

NOTICE

A meeting of the City of Evansville Historic Preservation Commission will be held on the date and at the time stated below. Notice is further given that members of the City Council and the Park Board might be in attendance. Requests for persons with disabilities who need assistance to participate in this meeting should be made by calling City Hall: (608)-882-2266 with as much advance notice as possible. Please silence cell phones and electronic devices during the meeting.

City of Evansville **Historic Preservation Commission**

Regular Meeting

Wednesday, July 19, 2023,

On site first at:

Frey Residence, 339 W Liberty Street, Evansville, WI 53536

6:00 p.m.

3rd Floor, City Hall, 31 S. Madison Street, Evansville, WI 53536

6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Motion to approve the agenda.
4. Motion to waive the reading of the June 21, 2023 minutes and approve them as printed.
5. Civility reminder
6. Citizen appearances
7. Action Items
 - A. 339 W Liberty – Demolish Garage (HPC-2023-0213)
 - B. Lake Leota Park – Repair/Restore Fireplace (HPC-2023-0214)
8. Discussion Items
 - A. Certified Local Government Grant – Design Guidelines
9. Report of the Community Development Director
10. Correspondence, Comments and Concerns
11. Next Meeting Date: August 16, 2023, 6:00 p.m.
12. Motion to Adjourn.

-Dan Stephans, Historic Preservation Chair

These minutes are not official until approved by the City of Evansville Historic Preservation Commission.

**City of Evansville Historic Preservation Commission
Regular Meeting
Wednesday, June 21, 2023 at 6:00 p.m.
City Hall (Third Floor), 31 South Madison Street**

MINUTES

1. Call to Order. Lewis called the meeting to order at 6:00 pm

2. Roll Call:

Members	Present/Absent	Others Present
Chair Dan Stephans	A	Colette Spranger, Community Development Director
Vice-chair Gene Lewis	P	Arlene Larson, Resident
Aimee Stano	P	Allisha Bott, Applicant
Katie Sacker	P	Joel Tomlin, Applicant
Norman Barker	P	Andy King, Applicant
Cheryl Doerfer	P	Amy Hasselman, Kontext Architects
Steve Christens	A	Jason Sergeant, City Administrator James Espinosa and Gene Prudhon, Park Board

3. Motion to approve the agenda with action item C moved to A by Doerfer, second by Stano.
Motion carried unanimously.

4. Motion to waive the reading of the minutes from the May 17, 2023 meeting and approve them as printed Motion by Sacker, seconded by Barker, motion carried unanimously.

5. Civility Reminder. Lewis noted the City’s commitment to civil discourse.

6. Citizen appearances and Public Presentations.

7. Applications – Action Items:

A. 403 W Main St – Demolish Carriage House (HPC-2023-0177)

Applicant Allisha Bott present. Bott explained the conditions of the property and the work she has done on the rest of the property while she has owned it. Bott explained she could not afford to repair or replace the structure but wanted it down to make the property safe. Spranger discussed the possibility of using state and federal tax credits. Motion to table until the applicant comes back with information on intent for what will be done following demolition by Doerfer seconded by Stano. Motion carried unanimously.

B. 20 Mill St– Replace 4 Wood Windows with Vinyl (HPC-2023-0178); Financial Hardship Claim

These minutes are not official until approved by the City of Evansville Historic Preservation Commission.

Applicant Ahmed Faouzi present. Discussion held in closed session. **Motion to approve the application as printed by Doerfer, second by Barker. Motion carried unanimously.**

C. Closed session –

8. Discussion Items

A. Herbicide Treatment in Lake Leota Park

Barker explained that the herbicide was applied in too high of a concentrate on a day where it was too hot so the herbicide became a mist, the younger trees were affected in the park and on some nearby properties. This was also discussed at the park board on Tuesday, they had discussed the possibility of using granular weed and feed instead. Spranger and the commission discussed the possibility of recommending a resolution to common council that herbicide shall not be used, or otherwise pellets should be used instead of spray.

9. Report of the Community Development Director

A. Staff-Approved Certificates of Appropriateness

- i. 15 Antes Dr** – Replace EDPM Roof with Same, Reconfigure Gutter, Replace non-historic wood ramp (HPC-2023-0152)
- ii. 3 W Liberty St** – Replace Porch with Like Materials (HPD-2023-0165)
- iii. 112 W Church St** – Congregational Church Painting and Sign Repair (no application needed)

10. Correspondence, Comments and Concerns

11. Next Meeting Date: July 19, 2023 @ 6:00 p.m.

12. Motion to Adjourn by Sacker, second by Doerfer. Motion carried unanimously.



APPLICATION FOR DEMOLISHING A HISTORIC STRUCTURE

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, PO Box 529, Evansville, WI 53536

\$0.00
Application
Fee

This is a request for approval by the Historic Preservation Commission (HPC) to demolish a historic structure in any Historic District or designated by the City of Evansville as a historic building or historic site. Complete all sections of this form. No historic building may be demolished unless and until the Wisconsin Historical Society (WHS) is given 30 days' notice of the order, application or intent to demolish such building, as outlined in Wisconsin State Statutes 66.0413(3). This notice is sent by the City after HPC approval. **Please contact the Community Development Director, Colette Spranger, at: (608)-882-2263 or colette.spranger@ci.evansville.wi.gov to obtain assistance in completing this form.**

SECTION	APPLICANT AND PROPERTY OWNER INFORMATION	
1	Applicant Name: <u>Richard A. Frey</u>	Date Submitted:
		7/06/2023
	AHI Number (available at www.wisconsinhistory.org):	Parcel Tax ID Number: 222 <u>001233</u>
	<u>85118</u>	Parcel Number: 6-27- <u>226</u>
	Historic Property Address:	Phone: <u>608-490-3310</u>
	<u>339 W. Liberty St.</u>	Email: <u>mendanner@</u>
	<u>Evansville, WI 53536</u>	<u>gmail.com</u>
	Owner Name (if different from above):	Owner Phone (if different):
	Owner Address (if different from above):	Owner Email (if different):

INSTRUCTIONS: Complete this entire form and submit to City Hall the following:

1. **Application Form with attachments (as outlined in Section 5):**
 - o Clear photo(s) of every portion of the property that will be affected by the work
 - o Historic photograph(s) (if available)
 - o Exterior elevations or sketches of existing conditions and proposed work
 - o Site plan (if applicable)
 - o Copy of demolition notice sent to state
2. **Building Permit (work cannot begin until Building Inspector has approved a Building Permit)**
3. **COA Application for proposed work**

All applications are to be submitted 10 days prior to the HPC meeting. HPC typically meets on the third Wednesday of each month at 6:00pm in City Hall. Applicants are encouraged to appear in person or by authorized representative.

Per Wis. Stat. sec. 943.014., Demolition of a historic building without a City-issued permit is a criminal offense.

SUBMITTED BY: Richard A. Frey DATE: 7/03/2023
Owner/Applicant Signature

SECTION	REASON FOR DEMOLITION QUESTIONS
2	Describe the portion or portions of the structure to be demolished:
	Entire building
	Why is demolition of the structure necessary?
	bad condition, garage no longer useful
	How long have you owned the property?
Appx. 31 years	

SECTION	ABILITY TO AVOID DEMOLITION QUESTIONS
4	During the last six (6) years, what have you spent to repair or maintain the property? (Note: the HPC may require you to provide documentary evidence of such expenditures)
	Several coats of paint to exterior
	What alternatives to demolition have you considered?
	none
	What is the assessed value of the building divided the ratio of the assessed value to the recommended value as last published by the City of Evansville?
Unknown value is for as a "garage"; modern vehicles do not fit inside	
What is the cost, as estimated by the building inspector, to make repairs that are necessary to comply with applicable building codes, or other ordinances or regulations governing repair or renovation of a historic building?	
[Note: If the estimated cost of repairs is less than 85% of the adjusted assessed value, the cost of repairs will be presumed to be reasonable. See Wis. Stat. sec. 66.0413(3)(a) 1 and (3)(d).]	
N/A Repair not considered	

SECTION	REQUIRED ATTACHMENTS
5	<p>Please attach the following required items using the space below or additional sheets as necessary, Each attachment should be marked with an exhibit number:</p> <ol style="list-style-type: none">1. Clear photo(s) of every portion of the property affected by the work2. Historic photograph (if available)3. Site plan (if applicable)4. Exterior elevations or sketches of existing conditions and proposed work5. Samples or specifications of proposed materials6. Additional attachments that may assist in understanding the proposed work

EXHIBIT: _____	
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DECISION FORM FOR PERMIT TO DEMOLISH A HISTORIC STRUCTURE

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, Evansville, WI 53536

This decision form will be completed by the chair of the HPC or the Community Development Director.

The Historic Preservation commission is authorized to grant permits to demolish a historic structure when the standards found in section 62-36(11) of the Municipal Ordinances are met:

- The proposed work does not have an adverse effect on the immediate site
- The proposed work does not have an adverse effect on adjacent properties
- The proposed work does not have an adverse effect on the entire district
- Historic character is preserved

Summary of Work (include reasons why proposal does or does not meet the above decision criteria):

Additionally, no historic building may be demolished unless and until the Wisconsin Historical Society (WHS) is given 30 days' notice of the order, application or intent to demolish such building, as outlined in Wisconsin State Statutes 66.0413(3)

- Date City sent notice to WHS _____

Permit to Demolish (check one):

Approved, **Denied**, or **Approved with the following conditions:**

Approved by: _____
HPC Chairperson Signature

Date: _____

HISTORIC PROPERTY INFORMATION

Historic Property Address: _____	Tax ID Number: 222 _____
Historic Property AHJ Number: _____	Parcel Number: 6-27-_____

SAMPLE

1



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

CITY OF EVANSVILLE HISTORIC PRESERVATION COMMISSION
31 S. Madison St, PO Box 529, Evansville, WI 53536

\$0.00
Application
Fee

This is a request for issuance of a Certificate of Appropriateness (COA) by the Historic Preservation Commission (HPC) for work proposed to be performed on the exterior of a structure located in any Historic District or designated by the State or City as a historic building or historic site. Complete all sections of this form – it is used to determine if the proposal should be reviewed by staff or the HPC. **Submit questions or completed applications to address above, or via email to the Community Development Director, Colette Spranger, at: (608)-882-2263 or colette.spranger@ci.evansville.wi.gov.**

SECTION	APPLICANT and/or OWNER INFORMATION	HISTORIC PROPERTY INFORMATION
1	Applicant Name: <i>Ann Kerkenbrush</i>	Historic Property Address: <i>Antes Drive</i>
	Applicant Mailing Address: <i>125 Clifton St</i>	Evansville, WI 53536
	Applicant Phone:	The following information is available on the property's tax bill:
	Applicant Email:	Parcel Tax ID Number: 222 <i>063085</i>
	If different from above, please provide:	Parcel Number: 6-27- <i>839</i>
	Owner Name: <i>City of Evansville</i>	The following information is available by searching the property address at www.wisconsinhistory.org/records:
	Owner Address: <i>31 S. Madison Evansville WI 53536</i>	Historic Property Name: <i>Leota Park Fireplace</i>
	Owner Phone: <i>(608) 882-2266</i>	AHI Number: <i>171522</i>
	Owner Email:	Contributing <input checked="" type="radio"/> Y or N

INSTRUCTIONS: Complete this entire form and submit by mail or email the following:

1. **Application Form with attachments (as outlined in Section 3C and 5):**
 - o Clear photo(s) of every portion of the property that will be affected by the work
 - o Historic photograph(s) (if available)
 - o Exterior elevations or sketches of existing conditions and proposed work
 - o Samples or specifications of proposed materials
 - o If Section 3B applies, evidence of un-reparability
 - o Site plan (if applicable)
 - o Print or PDF of State of WI historic property information, available by searching the property address at www.wisconsinhistory.org
2. **Building Permit (work cannot begin until Building Inspector has approved a Building Permit)**

All applications are to be submitted and deemed complete at least 10 days prior to the HPC meeting. HPC typically meets on the third Wednesday of each month at 6:00pm in City Hall. Applicants are encouraged to appear in person.

Thank you for helping to value and protect "one of the most intact nineteenth century townscapes in southern Wisconsin" and "the finest collection of 1840s – 1915 architecture of any small town in Wisconsin" – Wisconsin State Historic Society

SUBMITTED BY: _____ DATE: _____
Owner or Applicant Signature

2

SECTION 2 **PROPOSED WORK CHECKLIST**

Please check all boxes that apply and provide more detail in Sections 3 and 4:

Work Category		Work Category Details
<input type="checkbox"/> Roofing	<input type="checkbox"/> Replacement <input type="checkbox"/> Minor repair	<input type="checkbox"/> Shingles only <input type="checkbox"/> Soffit, fascia, or trim work <input type="checkbox"/> Matching existing materials <input type="checkbox"/> Change of materials (EG, replacing asphalt with metal)
<input type="checkbox"/> Gutters	<input type="checkbox"/> New or repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> Change of materials <input type="checkbox"/> Match existing historic materials (metal, etc.) <input type="checkbox"/> Use new modern materials (vinyl, etc.)
<input type="checkbox"/> Siding	<input type="checkbox"/> Minor repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Change of materials <input type="checkbox"/> Match historic materials (wood, cement board, etc.) <input type="checkbox"/> Use modern materials (plastic, vinyl aluminum, etc.)
<input type="checkbox"/> Exterior windows and doors	<input type="checkbox"/> Add new <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> Change in dimension or location (height, length) <input type="checkbox"/> Match historic materials (wood, metal, glass, etc.) <input type="checkbox"/> Use modern material (plastic, vinyl, aluminum, etc.) <input type="checkbox"/> Removal, covering or alteration of original trim
<input type="checkbox"/> Fences	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Use new modern materials (vinyl, aluminum, etc.) <input type="checkbox"/> Matching historic materials (wood, stone, etc.)
<input type="checkbox"/> Porch	<input type="checkbox"/> Minor repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal <input type="checkbox"/> Add new	<input type="checkbox"/> Match historic material (wood, metal, etc.) <input type="checkbox"/> Use new modern material (plastic, vinyl, aluminum, etc.) <input type="checkbox"/> Column, railing, or skirting <input type="checkbox"/> Decking
<input type="checkbox"/> Sidewalk or paving	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> Recreating <input type="checkbox"/> Matching existing materials <input type="checkbox"/> Other: _____
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition <input type="checkbox"/> New building <input type="checkbox"/> Façade alteration	<input type="checkbox"/> Recreating missing architectural features <input type="checkbox"/> Removing architectural features <input type="checkbox"/> Other: _____
<input type="checkbox"/> Signage and exterior lighting	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Replacement	<input type="checkbox"/> <u>Signage (Complete Sign Permit Application instead).</u> <input type="checkbox"/> Lighting <input type="checkbox"/> New alternative materials <input type="checkbox"/> Matching existing materials
<input checked="" type="checkbox"/> Other	<input type="checkbox"/> New <input checked="" type="checkbox"/> Repair <input type="checkbox"/> Replacement <input type="checkbox"/> Removal	<input type="checkbox"/> New modern materials <input type="checkbox"/> Match existing materials <input type="checkbox"/> Removal or altering of original architectural details <input type="checkbox"/> _____

Incomplete -
Use only if needed.
C

July 2023

125 Clifton Street

Evansville, WI 53536

Evansville Historical Society and Evansville Park Board:

The Kerkenbush family's interest in covering the repair costs of the Lower Park fireplace on Antes Drive came about for the following reasons.

1. It is an historical marker of one of the solutions enacted during a desperate time in America's Great Depression history. A reminder in any historic or current time frame to visitors of what that decision meant to suffering families. A reminder too of the great skill and dedication of those workmen when looking at any of the stonework in Leota Park.
2. Also, in its current state it could be a great temptation for some "energetic youth" to think it would be great "fun" to finish its demise.
3. When selecting a sight for the memorial benches we learned that repair of the fireplace was part of a city five-year plan. This was before the new issues with the Lake Leota dam developed.
4. After seeing the completed, handsome cement platform denoted by Kyle Allen and Crew (need to get last names of Kyle's whole crew) and with the three memorial benches installed by Ray Anderson (need to get the names of those that helped Ray) and Crew, it became apparent that earlier repair action needed to be taken to bring the damaged fireplace back to its original luster.
5. Kendall Wethal's repair of the Upper Park fireplace seemed to us to be the perfect contact and solution for the repair of the fireplace on Antes Drive.

It is our hope that the Evansville Historical Society and the Evansville Park Board will allow us to cover the cost of the fireplace repair and give the go ahead for Kendall Wethal to begin the work according to his schedule.

Thank you.

Sincerely,

Ann Kerkenbush & Family

Section 2:

Other: Will Repair with matching materials.

Section 3:

3A Replace by tuckpointing cracked joints.

Repairing any loose fireplace rocks.

Installing new stones as needed where stones are completely missing.

3B Yes ... Missing Stones will be replaced with matching limestone wall pieces.

3C When possible all existing stone will be reused.

Purchase new stone as needed in matching limestone wall pieces.

The new stones will be the same as those used in the Upper Park fireplace.

New stone is visible in the work finished at the Upper Park shelter.

Section 4:

4A Proposed work will not alter the distinctive feature or historic architecture.

4B

4C

Section 5:

1. See attached photos.
2. See attached photo.
- 3.
4. See attached photo or visit the Upper Park completed fireplace.
5. All areas can be repaired, none are un-repairable.
6. Not applicable.
- 7.
8. See all attached photos.

Urban Landscaping

16907 W County Rd C
 Evansville, WI 53536

Estimate

Date	Estimate #
4/1/2023	23

Name / Address
Ann Kerkenbush 125 Clifton Ave Evansville, WI 53536

Project

Description	Qty	Rate	Total
repair missing and lose rock to fireplace/grill at lake leota park	24	75.00	1,800.00T
Misc Materials New Stone/ Mortar/ etc		500.00	500.00T

Subtotal		\$2,300.00
Sales Tax (5.5%)		\$126.50
Total		\$2,426.50











Stone I have Available
to use for replacement
pieces as needed



WISCONSIN
HISTORICAL
SOCIETY

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

INSTRUCTIONS

For Completing the CLG Grant Application Form

For assistance with CLG grant funding, contact:
Wisconsin State Historic Preservation Office

Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512

June 2022

Collecting, Preserving, and Sharing Stories since 1846
816 State Street Madison, Wisconsin 53706

wisconsinhistory.org



Instructions

Completing the Application for Federal Historic Preservation Funding to Certified Local Governments in Wisconsin

This section guides you through the attached grant application form below. Certified Local Government (CLG) grants are available to local governments in Wisconsin that have been certified under the CLG program. If your local government is a CLG, you are eligible for grants. If you are not sure, check [here](#) to verify.

Each year the Wisconsin State Historic Preservation Office (SHPO) grants approximately \$120,000 to CLG communities throughout the state. Grants may be used for historic preservation planning projects like:

- surveys for historic properties and archaeological sites
- nominations of historic properties and districts to the National Register of Historic Places (NRHP) or your local list of Landmarks
- educational programs related historic properties and local history
- development of design guidelines and Historic Preservation Plans.

The typical grant award is between \$1,500 to \$25,000. Higher awards, up to \$50,000, will be considered for exceptional, timely, and high-priority proposals.

The CLG Grant program occurs on an annual cycle, opening in the spring and closing in December when grant applications are due (see *Annual Grant Calendar*, page 2).

Applications must propose projects that will benefit historic or archaeological resources located in Wisconsin. Multiple grant applications may be submitted. Each application will be evaluated independently.

This grant program is funded by federal money. Federal rules and regulations apply to ensure that expenses for project-related work are auditable according to federal standards.

For assistance on anything related to CLG grant funding, contact the State Historic Preservation Office:

Jason Tish, CLG Coordinator
jason.tish@wisconsinhistory.org
608-264-6512

Annual Grant Calendar

- March **Identify project(s) for grant funding** – In the spring months, think about projects you would like to propose for grant funding. Discuss your ideas with SHPO staff.
- April **Grant cycle opens** – The SHPO will announce the availability of grant funding and issue proposal criteria.
- May-June **Define project for grant funding** – Develop objectives and begin scoping out tasks needed to get the project done. Request initial quotes from consultants to get an idea of how much the project will cost.
- August **Submit Letter of Intent** - By August, you should have a clear idea of what you would like to propose for grant funding. You should have initiated discussions with SHPO staff about the details of your project. Submit a Letter of Intent to the SHPO before the [published deadline](#). Some projects, like surveys and nominations to the National Register of Historic Places (NRHP), require community engagement in advance so property owners know what to expect, and so that the project manager can secure their support. If engagement has not happened, it should be scheduled in the next three months.
- Sept.-Nov. **Define scope of work, hold engagement session** – Work with SHPO staff to define a work program for your project. If the project includes a survey or an NRHP nomination, schedule an informational meeting with property owners.
- Dec. **Application deadline** - Submit completed, signed grant application to the SHPO on or before the [published deadline](#).
- Jan.-Feb **Review and scoring of applications, grant awards approved** - SHPO staff review and score applications based on published priorities and criteria. Proposals recommended for funding are forwarded to the State Historic Preservation Review Board for final approval at their quarterly meeting in February. Grant applicants will then receive written notification of award decisions.
- March **Memoranda of Agreement (MOA) prepared, grant awards published** - The SHPO prepares a MOA for each funded project, articulating the scope of work, deliverables, timeline, budget, and other stipulations. Each MOA is reviewed, negotiated, and signed by the person who will act as the project manager, as well as the authorized financial agent for the applicant.
- The SHPO advertises the grant awards and issues a Request for Qualifications from historic preservation consultants who have worked in Wisconsin. The SHPO sends an executed MOA, Purchase Order, and a list of interested consultants to each grant recipient.
- April-May **Grant recipients issue a Request for Bids (RFB) for their funded projects, select a consultant, and start project work.** Grant recipients have until the end of August the following year to complete project work. Next grant cycle begins.

Completing the Grant Application Form

-Page 1 of the Application Form-

There are no required fields to fill out on this page, only a checklist of minimum requirements that must be met for your proposal to be considered.

Minimum Requirements

The first page of the grant application form lists 8 minimum requirements that must be met before an application will be considered for funding. The first six apply to all applications, while the last two apply only to certain types of projects.

1. Applicant consulted with SHPO staff on proposal prior to submission of LOI

Talk about your project with the CLG Coordinator at the SHPO at the earliest stages of planning for a grant-funded project. We want to know what you would like to do before you submit a Letter of Intent so that we can guide you to a successful and fundable project.

2. Applicant submitted a Letter of Intent before the deadline

A Letter of Intent (LOI) is required for every grant proposal. Applications will not be considered without having submitted a LOI. The LOI deadline is usually in early August.

3. Application submitted on or before the deadline

The complete application form with fully scoped proposal and itemized budget estimates must be submitted on or before the application deadline, usually in early December.

4. Applicant has submitted CLG Annual Report in January for the prior year

Proposals from applicants who did not previously submit a [CLG Annual Report](#) for the prior year will not be considered. The CLG Annual Report is due at the end of January each year and is a basic requirement of CLG certification status. Not submitting an Annual Report puts the community out of compliance with the requirements of the CLG program.

The Letter of Intent

A *Letter of Intent* (LOI) is required for all CLG grant applications. It is the first formal step in the application process after you have an informal conversation with the CLG Coordinator about your project idea. The LOI is typically due in early August of each year (see Annual Grant Calendar above).

The LOI only needs to be as thorough as necessary to describe the scope and objectives of the proposed project and provide an estimate of costs required to complete it. Submission of a LOI does not obligate the applicant to follow through on an application or a project. Your letter-of-intent must be received by the SHPO on or before the published LOI deadline for the current grant cycle.

- 5. Applicant complies with all state and federal requirements of the CLG program**
Proposals from applicants who are out of compliance with other [requirements of the CLG program](#) will not be considered.
- 6. Applicant has no incomplete CLG subgrant projects in the past five years**
Proposals from applicants who have not completed grant-funded projects within the past five years will not be considered.
- 7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff**
Surveys require consultation with, and concurrence from SHPO staff on appropriate survey boundaries. Plan ahead to get concurrence from SHPO on your proposed survey boundaries.
- 8. For historic district nominations to the NRHP, applicant has consulted with SHPO staff on current eligibility of the district and has held a public informational meeting within the past 12 months.**
Historic district nominations to the NRHP require more groundwork than other projects. Before you submit a full application for a NRHP district nomination, you will need to consult with SHPO staff to confirm that the district remains eligible for listing. You will also need to invite property owners in the district to an informational meeting to gauge the level of support for nominating the district. Applications for historic district nominations will not be considered if this groundwork has not been done.

Grant Amount Requested

Enter the amount of grant funding, in whole dollars, that you are requesting for you project. This amount should reflect a thoroughly developed scope of work and should rely on at least two quotes from qualified consultants.

Applicant

The CLG grant program is available to local units of government that are certified under the federal CLG partnership program.

In this section of the application form, enter the name of the CLG community, the year that the community was certified (if you're not sure, [check here](#)), the title (or brief description) of the proposed project, and the community's federal Employer Identification Number (EIN).

Project Manager

Enter the name and contact information for the person (usually CLG staff) who will manage the project. This typically includes preparing and issuing a Request for Bids (RFB), selecting and contracting with a consultant, directing the consultant, monitoring project work, ensuring the timely completion of the Scope of Work, completing progress reports to SHPO, and ensuring that deliverables are completed adequately and on time.

Financial Agent

Enter the name and contact information for the municipal official who can ensure that municipal funding is available for the completion of the project prior to the disbursement of grant funding. Grant funding is disbursed on a cost-reimbursement basis, so the local government must fund project work before being reimbursed from grant funds.

Project Type

Check one project type. A grant application may propose only one project type. A CLG may submit more than one application in a grant cycle for different project types. The project type is scored on its potential to advance the objectives of the federal National Register of Historic Places program. Priorities are set by the National Park Service. Point values reflect federal priorities for funding from the Historic Preservation Fund.

A. Initial intensive survey (30 pts.)

An initial intensive survey, designed to identify historically and architecturally significant properties and districts, in an area that has never been evaluated for historic properties.

B. Nomination of a historic district to the NRHP (25 pts.)

Check this box if you propose to complete a NRHP nomination for a historic district that was identified as potentially eligible in a prior survey.

C. Nomination of a historic district under a local historic preservation ord. (25 pts.)

Check this box if you propose to complete a nomination for a historic district under your local historic preservation ordinance.

D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)

A survey or resurvey is done in an area of your community that was previously surveyed over 25 years ago. Check this box if you are proposing this type of project.

E. Nomination of individual, *publicly-owned* property, archaeological site to NRHP (15 pts.)

Check this box if you propose to complete a NRHP nomination for an individual property or archaeological site that is owned by a local unit of government.

F. Nomination of individual, *publicly-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)

Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a local unit of government, to be designated as a Landmark under your local historic preservation ordinance.

G. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)

Check this box if you plan to complete a NRHP nomination or local Landmark nomination for an individual, privately-owned property.

H. Nomination of individual, *privately-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)

Check this box if you propose to complete nomination for an individual property or archaeological site, owned by a private party, to be designated as a Landmark under your local historic preservation ordinance.

I. Public outreach and educational projects (5 pts. plus potential Bonus)

Outreach and educational projects are subject to a broad interpretation, and can include 1) programs that increase public awareness of preservation methods and techniques, 2) dissemination of information to promote working relationships between the public and private sectors to achieve historic preservation objectives, 3) programs that broaden public understanding of state or local historic preservation planning or objectives, or 4) dissemination of results of grant-funded work, including explanation of outcomes and issues directly related to grant-assisted programs.

J. Design Guidelines and Historic Preservation Plans (5 pts. plus potential Bonus)

Check this box if you propose to develop design guidelines for designated historic properties or districts, or if you propose to develop a Historic Preservation Plan. Design guidelines are distinct from the design standards in a local historic preservation ordinance in that they are not legally enforceable. Design guidelines are usually illustrated guidelines that provide general guidance for owners of historic properties in making sensitive repairs or alterations to the exterior of historic properties. A Historic Preservation Plan is a municipal planning document that organizes historic preservation activities (identification, evaluation, designation, and treatment) in a logical sequence. Historic Preservation Plans are often developed to integrate with community's Comprehensive Plan.

Bonus, 20 points – *Applicable to Project Types I and J. You will get a 20-point bonus if you are proposing a project that fits into type I or J above only if you have a current survey of your entire community and have made reasonable efforts to nominate all properties and districts evaluated in your survey report to be potentially eligible for the NRHP. This bonus is provided to assist communities who have done all they can with surveys and nominations and have moved on to other types of projects.*

K. Host a CAMP training workshop

Commission Assistance and Mentoring Program ([CAMP](#)) training workshops are presented by the National Association of Preservation Commissions ([NAPC](#)) in collaboration with CLG communities. NAPC provides the training content and presenters, and the CLG plans the logistics to host the event. CAMP is an opportunity for CLG communities to bring people to their city from around the state. CAMP is prioritized highly for funding every other year.

Project Description

Describe the goal of the project and discuss all the steps needed to make it happen.

Discuss the roles that professional consultants, staff, and/or volunteers will play in the project work. Describe the tasks for which each will be responsible.

Discuss previous work that has been done toward completing the project.

Discuss the timeline for completion of the project.

Describe products or deliverables that you expect to be produced during the project.

If your project will entail a survey of an area of your community for historic properties, describe the survey area. Attach a map.

If your project will entail the nomination of a property or a district to the NRHP, include the property address or a brief description (location, number of properties) of the district.

If you are proposing a CAMP event, describe all aspects of the plan, including:

- *Itemized budget*
- *Venue*
- *Food and refreshments*
- *Lodging*
- *Marketing plan defined in consultation with SHPO staff*
- *Registration plan defined in consultation with SHPO and NAPC*
- *Consultation with NAPC and SHPO to select sessions and presenters*
- *Complete list of items to be covered by grant funding*

Local Historic Preservation Objectives

Discuss how the project would advance historic preservation objectives in local planning efforts. This can include identification of historic properties, protection of properties through policy or guidance, evaluation of a property's history or construction to inform repair, rehabilitation, or preservation strategies, or education programming to broaden the community's recognition, awareness, and appreciation of, and identification with local historic properties.

Describe how the project would encourage or enable the protection of historic properties or generate economic development opportunities for the community?

Describe whether and how this project would illuminate or inform the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?

Previous CLG Grant-Funded Projects

List previous CLG grant funding that your local government has received in the past five years, and which years you got the grants. Briefly describe the projects that have been funded, and whether they were completed successfully.

Training

Occasional training and education for historic preservation commissioners and staff is important for a well-functioning local historic preservation program. Here, describe all training in which your historic preservation staff or commissioners have participated in the past three years. This can include webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.

Budget

A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on estimates from qualified consultants.

The typical grant award is up to \$30,000. Higher awards, up to \$50,000 will be considered for exceptional, timely, and high-priority proposals.

The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.

No match is required for CLG grants.

Grant funding will be distributed as reimbursement for incurred costs. The applicant will be reimbursed for documented, project-related expenses up to the amount of the grant award, including staff time spent managing the project.

The SHPO strongly recommends that applicants obtain at least two itemized estimates of major cost items to use as a basis for preparing a budget proposal (applications with written estimates will score higher). Include estimates as attachments to the application. **If you are submitting less than two estimates, describe efforts made to obtain quotes from qualified consultants.**

The selected consultant must meet the [federal Professional Qualification Standards](#)

If you are awarded a subgrant, the purchase of items in this budget must follow federal procurement standards, which provide for maximum open and free competition, regardless of the monetary value.

You can paste your budget in this field or attach it to the application form. Please use a whole dollar amount.

The consultant contracted to complete the project work must meet the [Secretary of the Interior's Professional Qualification Standards](#).

Eligible Expenses:

Salaries – Salary for CLG staff directly involved in project activities are reimbursable from the grant award. The maximum rate is \$63.00 hourly or \$504 daily. CLG staff salaries. considered "cash" for this grant.

Professional services contracts – Grant recipients must use a competitive negotiation process for procurement of professional contractors who are qualified to perform the work. The earnings limit per person for contractors \$131,544 annually.

Small, woman-owned, and minority-owned businesses - It is national policy to award a fair share of contracts to small, woman-owned, and minority-owned businesses. Affirmative steps must be taken to assure that these businesses are utilized whenever possible as sources of supplies, equipment, and services.

Supplies and Equipment:

Administrative costs – Costs including secretarial, accounting, communication costs (telephone, etc.), and other miscellaneous costs may be eligible under certain conditions. These expenses must be itemized and supported by auditable documentation. Administrative costs in excess of 10% of total direct labor costs will be reviewed closely prior to project selection and during project negotiations. The SHPO reserves the right to limit the amount of administrative costs allowed on any grant-assisted projects.

Capital equipment, defined as “per item cost of \$300 or more.” If the SHPO does allow the purchase, at the conclusion of the project the equipment may become the property of the SHPO or the National Park Service.

Equipment rental. The total cannot exceed the cost to purchase the item.

Office supplies, maps, copying, printing, binding, etc. needed for project administration and production of deliverables.

Curation costs for archaeological artifacts for the duration of the project only.

Travel expenses – Costs for travel to complete project work is reimbursable. Lodging (up to \$62 per day), meals (up to \$34 per day), and mileage (up to **\$0.325 per mile**). If a new rate is approved by the federal or Wis. State government, the lower of the two rates must be used **after** it becomes effective.

-Page 6 of the Application form-

The final page of the application form must be signed by the person who will act as the project manager for the grant-funded project. The project manager will be the point of contact between the SHPO and the recipient of the grant – the CLG.

The application must also be signed by the CLG's financial agent. This is the person who can affirm that the CLG has funding available to fund the project prior to being reimbursed from the grant award.