



# MEMORANDUM

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"...meeting community needs...enhancing quality of life."

TO: Community and Economic Development Committee  
FROM: Don Harp, Principal Planner II  
CC: Karen Harkness, Director of Community and Economic Development  
Lisa Remiker, Director of Finance  
DATE: June 10, 2013  
RE: Accept Certified Local Government Grant Award – Hearthstone home located at 625 West Prospect Avenue.

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## BACKGROUND

On August 6, 2012, the Community and Economic Development Committee and on August 15, 2012, the Common Council approved staff's request to apply for sub grant funds to cover the costs of a professional consultant to prepare a National Register Nomination for the Hearthstone building, located at 625 West Prospect Avenue.

On March 7, 2013, the Wisconsin Historical Society awarded a historic preservation grant of up to \$5,960 to the City of Appleton to update the Hearthstone National Register of Historic Places nomination. (See attached)

## REQUEST TO APPLY FOR/ACCEPT GRANT FORM

The Part #2: Request to Accept Grant Funds is completed and attached.

## MEMORANDUM OF AGREEMENT

The attached Memorandum of Agreement between The Wisconsin Historical Society and the City of Appleton was reviewed by staff and the City Attorney's Office and find the agreement document acceptable.

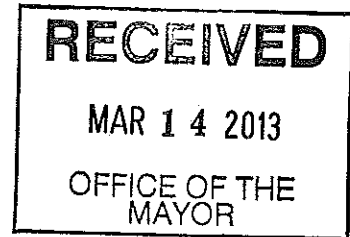
## STAFF RECOMMENDATION:

The historic preservation grant award of up to \$5,960 to the City of Appleton to update the Hearthstone National Register of Historic Places nomination, **BE ACCEPTED** per the attached documents.



WISCONSIN  
HISTORICAL  
SOCIETY

March 7, 2013



Mayor Timothy Hanna  
100 N. Appleton St.  
Appleton, WI 54911-4799

Dear Mayor Hanna:

I am pleased to notify you that the Wisconsin Historical Society has awarded a historic preservation grant of up to \$5,960 to the City of Appleton to update the Hearthstone National Register of Historic Places nomination. These Certified Local Government subgrants are part of a federal program administered by the Wisconsin Historical Society. Only units of government with approved historic preservation programs, such as the City of Appleton, are eligible for these subgrants.

These funds will be used to conduct an intensive survey of historic properties in your community to support the city's continuing historic preservation efforts. The project will identify and document important properties that may benefit from economic and technical assistance provided through the Historical Society's historic preservation programs. This information will aid property owners, promote economic development and reinvestment, support historic tourism, and provide the city with information to assist in future planning for the preservation of these irreplaceable resources.

The Wisconsin Historical Society's historic preservation program helps preserve places of enduring value by administering the state and national register programs, helping property owners obtain federal and state historic preservation tax credits, and providing an array of technical assistance.

I would like to congratulate the City of Appleton for its fine work on behalf of historic preservation, and my staff looks forward to working with the city on this worthwhile project. To learn more about how the Wisconsin Historical Society can aid your constituents, visit the Wisconsin Historical Society's website at [www.wisconsinhistory.org/hp/](http://www.wisconsinhistory.org/hp/).

Sincerely,

Ellsworth H. Brown, Ph.D.  
The Ruth and Hartley Barker Director  
Phone: 608-264-6440  
Email: [ellsworth.brown@wisconsinhistory.org](mailto:ellsworth.brown@wisconsinhistory.org)

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# REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



## **PART #1: Request to Apply for Grant Funds**

(complete before submission of grant application; email to [grants@appleton.org](mailto:grants@appleton.org))

**APPLICANT DEPARTMENT:** Community and Economic Development Department

**DATE:** 8/1/2012

**APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE:** Don Harp/Principal Planner II

**COMMITTEE OF JURISDICTION:** Community and Economic Development Committee

**NAME OF GRANT/FUNDING SOURCE:** Historic Preservation Fund Subgrant/Wisconsin Historical Society/Division of Historic Preservation

**AMOUNT OF GRANT REQUEST:** \$6,000

**LOCAL MATCH REQUIREMENT:** \$0

**SOURCE OF MATCH:**  General Fund  Non-General Fund  Not Applicable

**TIMEFRAME OF GRANT:** 2/1/2013 through 7/31/2014

**TYPE OF GRANT REQUEST:**  Monetary  Other (explain under 'purpose of grant')

**PURPOSE OF GRANT (summary):** The Historic Preservation Fund Subgrant program assists Certified Local Governments with surveys to identify and evaluate historical, architectural and archaeological resources, nominating properties and districts to the National Register of Historic Places, and carrying out a program of comprehensive historic preservation planning and education. The City of Appleton was approved for the Certified Local Government program in 2005. If a subgrant is awarded (estimated notice in February 2013), the subgrant would be used to cover the fee for a qualified consultant familiar with National Register preparation to do the in-depth research and field work required to prepare another National Register nomination for the Hearthstone building located at 625 West Prospect Avenue. The Heathstone building was listed on the National Register of Historic Places in 1974 for its architectural significance. The purpose of preparing another National Register nomination for the Hearthstone building is to request national and possibly international recognition for being the world's first home lighted by a central hydroelectric station using the Thomas Edison electrical system.

**How does the grant meet City/Department/Program goals?** The City's 2010-2030 Comprehensive Plan outlines goals and objectives for the historic preservation in the City. 8.3 Objective: Continue and expand efforts to preserve, restore and interpret important features of Appleton's rich history. 8.3.1 Objective: Preserve Appleton's historic resources through the City's Historic Preservation Ordinance and actions of the Historic Preservation Commission. City Strategic Plan: Encourage public/private NGO partnerships (non-governmental organizations).

**What are the personnel requirements (include both existing and new staff) of the grant?** Not applicable.

**DEPARTMENT HEAD SIGNATURE:** \_\_\_\_\_

## **PART #2: Request to Accept Grant Funds**

(complete after notification of grant award; email to [grants@appleton.org](mailto:grants@appleton.org))

**AMOUNT OF GRANT AWARD:** \$5,960

**FEDERAL/STATE ID #:** \_\_\_\_\_

**LOCAL MATCH REQUIREMENT:** \$0

<i>PART</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee

# REQUEST TO APPLY FOR/ACCEPT GRANT FUNDS



Please describe the source of match, if applicable: N/A

Please describe any major changes in proposed grant-funded activities: N/A

<i>PART</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

*COJ = Committee of Jurisdiction*

*FAC = Finance and Administration Committee*

**MEMORANDUM OF AGREEMENT** between THE WISCONSIN HISTORICAL SOCIETY by and through THE STATE HISTORIC PRESERVATION OFFICER and the **City of Appleton for the completion of a National Register of Historic Places nomination project identified as Project No. 55-13-51956-03.**

THIS AGREEMENT between the Historic Preservation Division, Wisconsin Historical Society, by and through the State Historic Preservation Officer, hereinafter called the SOCIETY and the City of Appleton hereinafter called the SUBGRANTEE, will undertake a historic preservation project to be assisted with a grant-in-aid to support the National Register of Historic Places program in Wisconsin. The program was established by the National Historic Preservation Act of 1966, as amended, and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SOCIETY and the SUBGRANTEE agree as follows:

1. **Attachments**

The SUBGRANTEE shall carry out the project as specified in this document and attachment which is incorporated into and made part of this memorandum of agreement as:

Attachment A. the project "Work Program;"

2. **Amendments** (Administration Manual, section 11)

With the exception of Progress Reports, any change to the approved work program (scope of work), products, product/activity due date(s), or budget must be submitted in writing to the SOCIETY at least 30 days prior to effecting and in accordance with the requirements in the "Administration Manual, Section 11."

Other than Progress Reports, deadlines are mandatory and extensions will only be given in unforeseen and extraordinary circumstances. Examples are death or resignation of key participant or major natural disaster; a computer "crash," however, is not an extraordinary circumstance. The SUBGRANTEE must notify the SOCIETY immediately when the extraordinary event occurs.

3. **Period of Performance**

All work carried out as part of this grant-assisted project shall be conducted between the date of the SUBGRANTEE's state purchase order and the **project completion date, July 15, 2014**. It is not possible to extend the period of performance for this project. However, should interim project due date(s) need extension, see item 2. "Amendments."

Drafts of any publications prepared as part of this project shall be submitted by the dates specified in the "Work Program," for review and approval by the SOCIETY.

The SUBGRANTEE agrees to submit all the materials described in the "Work Program" to the SOCIETY on or before the deadlines given for the submission of specified products: failure to meet a deadline may be cause to terminate this agreement. Any Work Program activities completed **after September 30, 2014** cannot be considered an allowable cost, except for completion of the final Reimbursement Request.

The SOCIETY agrees to review all materials within 30 days of their receipt, returning any incomplete or inadequate materials to the SUBGRANTEE for revision or completion. The SOCIETY must approve that all project materials conform to the applicable Secretary of Interior's "Standards" prior to final reimbursement.

The SUBGRANTEE shall submit by September 30, 2014, the final reimbursement request, Project Completion Report, and any materials or reports that required revision after SOCIETY review.

4. **Professional Supervision** (Administration Manual, section 4)

The SUBGRANTEE agrees to provide and maintain a principal investigator whose professional qualifications have received prior approval of the SOCIETY, to ensure that the work conforms to the work program, and to provide the necessary standard of professional conduct required for this project under the federal program regulations.

The SOCIETY staff will maintain contact with the principal investigator and will provide necessary and reasonable amounts of training, advice or technical assistance for the successful completion of project work.

5. **Contracts** (Administration Manual, sections 5 and 6)

The Subgrantee agrees to:

- a. not contract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, Debarment and Suspension;
- b. comply with Federal competitive procurement requirements (Administration Manual, section 5) for professional services, any sub-contracts and submit evidence of such prior to reimbursement; and
- c. submit any contracts drafted for the performance of work activities to the SOCIETY for comment and approval prior to execution.

6. **Allowable Costs** (Administration Manual, section 8)

All Project Costs are subject to the applicable principles described in Office of Management and Budget (OMB) Circulars. See our Administration Manual, Section 3-01 for the specific circulars that apply to various types of applicants/subgrantees. This section also gives the Website address for these circulars.

If the SUBGRANTEE receives \$300,000 or more annually in total federal funds, it agrees to comply with the provisions of OMB Circular A-133, Single Audit Act of 1984, and to submit to the SOCIETY a copy of the audit report within 30 days of publication.

Further all project related spending must:

- a. meet federal requirements for the program;
- b. conform to the approved project budget and occur within the period of performance;
- c. be necessary and reasonable for the completion of project work; and
- d. be disassociated with "lobbying," in accordance with 18 U.S.C. 1913.

7. **Progress and Completion Reports** (Administration Manual, section 9)

The SUBGRANTEE shall submit a Progress Report by the **15th day of October 2013; January 2014; and April 2014** or until project completion is reported in the format provided by the SOCIETY. The Society may grant extensions to written or verbal requests, if justification is determined to be satisfactory.

The SUBGRANTEE shall notify the SOCIETY immediately if any situation should arise that will adversely affect the timely or successful completion of this project.

The project completion report titled "Final Project Report" shall conform to the SOCIETY requirements and be submitted by September 30, 2014.

8. **Reimbursement Requirements** (Administration Manual, section 10)

Reimbursement to the SUBGRANTEE shall be subject to receipt of funds from the National Park Service, provided reimbursement amounts are:

- contained on an acceptable reimbursement request form;
- supported by evidence of compliance with Federal competitive procurement requirements;
- supported by copies of expense plus payment records; and
- supported by evidence that all project work activities specified for the period have been completed.

9. The SOCIETY agrees to reimburse the SUBGRANTEE **100% of allowable** project costs within 60 days of the SOCIETY's receipt of an acceptable reimbursement request on the following schedule:
- a. Up to 75% of the federal award will be paid prior to project completion. The SUBGRANTEE must submit a Reimbursement Request by September 15, 2014 for all expenses incurred through August 31, 2014.
  - b. The remaining 25% of the federal award will be paid to the SUBGRANTEE after receipt of the final Reimbursement Request and Project Completion Report (see 8, above), or after all completion materials and auditable records are approved as meeting the applicable Secretary of the Interior's "Standards", which ever is later. The final reimbursement request shall be submitted by September 30, 2014 or earlier.

The SUBGRANTEE agrees to maintain all subcontractor or professional services procurement histories financial and records pertaining to the full life-cycle of the subgrant for a period of not less than five years after completion of the project. The State Legislative Audit Bureau, the SOCIETY, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives shall have access to subgrant records for audit purposes.

10. **Acknowledgment of Federal Assistance** (Administration Manual, section 7)

Federal grant assistance shall be acknowledged in any public announcements, news releases, articles, publications, and pertinent presentations that the SUBGRANTEE participates in or initiates in the required format.

11. **General Provisions**

- a. **Copyrights**. Since federal funds are involved in this project, no copyright is available to any participants in the project. All material remains in the public domain and cannot be copyrighted.
- b. **Compliance with federal and state laws**. The SUBGRANTEE agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices. The SUBGRANTEE further agrees to comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including the applicable Secretary of the Interior's standards.
- c. **Title VI Compliance**. The SUBGRANTEE agrees to comply with Title VI of the Civil Rights Act of 1964 that states that no person on the grounds of race, color, marital status, religious creed or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.



- d. Civil Rights Assurance of Compliance. The SUBGRANTEE agrees to comply with the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and all requirements imposed by or pursuant to the Department of the Interior Regulations (43 CFR 17) issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Subgrantee receives financial assistance from the National Park Service and hereby gives assurance that it will immediately take any measures to effectuate this agreement.
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- e. Program Income. During the period of this grant (October 1, 2013 through September 30, 2014), any income earned by a SUBGRANTEE from activities of which part or all of the cost is a direct cost shall reduce the subgrant award.
- f. Liability. The SUBGRANTEE shall indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the SUBGRANTEE in executing work under this agreement.

This AGREEMENT may be terminated before the project completion date upon thirty (30) days written notice from either the State Historic Preservation Officer or the SUBGRANTEE. Should this agreement be terminated by the State Historic Preservation Officer, except for reasons of non-compliance by the SUBGRANTEE, the SOCIETY will reimburse the SUBGRANTEE for up to a **maximum of 100% of the eligible** costs incurred up to the termination date. Should this agreement be terminated by the SUBGRANTEE, the SOCIETY, at the discretion of the State Historic Preservation Officer, may reimburse the SUBGRANTEE for a maximum of 50% of the eligible costs incurred to the termination date or may require the SUBGRANTEE to return any or all federal funds transferred to the SUBGRANTEE by the termination date, depending upon the circumstances of the termination.

This AGREEMENT becomes effective upon signature by the parties below and upon receipt by the SUBGRANTEE of a purchase order for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer.

By

\_\_\_\_\_  
Michael Stevens  
State Historic Preservation Officer

\_\_\_\_\_  
Date

By

\_\_\_\_\_  
Timothy Hanna-Mayor

\_\_\_\_\_  
Date

APPLETON WORK PROGRAM  
Project No. 55-13-51956-03  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program (As of 3/25/13)

The Division of Historic Preservation-Public History (DHP-PH), Wisconsin Historical Society, and the City of Appleton, hereinafter called the subgrantee, agree to the following work activities and project conditions for the completion of at least one National Register of Historic Places nomination and related activities in Appleton, assisted with an historic preservation grant-in-aid.

1. The consultant shall conform to and follow all requirements and guidelines detailed in the manual found on the Wisconsin Historical Society website. The "Supplementary Manual for Completing State Register and National Register of Historic Place Form in Wisconsin" is located at [www.wisconsinhistory.org/hp/sup-manual/](http://www.wisconsinhistory.org/hp/sup-manual/)
2. Consultant Selection. The subgrantee, with the assistance of the DHP-PH, must hire a principal investigator within two months of the signing of this agreement. Recruitment and hiring must follow DHP-PH procedures and Department of Interior guidelines as explained in the "Subgrants Manual." The DHP-PH has final approval of the principal investigator selected. The principal investigator must be qualified according to the professional qualifications found at [www.wisconsinhistory.org/hp/grants/qualifications.asp](http://www.wisconsinhistory.org/hp/grants/qualifications.asp)
3. National Register Nomination. The National Register of Historic Places nomination will be prepared according to the guidelines promulgated by the National Register and in the format specified by the DHP-PH. The DHP-PH will have final approval of the scope and boundaries of the nomination prior to commencement of work. The completed nomination is due at the DHP-PH by July 15, 2014.

The following items must be submitted for the nomination by the project completion date. Each is more fully described in the supplementary manual.

- a. The original, fully completed, typed National Register of Historic Places Inventory-Nomination Form (10-900). The form may be found on the Wisconsin Historical Society website at <http://www.wisconsinhistory.org/hp/forms/nr-form.doc>
- b. One summary statement for the nomination. The statement will be approximately 250 words, written for a popular audience (avoiding excessive jargon,) and suitable for web-page publication.

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Project No. 55-13-51956-03  
MEMORANDUM OF AGREEMENT  
Attachment A: Work Program Page 2

- c. The full text of the nomination and of the summary statement on diskette or compact disk.

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- d. Two 5" x 7" (or 8" x 10") prints of each photo submitted, labeled in pencil as specified by the National Register and the DHP-PH and a compact disk with the image files created using the standards set forth in the National Register Photo Policy Fact Sheet:  
[http://www.nps.gov/history/nr/publications/guidance/Photo\\_Policy\\_final.doc](http://www.nps.gov/history/nr/publications/guidance/Photo_Policy_final.doc) In all cases, photos or prints must be high quality and sufficient to document the property, including views of interiors and of all outbuildings in the case of individual property nominations.
- e. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a compact disk together with the individual original uncompressed image files. Image files must be in TIF format at a minimum resolution of 300 PPI. This should result in a file size of around 5MB. The individual image files must be labeled according to the DHP-PH labeling standard.
- f. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the DHP-PH and must include construction lines for the calculation of UTM coordinates.
- g. District maps, site plans, and/or floor plans, as needed.
- h. It is the responsibility of the consultant to provide a complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160, Avery 5161, or similar label format.
- i. One completed nomination submission checklist.

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Attachment A: Work Program Page 3

- j. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the subgrants manual. New or updated records are required for all resources in the district whether contributing or non-contributing. For information regarding the proper creation of inventory cards go to [www.wisconsinhistory.org/hp/survey-manual/](http://www.wisconsinhistory.org/hp/survey-manual/) and click on "When do I need to prepare a new inventory card" in the survey manual (p. 45). The information for the nomination resources will be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for the City of Appleton project only. The consultant must contact the DHP-PH in order to set up this special one month access.
  - k. The consultant will be responsible for the presentation of the nomination to the State Historic Preservation Review Board. Any corrections or additional information required by the State Review Board or the National Park Service shall be provided by the consultant. Any costs associated with these corrections are part of this project budget.
4. Acknowledgment of Federal Assistance. An acknowledgment of federal funding must be made in any publication or slide or video production resulting from this project (See Section 7 of the "Subgrant Administration Manual"). The standard acknowledgment that must be used is stated in the manual. Press releases, speeches, and other dissemination of information by a subgrantee regarding grant-assisted projects must also acknowledge the support of the National Park Service and the Wisconsin Historical Society. Future publications, materials, or projects that result from this grant-assisted project must acknowledge the federal support.