



STAFF REPORT

HISTORIC PRESERVATION COMMISSION MEETING DATE: 12/11/13

DEPARTMENT: PLANNING

ITEM DESCRIPTION: For possible action regarding applications for Historic Preservation Centennial History Grant funds to publish books and other printed material, All Wards

BACKGROUND

- 02/27/08 HPC approved Centennial project budget and timeline.
- 03/26/08 HPC requested revisions to the draft Centennial grant application.
- 05/28/08 HPC voted to review grant applications bi-annually in February and August, and vote bi-annually on grant awards in March and September.
- 10/23/13 HPC voted to hold HPC-51198 in abeyance until the December 11, 2013 HPC meeting.

ANALYSIS

At the October 23, 2013 HPC meeting, the commission voted to hold Item 5 (HPC-51198) in abeyance until the December 11, 2013 meeting pending additional language pertaining specifically to applications for funds to publish written materials.

Staff researched several grant applications for organizations with similar missions that provide funds to publish written materials and drafted the following language for consideration¹:

Publishing Requirements

- Published materials may be made available to the public free of charge
- Priority will be given to nonfiction material related to the prehistory and history of the city of Las Vegas.
- Author(s) of proposed work, or an editor(s) of selected works, must be a scholar of history, historic architecture, historic structures, historic preservation, or archaeology. Normally, a scholar has an advanced degree (M.A. or Ph.D.) in one of these fields or a related field. Exceptional knowledge and experience in a particular area may substitute for an advanced degree in some cases.
- A brief biography of the author(s) or editor(s) is required to explain how their expertise is relevant to the project.

¹ Organizations included Nevada Humanities, Furthermore, Meiss/Mellon Author's Book Award and the Historic Preservation Fund Grant.

The following changes regarding **Additional Required Documents** are submitted for consideration

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- 1.) Your organization's mission statement.
- 2.) Your organization's current budget.
- 3.) Your organization's current projects.
- 4.) Resumes of principal personnel or organization.
- 5.) Your organization's long-range plan.
- 6.) Your organization's proof of 501(c)3 filing status with tax ID number.
- 7.) Your organizations' most recent audit report, along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings.
- 8.) Signed Civil Rights Assurance.
- 9.) If the project involves restoration of an historic building or structure, please attach documentation certifying the building is insured.
- 10.) If the project involves publishing of written materials, please attach a brief biography of the author(s) or editor(s) to explain how their expertise is relevant to the project.

STAFF RECOMMENDATION

APPROVAL

BACKUP DOCUMENTS

The revised Historic Preservation Commission Centennial Legacy Grant Program application.



Las Vegas Historic Preservation Commission Centennial Legacy Grant Program

To commemorate the 100th anniversary of the founding of the city of Las Vegas, the Nevada Department of Motor Vehicles, in cooperation with the Commission of Museums and History of the Department of Cultural Affairs, designed, prepared and issued special license plates. The money from the sale of this specialized plate paid for public events as part of the Centennial Celebration in 2005. Now that the Centennial Celebration has ended, profit from the specialized license plates is directed toward a fund for historic preservation efforts in the City of Las Vegas.

The plates feature the famous "Welcome to Fabulous Las Vegas" sign designed by Betty Whitehead Willis in 1959, which still stands in the median island south of Tropicana on the Strip.

The Commission for the Las Vegas Centennial [Centennial Commission] has established the History Grant Program to support community initiatives in support of the history, preservation and conservation programs within the city of Las Vegas. The city of Las Vegas Historic Preservation Commission has received funds as part of the History Grant Program, and is offering a small grant program.

The focus of the program is to commemorate the history of the city of Las Vegas with projects "relating to the commemoration of the history of the City of Las Vegas, including, without limitation, historical markers, tours of historic sites and improvements to or restoration of historic buildings or structures." -NRS 482.37903

Projects may also include: cultural heritage and tourism, oral history, historic survey, documentation, museums and archives, and education.

The grants will be reviewed by the city of Las Vegas Historic Preservation Commission (HPC).

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Evaluation Criteria

Criteria Set #1

In order to qualify for History Grant funding, the *subject of the grant project* must meet the criteria below in order to be funded. Any application failing to meet the mandatory criteria will not be considered further. The criteria listed below are intended to help applicants in developing a project and application that will best reflect the NRS mandate:

1) A building(s), site(s), structure(s), artifact(s) or event(s) that demonstrates historic significance to the city of Las Vegas and expresses a distinctive character because:

- o A significant portion of it (the subject) is at least forty (40) years old
- o It is reflective of the City's cultural, social, political, economic, or prehistoric past; and
 - o Either:
 - It is associated with a person or event significant in local history; or
 - It represents an established and familiar visual feature of an area of the city because of its location or singular physical appearance.

2) The applicant must be able to complete the funded phase of a project within budget.

3) The project must be completed within a reasonable time in such a way that the city can comply with laws related to the sale of the commemorative license plates. Funded phases of a project should be completed within 12 months from the date funds are received by the applicant. Funds are disbursed as a reimbursement to the applicant.

4) The applicant must be able to manage the grant and to account for expenditure of funds according to the HPC's fiscal requirements which will be distributed to awardees upon grant award.

5) The applicant must be able to meet all reporting requirements and provide final copies of all grant funded product by the termination date as stated on the funding agreement.

Criteria Set #2

The HPC will review the applications according to Criteria Set #2. The application must meet some aspect of all four of the criteria below in order to be considered for funding, with the exception of Accountability. The applicant must meet all sub-criteria under Accountability. *The ability to meet at least three criteria, by itself, does not guarantee funding, and does not determine the distribution or level of awards.* The Commission reserves the right to consider subsequent testimony and discussions, after which it discusses and adjusts distribution of funds. The following criteria are merely a method of initial ranking for purposes of further discussion. The specific criteria are:

☐ **Historic Preservation Issues**

- The project will promote or preserve some historic feature of Las Vegas;
- The applicant demonstrates an ability to raise or sustain required amounts of financial support from sources other than this grant, including donations of goods and services. In addition, the applicant demonstrates the ability to raise and sustain support (relative to the means and abilities of the applicant);

- The final product must demonstrate sustainability and the ability to be maintained so that the public can enjoy it in the future.

☐ **Community Impact**

Examples of topics to be considered:

- The project will commemorate the history of the city of Las Vegas;
- The project promotes cultural heritage tourism in Las Vegas;
- The project demonstrates community participation as a component of historic neighborhood revitalization;
- The project will supplement training and education in the classroom in historic preservation;
- The project will increase overall public awareness of historic preservation methods and concepts;
- The facility supported by the project will be used by a broad base of the community;

☐ **Innovation and Creativity**

- The applicant demonstrates an ability to use additional resources in a creative way to complete the project should they not receive the entire grant amount requested.

☐ **Accountability**

- The applicant demonstrates an ability to complete a high quality project within budget and in a reasonable time;
- The applicant can manage the grant and can account for expenditure of funds according to the Commission's fiscal requirements.

Note:

- 1) The Commission will give consideration to projects that are emergencies, and it will look favorably on projects that can be completed in their entirety by the end of the grant.
- 2) All grantees must agree to participate in the annual May celebration of National Historic Preservation Month if asked. For example, if the project includes a tour of an historic property that received funds from the History grant program, the city may distribute brochures inviting the public to participate in the tour.

Application Process

Applications are accepted biannually in February and August. If the minimum criteria have been met, the HPC will receive the application at the next available HPC meeting for review. The HPC will have 30 days to review the application, after which the application will be placed on the following HPC meeting agenda for approval or denial. Incomplete applications will be returned for resubmission in the next round. There will be no exceptions to this rule.

Upon receipt, the Commission members will review each application in relation to the criteria. Each Commission member will be allowed to review the applications independently of one another in advance of the HPC board meeting. Applicants or a representative are required to attend the HPC meeting and present their proposal. Presentations are limited to five minutes per application.

Each approved grant will be awarded based on:

- 1) the total amount of funding available;
- 2) the emergency of the project;
- 3) The total amount of criteria met; and
- 4) The requested project amount.

Who May Apply

~~Private citizens, historic property owners, government~~ Government and quasi-government agencies, schools, universities and registered non-profit corporations whose missions are to preserve or conserve historical, cultural and archaeological resources within the boundaries of the city of Las Vegas or that have demonstrated historical significance to the city of Las Vegas. ~~museums, libraries, registered non-profit preservation, conservation and archaeological organizations, historical societies and community service organizations, public, private, and charter schools, and higher education institutions.~~

Restrictions and Requirements

Allowable Costs

1. Publishing
2. Documentation
3. Archive
4. Research
5. Interviews
6. Events
7. Historic resource survey and inventory
8. Lectures
9. ~~Acquisition~~

Publishing Requirements

We look for work that appeals to an informed general audience; gives evidence of high standards in editing, design, and production; promises a reasonable shelf life; might not otherwise achieve top quality or even come into being; and represents a contribution without which we would be the poorer. Book proposals to which a university press or trade publisher is already committed and for which there is a feasible distribution plan are usually preferred.

- Published materials may be made available to the public free of charge.
- Priority will be given to nonfiction material related to the prehistory and history of the city of Las Vegas.
- Author(s) of proposed work, or an editor(s) of selected works, must be a scholar of history, historic architecture, historic structures, historic preservation, or archaeology. Normally, a scholar has an advanced degree (M.A. or Ph.D.) in one of these fields or a related field. Exceptional knowledge and experience in a particular area may substitute for an advanced degree in some cases.
- A brief biography of the author(s) or editor(s) is required to explain how their expertise is relevant to the project.

Mandatory Disclaimer for Grant Funded Projects

All final grant funded products must include the following disclaimer in some form before awardees can be reimbursed:

“This brochure has been financed in whole or in part with funds from the city of Las Vegas Historic Preservation Commission Centennial Legacy Grant. The contents and opinions, however, do not necessarily reflect the views or policies of the city of Las Vegas, nor does the Historic Preservation Commission guarantee the historical accuracy of the content of grant funded projects.”

Unallowable Costs

1. Landscape improvements
2. Mortgage notes, insurance policies, and so forth
3. Furnishings or anything that can be easily removed from the building. Examples include: curtains, speaker systems, chairs, tables, etc.
4. Bricks and mortar construction projects
5. Volunteer labor (but can be used as a match)
6. Planning costs/internal meetings
7. Per diems
8. Mileage

Award

Grant funds will be awarded in amounts up to \$5,000. The Commission will entertain requests exceeding this amount for projects that demonstrate exceptionally significant value to the preservation of the history of Las Vegas.

Projects may be phased. For example, an historic property owner may wish to apply for funding to plan a project which can be completed in one year, and apply for funding to implement the project the following year.

In-Progress Project Requirements

If awarded a Las Vegas HPC Centennial History Grant, grantees are required to:

1. Report any changes made to the project scope or project during the duration of the grant;
2. Complete project work in conformation with submitted visual and/or written specifications;
3. Provide the HPC with quarterly financial reports and progress updates on the project;

4. Allow the HPC full access to all documents necessary for a comprehensive audit;
5. Notify the HPC when there are fundamental changes to your organization's programming, structure, or leadership, and;
6. Include appropriate acknowledgments in the written materials about the project that the project is sponsored by the HPC-city of Las Vegas. The grantee will be given a restricted license to use the HPC-city of Las Vegas logo on signs and printed materials subject to the prior approval of the Commission staff of the proposed use.
7. Upon completion of the project, grantees must present to the Commission proof of completion. Proof can be in the form of a presentation, photographs, site visit, video, etc.
8. Two copies of the final product, whether in CD or printed form, must be received by the city of Las Vegas HPC upon completion of the grant-funded project.

Original and signed applications may be emailed as a pdf, faxed or mailed to:

Courtney Mooney, AICP
Historic Preservation Officer
City of Las Vegas
Department of Planning
333 N. Rancho Drive, 3rd Floor
Las Vegas, Nevada 89106
E: cmooney@lasvegasnevada.gov
P: (702) 229-5260
F: (702) 474-7463

APPLICATION FORM

The application form is composed of three (3) parts:

Part I is the **Application Cover Page**. This provides the Commission with a quick and concise overview of who is proposing the project, where it is located, what it intends to achieve, and how much it will cost. This must be submitted as only a one-page document with the application packet.

Part II is the **Grant Description** section and should describe your project in detail.

This section must contain specific information on the historical significance of the property or subject matter as it relates to Las Vegas, and a project scope that defines how the project is to be executed and, if applicable the actual building rehabilitation and future operation of the building.

Part III is the **Proposed Budget** section. A detailed project budget is necessary to provide the Commission with information needed to evaluate applications. In addition, this information may be used at a later date, in preparation of funding agreements between the Commission and the awardees.

Matching funds from other sources, while not mandatory, are highly encouraged. The applicant budget must provide the breakdown of any outside funding and the requested grant amount. It should be broken down by category and must provide an itemized listing for each category. Applicants may use the enclosed sample budget form or an alternative budget of their choice, so long as it precisely and clearly expresses the budget. Legible spreadsheets are encouraged.

Part IV is the **Additional Required Documents** section. Part IV lists all required supplemental documentation, including a copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. *A single copy of the audit report is adequate and should be included with the original signed application.* **Applicants must provide all required documents or detailed explanations of why they are not applicable.**

PART I. Application Cover Page

Applicant Name _____
Last First MI

Name of Organization (if applicable) _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Amount of Funds requested _____

Grant Category (check as many as apply)

- ☐ Event (fair, open house, presentation, lecture series, walking tour, etc.).
- ☐ Visual Project (historic monument(s), marker(s) or banner(s), , banners, and exhibits, etc.).
- ☐ Education (reference materials, develop lessons, games, stories, photo collections, period maps, etc.).
- ☐ Performance Art (plays, poetry and prose readings, musicals, story telling, etc.).
- ☐ Cultural/Historic (oral histories, collections, archives, preservation of ephemera and artifacts, etc.).
- ☐ Misc./Other.

Signature of Applicant _____ Date _____

PART II. Grant Description

(Additional sheets may be attached if necessary.)

How will the award funds be used?

What is the historic significance of your project/activity to the city of Las Vegas?

What are the key activities and timeline of your plan?

If your project is going to be phased, please describe each phase.

Describe the final product resulting from your project. Two copies of a book, photo album, video tape, audio recording, brochure, etc. that archives your project are required.

PART III. Proposed Budget

You must submit a detailed budget for this grant. Provide a brief explanation of each budget item with quantity and cost for all items (Example: two packages of acid free tissue paper @ \$16/package; 10 hours contracted labor for painting @ \$50/hr, etc.).

Round your request to the nearest dollar amount (no decimals).

This grant follows the Maximum Consultant Rates used by the State Historic Preservation Office as a guideline for salary limits.

Professional Qualifications	Maximum Hourly Wage
1. Working for Bachelor's degree	\$ 14.00
2. Bachelor's degree in the related field	\$ 23.00
3. Bachelor's degree in the related field with five years experience in the field	\$ 28.00
4. Bachelor's degree in the related field working for a Master's degree	\$ 30.00
5. Advanced degree in the related field	\$ 89.41

Sample budget form:

1.	<u>Supplies</u>	\$
		\$
		\$
	Total	\$
2.	<u>Services</u>	\$
		\$
		\$
	Total	\$
3.	<u>Staff Salaries</u>	\$
		\$
		\$
	Total	\$
4.	<u>Match/In-Kind Services</u>	\$
		\$
		\$
	Total	\$
5.	<u>Other Funding Sources</u>	\$
		\$
		\$
	Total	\$
Total Project Cost		\$

PART IV. Additional Required Documents

Please attach all required supplemental documentation, including a copy of your most recent audit report along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason that it is not necessary should accompany the audit report. **If application is being submitted by an individual, or items are not applicable for any reason, please describe in detail below.**

- 1.) Your organization's mission statement.
- 2.) Your organization's current budget.
- 3.) Your organization's current projects.
- 4.) Resumes of principal personnel or organization.
- 5.) Your organization's long-range plan.
- 6.) Your organization's proof of 501(c)3 filing status with tax ID number.
- 7.) Your organizations' most recent audit report, along with comments on the findings and recommendations, including a plan for corrective action taken on prior findings.
- 8.) Signed Civil Rights Assurance.
- 9.) If the project involves restoration of an historic building or structure, please attach documentation certifying the building is insured.
- 10.) If the project involves publishing of written materials, please attach a brief biography of the author(s) or editor(s) to explain how their expertise is relevant to the project.

Statement of non-applicability

If my grant is funded, I hereby agree to all requirements stated above, and authorize the HPC and the City of Las Vegas, to utilize information about my application and activities for publicity and public relations purposes, including the use of photographs and images of the project. Parental/Guardian consent will be obtained for the use of any name and/or image of children in completed legacies.

Signature

Date

Signature of Supervisor (where required)

Date

ADMINISTRATION

The Department of Planning staff administers the day-to-day operations of the HPC Legacy Grant program. Fiscal and project reviews are done by city staff familiar with state and local fiscal requirements and historic preservation principles and standards. The HPC encourages potential applicants and grantees to contact staff at any time for answers or discussion regarding this program. Please direct any questions to:

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