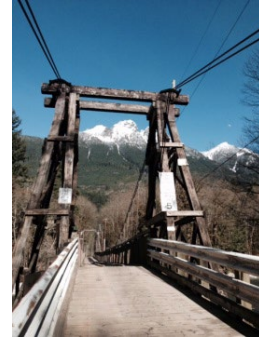


# King County Historic Preservation Program

## Cultural Resource Mitigation Program Guidelines



### Applications Available by Request

Philippe LeTourneau, Archaeology Program Coordinator  
[philippe.letourneau@kingcounty.gov](mailto:philippe.letourneau@kingcounty.gov) - (206) 477-4529

Todd Scott, Built Environment Program Coordinator  
[Todd.scott@kingcounty.gov](mailto:Todd.scott@kingcounty.gov) – (206) 477-4545

## Cultural Resource Mitigation Program Overview

---

The Cultural Resource Mitigation Program (CRMP) is administered by the King County Historic Preservation Program (HPP). Cultural resources include features of the historic built environment, including buildings, structures, cultural landscapes, and archaeological resources, including historical and precontact cultural material in surface or subsurface deposits. Mitigation is the act of compensating for loss of value, in this case damage to or loss of historic buildings, structures, cultural landscapes or archaeological sites. Mitigation can take many forms, such as preserving another built feature or archaeological site, investigating a built feature or archaeological site and recording information about it, and preparing and disseminating public information materials about a local built feature or archaeological site.

Most mitigation is done at the time a project is built and is defined in a project-specific written agreement. Sometimes, however, mitigation can't be accomplished at the time a development project is constructed or can only be done offsite. The CRMP collects funds from public agencies and private parties to use for costs associated with mitigating adverse effects to cultural resources on or offsite as required under Section 106 of the National Historic Preservation Act, Washington State Environmental Policy Act, King County Code Chapter 20.44, King County Executive Policy on Cultural Resources Review and Protection, and other permits or agreements. Some funds collected from public agencies have restricted uses.

The CRMP may award amounts of up to \$25,000 per grant. Applicants may apply for additional funds to complete phased projects. Matching contributions—such as in-kind labor, materials, or other funding sources—are encouraged. Applicants planning phased projects should plan accordingly to ensure successful completion. Recipients of CRMP funds will contract with King County for reimbursement and must meet insurance and other requirements. Please read these *Guidelines* for more information.

## Application Process and Timeline

---

Two grant cycles are administered each year. Applications are due March 1<sup>st</sup> or September 1<sup>st</sup>. Complete applications will be reviewed by a panel comprised of HPP staff, a member of the King County Landmarks Commission, and a cultural resource professional from the public, not-for-profit, or private sector. If HPP is an applicant, that application will be reviewed by a panel comprised of a member of the King County Landmarks Commission, the DLS-RSD archaeologist or Parks and Recreation Division archaeologist, and a cultural resource professional from the public, not-for-profit, or private sector. The panel will review applications to determine if the proposed project meets eligibility requirements, if any permits are required, and if tribal consultation is necessary. Applications will be reviewed within one month of receipt. The panel may approve, reject, or return the application for additional information or revision. Applicants will be notified in writing about the decision of the panel.

Following approval by the panel, HPP staff will consult with the applicant to finalize standards, requirements, reporting, schedule, budget and special conditions for inclusion in an award contract or agreement. If HPP is an applicant, then consultation process will be completed by the DLS-RSD archaeologist or Parks and Recreation Division archaeologist and a cultural resource professional.

Work on the project must begin within one year of the award date and all work on the project must be completed within two years. The proposed scope of work should be achievable within this two-year timeframe; however, extensions may be considered by HPP staff if the applicant provides documentation of extenuating circumstances that justify additional time for project completion.

## Eligibility

---

### *Eligible Applicants*

- King County agencies
- Local governments with which King County has an interlocal agreement to provide historic preservation services
- Not-for-profit preservation and heritage organizations located or working in King County
- Professional archaeologists knowledgeable about the archaeology of King County
- Historic preservation consultants, architectural historians, and architects knowledgeable about the historic built environment in King County
- Owners of above-ground historic properties or properties containing an archaeological site

Other interested parties, such as jurisdictions without interlocal agreements, are encouraged to partner with eligible applicants.

### *Eligible Projects*

- Projects must address the historic built environment or archaeological resources in (or from) King County
- In addition to a public education/information component, projects must consist of one or more of the following elements:
  - Archaeology
  - Site stabilization and protection
  - Data recovery and analysis
  - Research-oriented survey and testing
  - Study and analysis of un-studied or under-studied existing collections
  - Other activities that make a substantial contribution to site preservation, public awareness; and/or knowledge of archaeology and archaeological sites in King County
- Historic Built Environment
  - Preservation planning documents, historic context studies, survey and inventory projects, and historic structures reports Building, structure, or cultural landscape rehabilitation
- Building or structure relocation
- Documentation or interpretation, including survey/inventory of resources previously undocumented
- Deconstruction and material salvage; and/or
- Other activities that make a substantial contribution to preservation, public awareness, and knowledge of the historic built environment in King County

### *Ineligible Projects*

- Projects for which the proposed work would otherwise be required by regulation
- Ground-disturbing projects with the explicit goal of excavating and analyzing human remains which have not included prior consultation and agreement among all affected Tribes and/or tribal groups, other than site stabilization/protection projects that involve human remains.

## Application Instructions

---

### Archaeology

- If the project involves site stabilization or acquisition, describe the current condition and threats to the site, its significance, and how the project would contribute to long-term preservation. For acquisition (in fee or by easement), explain plans for long term stewardship and management of the property - how professional access will be managed, and how stable ownership or easement holding will be maintained.
- If the project addresses a site or collection, briefly describe its physical characteristics and give a short summary of previous identification, testing and/or analysis.
- Data recovery, survey or testing: describe the site and the general probability for whatever resources are expected; explain the project objectives, how they will be attained, and what data or knowledge gaps are likely to be filled by the project.
- Collection analysis: explain how the project supplements and does not duplicate similar previous work and what its objectives are.
- Public education/information: describe the content, means of presentation, intended audience for the project, how this approach differs from and will be more successful than other similar efforts, and how long the educational/informational materials will be made available to the public.

### Historic Built Environment

- If the project involves planning documents, historic context studies, survey and inventory, or historic structures reports, describe why the project is needed and how it will be used to advance future preservation efforts.
- Building, structure or cultural landscape rehabilitation: describe the current condition of the resource, any threats, and how the project would contribute to long-term preservation.
- Building or structure relocation: describe the threats to the resource at its current location, receiving site, and how the relocation will be executed.
- Deconstruction and/or material salvage: describe why the building or structure cannot be saved on site, proposed deconstruction methods, receiving site for reconstructed building or structure, an/or planned repository for salvaged material.
- Other educational/public awareness projects: describe how the proposed project will contribute to the knowledge of the historic built environment in King County.

In all cases, describe what needs would be met by the project and if it is a phased project, what scope of work is planned for each phase.

### *Budget*

Eligible costs include preservation planning (condition assessments, cost estimates, etc.), design, construction, field work (materials, labor, overhead), soft costs (permits, project-specific liability insurance, sales tax), and other costs (technical analyses, contingency up to 5%, etc.). Matching funds are strongly encouraged, although not required. In-kind contributions are the cash value of donated materials and services.

## Evaluation Criteria

---

The review panel will consider the following in evaluating applications:

### *Project Impact and Benefits*

- Potential to contribute to improved understanding of the prehistory and history of the region
- Extent of public education/involvement
- Degree of threat to the archaeological site, historic building, structure, or cultural landscape and the project's potential to advance long term stabilization and/or protection
- Potential for advancing the mission of the Historic Preservation Program and future program endeavors

### *Feasibility*

- Readiness of the applicant to initiate, manage, and complete the project
- Credible project cost estimate
- Tribal consultation initiated (if required)
- Permitting process(es) initiated (if required)

### *Additional Considerations*

- Proximity or similarity to sites for which mitigation funds were contributed
- Relationship to built environment feature for which mitigation funds were contributed
- Extent of support (property owner, Tribes, DAHP, community, etc.)
- Extent to which the project leverages matching funds
- Eligibility for other funding

## Requirements

---

*General:* All projects must follow the *Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation*, as published in the Code of Federal Regulations, 48 FR 44716, and found [here](#):

### *Archaeology*

- Projects that propose to disturb a site (i.e., testing or data recovery) must establish clear research benefits, contain a research design, follow DAHP standards, and obtain all necessary permits prior to excavation.
- Projects that propose to disturb a precontact site must demonstrate clear Tribal support.
- Proposals for site stabilization/protection must demonstrate the existence of a serious threat to the site.
- Projects for site acquisition (in fee or easement) must include a long-term stewardship and management plan, provisions for professional access, and demonstration of long-term viability of the property or easement holder.
- Research designs must provide details on purposes and methods proposed, including, but not limited to, research questions and objectives; extent of the proposed excavations and proportion

relative to site dimensions, if known; types of units and excavation methods employed; and anticipated specialized sampling (e.g., C-14, flotation, etc.) and analysis.

- Projects must be conducted, supervised, or reviewed by a professional archaeologist with experience and specialization in the nature and type of archaeological resource being investigated.

#### *Built Environment*

- Projects must contribute to the preservation of King County's historic buildings, structures, or cultural landscapes.
- Projects must provide public benefit through visibility, accessibility, public programming, or economic impact, and/or aid in the long-term preservation of a building, structure, or cultural landscape.
- Projects that propose stabilization or relocation must clearly explain threat and urgent need.
- Projects that propose deconstruction and/or salvage must clearly explain why preservation through stabilization, relocation, or other means is not feasible.
- Projects that propose property acquisition must include a long-term stewardship and management plan.

#### *Archaeology Project Reporting*

All archaeology projects must include a final report, have a public information component, and meet DAHP standards, if applicable. At a minimum, reporting must include:

- DAHP site reporting forms or addenda to existing forms, if appropriate
- A report or other information that contributes to improved understanding of the prehistory or history of King County and/or the Puget Sound region (in some cases, a combination of a professional report, a summary for public education, or an article in a professional journal may be appropriate)
- A draft of the technical report, or in the case of purely educational projects, a summary and discussion of project accomplishments, submitted to the panel for review and comment prior to finalizing the report
- Copies of the final report submitted to DAHP, HPP, consulting Tribes, and any other participating agency/institutions
- A public presentation at a meeting of the King County Landmarks Commission or another convening historic preservation group summarizing the results of the investigation, to be arranged in consultation with HPP staff

#### *Built Environment Project Reporting*

- DAHP HPI forms or updates to existing forms, if appropriate
- A draft report or other information that summarizes the project's accomplishments, conclusions and future recommendations
- Copies of the final report submitted to DAHP, HPP, consulting Tribes, and any other participating agency/institutions
- A public presentation at a meeting of the King County Landmarks Commission or another convening historic preservation group summarizing the results of the investigation, to be arranged in consultation with HPP staff

### *Contracting/Recipient Obligations*

- Recipients are required to sign a contract or agreement prior to commencing work.
- Once funding is approved, program staff will work with recipients to develop a scope of work for a contract or, for agencies, an agreement. The contract will specify a schedule of reimbursements, non-discrimination and other basic contracting requirements, required insurance, and public benefit requirements.
- Funds are paid on a reimbursement basis. When the award is less than the amount requested, applicants and staff will work together to develop a reduced scope of work if necessary.
- Funds cannot be used to pay for any expenditure made prior to the contract period.
- For a site owned by an individual, the owner must sign the contract if he/she is an applicant, or, if not, the owner must sign a permission/release statement allowing excavation on the property. When a lessee or other representative of the owner is the applicant, both the owner and representative must sign. For organizations, the official representative (i.e., the board president or executive director,) must sign the contract. For public agencies, the responsible official must sign the contract.
- Individuals and organizations receiving funding are required to demonstrate liability insurance coverage for the project. Types and levels of insurance coverage are stipulated in the contract between King County and the individual or organization.
- The *King County Historic Preservation Program Cultural Resource Mitigation Fund* must be acknowledged on any materials publicizing the project. A sign acknowledging the program should be posted at the worksite for the duration of the project, if appropriate.
- If a recipient or subsequent owner of a property that was rehabilitated, stabilized, or preserved using program funding takes any action within ten years of the award that damages the property's physical integrity, the funding shall be repaid in full within one year. Such actions may include demolition or substantial alteration.

### *Professional Qualifications*

Professionals working on projects funded through the CRMP must meet the *Secretary of the Interior's Professional Qualifications Standards* as published in the Code of Federal Regulations, 36 CFR Part 61, and found [here](#):

In addition to meeting these requirements, archaeologists providing oversight for funded projects must have:

- Served previously as a principal investigator on an archaeological project
- Conducted field work in the Puget Sound region
- Demonstrated training and expertise related to the project (precontact or historical archaeology, lithics focus, etc.)
- No violations of professional ethical standards or local, state or federal regulations pertaining to archaeology

### *Potential Permit and Consultation Requirements*

Projects must meet the following state and local regulatory and practical requirements as applicable:

- DAHP archaeological permit per RCW 27.53 if site disturbance is required
- Consultation with affected Tribes



- Building permits
- Land use permits (grading, shoreline, other)
- Certificates of appropriateness for designated landmarks, as required
- Written permission from landowners for work on their property

## Submittals

---

Applications must address the following:

- Roles and qualifications of the project team members
- Expected contribution of the project to awareness and/or understanding of King County and regional archaeology or identification, understanding, preservation, or interpretation of the historic built environment
- Schedule, including expected completion dates for project milestones, draft(s), and final product(s)
- Budget, including labor, materials, technical and other services and other relevant categories of expenditure
- Matching funds, in-kind donations, and/or volunteer work
- Support from Tribes, educational or professional groups, property owners and/or other interested parties, documented in writing
- Tribal involvement and/or consultation, both planned and to date, if relevant
- Public information and public participation/involvement, if any

Applications for archaeology projects that include testing, data recovery, collection analysis, or which require excavation for other purposes, must also summarize:

- Research design and expected results, purposes and methods, including (but not limited to) research questions and objectives; extent of the proposed excavations and proportion relative to site dimensions (if known); types of units and excavation methods employed; and anticipated specialized sampling and analysis (e.g., C-14, floatation, etc.)
- Permitting necessary prior to excavation
- Site stabilization/protection, if appropriate
- Identification of analytical specialists (once approved, changes must be approved in advance by HPP)
- Curation of artifacts and storage at a permanent curatorial facility meeting federal standards, if appropriate
- Treatment of inadvertently encountered human remains

Attachments may include:

- Letters of support
- Bids, cost estimates, or condition assessments used to develop the proposal
- For non-profit organizations, a list of board members and an operating budget for most recently completed fiscal year
- For public agencies, a brief profile of mission, lead staff, and annual budget

Contact the CRMP Coordinators listed on the cover of these guidelines to request an application and/or for assistance.