

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 12 / 6 / 19

Date of meeting 12 / 18 / 19

(City Council meetings are held the 1st and 3rd Wednesday of each month.)

Name of Elected Official, City Employee, Organization, or Citizen making request:

Steve Garvan, Chair, Sandpoint Historic Preservation Commission

Address: 1123 Lake St, Sandpoint, ID 83864

Phone number and email address: _____

Authorized by: _____

name of City official

City official's signature

Subject: FY20 Certified Local Government (CLG) grant application

Summary of what is being requested: The CLG grant is administered by the State Historic Preservation Office. This year the focus is on training Commission members through conference attendance. The

Historic Preservation Commission will apply for the grant to send members to the national forum.

The following information MUST be completed before submitting your request to the City Clerk:

1. Would there be any financial impact to the city? **Yes** or **No** Budgeted? **Yes** or **No**

If yes, in what way? A 50% match is required which will be met through in-kind contributions

consisting of Commission members' volunteer time and staff time.

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Sandpoint Historic Preservation Commission

Have they been contacted?
Yes or No

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan: _____

4. Is an enforcement plan needed? **Yes** or **No** Additional funds needed? **Yes** or **No**

5. Have all the affected divisions been informed about this agenda item? **Yes** or **No**

This form must be submitted no later than 5:00pm Tuesday the week prior to the meeting. All pertinent documentation for the Council packet must be included.

ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM

**CITY OF SANDPOINT
AGENDA REPORT**

DATE: 12/6/2019

TO: MAYOR AND CITY COUNCIL

FROM: Steve Garvan, Sandpoint Historic Preservation Commission

SUBJECT: Certified Local Government (CLG) Grant

DESCRIPTION/BACKGROUND: The Certified Local Government (CLG) Grant is administered by the State Historic Preservation Office and is awarded to local historic preservation commissions. This year the focus of the grant is training and conference attendance. The Sandpoint Historic Commission will submit a grant to enable Commissioners and other staff/Councilmembers to attend both the National Alliance of Preservation Commissions annual forum and the Idaho's Heritage Conference.



**Idaho State Historic Preservation Office
Certified Local Government Subgrant Application
FY2020**

Application Coversheet

Applicant/Local Government

Name: _____
Address: _____
Address: _____
Telephone: _____
DUNS No.: _____

City/County Staff Contact

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Grant Coordinator (if different from City/County Staff Contact)

Name: _____
Address: _____
Address: _____
Telephone: _____
E-mail: _____

Budget Summary

Total CLG Grant request: _____
Total Matching share: _____
Total cost of all project(s): _____
Source(s) of match: _____

Please provide a more detailed budget breakdown on the attached budget form.

Authorization

The undersigned certifies that he/she is authorized to apply for this subgrant on behalf of the local government, to commit local matching funds to the project, and to enter into a contract if the subgrant is awarded.

Signature: _____ Date: _____
City/County Chief Elected Official's signature

Print: _____

Title: _____

Project: _____

Applicant: _____

Part A: Proposed Project

Project Description

Complete a separate Part A: Project Description for **each** proposed project. Please state the objectives, the work to be performed, how the project relates to the goals set forth in the Idaho State Historic Preservation Plan, how the project relates to any local goals or objectives, and how the project will meet the Secretary of the Interior's Standards.

Final Products

CLG grant projects should result in a tangible product. Provide a detailed and specific list of the expected final products. Typical products include but are not limited to survey reports and forms; published document (e.g. walking tour guide); a National Register nomination; or similar. In some cases, the product may be an activity like a lecture or workshop. A short narrative describing the event must be submitted to the SHPO at the completion of the project. The narrative will describe the number of people attending, who composed the audience, and whether the project was carried out according to the proposal.

Project: _____

Applicant: _____

Timetable

Provide an anticipated timetable for carrying out the proposed project. Include significant milestones such as project commencement, issuing of RFPs, public engagement events, any necessary approvals, and projected completion.

Key Staff/Personnel

Provide a list of the key staff or personnel who will be involved in the proposed project, including a brief description of the roles and responsibilities for each member. Any anticipated subcontractors to be hired can simply be identified as such (e.g. – “consultant,” “architect,” “building contractor,” et cetera).

Attachments (Surveys, A&D, reprinting)

Attach any additional documents in support of this project application. Note: some project types have **required** attachments; please refer to Chapter VII of the Idaho CLG Grants Manual for details on these requirements.

Have you included any/all attachments for the project?

Yes _____ No _____

CITY OF SANDPOINT FY2020 CLG ESTIMATED COSTS

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Item	Cost	Notes
Travel	\$421.08	Driving - 726 miles round trip, .58 per mile
NAPC Membership	\$100.00	
Misc travel expenses	\$50.00	
Tickets	\$220.00	\$220 per person, 4 attendees
Lodging	\$620.00	5 nights, \$124/night
Per diem	\$390.50	
TOTAL	\$1,280.50	
TOTAL w/3 + CAR TRIP/Membership	\$4,362.58	

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Item	Cost	Notes
Car Travel	\$89.78	154.8 miles round trip
Misc travel expenses	\$40.00	
Air Travel	\$150.00	Rough cost for Alaska Airlines
Tickets	\$80.00	Likely cost of ticket
Lodging	\$288.00	3 nights
Per diem	\$137.20	Dinner for 14th, Full for 15th and 16th, breakfast on 17th
TOTAL	\$784.98	
TOTAL w/2	\$1,569.96	
GRANT TOTAL FOR BOTH TRIPS	\$5,932.54	

Idaho State Historic Preservation Office Certified Local Government Grant Program FY20 Call for Applications

1 October 2019

Dear Idaho Certified Local Governments,

The Idaho State Historic Preservation Office (SHPO) is pleased to announce that we are now accepting Certified Local Government (CLG) Grant applications for FY20! We expect federal funds available for FY20 will remain level, which means we expect a total of approximately \$78,000 to be available for CLG Grants. This represents 10% of the total funds available to Idaho for historic preservation from the National Park Service and the Department of the Interior.

Instructions for submitting an application are in the Idaho Certified Local Government Grant Manual, available on-line at the web site of the Idaho State Historical Society: <https://history.idaho.gov/clg/>. The CLG Grant manual contains examples of acceptable projects and the method of scoring applications for distribution of funds. SHPO staff are available to assist with any aspect of the application process.

As a reminder, the Idaho Certified Local Government Grants are reviewed on a competitive basis, so it is important that CLGs carefully plan out their proposed projects and submit a strong application. Please refer to the CLG Grant Manual for more details on how the CLG Grant applications will be scored by SHPO.

For FY20, the Idaho CLG Grant program will prioritize funding projects in the following areas:

- Commission and Staff training, especially for commissioners/staff to attend the Idaho's Heritage Conference and/or the National Alliance for Preservation Commissions' FORUM;
- Developing or updating a local historic preservation plan; and
- Surveys and National Register Nominations.

Communities may still submit project proposals in other areas; however, SHPO would strongly encourage CLGs to keep these three (3) priority areas in mind as they develop their proposals. It is recommended that CLGs also refer the Idaho State Historic Preservation Plan's Goals and Objectives (attached to this call) and any local Historic Preservation/Community Comprehensive Plans as projects are planned.

Communities thinking about submitting an application for an Archaeological Survey or a Development ("Bricks and Mortar") project should be aware that



Brad Little
Governor of Idaho

Janet Gallimore
Executive Director
State Historic
Preservation Officer

Administration:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2682
Fax: 208.334.2774

Idaho State Museum:
610 Julia Davis Dr.
Boise, Idaho 83702
208.334.2120

**Idaho State Archives
and State Records
Center:**
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2620

**State Historic
Preservation Office:**
210 Main St.
Boise, Idaho 83702
208.334.3861

**Old Idaho Penitentiary
and Historic Sites:**
2445 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2844

HISTORY.IDAHO.GOV

the National Park Service now requires such projects to complete a National Environmental Policy Act Statutory Compliance worksheet; this worksheet must be completed before the contract will be executed and project can begin. SHPO Staff will provide the necessary forms for completion, and are happy to help complete the review.

Additionally, CLGs who are awarded funds will be required to complete and submit two (2) interim progress reports. These are intended to help keep the CLG Grant funded projects on schedule and identify and address issues which might impact the completion of the project on time and on budget. The Idaho SHPO will provide the forms for these interim reports. National Register of Historic Places Nomination projects will be required to submit a complete draft of the Nomination by January 15, 2021. This will allow the Idaho State Historic Sites Review Board to give the nomination an initial review at their March meeting, and provide feedback in preparation for an anticipated hearing in September.

The anticipated schedule for the FY20 Idaho CLG Grant program is as follows:

October 1, 2019	Call for Applications Released
December 31, 2019	Applications Due
Mid-February 2020	Awards Announced
March 2020	Contacts mailed to CLGs
June 1, 2020	Project Start Date *
September 30, 2020	Interim Report #1 Due
January 15, 2021	Complete drafts of National Register Nominations Due
February 1, 2021	Interim Report #2 Due
May 31, 2021	Project Completion and Publication Drafts Due
June – August 2021	Review and Revision Period
September 1, 2021	Final Products and Reimbursement Request Due

* The June 1st Project Start date is dependent on SHPO receiving its notice of funding from the National Park Service and this date may change on any given year; CLGs will be notified of any such changes.

Completed applications must be received by SHPO no later than the end of business on December 31, 2019. Applications will be accepted via email or postal mail, provided they are received not later than end of business on December 31, 2019. Applications must be signed by the City Mayor/County Commissioner; however, they may sign the application digitally if desired.

If you need any assistance, or would like to discuss potential projects call please contact our office at (208) 488-7471 or by email at pete.lorange@ishs.idaho.gov. We are happy to help in any way we can!

Sincerely,



Pete L'Orange
Historic Preservation Planner/CLG Coordinator
Idaho State Historical Society
State Historic Preservation Office
210 Main Street, Boise, ID, 83702
(208) 488-7471

Enclosures: FY20 Grant Application form
 Idaho Historic Preservation Plan Goals and Objectives

No: 19-
Date: December 18, 2019

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: CERTIFIED LOCAL GOVERNMENT (CLG) GRANT APPLICATION TO FUND TRAINING FOR HISTORIC PRESERVATION COMMISSIONERS, CITY STAFF AND ELECTED OFFICIALS

WHEREAS: The Certified Local Government (CLG) Grant is administered by the State Historic Preservation Office and awarded to local historic preservation commissions;

WHEREAS: This year, the focus of the grant is training and conference attendance;

WHEREAS: The grant application will seek \$6,000, which must be matched 50% (dollar for dollar);

WHEREAS: The match may be in-kind, which is typically how CLG grants have been matched by the City in the past;

WHEREAS: The matching period is from October 2019 to the date reimbursement is requested (no later than September 1, 2021); and

WHEREAS: The City's in-kind match includes labor performed by Historic Preservation Commissioners and City staff, working on Commission duties or Historic Preservation-related projects.

NOW, THEREFORE, BE IT RESOLVED THAT: The Sandpoint Historic Preservation Commission's submission of an application for the FY2020 Certified Local Government (CLG) Grant is hereby approved.

Shelby Rognstad, Mayor

ATTEST:

Melissa Ward, City Clerk

City Council Members:

YES NO ABSTAIN ABSENT

1. Eddy
2. Aitken
3. Williamson
4. Ruehle
5. Aispuro
6. Darling