



**FY 2007 *Preserve America*
Historic Preservation Fund Grants to Preserve and
Promote America's Heritage and Cultural Assets**

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages, plus one (1) additional photocopy of this page. See additional mailing instructions on the last page of the application form.

1. GENERAL INFORMATION

Project Title (10 words or less): **Historic Bellingham Neighborhoods Survey and Inventory**

Applicant Organization: City of Bellingham Planning and Community Development Department

Contact Person: Katie Franks Title: Development Specialist II

Address: 210 Lottie Street

City: Bellingham

State: WA

Zip Code: 98225

Telephone: (360) 676-6880

FAX Number: (360) 738-7431

E-mail: kfranks@cob.org

EIN Number: 91-6174771

DUNS Number: 01-0211977

Applicant's Congressional District(s): 2nd U.S. Representative(s): Rick Larson

Type of Applicant (Select all that apply)

- Preserve America* Community
- Preserve America* Neighborhood
- SHPO

- THPO
- CLG (must be in the process of applying for *Preserve America* designation or already designated)

Project Category: (Select only one)

- Research/Documentation
- Marketing
- Interpretation/Education
- Planning
- Training

Amount Requested

Federal Share	\$	<u>150,000</u>
Matching Share	\$	<u>160,874</u>
Total Costs	\$	<u>310,874</u>

Is your community in a designated National Heritage Area?

No **Yes** If so, which NHA _____

Does your community have an active grant or financial assistance through the NHA? **No** **Yes**

Is your Resolution of Support included? **Yes** **No**

(Note: all cities, counties, towns, neighborhoods, and THPOs must include a resolution of support from their city/town/county councils or appropriate governing body.)

Has your community received a Preserve America grant?

No **Yes** If so, what is the status? _____

SIGNATURE OF AUTHORIZING OFFICIAL (Original copy must have an original signature and be in ink.)

Signature _____ Date _____

Print Name and Title Tim Douglas, Mayor

2. PROJECT SUMMARY

A. Briefly summarize your project emphasizing the primary objectives and results.

The City of Bellingham, a Certified Local Government (CLG), will seek a qualified historic preservation consultant to lead a citizen-based reconnaissance-level survey and inventory of historic resources in three of the City's centrally-located neighborhoods. Volunteer training, public presentation of results, and coverage of the project through various media will provide a strong educational component, advancing the objective of strengthening existing partnerships with neighborhood, business, and cultural associations, and with local and state tourism bureaus.

Survey information will be entered into the State Department of Archaeology and Historic Preservation's (DAHP) Statewide Historic Property Inventory Database, the City's Geographic Information System (GIS), and the Whatcom Museum / Bellingham Public Library on-line database of historic images project. Information from the survey will be used by City planners to inform land use and zoning decisions, building code amendments and design review standards, and will also be used to build a collection of graphic illustration and historical research that can be used by project partners for heritage tourism and educational materials. The consultant will conclude Year I with a summary report, public presentation of their findings, and identification of areas eligible for National Historic Districts and / or Multiple Property Listings in each neighborhood.

Year II of the project will involve the consultant, with assistance from volunteers, conducting intensive-level inventory and research of each of the recommended areas with the objective of completing and submitting a combination of up to four National Register District and / or Multiple Property nominations. The City will highlight and celebrate the nominations through coverage in various local, state, and national media, including tourism and business websites, press releases, video and television productions, and public presentations. The ultimate goals of the project being to create a model for neighborhood character preservation that can be duplicated in Bellingham and by other communities across the nation.

3. PROJECT DESCRIPTION AND BUDGET

A. Describe the historic resources affected by the project, including whether they are listed in the National Register of Historic Places and/or designated at the State or local level.

Two of the proposed project neighborhoods currently have buildings that are currently listed on the National Register of Historic Places (See **EXHIBITA: Survey and Inventory Project Boundaries Map.**) The Lettered Streets Neighborhood contains Whatcom Creek and Old Town – the site of first Euro-American settlement on the bay. The historic roots of the neighborhood is represented by its six National Register properties: 1890 Lottie Roth Block*, 1904 Aftermath Club, 1927 Great Northern Railroad Passenger Station, the 1904 Immanuel School of Industries*, and most importantly two of the oldest buildings in the city, both of which were documented by the Historic American Building Survey in the 1930s -- the 1856 Capitan George Pickett House and the 1858 T.G. Richards Building* – the oldest remaining brick building in the State. The majority of historic resources in the neighborhood date to the late 19th – early 20th centuries, with some infill from subsequent eras occurring throughout. Pressure for teardowns is great in this neighborhood, as it is adjacent to downtown and has been identified by the City as a high density infill area. (*Signifies property also on the Bellingham Local Registry).

The South Hill Neighborhood contains three National Register properties: the 1906 George Bacon House, the 1890 Wardner "Castle", and the well-preserved 1890-92 Roland G. Gamwell House. Primarily residential in character, the historic architecture of South Hill Houses is eclectic, with each era being well represented -- late 19th century grand Queen Anne style, modest craftsman bungalows; Tudor, Spanish, and colonial revival style; and in the hilly wooded areas which remained undeveloped until the late 1950s there are collections of modern ranch homes. Threats to the character of the South Hill neighborhood stem mainly from the desire of newcomers to capitalize on the high value views of the sound, resulting in teardowns and the subsequent construction of oversized "McMansions".

The York Neighborhood currently has no National, State, or local historic properties listed, but contains the most cohesive collection of housing dating to the late 19th and early 20th centuries. Folk and high style Victorians predominate, combined with bungalows from the teens, 1920s apartment buildings, and a well restored residential commercial frame building that operates as a neighborhood store and community center. Major reinvestment – both private and public – has been made over the last 30 years, and the neighborhood has one of the most active neighborhood associations in the City. Primary threats in the York Neighborhood, as in the Lettered Streets, stem from its proximity to downtown, its potential for high-density infill, and the subsequent loss of character resulting from an absence of design review standards and historic preservation protections. (See **EXHIBIT B: Photos.**)

B. Project Objectives

- **How will the proposed project enhance heritage tourism in the community and help preserve its historic resources and cultural assets?**

Identifying cultural and historic resources is the first step towards preserving historic resources and promoting neighborhood preservation – and in developing a sustainable, low-impact heritage tourism model for the City. The project will help preserve these resources by strengthening the City’s partnership with Bellingham Whatcom County Tourism (BWCT), which has identified the growing “geo-tourist” market as a major audience. Geo-tourists are those preferring travel to places where tourism sustains or enhances the character of the place – the environment, culture, aesthetics, heritage and well-being of its residents.

The underlying concepts and benefits of heritage tourism are not well understood by the general public, and many citizens fear that any promotion will bring adverse affects. A primary goal of the project is to reveal, to targeted audiences, the positive effects of heritage tourism activities and reveal their ability to enhance economic vitality while leaving a lighter footprint on the environment. Heritage tourism promotion is even more important today, as the City receives abundant promotion and increasing popularity as one of the most “livable American cities” adding to its rapid population growth and development. This popularity is expected to increase as the 2010 Olympics in Vancouver B.C. (located just one hour north of Bellingham) approaches and more people “discover” Bellingham.

Bellingham prides itself on being pedestrian-friendly, and since the 1970s has actively developed a city-wide trail and walkway network -- many of which run directly through the City’s older historic neighborhoods. This pedestrian and cycle-friendly network presents an excellent opportunity to link the abundant natural beauty of the city with the cultural and historic resources, proving an enriched understanding of the natural and cultural landscape of neighborhoods,. Conveyed through the personal experience of the scale, details, workmanship, feeling and association of the historic architecture and landscape, the visitor and resident alike will benefit (see parks and trails illustrated on **EXHIBIT A: Survey and Inventory Project Boundaries Map**).

Through information and graphics collected in the neighborhood survey project the converging goals of City government (improving livability for residents) and BWCT (increasing economic vitality through tourism) will be advanced (see **EXHIBIT C1: Plans**). By improving the capability of partners to illustrate the connection between the cultural and natural environment, the project will model sustainable heritage tourism practices.

- **Describe how the project meets the goals of the local or statewide preservation plan, heritage tourism plan, or other plan(s) that address heritage tourism and cultural resources. Identify the specific goal(s) and plan(s) and state when they were developed and adopted by the community.**

The project advances the goals and objectives of the **Certified Local Government of the City of Bellingham**, taken from the Historic Preservation Ordinance, updated in 2006 and outlined in 17.90.020 Purpose: “The purposes of this ordinance are to provide for the identification, evaluation, designation, and protection of designated historic resources within the boundaries of the City of Bellingham and to provide for the preservation and rehabilitation of eligible historic properties within the City of Bellingham...” (for full ordinance go to www.cob.org/pcd/cd/historic/index.htm).

The project also responds to broader community needs as noted in the recently updated and adopted **2006 Bellingham Comprehensive Plan**, which outlines a number of visions, goals and policies related to the preservation of cultural resources (see **EXHIBIT C2: Plans** for full citations). Project-related heritage tourism and preservation goals are more thoroughly identified in **Chapter 4. Historic Resources** of the **City Center Master Plan**, adopted by City Council in 2002 (see **EXHIBIT C3: Plans** for full citations).

Bellingham is a **Community Development Block Grant (CDBG)** entitlement community, and outlines the following strategies and actions in the annually adopted **Consolidated Plan / 2007 Action Plan: Neighborhood Revitalization Strategy 3**: Encourage the rehabilitation and adaptive reuse of older properties to preserve the historic character of target neighborhoods, which serves to instill pride of heritage and community involvement.”

Lastly, the project is also consistent with the **2006 Bellingham City Council Goals**, which state that “The underlying premise that guides all City Council policy making is to protect and enhance the quality of life and livability throughout Bellingham.” Goals 3 and 6 specifically identify to “Protect and enhance the City’s cultural, educational, recreational, and environmental assets”, and to “Plan and respond strategically to growth pressures to preserve a high quality of life for all residents.”

All of the above goals reflect those outlined in the Washington Statewide Preservation Plan.

- **Describe the public-private partnerships involved in the project and how these partnerships will sustain and continue to support the resource(s) after the grant project is complete? Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations such as letters of support that specifically state confirmation of their contribution(s). See Supplemental Information in the guidelines for more information regarding partnership documentation.**

Public-private partnerships involved in the project include a strong network of preservation professionals from varied disciplines, local tourism agencies, municipal commissions, university professors and their students, and neighborhood volunteers. These relationships have been built over the last decade, and in 2006 were strengthened by the City's partnering with these agencies to sponsor a series of free public workshops on historic preservation tools, techniques, and strategies. The three project neighborhoods emerged as having an enduring interest and volunteer investment by residents, each of whom is involved in a Historic Preservation Committee within their established Neighborhood Associations. Contributions pledged by project participants, agencies, and associations are listed below, and are detailed in **EXHIBIT D: Letters of Support**. To date these volunteers, in coordination with the City, have completed over 200 Historic Resource Inventory (HRI) forms and will be included in the survey project. Partnerships with the BWCT and other economic development organizations will continue after project completion to utilize information to create brochures, tours, and other heritage tourism materials.

PARTNER	CONTRIBUTION
· City of Bellingham / Planning and Community Development (PCDD)	Professional services match – staff provides project management, program coordination, contract administration, consultant procurement.
· City of Bellingham / Whatcom Museum of History & Art / Photo Archives (WMHA/PA)	Professional services match – research assistance, coordination of project activities and educational programs, WWU Intern supervision and training.
· Historic Preservation Committees of York, Lettered Streets, and South Hill Neighborhood Associations	Six – eight volunteers from each neighborhood participate in survey, inventory, historical research
· Western Washington University (WWU) Interns working through the WMHA/PA	Commitment of three interns per quarter for four quarters – 12 total over two year grant period
· WWU/ Department of Anthropology (Professor S. Campbell)	20 – 25 Cultural Resource Management students participate in survey, inventory, historical research
· WWU/ Center for Pacific Northwest Studies	Staff provides research programs and assistance
· Washington State Archives	Staff provides archival research programs and assistance
· Washington State Department of Archaeology and Historic Preservation	Staff provides technical assistance, inventory and NR training for volunteer sessions
· Bellingham Whatcom County Tourism	Promotion of project as related to benefits of heritage tourism. Future use of information for heritage tourism promotional materials
· Bellingham / Whatcom Public Facilities District	Promotion of project as related to Bellingham Central Business District
· Bellingham Historic Preservation Commission	Advocate and promote project from preservation perspective (website, press releases, awards)
· Bellingham Tourism Commission	Advocate and promote project from heritage tourism perspective (website, press releases, awards)
· Bellingham Arts Commission	Advocate and promote project from cultural arts perspective (website, press releases, awards)

- **Explain how will the public be actively involved in the project?**

A core group of neighborhood volunteers, commissioners, and WWU students and Interns will participate in training sessions to prepare them for survey work. Preservation professionals in the PCDD and WMHA/PA have developed, in coordination with the State Architectural Historian and CLG Manager, educational sessions used to train WWU interns and neighborhood preservation committees on the basics of survey, inventory, historical research and documentation. Volunteers will be given the choice of survey and inventory field work (general multiple property documentation), general historical research, or of completing in-depth research and documentation of one or two historical resources of their choice. Volunteer's primary roles will include working with City staff and Consultant to complete HRI forms, conduct historical research, take photographs and complete basic architectural description, and enter information in the DAHP database.

C. Project Activities -- Describe the project activities necessary to achieve the Project Objectives. List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

Public notification of grant award	COB mails press release
Consultant selection process	COB mails RFP. Interviews, selects, and contracts with Consult.
INITIAL PLANNING MEETING	COB and Consult. define project schedule, scope
Notification of affected residents re: inventory activities	COB contacts neighborhood associations re: inventory to inform them of pending activities
TRAINING SESSION	COB/Consult./DAHP all day survey and inventory field work training session with volunteers.
SURVEY	Consult. surveys up to 1500 individual properties. Digitally photograph properties and streetscape to DAHP data standards
	Volunteers complete up to 500 HRI forms
RESEARCH	Consult. conducts secondary source review, develops broad historic context statement for each neighborhood
	Consultant reviews volunteer's HRI forms for accuracy / completeness
	Survey information and photos entered into DAHP database by Intern, and uploaded into COB GIS by GIS Analyst
Survey Summary and Recommendations Report	Consult. submits draft to COB for review. COB comment period. Report finalized and posted on COB website
PUBLIC OPEN HOUSE	Consult. presents Recommendations Report for National Register Districts and/or Thematic Nominations. obtain buy-in from neighborhoods to move forward with National Register District or Thematic Nominations
NEIGHBORHOOD ASSOCIATION MEETINGS	COB, Consult. and DAHP meet with neighborhoods to explain implications of NR district and/or MPD nominations. Obtain neighborhood buy – in
NR NOMINATIONS	Consultant conducts in depth research and survey. Further develops historic context statements. Photo documentation and archival research
	Up to four NR or MPD Nominations completed and submitted to NPS. Consult (or COB rep.) attends Gov's ACHP meeting to review nomination. nominations accepted and listed on NRHP
PUBLIC OPEN HOUSE	COB advertises Open House to wide and diverse audience via press release and website. Presentation taped for extended play on BTV10. Nominations and survey project outline shared for use in promotion and media
Information sharing with Partners	COB shares information with heritage tourism and economic development partners for promotional and educational use.
PROJECT REPORTING TO NPS	INTERIM PROJECT REPORTS every six months to NPS FINAL PROJECT REPORT submitted after project completion
Consultant progress reports to COB Staff	<i>Submitted every six months prior to NPS reporting by COB</i>

D. Timeline -- Show a timeline for all of the above listed activities. The timeline may be attached as a separate page.

See EXHIBIT E: Project Timeline

Personnel & Consultant Qualifications -- List the project personnel that will **administer** and any consultants that will be hired to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project. Describe the criteria that will be used to competitively select consultants for their services. *All Federal grants require consultants to be competitively selected* (please see page 3 the guidelines for more information).

*For resumes of key personnel, see **EXHIBIT F: Resumes of Key Personnel**

Personnel Name and Title	Agency / Org	Qualifications	Responsibilities	% of time on project
*Kathryn Franks Development Specialist II	City of Bellingham (CoB) Planning and Community Development (PCD)	MS in Historic Preservation, Dept. of Landscape Architecture	Project Manager, procurement (RFP) of consultants, write scopes of work, coordinate volunteer training, presentations	10%
*Toni Nagel Curator of History	Whatcom Museum of History and Art Photo Archives (WMHA-PA)	MA in History / Historic Preservation	Assist in design and coordination of training sessions, public meetings, and archival research	5%
*Jeffery Jewell Research Assistant / Photo Historian	WMHA-PA	B.S. Anthropology	Assist volunteers and consultant in archival research	10%
Kate Newell GIS Analyst	CoB PCD	B.S in GIS technology	Enter data into GIS. Create maps & graphics for analysis, presentation and promotion.	2.5%
Caroline Flickinger CDBG Grants & Budget Manager	CoB PCD	N/A	Federal compliance and financial reporting	.62%
Lisa Manos Accounting Assistant II	CoB PCD	N/A	Project payments and draw downs	.62%
Consultant Historic Preservation Professional / Survey and Inventory, National Register of Historic Places Nominations for MPD and Districts	To Be Determined through RFP	Professional Qualifications Standards: Consultant will meet the requirements used by the National Park Service, published in the Code of Federal Regulations, 36 CFR Part 61	Survey, inventory, historical research. Participate in public meetings and lead volunteer trainings. Write NR and MPD nominations, summary reports, progress report to COB staff.	100%
Criteria used to competitively select consultant services	<i>Federal grants require consultants to be competitively selected.</i> Competitive selection of all consultants and contracting will be completed in compliance with stipulations in OMB Circular A-76 . Maximum hourly rates charged to this grant will not exceed 120% of the salary of a Federal Civil Service GS-15, Step 10, which in Fiscal Year 2006 was \$80.37 per hour or \$643 per day. Current salary tables for 2007 will be consulted at www.opm.gov prior to the procurement process			

F. What are the sources of the non-federal match?

List the secured sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants may not be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal match must be used during the grant period to execute the project. If the match is not secured, explain how it will be raised.

Personnel wages listed as a secured source of the non-federal match are a percentage of permanent City of Bellingham (COB) Planning and Community Development Department and Whatcom Museum Department staff time whose salaries come from the general fund of the COB. Salaries and pay increases for City staff depend on union classification for permanent staff and a 3% cost of living allowance calculated into all positions each year, and some include a step increase per COB Union contracts. Permanent COB staff involved in this project will incorporate project activities into their existing work schedule as the project assists to achieve departmental goals in 2007-2010 work plans.

Volunteer and Intern rate per hour is based on information obtained for the State of Washington from http://www.independentsector.org/programs/research/volunteer_time.html with projections for future hourly rates based on a 3.3% 10 year average increase in the past charts. Figures are based on the assumption that each of the three neighborhoods targeted – York, Lettered Streets, and South Hill -- would have six – eight volunteers contributing 12.5 hours per month each over 16 months of the 24 month grant period – 20 volunteers total. Internship hours are based on a minimum of three interns per quarter for the fall 2007, winter 2008, spring 2008 and fall 2008 quarters; and each completing a minimum of three credits that is equivalent to 60 hours each per quarter.

Fringe Benefits are calculated by City accountants based on number of family members covered by COB insurance for permanent staff. Rates vary according to family size and whether a position is full time or part time. Interns and Volunteers are listed at 9% as they are covered by the Bellingham Volunteer Center's accident insurance.

Consultant Fees are calculated to contract with an Historic Preservation Professional that meets the qualification standards outlined by the Secretary of the Interior 36 CFR Part 61. The amount is based on a rate of \$50 times a maximum of 2,200 properties, equal to \$110,000 for a reconnaissance survey (versus the Washington State rate of \$100 - \$125 per property for an intensive level survey). The projected calculation for a consultant also includes a flat \$10,000 fee for up to four possible National Register District nominations for a total of \$40,000 and a grand total of \$150,000. Consultant Fees include pre-planning, public meetings, travel and expenses.

The **Other** category represents use of COB equipment including printers, copy machines, digital cameras, computers and related programs, office supplies, photocopies, reproduction of historic photographs from Museum Photo Archives, costs of advertising for meetings, press releases, media ads, regular rental fees for meeting spaces, utilities, and postage. These are included as an 10% indirect cost rate of the amount requested from the *Preserve American* grant and will be contributed by the City of Bellingham.

G. Budget -- Outline the project budget in the form below; add additional lines in a category as needed.

- The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe a total of \$60,000 in costs/work).
- All non-Federal match must be cash expended or services donated during the grant period (generally 1 to 2 years) and not before.
- If you have any questions about cost categories, or how to formulate some of your budget items, please email NPS_PreserveAmerica@nps.gov.

Applications must be received by 5 PM Eastern Standard Time,
Wednesday, February 14, 2007
This is NOT a postmark deadline

APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- (1) original and seven (7) copies – a total of 8 – complete application packages (preferably double-sided).
- One (1) additional photocopy of page one of the application.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original must be secured with a binder clip.
- Each copy must be **securely** held together with a staple or binder clip; do **not** use pocket folders, notebooks, or ring binders.

A complete application package includes:

- Application on 2007 form.
- Authorizing Official signature.
- Timeline for project completion.
- Detailed budget.
- Resolution of Support.
- Necessary supplemental information to explain the project (photographs, maps, documentation of public/private partners, etc.)

PLEASE NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.

SEND APPLICATIONS TO:

(Please address all support letters to the address below, attn: Hampton Tucker; Chief, Historic Preservation Grants Division – they must accompany the grant application or they will not be considered)

Preserve America Grants
National Park Service
1201 "Eye" Street, NW
6th Floor (ORG. 2256)
Washington, DC 20005

**For more information please contact the National Park Service at:
(202) 354-2020**

nps_preserveamerica@nps.gov
www.cr.nps.gov/hps/hpg/preserveamerica