



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Monday, August 17, 2015

6:00 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Historic Preservation Commission** of the City of De Pere will be held on **August 17, 2015** at **6:00 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

Call to Order

1. Roll Call.
2. Approval of the minutes of the July 20, 2015 meeting.
3. Update from Students on the Front Street Mural Project.
4. Review and Comment on the progress of the SNC Historic Building Research/Tour Project.
5. Update on the Irwin School Development Project.
6. Request to Apply for a 2016 Certified Local Government Sub-grant for the completion and update of the City of De Pere's 2001 Intensive Survey. *
7. Review and Recommendation on the Historic Preservation Commission Budget for 2016.
8. Discussion and approval of funding for DPHPC members to attend the 2015 Local History and Historic Preservation Conference.
9. Future Agenda Items.

Adjournment

*** Items with an asterisk require City Council approval.**

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the City Planner's office at 339-4043 by Noon on Monday, August 17, 2015 so that arrangements can be made.

AGENDA SENT TO:

Commission Members
Alderspersons
Department Heads
News Media
De Pere Chamber of Commerce
Brown County Library, De Pere Branch
Joe De Rose, Historic Preservation Division

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: August 17, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Approval of the minutes of the July 20, 2015 meeting.

ATTACHMENTS:

- HPC_Jul2015_Minutes_Draft (PDF)



Historic Preservation Commission

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Monday, July 20, 2015

6:00 PM

De Pere City Hall Council Chambers

Call to Order

The meeting was called to order at 6:00 PM by Commissioner Mike Fleck

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Mike Fleck	Commissioner	Present	
Gene Hackbarth	Commissioner	Present	
Brian Netzel	Commissioner	Present	
Sue Sands	Commissioner	Excused	
Kate Sabel	Commissioner	Excused	
Adam Turriff	Commissioner	Present	

Also present: City Planner Sarah Wallace, Planning Director Ken Pabich, and Administrator Larry Delo.

2. Approval of the minutes of the June 15, 2015 meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Adam Turriff, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Netzel, Turriff
EXCUSED:	Sue Sands, Kate Sabel

3. Update on the Front Street Mural Project.

Mike Fleck reported that the student group from De Pere High School has completed the mural restoration. They would still like to add to the three panels on the north end, but have not completed a design proposal yet. Staff noted that the design would have to be presented to the Department of Public Works for approval. Fox 11 News ran a story on the project; the students were very enthusiastic and grateful for the opportunity to work on the mural.

4. Update and Concurrence on St. Norbert College Historic Place Nomination Selected Consultant.

Sarah Wallace reported that the city received two proposals for the St. Norbert College intensive survey. Staff is requesting concurrence from the Commission to award the contract to consultant Timothy Heggland, who provided the lower bid. Gene Hackbarth motioned, seconded by Brian Netzel, to recommend that Timothy Heggland be awarded the contract. Upon vote, motion carried unanimously. This item will be forwarded to the Common Council for approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Commissioner
SECONDER:	Brian Netzel, Commissioner
AYES:	Crevier, Fleck, Hackbarth, Netzel, Turriff
EXCUSED:	Sue Sands, Kate Sabel

5. Update on 2015-2017 State Budget and the Wisconsin Historic Tax Credit Program.

Attachment: HPC_Jul2015_Minutes_Draft (3773 : Minutes)

Sarah Wallace reported that while the governor had multiple provisions in the budget proposal that would have affected the Historic Tax Credit program, they were all removed from the final version. The moratorium does remain on credits for non-National Register buildings built prior to 1936.

6. Review of Process and information for Local Historic Districts within the City.

Staff would like to create information packets and document the process by which residents could request local landmark status for their properties or district, and is requesting input from Commission members. The written documentation could include an application form and instructions, an outline of the designation process, and a definition of the certificate of appropriateness, which is an implementation of what is required.

Ken Pabich explained that a request to become a local district triggers a review by the Historic Preservation Commission, but what that review includes needs to be specified. Residents would need to determine what level of preservation they are looking for, which would provide guidance to the Building Inspection department for enforcement.

Discussion followed regarding how to disseminate information from the Neighborhood Preservation Plan to homeowners in those districts. Staff would like to establish a process prior to scheduling any type of meeting with property owners. Current City ordinance states that the Historic Preservation Commission has the authority to create guidelines for the establishment of local districts; staff does not anticipate any ordinance changes being necessary as part of this process.

The group also discussed inclusion of information on whether a contributing property owner within a district can request a designation, or whether it requires a certain percentage of property owners. The documentation should also state clearly what rights, if any, the property owner would be relinquishing with local landmark designation. The intent is that the applicant should include specifics as to what would be "reviewable".

Sarah Wallace will create draft documentation and present it at a future meeting. Members can then make changes and approve the final process.

7. Information Items - St. Norbert College Walking Tour Presentation and Wisconsin Association of Historic Preservation Commissions Presenter.

Sarah Wallace reported that St. Norbert College Professor Amy Trollinger & student Eric Konop will be presenters at the Wisconsin Historical Society State Conference on October 10th, 2015, sharing their experiences in researching historic campus buildings for the SNC Day Walking Tour.

Bill Schmickle, author of "Preservation Politics: Keeping Historic Districts Vital" will be the keynote speaker at the April 2016 WAHPC Conference in De Pere.

8. Future Agenda Items.

None.

Adjournment

Scott Crevier motioned, seconded by Adam Turriff, to adjourn the meeting at 6:26 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015
DEPARTMENT: Planning
FROM: Sarah Wallace
SUBJECT: Update from Students on the Front Street Mural Project.

Students were invited to attend the Commission meeting to provide you with an update on the Mural.

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Review and Comment on the progress of the SNC Historic Building Research/Tour Project.

Abby Trollinger, St. Norbert College Assistant Professor of History and Erick Konop, St. Norbert College History Major, will be in attendance to discuss and review with the Commission the progress on the SNC Campus Historic Building Research and Tour Guide they are creating. Attached you will find the draft information to be in the guide for your review and comment. Please review and come with any comments on the draft.

ATTACHMENTS:

- SNC historic building brochure text (PDF)

SNC Historic Buildings Walking Tour Brochure Text
Erick Konop, SNC History Major

August 11, 2015

Old St. Joseph Church

- First Church building 1882-1889
- Struck by lightening and burned to the ground on August 13, 1889
- Construction of the present-day church was completed September, 1892
- Constructed of mostly brick with arched ceilings by Dan Kidney, local boat builder
- Ceiling arches in the same fashion as a boat's hull with a central spine supporting ribs along its length.
- Church interior lavishly decorated with frescos designed by Wisconsin artist Jean T. Rousseau.
- The frescos that covered much of the ceiling and walls were painted over with sand colored paint during the 1969 Church renovation
- Named site of the National Shrine of St. Joseph on January 16, 1892, by Pope Leo XIII
- Norbertines, under the leadership of Bernard H. Pennings, O.Praem. were given control of the Parish Church by Bishop Messmer in 1898.
- In 1925, when the Norbertine Community was raised to Abbey status, Old St. Joseph Church became the liturgical center for St. Norbert Abbey.
- A new St. Norbert Abbey was completed in 1959 and the Abbey liturgical center moved to the site at 1016 N. Broadway, De Pere.
- The National Shrine of St. Joseph was moved to the new St. Norbert Abbey.
- The most recent Old St. Joseph Church renovation took place in 1990 when the arched ceilings and much of the interior was removed to reveal the masonry and wooden beams that you see today.

St. Boniface Church

- St. Boniface Parish came into being in the 1880's. Made up of mainly Dutch Immigrants, they were forced to cross the bridge over Fox River to attend services at the nearest Dutch Church.
- West side parishioners decided that it would be more practical to erect a church on the west side and bought two lots from Thomas Norton at the current church site on **May 17, 1883**.
- The self-reliant parishioners did not hire an architect nor contractor, but designed and constructed the building themselves. "They knew it was going to be 90 feet long and 50 feet wide."
- Seven months later, the church was finished to the extent that it could be used for services.
- The brick exterior was very basic and had no steeple, capped instead just above the main roofline with a short cross and stubby pyramidal roof.
- There was no sanctuary, a roughly finished interior and none of the arches were in place.
- The ceiling was absent with the roof and supporting beams exposed.
- Walls were unplastered and small kegs with boards between them served as pews.
- The church interior was much smaller than today because the rear section of the church was divided from the main space to serve as the parish school.
- The church appearance changed as more funds became available.
- 1893-the school space was removed to provide the space you see today
- 1895-Peter Francine completed the arched ceiling and plastered the walls.
- 1900-the new sanctuary was completed plus an office was built at the rear of the church
- 1907-the church steeple was built; designed by architect Arnold Van Gemert
- 1919-the four-faced steeple clock was added to the steeple

Page 2

St. Boniface Church (continued)

- 1996-St. Boniface Parish merged with Our Lady of Lourdes Parish and the Church was sold
- May, 1999-St. Norbert College purchased the building and converted it into a campus bookstore.
- August, 1999-the church building housed the bookstore, a coffee shop and the Discovery International Store.
- 2002, After alterations, part of the church was converted into a women's dorm for 50 juniors and seniors.
- March, 2010- the Campus Bookstore was moved from the church to Todd Wehr Hall
- February 14, 2013- the church was rehabilitated into the 200 seat Dudley Birder Performance Hall, its current use

St. Joseph Priory

- 1925-1959 Original St. Norbert Abbey, De Pere
- 1963-Addition added with building updates for Norbertine residents
- 2015-Norbertines move out of St. Joseph Priory to St. Norbert Abbey

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Update on the Irwin School Development Project.

The Historic Preservation Commission was previously notified of a project that would raze the Irwin School for a development project. Since that time, the Irwin School project was pulled by the developer. At this time no plans exist for that property. Upon any future plans, the Commission would be notified.

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Request to Apply for a 2016 Certified Local Government Sub-grant for the completion and update of the City of De Pere's 2001 Intensive Survey. *

Through the Historic Preservation Commission, the City is requesting to apply for the 2016 Certified Local Government Sub-grant to update the 2001 Intensive Survey to reflect the additional buildings that would now be over 50 years old. Please see the attached information pertaining to the Sub-grant application.

ATTACHMENTS:

- HPR-subgrants-guide (PDF)

WISCONSIN HISTORICAL SOCIETY

HISTORIC PRESERVATION FUND SUBGRANT

APPLICATION GUIDELINES

INTRODUCTION

Historic preservation fund subgrants are administered by the Wisconsin State Historic Preservation Office (SHPO) of the Wisconsin Historical Society (the Society). At the federal level, the program is managed by the National Park Service (NPS), U. S. Department of the Interior. The Historic Preservation Fund (HPF) is derived from federal offshore oil leases, not from tax revenues. The Catalog of Federal Assistance number is 15.904.

Please read the complete guidelines as they summarize the regulations that apply to subgrant funded projects and the procedures to be followed. The subgrantee must be able to comply with the required completion schedule. Failure to submit an application completed in accordance with these guidelines will result in automatic rejection of that application.

This subgrant program is funded by a federal grant; therefore, numerous federal rules and regulations apply. These rules are enforced to ensure that federal dollars spent on project-related work are auditable according to federal standards. The SHPO will supply subgrantees with copies of the relevant forms, state and federal regulations summarized in this guide, upon request. However, subgrantees should be aware that the SHPO assumes no liability for the failure of any subgrantee to follow required regulations.

WHO MAY APPLY

All Certified Local Governments.

Individuals and "for profit" organizations are not eligible for Certified Local Government (CLG) project types.

LETTER-OF-INTENT

Letters-of-intent to the SHPO are **required** for CLG projects. This letter should describe the proposed project and give the approximate amount of funds to be requested. A letter-of-intent can be a single page and will not formally obligate an organization. The letters-of-intent will be used by SHPO staff to anticipate funding requirements and to assist applicants in preparing their application. **Only** CLG type applications preceded by a letter-of-intent will be considered for funding. The letter-of-intent must be postmarked or received in the SHPO by September 12, 2014.

The SHPO will respond to letters-of-intent within three weeks.

SUBGRANT FUNDING

The SHPO plans to award a total of approximately \$100,000 in Subgrants each year. Successful applicants, those that best meet the criteria established for this project period (see page 4), usually each receive subgrants ranging from \$2,000 (minimum) up to \$25,000 (maximum).

All project related costs are paid by the applicant/subgrantee, with periodic reimbursement of up to 75 percent of the award (federal reimbursement) prior to completion. The remaining 25 percent of the award is held until all final products are received and approved by the DHP.

TYPICAL SEQUENCE OF SUBGRANT ACTIVITIES

Prior to Beginning Work

- | | |
|-----------------------|--|
| July | 1. SHPO develops criteria and announces it in various Wisconsin preservation- related publications. |
| August to September | 2. SHPO accepts letters-of-intent. All letters-of-intent must be postmarked or received at the SHPO office by September 12, 2014. |
| September to November | 3. SHPO accepts signed applications (original plus five copies). They must be postmarked or received at the SHPO office by November 14, 2014. Applications faxed or post marked later will not be considered. |
| November to December | 4. The SHPO staff reviews all applications received for project eligibility and completeness. An analysis of each application, using the criteria established for this project period, is prepared for the Historic Preservation Review Board. |
| February | 5. The Historic Preservation Review Board reviews applications and approves award of subgrant funds. |
| February to March | 6. The SHPO sends applicants written notice of subgrant award and if the award amount is different from the application, the SHPO recommended changes to the products (work program) and/or budget. |
| February to March | 7. The SHPO publishes the "Project Information for Historic Preservation Professionals" on www.wisconsinhistory.org/hp/grants/consultants.asp and determines which interested candidates are "professionally qualified." |
| March to April | 8. The SHPO prepares the Memorandum of Agreement (MOA), work program with project schedule, and budget. It is then sent to the subgrantee "contact" for their review and signing as well as forwarding it to the Financial Officer/authorized agent for the same actions. |
| March to June | 9. Upon receipt of the MOA signed by the subgrantee officials, the SHPO completes the MOA signing and prepares the State Purchase Order. In about 20 days the signed Purchase Order, MOA, qualified consultant resumes, and reporting forms are sent to the subgrantee as notification that the project can begin. |

Initiation of Project Work

- | | |
|--|---|
| Per MOA
But no later
than August | 1. The subgrantee sends approved Request for Proposals (RFP), to all qualified candidates resulting from the " Project Information for Historic Preservation Professionals " posting. After the RFP deadline the subgrantee hires competitively with the assistance and prior approval of the SHPO. |
| Per MOA or
contract | 2. Once the consultant's (principal investigator) contract is signed, project can begin. Generally the subgrantee hosts an informational meeting to introduce the project, the contractor, and the SHPO Program Manager to the community. |

Monitoring the Project

- | | |
|-------------------------|--|
| Per MOA
or as needed | 1. Generally, the project director is responsible for the timely and accurate completion of the work program. This includes ensuring that procurement standards are followed, products are submitted when due, bills are paid on time, and auditable records are maintained. In addition, the project director maintains regular contact with the appropriate SHPO Program Manager to ensure any project work program questions are discussed before action is undertaken. |
| Per MOA | 2. The project director submits written progress reports and Reimbursement Requests to the SHPO. |

Project Completion

- | | |
|--|---|
| Per MOA | 1. Subgrantee hosts an informational meeting to present the products to the community. |
| | 2. Final work products MUST be submitted to the SHPO on or before the project completion date. |
| Per MOA but
no later than
August | 3. The SHPO will process the products and final reimbursement. The SHPO will withhold a minimum of 25 percent of the federal funds until all conditions of the MOA have been met and required records have been accepted by SHPO and NPS. |

PROJECT TYPES and ELIGIBLE ACTIVITIES

Within each **Project type** the applications are rated on how well they meet the “Subgrant Selection Criteria.” Funding is awarded based upon an application’s rank compared to other applications received of the same type.

Certified Local Government (CLG), are units of government whose historic preservation program has been certified by the state and federal government. There are only 68 such governmental entities in Wisconsin, they are: Jefferson County and La Crosse County; plus the cities of Allouez, Appleton, Ashland, Beloit, Burlington, Cedarburg, Columbus, De Pere, Dodgeville, Eau Claire, Evansville, Fitchburg, Fond du Lac, Greendale, Hales Corners, Horicon, Janesville, La Crosse, Lake Geneva, Lancaster, Lodi, Madison, Marshfield, Mazomanie, Menomonie, Mequon, Middleton, Milton, Milwaukee, Mineral Point, Monroe, Mukwonago, Neenah, Neillsville, New Berlin, New Glarus, New Holstein, New Richmond, Onalaska, Oregon, Oshkosh, Palmyra, Perry, Platteville, Portage, Racine, Rhinelander, Richland Center, Ripon, River Falls, Sheboygan, Sparta, South Milwaukee, Stevens Point, Stoughton, Thiensville, Town of Westport, Viroqua, Washburn, Watertown, Waukesha, Waupaca, Wausau, Wauwatosa, West Allis and Whitewater. For information about participating in the CLG program, check out “The National Park Service” website at www.nps.gov/history/hps/clg or contact Joe DeRose at 608-264-6512.

CLGs are eligible for the projects listed in the “Subgrants Manual” on the Society website. “Application Evaluation Criteria” gives the specific evaluation points and the range of eligible points possible. HPF regulations specify that at least 10 percent of a state's funds be awarded to CLGs, which has been about \$100,000, statewide.

COMPLETION OF THE APPLICATION

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. When completing the application, please consider the following:

Project Types: Select the **CLG** application based upon type of project to be done, see "Project Types" in the "Subgrants Manual" on the Society's website.

Applicant, the legal name, corresponding Federal Employer Identification Number (FEIN), and address where reimbursement checks should be mailed. See "Who may Apply" on page 1.

Contact person: This is usually the project director. This is the person who has authority and program knowledge to make project related decisions and will be expected to manage the project.

Financial Officer: This must be the person who is authorized to act on behalf of the applicant. Generally this is the person who is responsible for ensuring that funds and staff budgeted in the project are available. See "Certification" on page 6.

Project Focus and Design: Refer to the "TYPICAL SEQUENCE OF SUBGRANT ACTIVITIES" section of these guidelines. This should help you to develop a work schedule that meets DHP requirements. Income should not be generated by any activity or product proposed until after the project is closed out. If project income is generated, it must offset an equal amount of federal funds awarded/ requested for reimbursement.

Products: This information assists the SHPO in evaluating the scope of the proposed project, its likelihood for completion within the expected time period, and the budget.

Professional Project Staff: The National Historic Preservation Act specifies in 36 Code of Federal Regulations (CFR) 61 Appendix A the professional qualifications necessary for participants in HPF assisted projects. Because professional experience and education is subject to interpretation, the SHPO will participate in the selection of the principal investigators for all projects. **No consultants or limited term employee can be preselected; rather they must be selected through an open competitive process.** If not a current on-going "salaried" employee, then the SHPO will assist in the recruitment of project staff, and will approve the language in any requests for proposal or advertisements that may be placed by the subgrantee. Both the SHPO and the project director will participate in candidate interviews. No substitution of professional project personnel may be made during the course of the project unless approved in writing by the SHPO.

Intern or non-professional involvement will be permitted only under the supervision of a professionally qualified principal investigator. The SHPO will review each project for the appropriateness of intern or non-professional involvement. The SHPO does not participate in the selection of nonprofessional support staff, such as typists or field crew.

COMPLETION OF THE APPLICATION, continued

Budget: Budget amounts must be realistic and based upon fair and open competition among suppliers of professional services, materials, or equipment. The SHPO requires that applicants obtain estimates of **major** cost items to use as a basis for preparing proposed budgets and include the document as an attachment (applications with more written estimates will score higher). If you are awarded a subgrant, the purchase of items in this budget must be based upon the federal procurement standards, which provide for maximum open and free competition, regardless of the dollar value.

Eligible Expenses, include:

1. **Salaries** for personnel directly involved in stated project activities. The maximum rate is \$90.34 hourly or \$722.72 daily. Applicant staff salaries are considered "cash" for this grant. Professional services contracts: All subgrantees shall use an open competitive negotiation process for procurement of professionals who are qualified to perform the work. The earnings limit is the same as above. It is national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, and services. Subgrantees shall take similar appropriate action in support of women's business enterprises.
2. **Fringe benefits** for project "salaried" personnel are allowed; the SHPO, however, reserves the right to reduce or otherwise limit the amount.
3. **Supplies, Services and Equipment;**
 - a. **Administrative costs**, including secretarial, accounting, communication costs (telephone, etc.), and other miscellaneous costs may be eligible under certain conditions. However, these expenses must be itemized and supported by auditable documentation. Administrative costs in excess of 10 percent 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.**
 - b. **Capital equipment**, we define as "per item cost is \$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.
 - c. **Equipment rental.** The total cannot exceed the cost to purchase the item.
 - d. **Maps, etc.** Items needed for project products.
 - e. **Office supplies** needed for project administration and products.

- f. **Curating costs** for archaeological artifacts for the period of the project only.
- g. **Photocopying and printing**, costs for completed research materials and final reports. The SHPO will provide, at no cost, blank National Register nomination forms and extra reimbursement request forms as necessary.
- h. **Travel expenses**, if necessary for completion of field work; including room (up to \$70), 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.

Ineligible Expenses are (because local matching share is no longer required): indirect costs, volunteer services, donated goods/equipment, and facilities (building space).

Applicant access to cash. Furnish the name of the entity providing the funds, the amount, and the date the funds are available. This date is critical because there may be bills to be paid by the Subgrantee soon after the Project's Work Program begins. The **project expenses must be paid by the applicant/subgrantee. A Reimbursement Request can be submitted to the SHPO, only after a product is completed.** It may take the SHPO up to 60 days to convert the Reimbursement Request into a check.

Certification. The authorized agent (Financial Officer) for the agency or organization making the application must sign the Application. This person has the responsibility for ensuring that proper procedures are followed for purchasing as well as accounting. This person will also ensure identification of payments to this subgrant (account or code) versus unrelated costs. This person will be sent the signed State Purchase Order and a copy of the fully executed MOA.

Grant Experience. For CLGs that have not received a HPF subgrant in the last five years, provide information on **any** recent grant administered by the Applicant's Project Director. If no grant administration experience, provide names of contracts or other instances where competitive procurement and budget supervision were crucial.

FEDERAL RULES

The following rules are basic to this federal grant program:

1. **No work may be funded retroactively.** All work must be approved in advance through the grant selection and MOA negotiation process. Subgrantees will be notified by the DHP when work can begin.
2. **All work must be an eligible program activity.** Only certain types of work are allowable under this program. No work other than that specified in the work program can contribute to the projects' completion.
3. **The project must adhere to uniform administrative requirements.** All federal programs must follow the same general set of administrative rules. They have been designed to ensure fair competition for federally assisted grant contracts, proper accounting and management practices, and conformance with government-wide regulations. These documents are available on the NPS website at www.whitehouse.gov/OMB/grants/index.html or request from DHP.

All subgrants must be administered in accordance with all applicable regulations and procedures governing federal grants including Office of Management and Budget (OMB) Circulars, available on the NPS website www.whitehouse.gov/OMB/grants/index.html:

A-21 Cost Principles for Educational Institutions (10/27/98),

A-87 Cost Principles Applicable to State and Local Governments (5//94, amended 8/29/97).

A-122 Cost Principles for Nonprofit Organizations (5/19/98).

A-102 Grants and Cooperative Agreements with State and Local Governments 0/7/94, amended 8/29/97).

A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (11/19/93, amended 9/30/99).

A-133 Audits of Institutions of Higher Education and Other Nonprofit Institutions 6/24/97).

Profit-making Organizations, 48 Code of Federal Regulations (CFR) part 31; available online at www.access.gpo.gov/nara/cfr/cfr-table-search.html.

continued.

FEDERAL RULES continued

4. **All expenses must be auditable.** An expense is any cost relating to the assisted project. Each year this program is audited to determine if:
 - a. all expenses have been properly documented, and
 - b. All federal regulations have been followed with respect to the expenditure.
5. **Curation** of archaeological materials, unless noted in the Memorandum of Agreement, the applicant agrees to curate and store in perpetuity all materials found and/or generated by the project. The federal guidelines are entitled "Curation of Federally-Owned and Administered Archaeological Collections" (36 CFR PART 79).
6. **Proof of compliance with federal regulations or requirements.** Applicants as well as contractors/consultants must comply with all applicable federal rules (including but are not limited to):
 - a. Title VI of the Civil Rights Act of 1964 (equal opportunity requirements, and non-discrimination on the basis of age),
 - b. procurement standards,
 - c. Section 504 of the Rehabilitation Act of 1973,
 - d. Anti-kickback Act of 1964,
 - e. Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation,
 - f. Certify that it nor its principals are presently or proposed for debarment, suspension or excluded from participation in any federal program,
 - g. National Register Program Guidelines NPS-49, and
 - h. Any special conditions agreed to at the time of the subgrant award.
7. **Project deadlines must be met.** Each subgrant is funded for a specific period of time after which the funds are recaptured by the NPS. For this reason, all subgrant work programs must show task occurring between the Project Period dates shown on the application. Extensions may be possible, but only in extreme circumstances and within the project period which for this award is September 30, 2015.

Requests for amendments must be made in writing to the DHP **at least 45 days prior to existing deadlines.** Amendments can only be implemented after written approval by the DHP. Failure to meet any deadline may result in termination or reduction of federal assistance.

WHO TO CONTACT

After reading the guidelines, if you have questions on completion of the application, contact the appropriate DHP Program Manager:

Archaeology, John Broihahn - 608-264-6496 or email john.broihahn@wisconsinhistory.org

All other projects Joe DeRose - 608-264-6512 or email joe.derose@wisconsinhistory.org

All fiscal aspects, project budget, the material contained in this guide, or applicable federal regulations Joe DeRose - 608-264-6512 or email joe.derose@wisconsinhistory.org

Direct correspondence to: Division of Historic Preservation-Public History Fax: 608/264-6504
 Wisconsin Historical Society
 816 State Street
 Madison WI 53706-1842

Web Resources maintained by the: Wisconsin
 government;

General Directory: www.wisconsin.gov

Wisconsin Historical Society: www.wisconsinhistory.org

University of Wisconsin: www.wisc.edu

federal government;

Whitehouse, links to many agency & legislative sites:

www.whitehouse.gov

National Park Service (Links to the Past): www.nps.gov

Heritage Preservation Services: www.nps.gov/history/hps

-END-

HPF_subg.gui (revised 2/20/2014)

Attachment: HPR-subgrants-guide (3776 : 2016 CLG Sub-grant)

City of De Pere, Wisconsin**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Review and Recommendation on the Historic Preservation
Commission Budget for 2016.

Staff will provide an update, review and description of the Historic Preservation Budget for Fiscal Year 2016.

ATTACHMENTS:

- #2 Historic Preservation (DOC)
- Historic Preservation - 2016 (XLSX)

Historic Preservation Commission

Program Full Time Equivalents: 0

Program Mission:

The purpose of the Commission is to affect and accomplish the protection, enhancement, perpetuation, and use or improvement of sites, which represent or reflect elements of the City's cultural, social, economic, political or architectural history. The Commission serves to foster civic pride in the notable accomplishments of the past.

List of Program Service(s) Descriptions:

- 1) *Citizen Contact* - Receive input/questions from citizens on projects related to the areas of responsibility.
- 2) *Historic Districts / Places* – Responsible for the creation and maintenance of historic sites and districts.
- 3) *Historic District Plans* – Responsible for the development, update and implementation of historic district plans for each district.
- 4) *Historic District Education* – Responsible for the continuing education of the citizens about the historical heritage of the city and the historic properties designated.

Important Outputs:

- 1) *Preservation of historic structures, site and districts.* Funding provided through tax levy and state/federal grants. Preservation is important since the City of De Pere is known for its historic heritage, sites and districts.
- 2) *Creation of new historic sites and districts.* Funding provided through tax levy and state/federal grants. Studying and creating new districts is important since more building and areas qualify as the City ages.
- 3) *Education programs related to the program.* Funding provided primarily through grants. Education is important to help maintain and increase the overall quality of the City's historic background.

Expected Outcomes:

- 1) Maintain citizen contact levels in a manner that meets or exceeds the needs of the community.
- 2) Maintain or increase the overall quality of life of residents and visitors through the implementation of the City's historic preservation policies.

- 3) Maintain or increase the overall quality of life for the citizens in De Pere with a historic preservation program that enhances the historical heritage of the City.
- 4) Increase the awareness on the City's heritage and provide education to maintain the historic sites and districts in the City.

2016 Performance Measures:

- 1) Begin Historic District signage for the residential districts. Signage is important for the identification of the historic buildings and is also educates the community on the historic districts.
- 2) Apply for the Certified Local Government Sub-grant to update the City's 2001 Intensive Survey. Upon successful application, contract out for the Intensive Survey update.
- 3) Continue implementation of the City Intensive Survey by working on State and National historic building / district designations. The Intensive Survey provides a work plan for the establishment of future historic buildings in the City. In 2016, Historic Preservation Commission will be working with SNC on a possible district nomination.
- 4) Provide at least two education programs that continue the education on the historical heritage of the City. Educational programs are important for property owners and citizens in understanding both the history of the community and also the programs that are available to historic properties.

2015 Performance Measurement Data:

- 1) Historic District signage for the residential districts.
 - a. Result: Project plaques were not ordered since research needed to be done on actual home names.
- 2) Continue implementation of the City Intensive Survey by establish a local landmark program.
 - a. Result: Commission was awarded grant for the work to be done on SNC campus.
- 3) Provide at least two education programs that continue the education on the historical heritage of the City.
 - a. Result: Completed.

Significant Program Achievements:

- Assistance on Historic Tax Credit program.
- Successful education programs offered to the community. Historic Preservation month, SNC Day, State Tax credit programs for both residential and commercial properties.
- Updated Historic District maps for each district which identify contributing and non-contributing buildings.

Existing Program Standards Including Importance to Community:

- 1) Conduct a regular meeting of the Historic Preservation Commission on the third Monday of the month.
 - a. Community Importance.
 - i. Allows actions required or requested on behalf of the community to be acted upon in a timely manner.
 - ii. Establishes a routine schedule for community involvement.

Costs and Benefits of Program and Services:

The adopted 2015 Historic Preservation program cost is \$10,445. The program benefits the community by providing citizens with representation in the discussion and implementation of the City's historic preservation program. The program also benefits the community by providing education on the historical heritage of the city.

2015 Program Objectives:

- 1) Same as performance measures.

2016 Budget Significant Expenditure Changes:

- 1) Seminars and Conferences for annual Historic Preservation Conference and other historic seminars available in the area. Amount reduced by \$500 to reflect actual spending.
- 2) Consulting for contribution towards historic plaques in residential historic district.
- 3) Memberships/Subscriptions include \$40 WI Associations of Historic Preservation, \$20 National Trust for Historic Preservation, \$100 National Alliance of Preservation Commissions, and \$150 Fox River Heritage Parkway.
- 4) Mileage was increased to reflect actual projected expenses. 2015 was the first year with mileage line item. Commission members usually attend 2 conferences and also attend the State review down in Madison.
- 5) Historical Society budget amount of \$5,050 did not change from 2014.

City of De Pere
2016 General Fund
Adopted Budget

EXPENDITURES						
Account Title	2014 Year End Actual	2015 Adopted Budget	2015 6 mos Actual	2015 Year End Estimate	2016 Dept Head Proposed	2016 / 2015 Budget % Of Change
ON COMMISSION						
CONTRACTUAL SERVICES						
Seminars and Conferences	-	1,000	50	150	500	-50.00%
Consulting	0	3,195	0	0	3,200	0.16%
Subtotal	0	4,195	50	150	3,700	-11.80%
SUPPLIES AND EXPENSE						
Office Supplies	0	390	15	200	300	-23.08%
Memberships/Subscriptions	0	310	250	325	325	4.84%
Mileage Reimbursement	0	500	720	1,000	1,050	110.00%
Historic Preservation Supplies	4,605	0	0	0	0	0.00%
Subtotal	4,605	1,200	985	1,525	1,675	39.58%
GRANTS, CONTRIBUTIONS, INDEM						
Historical Society	5,050	5,050	5,050	5,050	5,050	0.00%
Subtotal	5,050	5,050	5,050	5,050	5,050	0.00%
						0.00%
TOTAL	\$ 9,655	\$ 10,445	\$ 6,085	\$ 6,725	\$ 10,425	-0.19%

City of De Pere, Wisconsin

**Request For Historic Preservation Commission Action**

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Discussion and approval of funding for DPHPC members to attend the 2015 Local History and Historic Preservation Conference.

The conference will take place at the Middleton Conference Center, Middleton, WI on October 9th and 10th, 2015.

City of De Pere, Wisconsin



Request For Historic Preservation Commission Action

MEETING DATE: August 17, 2015

DEPARTMENT: Planning

FROM: Sarah Wallace

SUBJECT: Future Agenda Items.
