



**Great Falls-Cascade County  
Historic Preservation Advisory Commission**

**March 11, 12:00 PM**

**Great Falls Civic Center  
PCD Conference Room Suite 112**

**Agenda**

Public comment always welcome!

1. Approval of Meeting Minutes – February 11, 2025
  - Action Item with Public Comment
2. Mapping Survey Update – Nathaniel Williams
3. HPO Report to the HPAC
4. Annual CLG Grant Application
  - Action Item with Public Comment
5. Preservation Award Planning
  - Action Item with Public Comment
6. Semiquincentennial Report
7. Vinegar Jones Cabin Committee Report
8. Boston and Montana Barn Committee Report
  - Action Item with Public Comment
9. Reports from Commissioners
10. Public Comment
11. Adjourn Meeting

Great Falls-Cascade County Historic Preservation Advisory Commission

February 11, 12:00 PM Meeting Minutes

Present: Ken R., Ken S., Jeanne P., Rich E., Megan S.

Staff and Commissioners: Sam Long, Joe McK., Eric H.

1. Approval of Meeting Minutes – January 14, 2025
  - Changes: Montana Heritage Center Paragraph 9, Change 1,500 to 500 in grant for match, Fix spelling of Bethel, add motion passed for if motions are made and passed.
  - Motion to approve with changes: Ken R.
  - 2<sup>nd</sup>: Rich E.
  - Motion Passed
  
2. HPO Report to the HPAC
  - Foundation for Montana History grant submitted.
  - Federal Appropriations Included for SHIPO support.
  - Made almost \$1000 on ornaments sales.
  - City applying for Historic Preservation Grant for the roof of the Zellerblock Building
  - David Erdman has resigned from HPAC
  - There are 2 county and 1 city HPAC positions open.
  - Nominations forms for awards go live in March.
  
3. Boston and Montana Barn • Montana Historic Preservation Grant
  - Moved rocks blocking the south gate to the barn
  - City would need to move pipes and palettes that are on the grounds
  - Applying for the Historic Preservation Grant asking for \$350,000
  - Status of fencing- waiting on legal to do a letter then formal bid and fencing.
  - Committee will wait till April to continue.

Motion to authorize HPAC to write a letter of support for the HPG through Big Sky Country National Heritage Area for the Barn: Rich E.

2<sup>nd</sup>: Ken R.

Motion Passed
  
4. Preserve MT Workshop Proposal

-Window Maintenance workshop would cost \$2,500

-limited to 8 participants

-Ken S.- Concern over lead paint, liability, see if Preserve Montana has information on Lead Paint as part of their information.

-Going to look for a partner – MSU, Neighbor Works maybe?

-Motion to cover up to half the cost and approve of scheduling the workshop: Ken R.

2<sup>nd</sup>: Ken S.

Motion Passed

#### 5. Semiquincentennial Report

-July 8<sup>th</sup> will be the synchronized reading of the Declaration of Independence on the Civic Center Steps.

-National Historic Landmark update – next step would be to contact owners & see how their operations would be impacted – Library and Northwestern Energy.

#### 6. Vinegar Jones Cabin Committee Report

-No Updates

#### 7. Reports from Commissioners

-Ken R. – Fort Benton is painting a mural & placing interpretive sign about the Fort Shaw Indian Girls Basketball team in 1904. They played there.

#### 8. Public Comment

-None

#### 9. Adjourn Meeting

Motion: Ken S.

2<sup>nd</sup>: Ken R.

Meeting Adjourned

## **HPO Report to HPAC**

**March 2026**

### **Grant Assistance Rendered**

- Boston & Montana Barn MHPG
- Zellerbach Building MHPG
- Cascade County Historical Society MHPG letter of support
- Park & Recreation King Bridge SHPO concurrence for NorthWestern grant
- CDBG MOA for 1118 2nd Ave S

### **Foundation for Montana History Service**

- Service on the Historic Buildings and Structures grant application review team was fantastic, and I have been asked to serve again next year. Grant announcements are made in early April.

### **Downtown TIF**

- New TIF advisory board membership complete, so hopefully new applications will be coming in soon.

### **New City Website**

- <https://greatfallsmt.gov/>

### **New Email**

- slong@greatfallsmt.gov



## Memorandum

**To:** Historic Preservation Officers  
**From:** Kate Hampton, CLG Coordinator  
**Date:** January 26, 2026  
**Re:** CLG Grant Application for 2026-2027

**For this grant cycle, because of the delay in Congress' appropriation of the Historic Preservation Fund (HPF), our CLG passthrough grant period of performance will shift – commencing May 1, 2026 and running through April 30, 2027.**

We ask that grant recipients submit the reports and requests for reimbursement twice during the grant period. The first report and request for reimbursement will reflect work and expenses incurred during the first five months of the grant period – from May 1, 2026 – September 30, 2026. The first report will be due on October 31, 2026. The final report will reflect work and expenses incurred during the last seven months of the grant period – from October 1, 2026 – April 30, 2027.

**Please remember to provide sufficient documentation to determine the allowability of the charges reimbursed, including pay stubs, invoices, donated services forms with original signatures, and other supporting documents.**

***Please note new application submittal procedures on page 2 of this memorandum.***

Requests to reimburse the full amount of funding can be submitted with the first progress report, as long as sufficient activity and match has been documented.

### **2026-2027 Schedule – Dates to Remember**

February 17, 2026	Announcement of Funds
March 16, 2026	CLG Grant Applications Due to SHPO
Upon Receipt and Approval	SHPO Mails CLG Agreements for Signatures
April 15, 2026	Both Signed Agreements to SHPO
May 1, 2026	12-Month Funding Cycle Begins
September 30, 2026	Close of First Reporting Period (5 months into grant period)
October 31, 2026	First Progress Report & Request for Reimbursement due
April 30, 2027	Funding Cycle Ends
May 31, 2027	Final Progress Report and Request for Reimbursement due

### **Grant for 2026-2027:**

In late January 2026, Congress passed and the president signed the appropriations bill that includes Historic Preservation Fund (HPF) allocations. As usual, the announcement for SHPO to apply for these federal funds has not been released. These CLG passthrough grants are dependent upon SHPO's application for and receipt of its annual HPF funding. As with previous agreements, the contracts will include a clause indicating that the contracted funds are dependent on the SHPO's receipt of HPF funding.

**We anticipate offering annual grants for up to \$6000.**

**CLG Program Grant Application Due: March 16, 2026**

## HOW TO SUBMIT THE APPLICATION

Digital application materials are accepted via the Montana SHPO portal. Applicants must submit the application and all supporting materials through SHPO's Cultural Resource Database by 11:59 PM on the due date.

**Prepare Files/Naming Requirements** Save and submit the application and supporting documents as a single pdf file titled along this format: CLG [local government name] [grant year][short description]. For example: "CLG Missoula 26-27 Application"

### Upload Files

Step 1: Create a [State of Montana file transfer account](#) or use your existing account.

Step 2:

- Upload your CLG Application by visiting the Montana Cultural Resource Database portal <https://svc.mt.gov/adsams/>
- Log in to your State of Montana Account



Step 3

- On the Document Submission Page Select **SHPO Grant Application** option from the Submission Type dropdown list.
- Type CLG in the Agency and select the **LOCAL/PLANNING/CLG** option from the dropdown list.
- Leave Agency Document Number blank
- Type in your Project Name "CLG [local government name] 26-27"
- Leave Project Access Emails blank

**Submission Type**  
 [Use when uploading application and supporting materials for the SHPO Grant.](#)

**Agency** ⓘ  **Agency Document Number** ⓘ  **Project Name** ⓘ

**Project Access Emails**

Step 3

- Add CLG Application into the Documents Container provided
- Select the Submit Button

Documents

Drop files here to upload

- Do not close your browser window until you see the blue "Processing Complete" box for each document you submitted.

## NOTES AND REMINDERS FOR ALL APPLICANTS:

1. **Please explain for what project you plan to use your CLG subgrant, and what products will be produced.**
2. Remember annual CLG training is required. At least one person from each CLG's preservation program must attend a SHPO-approved training between May 1, 2026 and April 30, 2027.
3. The state mileage rate is **\$0.725** per mile. The lodging reimbursement rate is **\$110.00** per night plus taxes (may vary by location, check with SHPO for rates).
4. Volunteer time reimbursement rate is **\$32.15** (unless a person is volunteering their time in an official professional capacity; then they can record their regular professional services pay rate. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (According to [FederalPay.org](https://www.federalpay.org) as of January 2026, up to a **maximum \$110.96/hr.**, in place of the volunteer rate).
5. Please attach a list of the historic preservation board members, their professional discipline or citizen membership, term (year ending) and contact information (include email addresses if available). Please notify us of any changes that have occurred. If you have new board members, please send us their current resume for our record.
6. Please continue submitting your meeting minutes with your progress reports. They have been very helpful with our reporting requirements. Agendas are helpful but not necessary.
7. For CLGs that have design review responsibilities, please track the number of reviews you complete over the course of the grant period.
8. In the Scope of Work, please tie your tasks to your local government's and/or historic preservation commission's Preservation Plan. If not, please explain why.
9. Consider looking to other state and federal grants to supplement your program. Remember, the SHPO CLG grant cannot be used as federal match, or vice versa.

### Annual CLG Program Funding

We anticipate 14 Montana communities will apply for CLG subgrants this grant cycle. Each year, we are required by the National Park Service to pass-through at least 10% of our annual funding to CLGs. This coming year, we anticipate allocating \$82,000 to the CLGs via annual grants. Investment in the CLG program is not only a wise use of our funds but crucial to preservation efforts in our state, and we will continue to look for opportunities to increase CLG funding.

We stress public outreach in the CLG program. Please continue your outreach programs and develop new ones to involve all ages in your community. Please also consider programs and projects that have tangible/measurable outcomes.

**Please provide a copy of this correspondence to your CLG Board or Commission for their review and assistance. The application form requires a copy of your meeting minutes that confirm your application was discussed and approved by the Board/Commission.**

**Please verify the current UEI and Tax ID numbers for your organization, or the organization through which you receive your payments. (your CLG local government)**

## Guidelines for 2026-2027 CLG Grant Eligibility

CLG guidelines include the following:

1. CLG program grants must be matched on at least a 60/40 basis, cash and/or in-kind.
2. All CLGs must maintain a historic preservation commission that meets at least quarterly.
3. Maximum grant amount of \$6,000.00 can be used towards projects directly associated with the local historic preservation program. Grant expenditures on SHPO-approved, tangible/measurable projects strongly preferred. Matching funds and grant fund expenditures may also include HPO salaries. Overhead/administrative costs should not exceed 25% of the grant or matching funds. **Check with SHPO to ensure your proposed project qualifies for funding under the grant. Bricks and mortar projects must meet SOI standards, benefit a NR-listed property, and complete Section 106 and NEPA review prior to the beginning of the project.** Minimum match is \$4,000.00, and match above minimum is always greatly appreciated.
4. CLGs must submit a Six-Month Progress Report and a Final Report, including meeting minutes, and Requests for Reimbursement that meet documentation and reporting requirements and are delivered on-time.
5. Unspent CLG funds revert to SHPO. Reverting funds may jeopardize the CLG's future funding.

For more guidance on administering CLG funds in Montana, please refer to the *Montana Certified Local Government Manual*, [https://mhs.mt.gov/Shpo/docs/CLG\\_Manual.pdf](https://mhs.mt.gov/Shpo/docs/CLG_Manual.pdf), as well as the NPS Historic Preservation Fund Grants Manual, [https://dpmr.vi.gov/wp-content/uploads/2021/02/HPF\\_-Grants-Manual-419-Pages.pdf](https://dpmr.vi.gov/wp-content/uploads/2021/02/HPF_-Grants-Manual-419-Pages.pdf)

## Components of 2026-2027 Complete Grant Application

1. Completed CLG Application form, including:
  - a. Contact information
  - b. Scope of work
  - c. Detailed budget table
  - d. Sources of revenue/funding
  - e. Signed CLG and Commission form
2. List of current CLG Commission members (including contact information, i.e. email)
3. An electronic version of the Preservation Plan. Either a link to where the plan is available on the web or via email to Kate.
4. Tax ID and UEI Number.

If you have any questions regarding this application, please contact us:

CLG Program and financial Inquiries:

Kate Hampton  
406-444-7742  
[khampton@mt.gov](mailto:khampton@mt.gov)

# **Certified Local Government Grant Application**

**For the grant period  
May 1, 2026 to April 31, 2027**

## **Application Deadline**

**March 16, 2026**

**Montana State Historic Preservation Office  
PO Box 201202  
Helena, MT 59620-1202  
(406) 444-7715**

**2026-2027 GRANT APPLICATION  
CERTIFIED LOCAL GOVERNMENT PROGRAM**

Certified Local Government: Great Falls – Cascade County

Address: 2 Park Dr. S, Great Falls, Mt 59401/ PO Box 5021 Great Falls, MT 59403

Contact Person: Samantha Long

Tax ID: 81-6001269

Unique Entity Identifier (UEI): MD9MA1227F25

Period of Grant Request: May 1, 2026 to April 31, 2027

**Scope of Work:** The National Park Service asks we grant funds to CLGs for kinds and levels of work that reflect increasing sophistication, skills, and roles by the Preservation Officers, in other words, tasks that reflect improvement in community thinking. For this section, please itemize special projects, products or projects starting or completing, meetings to be attended, regular work duties, etc., and specifically, ways in which the federal grant funds will help a project or program beneficial to the growth and development of the local program. Please tie your tasks to your community's Preservation Plan. If not, please explain.

Check if Scope of Work is continued on additional pages.)

**BUDGET**

5-1-2026 to 4-31-2027 Budget	Cash Amount	Cash Source	In-kind Amount	In-kind Source	Total
<b>A. Salaries, Wages, Benefits</b>	\$6,000.00 \$25,000.00 \$56,914.00	F CO CI			\$87,914.00
<b>B. Office Rental</b>					
<b>C. Equipment</b>	\$4,353.00	CI			\$4,353.00
<b>D. Supplies &amp; Materials</b> Itemize major categories	\$250.00	CI			\$250.00
<b>E. Postage</b>					
<b>F. Telephone &amp; Internet</b>	\$704.00	CI			\$704.00
<b>G. Photocopies</b>	\$200.00	CI			\$200.00
<b>H. Preservation Commission</b>  1.5 x 32.15 x 9 x 11	\$4774.27	NP			\$4,774.27
<b>I. Volunteers</b> 3 x 32.15X 9	\$868.05	NP			\$868.05

<b>J. Travel Mileage</b> Number of miles X <b>\$0.725.</b>  436*.725	\$316.10	CI			\$316.10
<b>K. Travel Meals</b> # of Meals X rate: Breakfast - \$11.20 (2) Lunch - \$13.30 (3) Dinner - \$19.60 (2)	\$88.20	CI			\$88.20
<b>L. Lodging</b> \$110.00 plus tax X number of nights (2)	\$220.00	CI			\$220.00
<b>M. Project (s) Expenses – fully itemized</b>					
<b>N. Other Expenses – fully itemized.</b>  Membership & Dues  Central Insurance  Fiscal Services	  \$795.00  \$2,552.00  \$819.00	  CI  CI  CI			  \$4,166.00
<b>M. Total Expenses</b>					\$103,853.62

**SOURCE KEY:**

**F-Federal**

**CI-City**

**CO-County**

**NP- Private/Non-Profit**

\* Federally approved minimum rate for volunteers is \$30.84 per hour.

**SOURCES OF REVENUE/FUNDING**

**AMOUNT**

**Itemized Cash Match Source**

City of Great Falls \$67,211.30

Cascade County \$25,000.00

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Itemized In-Kind Match Source**

Volunteer Hours \$5,642.32

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Federal HPF Grant Request from SHPO**

\_\_\_\_\_ \$6,000.00

**TOTAL REVENUE**

\$103,853.62

**Certified Local Government**  
**Historic Preservation Commission Chairperson or President**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\*\*\*\*\*

**Certified Local Government**  
**Chief Elected Official**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

(The local government administrator may sign **in addition** to the Chief Elected Official.)

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**Certified Local Government**  
**Historic Preservation Officer**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

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Please attach the meeting minutes (or an alternate way in writing) at which your application was discussed and approved by the Preservation Board/Commission.

Please attach a list of the historic preservation board members' names citizen membership, terms (year ending), their professional discipline or status as a citizen member on the board, and contact information.

**Great Falls/Cascade County  
Historic Preservation Advisory Commission (HPAC)  
Program Goals & Objectives for Calendar Year 2026**  
Approved:

**Mission Statement**

*The purpose of the Great Falls/Cascade County Historic Preservation Advisory Commission is to provide leadership in the preservation of cultural, historic, and prehistoric sites, structures, buildings and districts within the City and County.*

To achieve our mission, HPAC, in conjunction with the Historic Preservation Officer, will work towards the following goals and objectives in calendar year 2026.

**Special Projects:**

1. Seek funding to stabilize the Boston and Montana Barn using the Structural Assessment completed in 2023 to guide recommendations, and work with the City Park and Recreation Department to implement stabilization.
2. Redesign and print walking tours for Great Falls historic districts, establish improved digital access, and explore new walking and driving tours.
3. Pursue National Register Listing for the Great Falls Public Library.
4. Explore National Historic Landmark designation for the Missouri River Dams in the Great Falls vicinity.
5. Participate in national Semiquincentennial celebrations, including but far from limited to a coordinated reading of the Declaration of Independence on July 8.
6. If grant funding is secured, design and implement interpretive signage in Great Falls parks and trails.
7. Pursue partnerships to bring Preserve Montana's skilled preservationists to Great Falls to conduct a day-long window restoration workshop for local property owners and tradesmen.

**Identify, evaluate and protect** significant historic buildings, pre-historic sites, and districts that contribute to the historic fabric, cultural diversity, visual character and economic vitality of the City and Cascade County through the following actions:

1. Continue to monitor threats to the Great Falls Portage National Historic Landmark (NHL) and the related Lewis & Clark National Historic Trail. Collaborate with local, state, and federal partners to preserve these resources and enhance interpretive facilities.
2. Develop a priority list for potential National Register sites/districts, including historic residences, apartment buildings, schools, industrial buildings, military history sites, and others.
3. Encourage local government to comply with standards and guidelines for preservation best practices as determined by the Secretary of the Interior.
4. Continue to maintain the Vinegar Jones Cabin and share its story with the public. Implement the Memorandum of Understanding developed between HPAC and the City's Parks & Recreation Department.
5. Continue preservation efforts with the Monarch-Neihart Historical Group, Inc. to build on the success of the Monarch Depot being listed on the National Register of Historic Places.
6. Monitor and assist with projects in Sun River Valley and continue to work with the Sun River Valley Historical Society (SRVHS) to preserve the Fort Shaw Historic District. Monitor and assist preservation of the J.C. Adams Stone Barn.

7. Continue to promote and support the preservation of the National Historic Landmark First Peoples Buffalo Jump.
8. Continue the collaboration with the Black Eagle community regarding the Smelter Hill site and its potential to become a public recreation area.
9. Collaborate and foster partnerships with Fort Benton to enhance preservation efforts.
10. Establish and implement a local Great Falls/Cascade County Historic Property Register.
11. Consult on the anticipated inclusion of a Historic Preservation Plan element in the 2025-2026 Great Falls Growth Policy Update.
12. Assist the Big Sky Country National Heritage Area board in their effort to create Montana's first National Heritage Area. Create a Memorandum of Understanding that outlines future cooperation between the HPAC and the Big Sky Country Heritage Area board.
13. Work with developers to ensure restoration of the Rocky Mountain Building.
14. Work with Preservation Cascade, River's Edge Trail, and the City of Great Falls to complete the preservation of the 10<sup>th</sup> Street Bridge.
15. Assist the City of Great Falls in any future restoration work of the Civic Center and provide logistical support, technical advice, and professional advocacy as needed.
16. Support Cascade County in exploring the adaptive re-use of the Cascade County Jail.

**Participate** in the process of nominating Historic Places according to the Montana State Regulations for Certified Local Governments. This includes reviewing and commenting on any National Register nominations within Cascade County, using the National Register of Historic Places criteria for designation of historic and prehistoric properties.

**Educate** by undertaking programs that foster public appreciation of, and civic pride in, the beauty of the community, respect for the accomplishments of the past and practical knowledge about both the economic and the aesthetic value of preservation.

1. Participate in, promote, and conduct public informational, educational and interpretive programs pertaining to historic preservation.
2. Update the preservation information on the City's website with monthly updates and/or success stories. Continue successful social media efforts publicizing historic preservation in the City and County.
3. Maintain an inventory of identified historic districts, sites and/or structures within Cascade County and the City of Great Falls. Make this information available to the public by working towards making this information available electronically.
4. Prepare, update and/or reproduce the Historic District walking tour brochures as needed, including making them available electronically.
5. Render advice and guidance upon the request of property owners regarding the restoration, alteration, decoration, landscaping or maintenance of historic buildings, structures or sites.
6. Update the City's website to provide information for owners of property, buildings and structures of potential tax incentives and federal, state, and private grant sources that might be obtained to facilitate the preservation of historic resources.

7. Develop a preliminary set of design guidelines that are related to historic properties and facades.
8. Identify a potential brochure celebrating notable historic resources in Cascade County.
9. Increase the collaboration with other organizations, particularly the Great Falls Montana Tourism Office, to promote historic resources through the greater usage of digital media platforms.

**Cooperate** with other agencies, offices and organizations with similar goals and **integrate** historic preservation into local, state and federal planning and decision making processes by:

1. Extending invitations to partnering agencies such as NeighborWorks, the City Planning and Community Development Department, the County Planning Department, Preservation Cascade, Inc., the Great Falls Museum Consortium, the Community Beautification Association, the Chamber of Commerce, the Business Improvement District (BID), the Downtown Great Falls Association (DGFA), the Belt Theatre, the Montana Community Foundation, the Sun River Valley Historical Society, the Monarch-Neihart Historical Group, the Montana Office of Tourism, the History Museum, the Tourism Business Improvement District, the 341<sup>st</sup> Missile Wing Historian, and other organizations to make presentations at HPAC meetings regarding historic preservation issues of mutual interest.
2. Monitor opportunities for Technical Assistance Grants that are designed to provide architectural services promoting adaptive reuse of historic buildings.
3. Utilizing the Commission’s permanent board membership, work with the Downtown Development Partnership to implement objectives of the Downtown Master Plan.
4. Maintain an active partnership with the Preserve America and Montana Main Street programs.
5. Consult with City, County, State, Federal, and tribal agencies, as required, on all applications, environmental assessments, environmental impact statements, and other documents pertaining to historic districts, sites, landmarks or properties.
6. Develop specific preservation policy and action program recommendations to be incorporated into the City’s Land Development Code.
7. Work with the State, County and City to remain a viable Certified Local Government.

**Motivate and Celebrate** by conducting activities directed towards stimulating private and public investment in historic preservation and by recognizing and celebrating successes.

1. Plan and execute annual events during National Historic Preservation Month, including an annual awards reception to recognize worthy preservation projects and individuals for awards.
2. Track and publicize private and public restoration activities to increase community awareness of progress, including improvement of the city’s web presence.
3. Identify a significant historic resource for the Official City of Great Falls, limited edition, Christmas ornament and plan for its production, promotion and marketing.