



City of Longview

1525 Broadway
Longview, WA 98632
www.ci.longview.wa.us

Special Meeting On Site Visit Agenda

Historic Preservation Commission

Thursday, April 14, 2022

4:30 PM

Small Conference Room, City Hall

1. **ROLL CALL**

2. **NEW BUSINESS**

22-000233

- Site visit 1208 Commerce Ave: Pounder Building with Owner
- Request of support for a grant application for more CLG funds

3. **ADJOURNMENT**

Certified Local Government Grant Application

I. Applicant (Please carefully review the Application Instructions before completing the application.)

Application Due: April 29th 2022

Name of Local Government: City of Longview

Mailing Address: 1525 Broadway Street Longview, WA 98632

Grant Contact: Adam Trimble

Phone: 360.442.5092

Email: adam.trimble@ci.longview.v

II. Grant Category

- ☐ Survey & Inventory
 ☐ Register nomination
 ☐ Planning
 ☒ Education
- ☐ Reconnaissance
- ☐ Intensive # of new or updated forms:

III. Project Summary (Summarize your project in a few sentences.)

The proposed project serves as the education and outreach component of the digitization project funded by the FY 2022 CLG grant award.

In 2022, the City of Longview applied for, and was awarded, a grant for the discovery and digitization of large format heritage objects relevant to the unprecedented planning and construction of the City of Longview in 1923.

For FY 2023, the City proposes to create a series of educational displays to showcase the most visually engaging and historically significant of the digitized objects. The goal is to use the digitized heritage objects to provide the residents of and visitors to Longview a contextual link between the historic founding of the City and the physical, everyday city in which they live, work, and play.

***Note: Boxes below are not editable. Totals are auto calculated from the Project Budget on page 5.**

Grant Amount Requested: 2000

Match Amount: 835

Total Project Cost: 2835

IV. Project Description

Organize your description in the following order (see instructions for more info):

- a. Introduction (includes local government goals & objectives)
- b. Project Description
- c. Statement of Need
- d. Project Objectives
- e. Maps, photographs, or other supporting documentation may be included as attachments. Please include them in the hard copies and the digital PDF submission.

*500-word maximum for each text box

a.) Introduction

FY 2023 funds will be used to create public information display panels (HPF Grant Manual Ch13§B.36) in order to inform and educate the public about the planning documents digitized using FY 2022 CLG Grant funding (HPF Grant Manual Ch6§D.3). While digitization of the documents increased the potential for public access, the placement of educational displays in public spaces will increase public awareness of, and interest in, the documents and their impact on The City of Longview's cultural identity and quality of place.

By increasing public awareness of these objects, the project will be advancing the City of Longview's 2019 Comprehensive Plan's historic preservation goal HP-A to "Achieve state and national recognition of Longview's unique place in the history of American city planning" and policy HP-B.3.1 to "Promote preservation of local historic properties and materials as desirable for public awareness concerning the City's beginnings and its uniqueness in City [sic] planning history, aesthetic appreciation of architecture and landscape architecture, maintenance of community identity, and furtherance of tourism and economic activity."

Increasing public awareness of the documents also aligns with the Longview Municipal Code's statements that "Historic assets are an integral part of the heritage, education and economic base of the city and the economic, cultural and aesthetic standing of the city can only be maintained and enhanced by conserving its heritage and by maintenance of its cultural assets"(LMC 16.12.010(1)(b)) and that the City's historic resources "Foster civic pride in the accomplishments of the past and a sense of identity based on the city's history." (LMC 16.12.010(2)(c))

Furthermore, the City of Longview will be celebrating its centennial in 2023 and the accompanying activities should increase public appetite for historic documents and information. This project will capitalize on the increased public interest and provide an entry point into historic preservation for previously uninterested persons.

b.) Project Description

The City of Longview will select (up to) 5 of the digitized planning documents and use grant funding to engage the services of a professional print shop to reproduce the plans alongside contextualizing photographs and historical information. Historical information will be sourced from the 2009/2010 City commissioned survey of the National Register-listed Lake Sacajawea which provides context to the 1923 city plans in the form of a brief local history, select biographies, and memorable anecdotes. Photographs will be sourced from the Longview Public Library's collection.

The displays will be approximately 3' x 4' and printed on durable (aluminium or similar) panels for durability and flexibility of display. Every attempt will be made to reproduce the planning drawings at 1:1 scale.

IV. Project Description Continued

c.) Statement of Need

The previously grant funded digitization project has dramatically increased accessibility to the historically significant planning documents. Digitization protects these large format documents from handling damage while allowing the public to view the documents on their own schedule. However, without an associated public information campaign, only persons who are specifically looking for the documents or who stumble across the documents while browsing the Library's Digital Archive will ever see them. Digitization alone does not meet the City's goals of increasing public awareness of and appreciation for the unique founding of the City of Longview.

The centennial celebration in Longview presents a rare opportunity to dramatically increase awareness of the planning documents and their historic significance among a broader audience. The centennial has already catalyzed several groups, public and private, to prepare public education campaigns focusing on different aspects of the City's history. Each additional event or campaign celebrating the City's history will add to the public's excitement and hopefully incentivize participation in the celebration activities. In pure financial terms, the 2023 centennial provides an opportunity to maximize the efficiency of any money spent on historic preservation outreach in Longview.

d.) Project Objectives

Objectives for the creation of public information display panels include:

An increase in public awareness of these heritage objects and their cultural significance;

The fostering of a public interest in local history and preservation of all cultural heritage, not limited to historic properties;

The capitalization on the 2023 Centennial Celebration to educate previously uninterested or hard-to-reach members of the community;

Encouraging public excitement and participation in the 2023 City of Longview Centennial Celebrations.

V. Project Schedule

Please list each proposed grant activity separately, beginning with your estimated start and completion dates. A start date and completion date alone are not sufficient for the Schedule of Project Completion. This should be a complete listing of potential activities associated with the grant, including for check-ins or draft submittals. (***please allot time in your schedule for project drafts or a check-in***). **Mandatory** draft or check-in dates are **April 28th** and **July 14th, 2023** unless you specify otherwise in your schedule. Following draft submissions, there will be 14 days for DAHP to review and comment on draft review of all reports, documents, publications, HPI forms etc.). You may begin billing for project work starting **October 1, 2022**. Final projects must be turned in by **September 1, 2023**. Final reimbursements requests must be sent in by **September 30, 2023**. All drafts, check ins, final reports, and reimbursement requests should be sent to Michelle Thompson at michelle.thompson@dahp.wa.gov.

Work to be Accomplished	Start Date	Finish Date
Select Documents	10/1/2022	10/31/2022
Write copy for panels	10/1/2022	11/30/2022
Mockups of all panels	10/1/2022	1/1/2023
Finalized design	1/1/2023	1/30/2023
DAHP review	1/30/2022	2/15/2022
Select vendor	10/1/2022	11/1/2022
Submit final design to vendor for printing	2/15/2023	2/28/2022

VI. Project Budget

***Totals are auto calculated**

	Federal Share	Hard Match	Soft Match	Total
<u>Salaries/Volunteer Time</u>				
Planning Manager (5hr @ \$31)	155			155
Volunteer (25hr @ \$27.21)	0	680		680
				0
Total:	0	155	680	835
<u>Goods & Contract Services</u>				
	2000			2000
				0
				0
Total:	2000	0	0	2000
<u>Materials/Supplies/Equipment</u>				
				0
				0
				0
Total:	0	0	0	0
<u>Travel/Other</u>				
	0			0
				0
				0
Total:	0	0	0	0
Total Funding Request:	Total Federal Share	Total Hard Match	Total Soft Match	Total Project Cost
	2000	155	680	2835

VII. CHECKLIST-

To assure that your grant proposal is complete, please check off that you have included the following for your application:

- ☐ One completed digital copy of the three signature attachments and any supplemental information included emailed to Michelle Thompson at michelle.thompson@dahp.wa.gov
- ☐ Written documentation for federally approved indirect cost rate, if applicable.
- ☐ Written justification for volunteer rates, if applicable.
- ☐ One signed original Assurance of Compliance with the U.S. Department of the Interior Regulations under Title VI of the Civil Rights Act of 1964 . (Attachment 5A)
- ☐ One signed original Statement of Understanding for Grant Management Requirements. (Attachment 5B)
- ☐ One signed original Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form (Attachment 5C).

ATTACHMENT 5A

U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT/ORGANIZATION	DATE SUBMITTED
APPLICANT/ORGANIZATION MAILING ADDRESS	BUREAU OR OFFICE EXTENDING ASSISTANCE

DI-1350
(REV 6/91)

ATTACHMENT 5B

STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

CLG

SIGNATURE OF APPLICANT

TITLE

DATE

ATTACHMENT 5C

U.S. Department of the Interior

Certification Regarding

Debarment, Suspension, Ineligibility and Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.500, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered and erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Tel.#).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.