

RES 16-037

Wilmington, Delaware
May 5, 2016

#4209

Sponsor:

Council
Member
Cabrerera

WHEREAS, by its Ordinance No. 97-051, amending Section 2-363 of the City Code, the Council deemed it necessary and proper to specify the requirements for review and approval of City-sponsored grant applications and proposals, including a requirement for Council approval by resolution and authorization for expedited grant applications when necessary, prior to Council's approval by resolution; and

WHEREAS, the City, through the Department of Planning and Development (the "Department"), seeks to obtain grant funding from the Delaware Division of Historical and Cultural Affairs in the amount of \$14,096.00 to continue the City's Historic Preservation Planning Program for the Federal Fiscal Year 2016; and

WHEREAS, the said grant will provide funding to continue the City's Historic Preservation Planning Program, which has been in existence for over thirty years; and

WHEREAS, the said grant requires matching funds of a minimum of \$9,398.00; and

WHEREAS, the proposed FY2017 operating budget has appropriated funds for the Historic Preservation Planning Program in the amount of \$44,507.00; and

WHEREAS, in order to meet the grant application deadline of April 29, 2016, the application for said grant was submitted to the Delaware Division

W0084287.

of Historical and Cultural Affairs in advance of Council approval by resolution;
and

WHEREAS, the Council deems it necessary and proper to authorize the Department's application for the aforesaid grant funding from the Delaware Division of Historical and Cultural Affairs.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON that the Department of Planning and Development's application for grant funds from the Delaware Division of Historical and Cultural Affairs in the amount of \$14,096.00, a copy of which is attached hereto, to fund the City's Historic Preservation Planning Program for the Federal Fiscal Year 2016 is hereby authorized.

BE IT FURTHER RESOLVED that the Department shall be authorized to take all necessary actions to accept the grant funds when awarded by the Delaware Division of Historical and Cultural Affairs.

Passed by City Council
May 5, 2016

ATTEST: Maribel Seijo
City Clerk

Approved as to form this 4th
day of May, 2016

[Signature]
Assistant City Solicitor

SYNOPSIS AND FISCAL IMPACT: This Resolution authorizes the submission of a grant application by the Department of Planning and Development with the Delaware Division of Historical and Cultural Affairs in the amount of \$14,096.00. This grant will fund the City's Historic Preservation Planning Program for the Federal Fiscal Year 2016. The grant requires matching funds of a minimum of \$9,398.00. The proposed FY2017 operating budget has appropriated funds for the Historic Preservation Planning Program in the amount of \$44,507.00.

State of Delaware
Historical and Cultural Affairs

21 The Green
Dover, DE 19901-3611

Phone: (302) 736.7400

Fax: (302) 739.5660

February 19, 2016

Mr. Leonard Sophrin, Director
Department of Planning & Urban Design
City of Wilmington
800 North French Street, 7th Floor
Wilmington, DE 19801

RE: Certified Local Government Grant Funding for FFY 2016

Dear Mr. Sophrin:

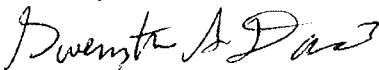
Annually, Congress appropriates a federal grant award from the Historic Preservation Fund to each of the states in support of preservation activities allowable under the regulations implementing the National Historic Preservation Act of 1966, as amended. In Delaware, this grant is administered by the Division of Historical and Cultural Affairs (HCA). One of the requirements of this federal grant is to sub-grant at least 10% of Delaware's grant award to Certified Local Governments (CLGs).

Delaware has received informal notification that their HPF grant award for FFY 2016 will be \$528,259. We do not anticipate a change in our award, but will notify you immediately if this happens. Delaware will be sub-granting \$52,836, or just over the required 10% to its six CLGs. Following the guidance laid out in the CLG Grant Application Guidelines, Wilmington's tentative grant award for FFY 2016 is \$14,096. Note that this is a decrease over last year's award because there is an additional CLG in Delaware. All CLG grants require the applicant to provide match in cash or in-kind at a minimum of 40% of the project's total cost; your required minimum match would be \$9,398.

The CLG Grant Application Guidelines describe the eligible activities for which Delaware's CLGs may seek grant funding and indicate the form of the grant application submittal. A copy of these Guidelines may be found on Delaware's CLG web page (<http://history.delaware.gov/preservation/clg.shtml>). A copy of this letter with the Guidelines has also been emailed to Debra C. Martin. Applications for FFY 2015 CLG grant funding must be submitted by **April 29, 2016**.

Should you have questions, please contact Joan Larrivee at 302-736-7406 or joan.larrivee@state.de.us.

Sincerely,



Gwenyth A. Davis
Deputy State Historic Preservation Officer

c: Debra C. Martin, Preservation Planner, via email



CLG GRANT APPLICATION PACKET COVER FORM

CLG Applicant: City of Wilmington, Department of Planning and Development

Contact Person	Responsible for Program Management	Responsible for Fiscal Management
Name Title	Debra Campagnari Martin Historic Preservation Planner	Leonila Capron Grants Accountant Shayne Williams Grants Manager
Address	Department of Planning and Development Louis L. Redding City/County Building 800 N. French Street Wilmington, DE 19801	Department of Finance Louis L. Redding City/County Building 800 N. French Street Wilmington, DE 19801
Phone	302-576-3100 302-576-3107	302-576-2593
Email	Dmartin@wilmingtonde.gov	lbcapron@wilmingtonde.gov stwilliams@wilmingtonde.gov

Indicate Attachments:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Project Narrative (maximum of 3 pages) | <input type="checkbox"/> Statement of Assurances for CLG Grants (Attachment 3) |
| <input checked="" type="checkbox"/> Project Budget (Attachment 2 or equiv.) | <input checked="" type="checkbox"/> Resume of PI, if known, and required |
| <input checked="" type="checkbox"/> Applicant Match (Attachment 2A or equivalent) | <input type="checkbox"/> Other _____ |

Eligible Grant Activities (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Survey | <input type="checkbox"/> Commission/Staff Training |
| <input type="checkbox"/> National Register | <input type="checkbox"/> Public Outreach |
| <input type="checkbox"/> Planning | <input checked="" type="checkbox"/> Support for CLG Staff |

Short summary of the application's goals and activities including the time frame of the project:

The grant will support the Preservation Planner position within the Department of Planning and Development. The Preservation Planner will offer technical assistance to the City and to constituents regarding history, historic preservation, and Section 106 consultation. She will represent the City on statewide initiatives involving historic preservation to the extent possible. Activities will include developing two Heritage Bike Tour itineraries for publication on the City's website.

PROJECT DESCRIPTION

Wilmington Department of Planning and Development (WILDOP) Historic Preservation Planning Pool, Federal FY2016 Grant Application

The City of Wilmington seeks matching funds for continued support of its Historic Preservation Planning Program in Federal Fiscal Year 2016. As part of statewide initiatives in this area, the City of Wilmington, Department of Planning and Development created a Historic Preservation Planner position in order to provide technical assistance to the City staff and the public, through continued identification, evaluation, registration, documentation and recommendations for treatment of the City's historic resources in conjunction with City sponsored projects and federal programs.

The Preservation Planner, as administrator of the grant, will work within the City of Wilmington's Department of Planning and Development. Debra Campagnari Martin will be the Project Coordinator and Principal Investigator for the program; she is qualified under 36 CFR 61 in the field of "History." The Director of the Department of Planning and Development and the department Budget Coordinator (Planner II) provide additional support.

The function of the Historic Preservation Program is to assure the incorporation of historic resources data into land use and development planning decisions in the City of Wilmington; aid the Delaware Division of Historical and Cultural Affairs in evaluating effects to National Register-eligible resources caused by federally-funded and/or permitted projects; provide technical assistance to the public and to government offices about historic preservation issues; identify and develop resource protection strategies; and, develop public awareness for history and tax credit opportunities.

The Historic Preservation Planner will spend 100% of the time supported by the grant on activities as described below. All projects will be completed between July 1, 2016 and June 30, 2017. These activities may include, but are not limited to, the following:

A. TECHNICAL ASSISTANCE

- 1. Project Review:** Provide technical support and review of federally-assisted City projects in accordance with the Programmatic Agreements between the Advisory Council and HUD (Section 106 review & compliance for acquisition, disposition, rehabilitation and demolition); review of non-City-sponsored federal projects as requested from direct HUD or EDI grant recipients, or Wilmington Housing Authority, as well as "consulting party" reviews of other federally-assisted projects within the City = 150 cases (est.)
- 2. Planning:** Providing information on State and City preservation planning goals and priorities to City agencies and to the public = 4 cases (est.)
- 3. Planning:** Prepare protection/treatment analyses and alternative treatment plans for threatened historic properties = 1 case (est.)
- 4. Planning:** Participate in updates to area comprehensive development plans and code revisions a issues relate to historic properties, such as ordinances and guidelines developed for telecommunication installations and signage = 2 cases (est.)

5. **Planning:** Review projects located within designated Preservation Zones of the downtown Urban Renewal areas by carrying out background research to assist other city agencies in making an appropriate decision to protect the property = 3 cases
6. **Historic Tax Credits:** Provide information on the Federal and State Rehabilitation Tax Credit programs, and the City Tax Abatement Program = 10 cases
7. **National Register:** Provide information about the National Register of Historic Places, including benefits and constraints of listing, eligibility, nomination process and comparisons with City Historic District designation = 10 cases
8. **Covenant Monitoring:** Monitoring projects at covenanted properties in conjunction with, or at the request of, the Division of Historical and Cultural Affairs = 4 cases
9. **Other Activities (DRPC):** Provide technical assistance to the Wilmington Design Review and Preservation Commission; participate in the development of policy or changes to existing policy; report to the Commission on “best practices” information on rehabilitation issues: 10 cases
10. **Other Activities (Demolition Review):** Review demolition permits in accordance with City legislation, undertake appropriate level of survey, explore alternatives and develop appropriate level of recordation = 10 cases
11. **Other Activities (RFIs):** Respond to requests for historic preservation information in City files, and make appropriate referrals = 100 cases
12. **Other Activities (Special Projects):** Administer special projects of public concern upon request of the Mayor’s Office or other City departments, or serve on steering committees as needed to ensure that City preservation interests are accurately represented = 2 cases
13. **Other Activities (Wilmington Preservation Roundtable)** – Organize meetings to facilitate the exchange of information on preservation topics for all those working in the preservation field within Wilmington; meetings to be held at handicapped accessible locations (except for those meetings when a tour of an historic property is scheduled = 2 meetings

These activities address the following goals of “Delaware’s Historic Preservation Plan, 2013-2017” (the State Plan): Guiding Principle 1, Goal I – Encourage all governments to serve as positive role models for stewardship of historic properties which they own; Goal II: Encourage active participation in historic preservation by all local governments.

B. OTHER ACTIVITIES

Develop guided Heritage Bike Tours to highlight the history and historic sites in Wilmington, for sharing via the City's website. Specifically, work with Bike Delaware and The Urban Bike Project to formalize two tours, highlighting six to eight sites each of varied Wilmington heritage within a mapped loop of eight to ten miles. Relative safety of roads and areas will be factored in, and the safest routes chosen. The intended audience will be families and people new to the area who want to use bikes to explore. The difficulty level of the ride will seek to be easy to moderate. The product will include a site photograph, text on site history, and text directions. A companion map will be created in Google MyMap or similar free application = 2 tours

These activities address the State Plan goals under Guiding Principle 2, Goal IV: Expand opportunities for public education to increase support for historic preservation; Goal V: Maintain and expand access to information about historic properties and preservation.

All work of the City of Wilmington Preservation Planning Program will conform to the appropriate Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation, Registration, Historic Documentation and Historic Preservation Products.

PROJECT BUDGET FORM
 (Complete applicable sections; round to nearest dollar)

<u>COST CATEGORIES</u>	<u>COSTS</u>	<u>TOTALS</u>
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Personnel Salary and Fringes

<u>Preservation Plnr</u> # of hrs. <u>1957.5</u> (Rate \$29.937)	\$ 58,603	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
Personnel Total		\$ <u>58,603</u>

Volunteers

_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
Volunteer Total		\$ _____

Consultant Services (Name, if known, and rate/hr.)

_____	\$ _____	
Consultant Total		\$ _____

Supplies and Expenses (List specific cost categories)

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Supplies and Expenses Total		\$ <u>0</u>

Indirect Cost Rate (See Appendix 1) (\$ _____ X _____%)	\$ _____	
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TOTAL PROJECT COSTS	\$ <u>58,603</u>	
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FEDERAL SHARE REQUESTED	\$ <u>14,096</u>	
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APPLICANT MATCH
 (To be provided by applicant or a third party)

Donor:	<u>City of Wilmington</u>	Donor:	_____
Source:	<u>General Fund</u>	Source:	_____
Kind:	<u>Cash</u>	Kind:	_____
Amount:	<u>\$44,507</u>	Amount:	_____

Donor:	_____	Donor:	_____
Source:	_____	Source:	_____
Kind:	_____	Kind:	_____
Amount:	_____	Amount:	_____

TOTAL MATCH: \$44,507 (Must equal or exceed 40% of the total project costs)

Definitions to be used to complete the information above:

- Donor:** Indicate applicant's name or list name(s) of other donor(s)
- Source:** Indicate the source of the funds (examples: operating funds, private donation, appropriated funds)
- Kind:** Indicate the kind of match (examples: cash, applicant personnel or in-kind services, donated/volunteer time, or indirect costs (with a federally approved indirect cost plan))
- Amount:** For each kind of applicant match indicate the dollar amount

STATEMENT OF ASSURANCES FOR CLG GRANTS

As a duly authorized representative of the government which is applying for this CLG Grant, I certify the following statements to be true.

1. The applicant has a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts.
2. The applicant will be able to comply with the proposed completion schedule for the project.
3. The applicant has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities.
4. The applicant has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements.
5. The applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133.
6. The applicant is in conformance with all federal statutes relating to non-discrimination, and will execute a U.S. Department of the Interior Civil Rights Assurance of Compliance as part of their Letter of Agreement.
7. The applicant will comply with provision of the Hatch Act which limit political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.
8. The applicant is not debarred from receiving federal funds.
9. The applicant will comply with the Grant Requirements outlined in application guidelines, and with the Secretary of the Interior's Standards and Guidelines for Historic Preservation Projects, as applicable.

Signature of CLG Authorized Representative

Date

Leonard Sophrin, Director, Department of Planning and Development
Typed Name and Title of Authorized Representative

City of Wilmington
Applicant (Municipality or County)