limited to federal personal income taxes, social security taxes and sales taxes.

Acknowledging SHRAB and NHPRC:

Any published materials, radio and TV announcements created by the awardee in conjunction with this grant award are required to include the following credit: **"Supported in part by an award from the Idaho State Historical Records Advisory Board, through funding from the National Historical Publications and Records Commission, and the National Archives and Records Administration."**

Idaho SHRAB strongly encourages use of the NHPRC logo. The logo is available on the NHPRC website: <http://www.archives.gov/nhprc/about/logo.html>.

Grant Extensions:

An extension MAY be granted by the Idaho SHRAB if the project and/or final documentation is not complete by the posted due date. A written request must be submitted 60 days prior to the project deadline to be considered. If the project and final documentation are not completed by the end date and an extension request has not been received and/or approved by the Idaho SHRAB, the funds may be rescinded and reallocated to other use.

Final Reporting:

All recipients must submit the following four (4) items upon completion of their project:

1. A copy of any final finding aids, manuals, guides, forms or other materials resulting from the project.
2. A final narrative report showing the results and benefits of the project. This report should be no longer than two pages.
3. A one-page final budget report. This budget should outline all funds received for the project as well as actual expenses and all match reporting. Template provided to all grant recipients when grant is awarded.
4. A reimbursement invoice for the total amount requested and all supporting receipts and documentation. Template provided to all grant recipients when grant is awarded.

All completed final documents to be submitted before November 30, '2023 to the Idaho SHRAB via email at lyn.moore@ishs.idaho.gov or by mail to:

Idaho State Historical Society
Attn: Lyn Moore
2205 Old Penitentiary Road
Boise, ID, 83712- 8250

Fund Reimbursement:

Payment shall be made at the end of each project to reimburse all eligible expenses up to but not exceeding the grant award. Payment will be processed when all final documents have been received, reviewed and approved.

CONTACT US

For more information, please contact the Idaho SHRAB Coordinator:

David Matte, Coordinator
Idaho State Historic Records Advisory Board
2205 Old Penitentiary Road
Boise ID 83712-8250
208.514.2328
david.matte@ishs.idaho.gov



The Idaho State Historical Society (ISHS) is a trusted guide through the state's history and how it has shaped every aspect of our lives — our land, our communities, our government, and our people. The purpose of the Community Enhancement Grant (CEG) is to support historical organizations in their efforts and projects focused on preserving and interpreting the history of Idaho.

Maximum Funding Request: \$2,500. A dollar-for-dollar match of the funds is required.
(Match can be in the form of cash or in-kind.)

Matching Funds Requirement

ISHS requires a dollar-for-dollar match from all grant recipients. Example: if an organization receives a grant for \$1,000, their match requirement is \$1,000, for a total grant amount of \$2,000. Additional match can be provided by the grant recipients if available and is very much appreciated by ISHS.

Match may be in the form of in-kind or cash. In-kind match is the market value of contributed labor, services, or supplies. General volunteer work for writing exhibit label copy, administering a grant, or other activities related to the project is calculated at the current value for Idaho as set by the IndependentSector.org rate of \$30.12 per hour. Professional volunteers' time is calculated at the actual rate of pay. Example: if an electrician volunteers to install exhibit lighting, the rate used is the electrician's regular hourly rate. If that same electrician volunteers to build an exhibit case, the volunteer hourly rate of \$30.12 is appropriate. Example of a cash match: organization receives a \$1,000 grant for a fireproof safe costing \$2,000. The organization contributes an additional \$1,000 out of organization funds toward purchase which can be counted as cash match.

Projects ISHS Cannot Fund

- Cash prizes
- Website maintenance and hosting costs
- Land acquisition
- Building construction, demolition or removal
- Long-term leasing of real property
- Infrastructure needs (roofs, roads, sewers, sidewalks, etc.)
- Retroactive projects
- ISHS fees (microfilm duplication, etc.)

Examples of Acceptable Grant Projects

- Exhibits
- Publications/brochures and website development (ongoing website maintenance and/or hosting costs are excluded)
- Purchase of supplies and equipment (computers, audio/video/camera equipment, software, conservation materials, archival materials, storage shelving)
- Educational programs (symposia, curriculum development, teacher workshops, speakers, programs, traveling trunks)
- Oral/video history projects
- Design and construction of outdoor interpretive signs, kiosks, and exhibits (must comply, if appropriate, with city, county, state, and/or federal signage regulations, including environmental regulations)
- Support for assistance, including professional contract assistance, for membership enhancement, fundraising, and board policy and procedure development
- Events (must be historically accurate if depicting a historical event)
- Non-structural enhancements to buildings to better preserve and/or exhibit materials, such as non-permanent lighting, security systems, fireproof/waterproof filing cabinets
- Projects designed to enhance cultural/heritage tourism



APPLICATIONS MUST BE RECEIVED BY 5:00 PM ON JULY 1, 2024
ALL APPLICATIONS MUST INCLUDE THE FOLLOWING:

One clearly marked application with original signature on the cover and contact page (do not staple application), mailed to ISHS, 2205 Old Penitentiary Road, Boise, Idaho 83712. If submitting electronically, please fill out the cover sheet and email complete application to sondra.chadd@ishs.idaho.gov. Electronic signatures are acceptable.

Applications are limited to no more than seven (7) pages. Letters of endorsement and support are not included in the total page count as they are considered supplemental. Please assemble application materials in the order below.

- 1) **Project Funding Application Cover Sheet and CEG Budget Form:** Please type or print legibly. Include a signature from the Project manager or person responsible for implementing the project. Templates included on the following pages.
- 2) **A copy of your IRS tax-exempt letter:** Applications from tribes, cities and counties are exempt from this requirement.
- 3) **Project Narrative:** Please limit to five (5) pages. Address all five (5) sections listed below and all bullet points in each section.
- 4) **Endorsement Letters:** Support letters are acceptable and do not count toward total page count.
- 5) **NEW! Unique Entity Identifier:** All Sub-grant awards are now required to have a Unique Entity Identifier (UEI). This can be obtained through <https://sam.gov/content/home> at no charge. This is not required to submit an application but must be available if awarded a CEG grant. Applicants are strongly encouraged to apply for their UEI now as the process can take 30 to 60 days. Please enter your UEI on the application Cover Sheet if available.

Grant Application Criteria

General Considerations:

- Be as specific as possible. The only knowledge the grant review committee will have about your project is the information you provide in your application.
- If you are planning an interpretive project, describe what it is you plan to interpret; if an exhibit, describe the exhibit. If possible, submit sample copies of your proposed interpretive text (attach to the grant application; these pages will be considered supplementary to the 7-page application limit).
- If you are planning to reprint a publication, a copy of the publication must be submitted to allow the committee to judge the merit of the publication. If your project is a publication project, we request that you provide one free copy to the Idaho State Archives, a branch of the Idaho State Historical Society once completed.
- If you plan to use the award to purchase equipment, such as a computer, a scanner, etc., research documentation is required, including cost estimates and an explanation as to why the specific equipment (model/type) is needed.



Please number your responses in Project Narrative to correspond to the pertinent section below being addressed.

Section 1. Project Summary

- Provide a description of the proposed project
- Where will the project be located?
- What specifically will the project encompass?
- Why is the project important to your organization, or how does it preserve part of Idaho's history? How will you ensure historical/cultural accuracy for your project?
- Will the project create a lasting legacy?

Section 2. Financial Need

- Are funds from the CEG program critical to the project's overall funding package?
- Will this award allow for the project to be completed?
- If this award is part of a larger project, indicate how this award will be beneficial should the additional funding not be awarded. Can this award be used as a "stand alone" part of a larger project?

Section 3. Collaboration (This section optional, depending upon the project)

- Collaborative efforts are strongly encouraged. Describe the role of other entities that will be collaborating on your project. Letters of support from collaborators are encouraged.
- The assistance of scholars for projects involving interpretation is strongly encouraged. Identify the scholars, explain why they are qualified for your project, and describe their role.
- If the applicant is not a tribe, but the project requires collaboration from a tribe or tribal member, letters noting that the applicant has contacted the appropriate tribe or tribal member are required.
- Not all projects require collaboration. For example, if your organization intends to use the award to purchase equipment, evidence of collaboration is not applicable. However, other projects, specifically educational and interpretive projects, can benefit from collaboration. If applicable, please complete this section.

Section 4. Anticipated Benefits

- Describe how your project will benefit and assist your organization in better preserving part of Idaho's history.
- Describe how your project will benefit the community, region, and/or state, particularly any lasting legacy benefits.

Section 5. Project Administration Budget and Timeline

- ISHS Community Enhancement Grants are reimbursable funds. A reimbursement grant provides funding to grant recipients after expenses have been incurred. Grant recipients will submit a final project packet that includes documented project expenses in the final budget and an invoice for the reimbursable funds (template provided by ISHS). All original receipts for purchases and services are required as part of the final project report to ISHS.
- What is the projected timeline for the project? Is this timeframe realistic? (Please note the project must be **completed** and final report submitted by **May 15, 2025**.)
- What is the overall cost of the project? (Use budget template provided by ISHS.)
- List all funding sources and amounts of cash and in-kind match contributions.
- How will this award specifically be used toward your project?



Project Title:

Organization:

Project Contact Person:

UEI #

DUNS #

Address:

E-mail:

Phone:

Cell:

Tax Identification Number:

For 501(c) (3), current in filing 990s?

Amount Requested:

Total Budgeted Cost of Project:

Brief Proposal Summary:

Project Period (Beginning date and estimated completion):

(Project cannot begin until grant award letter is fully signed. Final report due by May 15, 2025.)

Project Manager Signature and Title:

(Required)

Please print name:



Please note that due to the nature and size of the grants indirect costs are not allowed as to maximize impact of limited funds.

Revenue Source <i>Please list all match sources and amounts in the appropriate column. Total at the bottom.</i> Note: For volunteer labor, please include the hourly rate, number of hours, and activity description in this column and the total dollar amount in the In-kind/Volunteer Match column.	Grant Award Revenue	In Kind Volunteer/Cash Match	Total
ISHS CEG – Award (this amount must be matched on a 1-to-1 basis through additional cash or in-kind revenues, please list below)	\$		\$
Match Source <i>Example: Director Grant Administration 10 Hrs. @ \$30.12</i>		\$301.20	\$301.20
Totals	\$	\$	\$
Grant Expenses <i>Please list all paid grant expenses and amounts in the appropriate column. Total at the bottom.</i> <i>(Grant Expenses and Grant Revenue should balance, unless award is over matched, then note difference.)</i>	Grant Award Expense	Match Expense	Total
<i>Example: Director Grant Administration 10 Hrs. @ \$30.12</i>		\$301.20	\$301.20
Totals	\$	\$	\$
Total Revenue	\$	\$	\$
Total Expenses	\$	\$	\$
Difference (if any)	\$	\$	\$