



Historic Preservation Commission

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Regular Meeting

Agenda

Monday, May 16, 2022	6:00 PM	Council Chambers and Virtual
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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 **May 16, 2022 at 6:00 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic access to the meeting is provided below:

Computer/smart phone accessing <https://www.gotomeet.me/DePere>

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at <http://deperewi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the minutes of the February 21, 2022 Historic Preservation Commission meeting.
3. Annual election of Chair and Vice Chair.
4. Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC
5. Discussion about information learned by the Historic Preservation Commission members while attending the April 29, 2022 virtual WAHPC Conference.
6. Discussion about WAHPC award to De Pere Historic Preservation Commission for securing the CLG Grant for nominating the Mansion Street WWII Defense Home District on the State and National Registries. Presentation by Gene Hackbarth.
7. Consideration and possible action for the review and submittal of applications for future CLG Sub-Grants. Discussion facilitated by Gene Hackbarth.
8. Discussion about opportunities to promote attendance of NR listed historic home owners at the May 24 (6:00p-7:30p) Historic Preservation Conference at the Bemis International Center, St. Norbert College. Discussion facilitated by HPC members.

Adjournment

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 the day of the meeting so that arrangements can be made.

*Items with an asterisk require City Council approval.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Jason Tish, Wisconsin Historical Society



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: Approval of the minutes of the February 21, 2022 Historic Preservation Commission meeting.

ATTACHMENTS:

- HPC_Feb2022_Minutes_Draft(PDF)



Historic Preservation Commission

Regular Meeting

335 South Broadway
De Pere, WI 54115
<https://www.deperewi.gov/>

Draft Minutes

Monday, February 21, 2022

6:00 PM

Council Chambers and Virtual

Call to Order

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

Attendee Name	Title	Status	Arrived
Mike Fleck	Chairperson	Present	
Gene Hackbarth	Vice Chairperson	Present	
Jonathon Hansen	Alderman	Present	
Chris Renier	Commissioner	Excused	
Sue Sands	Commissioner	Present	
Adam Turriff	Commissioner	Present	
Joanne Vomastic-Muka	Commissioner	Present	

Also present: City Planner Peter Schleinz.

2. Approval of the minutes of the November 15, 2021 Historic Preservation Commission meeting.

Gene Hackbarth noted that on page 2 of the minutes, under agenda item 8, it should state " Peter stated that it is a potential site but there may have to be an agreement with the property owner to place the sign on private property.", instead of "they may have to be an agreement". Staff noted that the correction would be made.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Jonathon Hansen, Alderman
AYES:	Fleck, Hackbarth, Hansen, Sands, Turriff, Vomastic-Muka
EXCUSED:	Chris Renier

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC

Gene Hackbarth noted that the WAHPC will be presenting awards of excellence at its annual meeting in April. He noted the five different award categories that will be presented. He wanted to make this known to the other HPC members in the event that anyone would be interested in making a nomination. He stated that April 5 is the deadline to submit nominations.

RESULT:	DISCUSSED
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4. Consideration and possible action about \$8,000 of the CLG Grant Project No. WI-21-10015 funds being redirected from a historic signage project and part of a historic nomination project to a Historic Walking Tour project.

City Planner Peter Schleinz provided a summary of the CLG Grant Project as it relates to the historic signage project started by Ald. Hansen. Signage is no longer an eligible expense. Also, one of the three residential sites for nomination is no longer eligible for nomination. Staff reacted quickly to see how else the \$8000 in funds could be used rather than losing the funds. Definitely De Pere proposed working with the City to develop a downtown walking tour to make use of the unused funds. The HPC needs to vote on

whether the changes of use in funds is acceptable. Peter provided a sample walking tour of historic buildings in the French Quarter of New Orleans. He noted that he is hoping to have it ready for release in May in time for Historic Preservation Month. Ald. Hansen asked if there will be any physical signage or only virtual. Peter replied that it is still being discussed by the committee but there is possible window signage showing the properties that are participating in the tour.

Peter explained that there are three parts to his agenda item:

A. Direct staff to notify the property owner at 1218 Fox River Drive that they are no longer eligible. Gene Hackbarth motioned, seconded by Ald. Hansen, to approve the motion. Upon vote, motion carried unanimously. Sue Sands why the house is no longer eligible. Peter replied that the views from the street looked ok, but behind the house, there were modifications to the structure that changed it's eligibility. The other two properties are still interested and the consultant is moving ahead with the project.

B. Assist Ald. Hansen with final wrap-up decisions about the historic signage project so that the project can be completion-ready when needed. Ald. Hansen highlighted the location options. He thanked Gene & Sue for their work on the committee. He asked for feedback from the members on the proposed locations and mentioned a few different funding options for this project. He requested feedback regarding the sign design/style and provided examples. Ald. Hansen preferred the style of the first 3 options. Gene Hackbarth stated that the top left sign is his preference, with the City logo on the sign. Sue Sands stated that pedestal signs might catch people's eyes more than a regular street sign design. Adam Turriff noted that he prefers a purely vertical sign which would possibly be easier to read than a slanted sign. Adam Turriff moved, seconded by Gene Hackbarth, to approve the sign locations. Upon vote, motion carried unanimously.

C. Discuss the historic walking tour and whether everyone is in agreement of using the funds for this project. Also, discuss if any specific HPC members are individually interested in participating in the creation of the walking tour. Adam Turriff moved, seconded by Gene Hackbarth, to redirect the \$8000 grant funds for the walking tour. Upon vote, motion carried unanimously. Ald. Hansen stated that he is interested in participating in the walking tour project. Gene Hackbarth stated that he would serve as a volunteer on the day of the walking tour to help out.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gene Hackbarth, Vice Chairperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Fleck, Hackbarth, Hansen, Sands, Turriff, Vomastic-Muka
EXCUSED:	Chris Renier

5. Consideration and possible action on the local nomination of seven properties (residential, office, retail, and college), and the state and national nomination of three properties (office, residential) as historic in the City of De Pere. Presented by Vice-Chair Gene Hackbarth.

Gene Hackbarth would like to encourage property owners who are already on the state & national registers to list their property locally. Staff identified that the purpose of this item is two-fold:

1. To inquire if certain property owners are interested in being listed locally as historic, educating the property owners about the benefits of designation and the requirements for a Certificate of Appropriateness for property modifications.
2. To inquire if certain property owners are interested in being nominated state and nationally as historic, using a Wisconsin Historic Society sub-grant.

Staff noted that all 3 historic site names on the second page are incorrect, but the addresses, property use and designations are correct. Ald. Hansen asked if the old library could be added to the list. Peter suggested waiting until next year to inquire about the library again since the former library property owner never replied to a few letters that the HPC already sent him. Ald. Hansen moved, seconded by Adam Turriff, to approve the list of local, state & national candidates and have staff reach out the property owners. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Adam Turriff, Commissioner
AYES:	Fleck, Hackbarth, Hansen, Sands, Turriff, Vomastic-Muka
EXCUSED:	Chris Renier

6. Consideration and possible action on reserving space at St Norbert College for an HPC informational seminar for homeowners conducted by Wisconsin Historical Society Staff and DPHPC members on May 16, 2022 (time to be determined). Presented by Vice-Chair Gene Hackbarth.

Gene Hackbarth stated that he has spoken with both Jason Tish with the Wisconsin Historical Society and Paul Porter, who is the architect that works with property owners in this region of the state for any tax credit projects. Gene noted that they are both available to meet on May 16. Gene would like to work on reserving space at St Norbert College to provide an informational seminar to the public. Ald. Hansen made a motion, seconded by Sue Sands, for staff and/or Gene to reach out to St Norbert College to reserve space for May 16, 2022. Adam Turriff suggested partnering with Definitely De Pere to help promote the event and also notify other organizations, such as the City of Green Bay and the Village of Allouez to help promote the event. City Planner Peter Schleinz asked what the turnout in the past has been. Gene stated that 85-90 people have attended a similar event in the past. Ald. Hansen suggested sending a mailer to all property owners in De Pere who are listed on the state and national registers. Peter asked if the presentation would be given by the HPC members or by the Wisconsin Historical Society. Gene stated that in the past, the Mayor provided an introduction of the state historical society staff, who would facilitate the presentation. Ald. Hansen moved, seconded by Sue Sands, to reserve space at St Norbert College for the informational seminar. Upon vote, motion carried unanimously. Gene suggested a start time of 5 or 6 pm. Ald. Hansen agreed with a start time of 6 pm to allow for people who work till 5 pm to be able to attend. Gene added that there would not be any cost for the Wisconsin Historical Society members to attend, but there might be some cost for the room rental, which will be determined.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Sue Sands, Commissioner
AYES:	Fleck, Hackbarth, Hansen, Sands, Turriff, Vomastic-Muka
EXCUSED:	Chris Renier

Adjournment

Adam Turriff moved, seconded by Ald. Hansen to adjourn the meeting at 6:55 PM. Upon vote, motion carried unanimously

Respectfully submitted,
Kelly Barker



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Annual election of Chair and Vice Chair.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Historic Preservation Commission

FROM: Kelly Barker

SUBJECT: Public comments upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Historic Preservation Commission. §6-3(f) DPMC



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about information learned by the Historic Preservation Commission members while attending the April 29, 2022 virtual WAHPC Conference.

Discussion facilitated by each of the HPC members that attended the conference. Each HPC member should describe 2-3 topics that they learned about during the conference.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about WAHPC award to De Pere Historic Preservation Commission for securing the CLG Grant for nominating the Mansion Street WWII Defense Home District on the State and National Registries. Presentation by Gene Hackbarth.



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Consideration and possible action for the review and submittal of applications for future CLG Sub-Grants. Discussion facilitated by Gene Hackbarth.

This is a brainstorming session, facilitated by Gene, to identify projects for future CLG grant applications.

ATTACHMENTS:

- Application CLG2023 (PDF)
- Criteria_CLG2023 (PDF)
- Instructions_CLG2023 (PDF)



WISCONSIN
HISTORICAL
SOCIETY

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM 2023

APPLICATION

Federal Grant Funding to
Certified Local Governments in Wisconsin

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

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

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

wisconsinhistory.org



Application

Federal Historic Preservation Funding to Certified Local Governments in Wisconsin
Federal Fiscal Year 2023

- CLG Grant cycle opens on March 1, 2022.
- Letter of Intent due Aug. 15, 2022
- Application due December 19, 2022
- For assistance with anything related to CLG grant funding or certification status, contact the State Historic Preservation Office:

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

Minimum Requirements

1. Applicant consulted with SHPO staff prior to submission of this *Application*
2. *Letter of Intent* was submitted by applicant before LOI deadline (Aug. 15, 2022)
3. *Application* was submitted on or before application deadline (Dec. 19, 2022)
4. *CLG Annual Report* was submitted by applicant in January for previous year
5. Applicant complies with all state and federal requirements of the CLG program
6. Applicant has no incomplete grant-funded projects in the past five years
7. For intensive surveys, applicant has reviewed survey boundaries with SHPO staff
8. For **historic district nominations to the NRHP**, applicant has consulted with SHPO staff on the eligibility of the district and has held a public engagement meeting within 12 months of the application deadline to introduce the project to property owners and gauge support for NRHP designation.

Grant Amount Requested

Applicant

(Must be a local government in Wisconsin certified under the CLG program)

Name of CLG community:

Year of CLG Certification:

Project Title:

Local government's EIN Number

Project Manager

(The person who will manage the project and coordinate the grant with the SHPO)

Email address:

Phone number:

Mailing address:

Financial Agent

(The person who can confirm that funding is available for the project prior to reimbursement)

Name:

Email address:

Phone number:

Mailing address:

This program receives Federal financial assistance for identification and preservation of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of Interior prohibits discrimination on the basis of race, color, national origin, disability, or age in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street NW, Washington, D.C. 20240

Project Type (*check one*)

- A. Initial intensive survey of the community (30 pts.)
 - B. Nomination of historic district to the NRHP (25 pts.)
 - C. Nomination of historic district under a local historic preservation ordinance (25 pts.)
 - D. Resurvey of a community that was surveyed more than 25 years ago (20 pts.)
 - E. Nomination of individual, *publicly-owned* property or archaeological site to NRHP (15 pts.)
 - F. Nomination of individual, *publicly-owned* property or archaeological site under a local historic preservation ordinance (15 pts.)
 - G. Nomination of individual, *privately-owned* property to the NRHP (10 pts.)
 - H. Nomination of individual, *privately-owned* property under a local historic preservation ordinance NRHP (10 pts.)
 - I. Public outreach and educational projects (5 pts., *plus potential Bonus**)
 - J. Design guidelines and historic preservation plans (5 pts., *plus potential Bonus**)
- * **Bonus** – Applicable to Project Types I and J only if the community has recently completed a survey or resurvey of their entire community *and* has made reasonable efforts to nominate to the NRHP all properties and districts determined by the survey to be potentially eligible. (20 pts.)
- K. CAMP – Host a [CAMP](#) workshop in collaboration with [NAPC](#) (up to 100 pts)
CAMP events are a priority every other year. A fully developed CAMP proposal will include:
 1. venue for the event
 2. plan for food and/or refreshments
 3. lodging availability
 4. marketing plan defined in consultation with SHPO staff
 5. registration protocol defined in consultation with [NAPC](#) and SHPO
 6. consultation initiated with NAPC and SHPO to select sessions and presenters
 7. complete list of items to be covered by grant
 8. an itemized budget.

Project Description

Describe the full scope of the project you propose to undertake with requested funding.

Local historic preservation objectives

How would the project advance goals in a Historic Preservation Plan, Comprehensive Plan, or other plan?

How would this project advance the protection of historic resources or economic development opportunities?

If applicable, how would this project advance the history of racial, ethnic, sexual, or gender minority communities who have been underrepresented in past surveys or plans?

Prior CLG Grant-funded projects completed in your community

List projects funded by CLG grant in the past five years. Include the year of the grant award, and discuss whether the projects were completed successfully and how they benefitted the community

Training

Describe recent technical or policy training in which your Historic Preservation staff or Commissioners have participated including, but not limited to, webinars, conferences, online modules, technical workshops, CAMP, or any other formats that include training on historic preservation policies, best practices, or technical methods.

Budget (copy your budget below or attach it to the application)

- *Include at least 2 itemized quotes from qualified consultants*

I affirm verify that all information on the application is true to the best of my knowledge.

The agents acting on behalf of the Applicant agree to comply with Title IV of the Civil Rights Act of 1964 and all requirements imposed by or pursuant to the Department of the Interior regulations issued pursuant to that title. No person in the United States shall, on the ground of race, color, national origin, disability, or age be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity for which financial assistance is received from the National Park Service and hereby give assurance that we will immediately take any measures to effectuate this agreement.

 Applicant's Project Manager

 Date

I affirm that municipal funding is available to complete the proposed project prior to the disbursement of grant funding.

 Applicant's Financial Agent

 Date



Criteria – CLG Grant Funding

Federal Historic Preservation Funding to Certified Local Governments in Wisconsin

Minimum Requirements

Proposals must meet all of the following requirements to be considered for funding.

- ☐ Applicant consulted with SHPO staff prior to submission of this application
- ☐ *Letter of Intent* was submitted by the deadline.
- ☐ Application was submitted by the deadline.
- ☐ *CLG Annual Report* was submitted by applicant in January for previous year.
- ☐ Applicant complies with all state and federal requirements of the CLG program.
- ☐ Applicant has no incomplete CLG subgrant projects in the past five years.
- ☐ For **intensive surveys**, applicant has reviewed proposed boundaries with SHPO staff.
- ☐ For **historic district nominations**, applicant has consulted with SHPO staff on current eligibility of the district and has invited property owners to an informational meeting within 12 months of the application deadline to introduce the project and gauge support.
- ☐ To host **CAMP**, a complete proposal has been submitted that includes itemized budget, plans for venue, food/refreshments, lodging, marketing, registration, and proposed agenda.



1. Project Type - Proposals may meet only ONE of the following – **up to 30 points**

- A. Initial intensive survey of part or all of the community (**30 pts**)
- B. Nomination of a historic district to the NRHP (**25 pts**)
- C. Nomination of a historic district under a local historic preservation ordinance (**25 pts**)
- D. Resurvey of an area that was surveyed more than 25 years ago (**20 pts**)
- E. Nomination of an individual *municipally-owned* property or archaeological site to the NRHP (**15 pts**)
- F. Nomination of an individual *municipally-owned* property or archaeological site under a local historic preservation ordinance (**15 pts**)
- G. Nomination of an individual *privately-owned* property or archaeological site to the NRHP site (**10 pts**)
- H. Nomination of an individual *privately-owned* property or archaeological site under a local historic preservation ordinance (**10 pts**)
- I. Public outreach and educational project (**5 pts plus potential Bonus**)
- J. Design Guidelines or Historic Preservation Plans (**5 pts plus potential Bonus**)

☐ **Bonus** – Applicable to *Project Types I and J* only if the community has recently completed a survey or resurvey of its entire community *and* has made reasonable efforts to nominate all properties and districts determined by the survey to be potentially eligible. (**20 pts**)

K. Host a [CAMP training workshop](#) (prioritized every other year) (**100 pts**)

A fully developed CAMP proposal will include the following:

- 1. itemized budget
- 2. venue selected for the event
- 3. plan for food and/or refreshments
- 4. lodging availability
- 5. marketing plan, in consultation with SHPO staff
- 6. registration strategy, in consultation with SHPO staff
- 7. proposed sessions and presenters, in consultation with [NAPC](#) and SHPO



Items #2-6 below do not apply to a CAMP proposal

2. Likelihood of successful and timely completion of project – up to 25 pts

- A. Proposal includes clearly defined scope, tasks, and timeline (**5 pts**)
- B. Proposed scope, tasks, and timeline are realistic and achievable (**5 pts**)
- C. Previous grant-funded projects were completed successfully (**5 pts**)
- D. Products and deliverables from previous projects were satisfactory (**5 pts**)
- E. Project management team show the capability to successfully manage the project, indicated by resumes, experience, and proposal narrative (**5 pts**)

3. Effectiveness of proposal in meeting local HP objectives – up to 25 points

- A. Proposal would advance a clearly defined historic preservation goal in the community (**10 pts**)
- B. Proposal would encourage/enable protection of historic resources or economic development opportunities (**10 pts**)
- C. Proposal would advance history of racial, ethnic, sexual, or gender minority communities who have been traditionally underrepresented (**5 pts**)

4. Applicant was not a recipient of a CLG Subgrant in the previous cycle – 5 points

5. CLG staff and Commission training – 5 points

Application identifies recent trainings, conferences, or online learning attended by HP staff and commissioners: e.g. *Wisconsin Historic Preservation and Local History Conference*, WAHPC annual conference, CAMP, Commissioner training module on wisconsinhistory.org., CLG training webinars, etc. (**5 pts**)

6. Quality of budget proposal – up to 10 points

- A. Budget clearly details project's scope and tasks (**5 pts**)
- B. Proposal includes two itemized estimates from qualified historic preservation consultants. If not, applicant explained deficiency (**5 pts**)



CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM 2023

INSTRUCTIONS

For Completing the CLG Grant Application Form

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

Jason Tish, CLG Coordinator
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608-264-6512

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

wisconsinhistory.org



Instructions

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

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

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

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

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

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

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

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

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

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

Annual Grant Calendar

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

Completing the Grant Application Form

-Page 1 of the Application Form-

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

Minimum Requirements

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

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

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

2. Applicant submitted a Letter of Intent before the deadline

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

3. Application submitted on or before the deadline

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

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

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

The Letter of Intent

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

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

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

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Grant Amount Requested

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

Applicant

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

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

Project Manager

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

Financial Agent

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

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Project Type

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

A. Initial intensive survey (30 pts.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

K. Host a CAMP training workshop

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

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Project Description

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

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

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

Discuss the timeline for completion of the project.

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

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

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

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

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

Local Historic Preservation Objectives

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

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

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

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Previous CLG Grant-Funded Projects

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

Training

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

Budget

A proposed budget is required for a CLG grant application to be considered complete. Budget amounts must be realistic and based on fair and open competition among suppliers of professional services, materials, or equipment.

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

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

No match is required for CLG grants.

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

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

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

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

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

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

Eligible Expenses:

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

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

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

Supplies and Equipment:

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

Capital equipment, 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.

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

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

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

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

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

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



City of De Pere, Wisconsin

Request For Historic Preservation Commission Action

MEETING DATE: May 16, 2022

DEPARTMENT: Planning

FROM: Peter Schleinz

SUBJECT: Discussion about opportunities to promote attendance of NR listed historic home owners at the May 24 (6:00p-7:30p) Historic Preservation Conference at the Bemis International Center, St. Norbert College. Discussion facilitated by HPC members.

The conference is free of charge. Concept agenda is attached.

ATTACHMENTS:

- De Pere HTC Program Schedule 1 (DOCX)

**Proposed Schedule for May 24 Historic Preservation Conference at St. Norbert College, Bemis International Center, De Pere, WI
Sponsored by City of De Pere Historic Preservation and Wisconsin Historical Society Staff.**

6:00PM - 6:15PM I'm James Boyd, Mayor of De Pere. I'm happy to welcome you to the City and to this Conference for all who are interested in preserving their residences, now and in the future, while taking advantage of the 25% Wisconsin Tax Credit Program. The State Historical Society Staff and other presenters will provide you with the information you need and the people to contact at the Local and State levels, so that you can take advantage of 25% Wisconsin Historic Tax Credits.

De Pere has a proud history of Residential and Commercial preservation through the efforts of Common Council Members, City Mayors, Administrators, and Definitely De Pere/ A Wisconsin Main Street Program for many years.

De Pere is proud to demonstrate a commitment to preserve its historic and buildings and to market its cultural amenities. As of today, there are two hundred eighty-two contributing residences and another fifty contributing Commercial Buildings for a total of 332 structures listed on the State and National Registers.

This Spring, I'm pleased to announce that De Pere will have a virtual Historic Tour available for residents and visitors to better share our architectural and cultural history. Many thanks to the Volunteers who are working to make this tour program possible.

I am proud of the work performed by the De Pere Historic Preservation Commission, Common Council and city staff over the past thirty years. I'm asking all of the current HPC members to stand and receive a round of applause.

Would all owners of historic structures in De Pere please stand as we applaud your efforts to retain the historic architecture and cultures of our City?

6:15 PM-7:00 PM "Tax Credits for Historic Building Rehabilitation: Case Studies From Around The State." (An overview on program prerequisites,

application process, and specific case studies from Around the State) –
Paul Porter, & Jason Tish
Q & A

7:00PM-7:15PM “Certified Local Government & Local Landmarking: Green
Bay’s Success Story” – Jason Flatt

7:15-7:30PM De Pere Residential Case Studies (De Pere Home Owners
who have already repaired/updated their houses while taking advantage
the Wisconsin Historic Tax Credits. History of De Pere Tour information for
June project.

7:30 PM End of Conference