

CITY OF DOVER HISTORIC DISTRICT COMMISSION
AGENDA
THURSDAY, August 17, 2017 - 3:00 P.M.
City Hall – Conference Room

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF MEETING on June 15, 2017

WELCOME COMMISSIONERS

1. Joseph McDaniel (Reappointment 6/26/2017 – Three-year Term to expire July 2020)
2. Ann Baker Horsey (Reappointment 6/26/2017 – Three-year Term to expire July 2020)

COMMUNICATIONS & REPORTS

1. Summary of Activity
 - a. Summary of Applications 2016 and 2017
 - b. Summary of Architectural Review Certifications for 2017
2. Department of Planning & Inspections Update

NEW BUSINESS

1. Review of Permits Referred to Commission

NEW APPLICATIONS - None

OLD BUSINESS

1. Certified Local Government (CLG) Program
 - a. Update on FFY2017 CLG Grant Project: Amendment to Design Guidelines for Dover's Historic District (Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*)
 - i. Review of Project Narrative
 - ii. Grant Agreement
 - iii. Project Activities

ADJOURN

THE AGENDA ITEMS MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSION.

Agenda Posted: August 7, 2017

CITY OF DOVER
HISTORIC DISTRICT COMMISSION
June 15, 2017

The Regular Meeting of the City of Dover Historic District Commission was held on Thursday, June 15, 2017 at 3:05 PM with Chairman McDaniel presiding. Members present were Chairman McDaniel, Mr. Czerwinski, Mr. Scrafford, Mr. Jackson and Ms. Horsey.

Planning Office Staff members present were Mrs. Melson-Williams and Mrs. Purnell.

APPROVAL OF AGENDA

Mr. Scrafford moved for approval of the agenda as submitted, seconded by Mr. Czerwinski and the motion was unanimously carried 5-0.

ADOPTION OF MINUTES OF THE REGULAR HISTORIC DISTRICT COMMISSION MEETING OF MAY 18, 2017

Mr. Czerwinski moved for approval of the minutes of May 18, 2017, seconded by Mr. Scrafford and the motion was unanimously carried 5-0.

COMMUNICATIONS & REPORTS

Summary of Applications 2016 and 2017

Mrs. Melson-Williams stated that for 2016 applications there were a total of six (6) applications or informational files that were established for the Commission. The construction of the Carriage House at 2 Kings Highway is underway. There are no additional updates about the mixed use buildings on Loockerman Way Plaza. The only file for 2017 is the most recent Certified Local Government (CLG) Grant Application and Renovations to Apartment Building at 305 South Governors Avenue.

Summary of Architectural Review Certifications for 2017

Mrs. Melson-Williams stated that there have been a total of eighteen (18) permits in the Historic District. Most of them have been for interior projects which Staff reviews to make sure that there is no impact to the outside. It does include the Carriage House Permit which was issued in January 2017.

Mr. McDaniel whether the work would commence soon for the building at 300 South State Street that was damaged by the vehicle accident. A Building Permit was submitted.

Department of Planning & Inspections Update

Mr. Dave S. Hugg III, Interim Planning Director, stated that he was hired on a contractual agreement for 6 months and apologizes for not being able to attend the last meeting. He stated that a Planner was officially hired to fill the vacant position and Julian will start in July.

NEW BUSINESS

Review of Permits Referred to Commission:

HI-17-02 Building Permit #17-949: Renovations to Apartment Building at 305 South Governors Avenue— Referral by the City Planner to the Historic District Commission for Review of Architectural Review Certification for Building Permit application #17-949 renovations to existing apartment building including exterior improvements for building access/egress including additions and fire escape stairways. The property is zoned C-2 (Central Commercial Zone) and is subject to the H (Historic District Zone). The property is located on the east side of South Governors Avenue just south of North Street. The owner of record is EBJ Inc. Property Address: 305 South Governors Avenue. Tax Parcel: ED-05-077.09-04-65.00-000.

Mrs. Melson-Williams gave a brief overview of the permit for renovations to the apartment building referencing the Staff Review Report and a series of proposed building elevation drawings.

Representative: Mr. Bill Boyles, officer of EBJ Inc.

Mr. Boyles stated that EBJ Inc. is a non-profit organization that owns the building. There are three apartments in the building. We will be maximizing the use of the building by developing larger living space. The building was previously the Inn at Meeting House Square. Majority of the beautiful building has been restored on the inside in the past year. Now we are trying to finalize the next couple of projects. The fire escapes are a life safety item and they also have existing fire escape. The lower wooden area will be replaced with metal. They have a Bilco door in the basement, but obviously it is not acceptable means of egress so it will be replaced.

Mr. McDaniel questioned whether on the rear east elevation the applicant was removing part of the fire escape and replacing it with metal, Mr. Boyles replied yes.

Mr. Scrafford questioned whether the applicant was planning to make the lap siding of wood and painted to match. Mr. Boyles replied yes.

Mr. Scrafford questioned whether the door was replica of the one on the other side. Mr. Boyles replied yes.

Mr. McDaniel commented that he liked the great design of the building. It makes the building look alive, viable, and useful. There is great parking and the way the building is situated it will not be seen from the street.

Mr. Czerwinski commented that he liked the fact that the footprint of the building was not being changed and the structure remains intact. He did not have any problems with the design.

Mr. Scrafford questioned the apartment on the third floor. Mr. Boyles replied that they would be developing the space for additional living space.

Mr. Scrafford questioned whether the egress dormer window was a special window? Mr. Boyles replied that he was not sure what it meant. Mrs. Melson-Williams replied that the window would have to be a certain size.

Mr. Scrafford wanted to make sure that the egress dormer window looked like the other windows

on the building.

Mr. Czerwinski questioned whether anything was being done regarding façade to the building? Mr. Boyles replied no, but they applied for a Façade Grant for the front side of the building which is unrelated to this proposal.

Mr. McDaniel questioned whether the applicant was EJB. Mr. Boyles replied no, EJB represented Everett Jay Bennett.

Ms. Horsey complimented the applicant for taking and carrying on the project and tradition.

Ms. Horsey commented on the park and the foliage and the visibility of the fire escape from the street. She questioned the foliage because the house is currently exposed on the north side. Would there be more coverage? Mr. Boyles replied that he was not sure how large it would grow. Mr. McDaniel replied that it is the City's responsibility. Mrs. Melson-Williams replied that the planter itself has something in it and she believes if you look at the plan it states lands of City of Dover. There may be a couple of trees in the location. Mr. Boyles stated that he would do his best to save the trees located in the rear near the pad.

Mr. Czerwinski moved to accept project application HI-17-02 and Building Permit #17-949 and that the Architectural Review Certifications should be issued as referenced in the report and as presented. The motion was seconded by Ms. Horsey and unanimously carried 5-0.

OLD BUSINESS

Update on Application for CLG Grant Funding for FFY2017

Mrs. Melson-Williams stated that she has not received any confirmation letter regarding the amount at the current time. The Draft Budget that was that was presented to City Council does include in the Planning budget the \$10,000 for consulting services specifically for the grant project. The City budget final hearing and action is scheduled for June 26, 2017. The Grant Proposal is for a project "Addendum to the *Design Standards and Guidelines*" focusing on modern materials and technology.

Mr. Scrafford moved to adjourn the meeting, seconded by Mr. Czerwinski and unanimously carried 5-0.

Meeting adjourned at 3:28 PM

Sincerely,
Maretta Savage-Purnell
Secretary

City of Dover Historic District Commission
Summary of Applications 2016
Updated thru August 7, 2017

| FILE# | PLAN NAME | LOCATION | TYPE | ACTION | STATUS |
|----------|---------------------------------------|--|---|---|---|
| HI-16-01 | Capitol Complex Lighting Upgrades | Capital Complex Area: Federal Street, Martin Luther King Jr. Boulevard, Legislative Avenue | Presentation of Information | Presentation at HDC 2/18/2016 Meeting | Project lighting concept for light fixture and bulb illumination positively received by HDC. Project is informational only; no formal action or permitting process required. |
| HI-16-02 | Carriage House at 2 Kings Highway NE | 2 Kings Highway NE | Demolition of garage and construction of carriage house building as accessory structure | Architectural Review Certification granted with conditions at 4/21/2016 HDC Meeting; Staff Approval of Permit per ARC pending | Upon receipt of Building Permit #16-337 project was identified as requiring application to HDC; Application HI-16-02 filed and considered; Permit #16-337 approved. New Permit submitted #17-39 with project updates and revisions per ARC; permit issued. Construction underway. |
| HI-16-03 | CLG Grant Application for FFY2016 | Certified Local Government Application for Grant Funding | Information File | Notice of Eligibility for Grant 2/19/2016; FFY2016 CLG Grant Application submitted 4/28/2016 to SHPO | Grant Application received; Formal Award Letter received and Letter of Agreement; Grant Timeframe 7/1/16-6/30/17; Grant Withdrawn 4/13/2017 |
| HI-16-04 | Referral of Sign Permit #16-611 | The Depot at 595 Forest Street | Sign Permit for Wall Sign with Electronic Message Center | Permit #16-611 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 5/19/16 HDC Meeting | Permit approved based on HCD consultation; Permit issued |
| HI-16-05 | Mixed Use Buildings at Loockerman Way | 126 West Loockerman Street, current site of Loockerman Way (plaza area) | 3-story Commercial/Apartment Building and 4-story Commercial/Apartment Building | 7/21/2016 HDC Public Hearing and Review for Recommendations; HDC Recommended Approval of ArchRevCert subject to conditions; Application S-16-18 reviewed by PC and granted Approval of ArchRevCert with conditions 9/19/2016. | HDC Recommendation on ArchRevCert subject to conditions. Site Plan application S-16-18 granted conditional approval by Planning Commission in September with approval of ArchRevCert subject to conditions. Need to work to finalize Site Plan. |

City of Dover Historic District Commission

Summary of Applications 2016

Updated thru August 7, 2017

| | | | | | |
|----------|--|------------------------|--------------------------------|---|---|
| HI-16-06 | Open Flags for Downtown Businesses | Downtown Dover area | Presentation of Information | Presentation at HDC Meeting on 10/20/2016; HDC endorsement of project concept | Concept for uniform Open flags with "Dover - Historically Happening" graphics; HDC discussion and suggestions for design consideration. Flag design implemented of medium blue and white colors; open flags installed. |
|----------|--|------------------------|--------------------------------|---|---|

City of Dover Historic District Commission

Summary of Applications 2017

Updated thru August 7, 2017

| FILE# | PLAN NAME | LOCATION | TYPE | ACTION | STATUS |
|----------|-------------------------------------|--|---|---|---|
| HI-17-01 | CLG Grant Application for FFY2017 | Certified Local Government Application for Grant Funding | Information File | Notice of Eligibility for Grant 3/1/2017; FFY2017 CLG Grant Application submitted 4/28/2017 to SHPO | Grant Application submitted; Formal Award Letter received with Grant Agreement; Grant Timeframe to cover 7/6/17-6/30/18 |
| HI-17-02 | Referral of Building Permit #17-949 | 305 South Governors Avenue | Building Permit for Renovations to Apartment Building | Permit #17-949 referred to HDC by City Planner for Architectural Review Certification consultation; Considered at 6/15/2017 HDC Meeting | Permit Application received 6/6/2017; Permit to be issued subject to conditions of Architectural Review Certification |

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 7-31-2017

| DATE | PERMIT # | LOCATION | TYPE | ACTION ON ARCHITECTURAL REVIEW CERTIFICATE | NOTES |
|-----------|----------|---|---|---|---|
| 1/10/2017 | 16-1954 | 38 The Green, Kent County Courthouse | Building Permit - Interior Renovations | Staff Approval. No ArchRevCert required for interior work. | Interior renovations for security in lobby area of 'new' building. |
| 1/11/2017 | 16-1992 | 500 W Loockerman Street, Duncan Center | Building Permit - Interior Renovations | No Planning Staff Review. No ArchRev Cert required for interior work. | Interior renovations for new layout of Third Floor space. |
| 1/11/2017 | 17-39 | 2 Kings Highway NE, Carriage House | Building Permit - Addition of Accessory Structure | HDC Approval with Conditions on ARC 4/21/2016; Application HI-16-02; Staff approval per ARC | Demolition of existing garage and construction of new Carriage House Building. This permit supersedes Permit #16-337 that was approved but not issued. Construction underway. |
| 1/18/2017 | 17-89 | 321 and 323 South Governors Avenue, Baguette Bakery | Sign Permit - Wall Sign | Staff Approval. | Wall Sign for new bakery tenant. |
| 3/24/2017 | 16-1186 | 2 West Loockerman Street | Building Permit - Interior Renovations | Staff Approval. No ArchRevCert required for interior work. | Revisions to proposed layout of third floor apartment. Interior renovations only. |
| 3/28/2017 | 17-289 | 124 South State Street, Verizon | Building Permit - Interior Renovations | Staff Approval. No ArchRevCert required for interior work. | Interior renovations to reconfiguration space and equipment. Exterior equipment not visible from public street. |
| 3/27/2017 | 17-357 | 6 South State Street, Office of Baird Mandalas Brockstedt | Administrative Building Permit | Staff Approval | Brick repointing and repairs to front tower area and other select areas on building. Project complete. |
| 4/10/2017 | 17-320 | 25 Jerusalem Way, New Jerusalem Baptist Church | Building Permit - Shed | Staff Approval | Replacement of existing shed with new shed in same location |
| 4/3/2017 | 17-414 | 54 South State Street, Presbyterian Church of Dover | Temporary Sign Permit | Staff Approval | Banner installed for 15 days (4/3/17-4/17/17) and removed. |

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 7-31-2017

| DATE | PERMIT # | LOCATION | TYPE | ACTION ON ARCHITECTURAL REVIEW CERTIFICATE | NOTES |
|-----------|----------|---|---|---|--|
| 4/20/2017 | 17-617 | 54 South State Street, Presbyterian Church of Dover | Roof Permit | Staff Approval | Replacement of flat roof areas with flat roof system and replacement of existing asphalt shingles. Replace gutters and downspouts in-kind. |
| 5/5/2017 | 17-666 | 305 South State Street | Building Permit - Interior & Exterior Renovations (Rear Addition) | Staff Approval. No ArchRevCert required due to project location is not visible from public way. | Interior Renovations and Exterior Renovations (window and door replacements, paint exterior wood siding, new roof) to Rear Frame Addition. Supersedes Permit #15-1158. |
| 5/9/2017 | 17-726 | 501 South State Street, Christ Church | Temporary Sign Permit | Staff Approval | Banners installed for 90 days (5/4/17-8/4/17) and removed. |
| 5/31/2017 | 17-780 | 35 Lookerman Plaza. Dover Public Library | Building Permit - Interior Renovations | Staff Approval. No ArchRevCert required for interior work. | Interior only work to install of glass will in AV Room. |
| 5/19/2017 | 17-814 | 311 South State Street, Law Office of Sean Lynn (Annex) | Sign Permit - Wall Sign | Staff Approval | Projecting wall sign on metal bracket. Same design as main office sign across street. |
| 5/25/2017 | 17-834 | 108 South Governors Avenue | Building Permit - Deck Renovations | Staff Approval. No ArchRevCert required as project is not visible. | Removal and replacement of existing wood deck. |
| 5/24/2017 | 17-853 | 25 West Lookerman Street | Building Permit - Door Replacement | Staff Approval. No ArchRevCert required as project is not visible. | Replacement of rear exterior door. |
| 5/22/2017 | 17-855 | 501 South State Street, Christ Church | Building Permit - Exterior Renovations (Soffit and Fascia) | No Planning Staff Review. | Wood repairs and painting of soffit, fascia, gutters on parish house. |
| 5/24/2017 | 17-879 | 300 South State Street, Young Law Offices | Administrative Building Permit | No Planning Staff Review. | Emergency stabilization of front façade (wall & window area) due to vehicular accident. |
| 6/15/2017 | 17-837 | 406 Federal Street, Biggs Museum | Building Permit - Interior Renovations | Staff Approval. No ArchRevCert required for interior work. | Interior renovations to reconfigure gallery entry and space. |

Summary of Permit Applications with Architectural Review Certification
2017 - Updated Thru 7-31-2017

| DATE | PERMIT # | LOCATION | TYPE | ACTION ON ARCHITECTURAL REVIEW CERTIFICATE | NOTES |
|-----------|----------|---|--------------------------|--|--|
| 7/14/2017 | 17-1122 | 2 West Loockerman Street | Sign Permit - Wall Sign | Staff Approval. | Two wall signs: east wall and front façade location within banding area over entry door. |
| 7/5/2017 | 17-1124 | 111 West Loockerman Street | Roof Permit | Staff Approval. No ArchRevCert required as roof work not visible. | Resurfacing of low slope roof that is not visible. |
| 7/20/2017 | 17-1226 | 6 South State Street, Office of Baird Mandalas Brockstedt | Roof Permit - Porch Roof | Staff Approval. No ArchRevCert required as project is not visible. | Replacement of flat roof areas of front porch roof. |

Project Narrative FFY2017

Addendum to *Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies*

The City of Dover is proposing a preservation planning project to evaluate and update portions the *Design Standards & Guidelines for the City of Dover Historic District Zone* document. The result of the project will be a Draft Addendum document focusing on modern and technological advancements in materials and construction activities of items discussed in the *Design Standards & Guidelines*.

The current *Design Standards & Guidelines for the City of Dover Historic District Zone* document was created¹ and adopted in 1992-1993 with the formal establishment of the City's Historic District Commission (HDC) by ordinance adopted July 26, 1993. The ordinances of the City of Dover allow for the designation and protection of historic properties. The purpose of Historic District regulations is:

“to preserve and enhance that unique character and value of the old portion of Dover as an area of special charm and interest. It is particularly intended that the regulations prevent, in the historic district, any change of conditions that would be deemed to be a disfigurement or degradation of the present unique visual and architectural qualities of the district.” (*Zoning Ordinance*, Article 3, Section 21)

The geographic boundaries of the Historic District (H) zone are established as a zoning classification. The original boundaries of the Historic District established in 1961 were generally described as extending from just north of Division Street south to South Street inclusive of the properties fronting on South State Street and The Green then east to the St. Jones River. In 1997, the boundaries of the Historic District Zone were expanded to include properties fronting on West Loockerman Street from Bradford Street to the railroad corridor and areas in the vicinity of South Governors Avenue, South Bradford Street, North Street, and Bank Lane. The areas of expansion included many commercial and residential properties listed in the National Register of Historic Places as part of the Victorian Dover Historic District. See attached *Map of City of Dover Historic District* showing the current boundaries (shaded in orange).

As a preservation and redevelopment tool, the *Design Standards and Guidelines* provide guidance for property owners, design professionals, staff and the Historic District Commission (and Planning Commission). The “historic district design guidelines and standards” are defined by the *Zoning Ordinance* as follows:

“*Historic district design guidelines and standards*: The document adopted by the City of Dover Planning Commission as being the source reference document for construction and maintenance of buildings, structures, and additions with the Dover Historic District and which is the guiding document for the historic district commission and city planner in their review of applications for architectural review certification.”

Therefore, it is utilized as a guiding document in the decision making process of reviewing of construction activities in the Historic District zone for issuance of Architectural Review Certification (*Zoning Ordinance*, Article 10 Section 3). Applications for Architectural Review Certification are reviewed by the City Planner (Staff), the Historic District Commission, and Planning Commission. See the following code excerpt regarding the architectural review standards.

¹ The current document *Design Standards and Guidelines for the City of Dover Historic District Zone* was prepared in 1992 by John Milner Associates Inc. with funding by a grant from the National Park Service, U.S. Department of the Interior and administered by the State Historic Preservation Office. City Planning Staff, the State Historic Preservation Office, the Friends of Old Dover, Main Street Dover, and other interested parties participated in the development of the document.

Zoning Ordinance, Article 10 Section 3.25 Architectural review standards.

- (A) An architectural review certificate may be issued if it is found that the architectural style, general design, height, bulk and setbacks, arrangement, location and materials and structures affecting the exterior appearance are generally in harmony with neighboring structures and complementary to the traditional architectural standards of the historic district as set forth in the historic district design guidelines and standards adopted by the planning commission and as set forth in the United States Secretary of the Interior's Standards for Rehabilitation.
- (B) The city planner, historic district commission or planning commission shall not consider normal maintenance and repair (see definitions, article 12), interior arrangement, or building features not subject to public view.

The *Zoning Ordinance* references the *Design Standards & Guidelines* when establishing the Architectural Review Certification process for the City of Dover's Historic District zone (H). An Architectural Review Certificate is required for a demolition, erection, reconstruction, alternation, restoration or exterior repairs on properties within the Historic District. Most projects within the Historic District are eligible for administrative review of the Architectural Review Certificate as part of the Building Permit process for such projects as signs, roof and door or window replacement, and exterior finish/siding/trim work renovations. Project activities only involving interior renovations are not subject to the Architectural Review Certification process. For example, in calendar year 2016, a total of forty-nine (49) applications (permit activity in the Historic District) were reviewed under this process with 32 Permits requiring Architectural Review Certification and 17 Permits not requiring Architectural Review Certification.²

Historic Preservation Planning is part of a comprehensive approach to land use planning in the City of Dover. In Dover's current plan, the *2008 Comprehensive Plan (as amended)* this information is presented in Chapter 6 - Historic Preservation and associated Map 6-1. The *2008 Comprehensive Plan* includes sets forth goals and a series of recommendations for each goal. The Historic Preservation Goals are as follows:

| | |
|------------------------------|---|
| Historic Preservation | Goal 1: Preserve and Protect Historic Resources Goal 2: Provide and Promote Incentives for Preservation Activities Goal 3: Increase Public Information on Historic Resources Goal 4: Collaborate with Diverse Groups and Governments |
|------------------------------|---|

2008 Comprehensive Plan, excerpt from Table 1-1: Plan Chapter Goals

To achieve Goal 1, one of the adopted Recommendations was the Evaluation of Design Standards and Guidelines since the original document was adopted in the early 90s. The recommendation also suggested consideration of the standards and guidelines for the levels of protection for The Green and the Loockerman Street areas.

For this project for an Addendum to the *Design Standards & Guidelines*, the City of Dover will seek to hire a consultant through a Request for Professional Services process to assist the Historic District Commission and Planning Staff with the project. The consultant will be required to have a Principal Investigator (PI) who meets the professional qualification standards in 36 CFR 61. Also involved in the project, the Historic District Commission consists of five (5) appointed members and the Planning Commission³ consists of nine (9) appointed members. The Planning Staff serves as staff support to the Historic District Commission and will manage the activities of this project.

² The volume of Permit Activity in the Historic District over the past five years has averaged 63 applications a year with a majority of them eligible for Architectural Review Certification review by Staff.

³ The Planning Commission, per the *Zoning Ordinance*, Article 10 Section 3.25(A), is involved in the formal adoption process for the Historic District guidelines.

With the project, we hope to create an Addendum to the *Design Standards & Guidelines* that focuses on the modern and technological advancements in materials and construction activities. In recent years, the use and role of alternative and composite materials in construction has increased with options for wood composites, PVC/vinyl products, and others. In addition, features like solar panels and other conservation related measures have become more common place. This Addendum will focus on these types of materials and items as associated with the practices for maintenance, preservation and construction activities within the Historic District. Components of the Addendum document will continue to provide guidelines for treatment of historic properties and features focusing on maintenance, repair, alternations, and preservation or restoration of existing buildings; guidelines for new construction activities (additions and new buildings), guidelines for demolition activities; guidelines for landscaping and site elements, and guidelines for signage. The document is to be consistent with the *Secretary of Interior Standards for Treatment of Historic Properties (Rehabilitation Standards and Guidelines)*.

The project will consist of a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Addendum Document. The following chart outlines the anticipated activities of the project.

| Timeframe | Project Phase | Activities and Products |
|----------------------------|--|---|
| September – October 2017 | Planning | Meetings with Consultant, Staff and HDC to outline general project approach, goals and format for Addendum guidelines, determine public input strategy. |
| November 2017 | Public Outreach | Analysis of guidelines. Conduct focus groups/stakeholder meetings and a Public Workshop. |
| December 2017 – March 2018 | Guidelines Revision & Refinement | Prepare example page format (text and photographs). Meetings with Staff and HDC to present drafts. Review of multiple Drafts by Staff, HDC. |
| March – April 2018 | Preparation of Draft Addendum Document | Conduct Public Workshop on Draft. Review of Draft by State Historic Preservation Office. |

The specific scope of work, tasks, and deliverables by the consultant will be further refined with Planning Staff. Electronic copies of documents are anticipated for use at meetings and posting on the City's website for review. Subject to the selection of the consultant, the Project's work timeframe is expected to be September 2017 through April 2018 with the formal review process to adopt the Draft Addendum Document to follow in Summer 2018 with the Historic District Commission and Planning Commission.

State of Delaware
Historical and Cultural Affairs

21 The Green
Dover, DE 19901-3611

Phone: (302) 736.7400

Fax: (302) 739.5660

July 6, 2017

Mr. Davis S. Hugg III, Interim Planning Director
City of Dover
P.O. Box 475
Dover, DE 19903

RE: FY 2017 Certified Local Government Grant Award Letter

Dear Mr. Hugg:

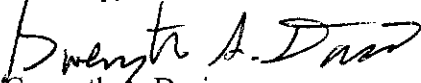
I am pleased to inform you that the Division of Historical and Cultural Affairs has approved your proposal to amend your design guidelines to address modern materials and technologies. This project will be supported by a Certified Local Government sub-grant funded through Delaware's FY 2017 Historic Preservation Fund grant. The federal award for your project for is \$9,026. The minimum matching share required for this grant at a 60/40 federal/matching ratio is \$6,018; your application indicates local match in excess of this amount.

All applicable Secretary of the Interior's Standards must be met when carrying out the project work. In addition, a Principal Investigator who meets the Secretary of the Interior's professional qualification standards will be required for this project. As you are hiring a consultant to carry out the proposed project, you should ensure that they have staff who will meet this requirement. The start date for your project is July 6, 2017, and the end date is June 30, 2018. All costs must be expended within this time frame.

Enclosed is the Grant Agreement which is our contract with the City of Dover for this project. It specifies the federal grant award and the matching share as indicated in the budget you submitted, the project's beginning and end dates, and a summary of the project objectives and activities as well as other requirements of the grant. This Agreement as well as Exhibit A, the Performance Schedule, require your signature in order for the award to be finalized. Please return one copy of the signed Agreement to our office.

I want to express my gratitude for the continued commitment that the City of Dover has shown to historic preservation and community revitalization efforts as part of our state and local partnership. We encourage your continued leadership in these efforts. If you have any questions or comments, please contact Joan Larrivee, Grant Manager, at joan.larrivee@state.de.us or 302-736-7406.

Sincerely,



Gwennyth A. Davis
Deputy State Historic Preservation Officer

Enclosures

c: Dawn Melson-Williams, Principal Planner



FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

GRANT AGREEMENT

Between the

State of Delaware, Department of State, Division of Historical and Cultural Affairs

And the

Department of Planning and Inspections, City of Dover, Delaware

THIS GRANT AGREEMENT made this sixth day of July, 2017, between the Department of Planning and Inspections, City of Dover, Delaware (hereinafter referred to as "Grantee"), and the State of Delaware acting through the Department of State, Division of Historical and Cultural Affairs (hereinafter referred to as the "HCA"); and

WHEREAS, the National Historic Preservation Act, as amended (54 USC 302301, 302901, and 303101) established a Certified Local Government Program (hereinafter referred to as the "CLG Program") to help communities save the irreplaceable character of historic places located within their jurisdictions and to become active partners in the Federal Historic Preservation Program with access to its benefits including grant funding through the Historic Preservation Fund (hereinafter referred to as the "HPF" (CFDA 15.904); and

WHEREAS, the National Park Service (hereinafter referred to as the "NPS") is the Federal agency which administers the Federal Historic Preservation Program including the HPF grant program in partnership with each state's State Historic Preservation Officer (hereinafter referred to as the "SHPO"); and

WHEREAS, the State of Delaware has appointed the Director of the HCA to serve as Delaware's SHPO; and

WHEREAS, the HCA is the recipient of an HPF grant for FY 2017 and as a requirement of its Grant Agreement with the NPS shall pass-through a minimum of 10% of Delaware's total federal award to those local governments in Delaware who have completed the certification process to become Certified Local Governments prior to January 1, 2017 (hereinafter referred to as CLGs); and

WHEREAS, the Grantee has been certified as a CLG; and

WHEREAS, the HCA has established criteria under which all of its CLGs would be eligible to apply for grant funding for FY 2017; has established certain criteria for grant funding; and has solicited each of the CLGs to submit an application for the funds allocated to them; and

WHEREAS, the Grantee has submitted an application that meets the criteria outlined in the HCA application package which contains activities that address their local needs and the goals contained in Delaware's State Historic Preservation Plan; and

WHEREAS, the HCA has awarded the Grantee \$9,026 in federal funds to meet the objectives and carry out the activities described in their grant application, and the Grantee has indicated that they have adequate non-federal monies to match this grant award that equals at least 40% of the total project costs;

NOW THEREFORE, the Grantee hereby accepts this federal grant award and agrees to comply with all of the Stipulations contained in this Grant Agreement and in Exhibits A and B.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

STIPULATIONS

I. GRANTEE'S RESPONSIBILITIES

1. Project Objectives, Activities and Deliverables

The Grantee is committing to fulfilling all project objectives as stated below in Stipulation III: Project Objective and Term, or as may be revised in any approved amendment to this Grant Agreement. The Grantee shall ensure that the project's activities and any deliverables (hereinafter referred to as "products") to be carried out or prepared under the terms of this Grant Agreement meet federal requirements, as applicable. These federal requirements are contained in the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 FR 44716). The specific requirements which must be met for this grant are those for the Treatment of Historic Properties.

The Grantee must provide HCA and through them to the NPS, when requested, copies of the products prepared in printed and/or digital form (as noted below). The Grantee also grants the U.S. Government royalty-free, non-exclusive and irrevocable license to publish, reproduce and use, and dispose of in any manner and without limitation, any copyrighted material first produced and composed as part of this Grant Agreement.

If an event or meeting to which members of the public are invited is held in association with any of the activities described in Stipulation III.1, then such event or meeting must be held in a location which will comply with the various federal laws related to handicapped accessibility.

2. Public Information and Endorsements

The Grantee shall acknowledge the federal funds received in support of this project in all articles, news releases, public announcements, publications, web site pages, or audio-visual materials related to the project by indicating that the objectives of the grant are being funded through the Certified Local Government Grant Program which is administered nationally by the U.S. Department of the Interior, National Park Service, and in Delaware, by the Division of Historical and Cultural Affairs.

However, no promotional material associated with this grant award shall be publicized or otherwise circulated by the Grantee which states or implies that the U.S. Government, the Department of the Interior, the NPS, or the HCA endorses a business, product, service, or position that the Grantee represents, nor may the Grantee release information related to this grant award that states or implies that the U.S. Government, the Department of the Interior, the NPS, or the HCA approves of the Grantee's work product, or considers the Grantee's work product superior to other products and services.

The Grantee shall provide HCA with a digital copy of any public information releases concerning this award that refer to the U.S. Government, the Department of the Interior, the NPS, the HPF, or the HCA. The Grantee should also transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner to that the HCA, the NPS, the Department of the Interior, Congressional or other federal officials can attend, if desired.

3. Acknowledgement of Grant Assistance in Written Material

The Grantee shall acknowledge the grant assistance in any publications prepared in full or in part with grant funds by including the following statement within the text.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

This [publication, brochure, report, etc.] was partially financed with federal funds from the Historic Preservation Fund, administered by the National Park Service, U.S. Department of the Interior in partnership with the Delaware Division of Historical and Cultural Affairs. Any opinions, finds, and conclusions or recommendations expressed in this material do not necessarily reflect the views or policies of these agencies.

The Grantee shall also add a non-discrimination statement to their acknowledgement of support as follows:

Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally funded assisted programs. If you believe you have been discriminated against in relation to this project, or if you desire further information, please write to: Office of Equal Opportunity National Park Service 1849 C Street, NW Washington, DC 20240.

4. Schedule and Administrative Reporting

The Grantee commits to carrying out the objectives and activities described and any administrative requirements required by this Grant Agreement within the terms of the grant and following the CLG Grant Performance Schedule that is attached as Exhibit A. To ensure that the Grantee is in agreement with the Performance Schedule as set forth in Exhibit A, it must be signed by an Authorized Representative of the Grantee and returned to HCA with the Grant Agreement.

For purposes of reporting, this project has been titled: **Amendment to Design Guidelines for Dover's Historic District: DOVER**, and been assigned grant number **10-17-151320-06**. During the term of this Grant Agreement, the Grantee must report on progress being made on the project. Four reports, submitted quarterly during the course of the project will keep the HCA Grant Manager apprised of progress. Progress reports are due on October 30, January 30, and April 30. The Grantee may use the CLG Grant Progress Report Form (Attachment 1), or equivalent, for this administrative reporting. The Final Project Report is due on July 30 or within 30 days after the end of the project if this date is later. It summarizes all of the activities carried out as part of the project and all costs incurred. The Grantee may use the CLG Grant Final Report Form (Attachment 2), or equivalent for this reporting.

5. Financial Requirements

By signing this Grant Agreement, the Grantee ensures that they have the institutional, managerial, and financial capability to carry out proper planning, management, and completion of this project. They must have sufficient funds to initiate the project, and unless this Grant Agreement is amended, must accomplish the objectives and activities that are described below, or as may be amended. The Grantee must not seek funding from any other Federal agency for any activity that is carried out under the Grant Agreement. Receipt of such funding will result in a denial of funding under this grant and may produce a legal action by the HCA to recover any federal funds already disbursed to the Grantee.

The Grantee shall keep accurate records of all expenses associated with this grant, including complete payroll records, and shall retain these records for audit for a period of three years after the conclusion of the project. The HCA may request copies of any documentation not contained in its files during that period, and the Grantee must respond to such a request by providing the records within thirty (30) days. The financial information, and supporting documents, or other records pertinent to this grant which are contained in the HCA files are subject to requests under Delaware's Freedom of Information Act.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

If the Grantee expends \$750,000 or more in any federal fiscal year from any Federal agency, then they shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996. If any federal funds are expended under this grant during a year when the Grantee has to comply with this requirement, then the Grantee shall provide HCA with a copy of the audit report, when available.

6. Procurement Procedures

The Grantee will procure consultant services for the work to be carried out with these grant funds in accordance with the guidance entitled Procurement of Professional Services (**Exhibit B**). No consultant that has been debarred from working on federal projects may be hired to carry out any activities funded through this grant. In accordance with national policy, the Grantee is encouraged to purchase and contract with small businesses, minority-owned firms and women's business enterprises, wherever possible, in relation to the activities funded by this grant project.

II. PROJECT MANAGEMENT

1. HCA Personnel

- a. **Grant Manager** – The Grant Manager will provide the Grantee with guidance to ensure compliance with CLG Grant Program requirements, and will monitor progress throughout the term of the grant by reviewing periodic progress reports prepared by the Grantee. The Grant Manager reserves the right to request meetings with the Grantee project staff in order to ensure that the terms of this Grant Agreement are being met. The HCA Grant Manager is:

Joan N. Larrivee
Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901
Phone: 302-736-7406
Email: joan.larrivee@state.de.us

If there is a change in the HCA's Grant Manager during the term of this Grant Agreement, the Grantee will notify the Grantee in writing, providing new contact information.

- b. **Product Advisor** – The Product Advisor will review any activities or products in order to ensure that they are compliant with all federal requirements as noted in this stipulation. They are responsible for providing guidance and feedback in a timely manner to achieve project objectives. The Product Advisor is:

Joan N. Larrivee
Division of Historical and Cultural Affairs
21 The Green
Dover, DE 19901
Phone: 302-736-7406
Email: joan.larrivee@state.de.us

If there is a change in the HCA's Advisor during the term of this Grant Agreement, the Grantee will notify the Grantee in writing, providing new contact information.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

2. Grantee Personnel

- a. Administrator** – The Administrator is responsible for the fiscal and administrative management of the grant. The Grantee's Administrator must promptly notify the HCA Grant Manager should any problems, delays, or adverse conditions arise that would materially affect the ability of the Grantee to attain project objectives, prevent the project from meeting planned timetables, or preclude the completion of approved activities. The Grantee's Administrator should also notify the HCA Grant Manager should there be any indication that they would not be able to expend the grant funds within the grant period, or if they do not have sufficient funds to support at least 40% of the total project costs. They must ensure submission of the administrative reports outlined in Stipulation I: Grantee's Responsibilities. They must also advise HCA of any changes in the project's activities or budget, requesting a formal amendment to this Grant Agreement, as needed. The Grantee's Grant Administrator is:

Dawn E. Melson-Williams
Department of Planning and Inspections
P.O. Box 475
Dover, DE 19903
Phone: 302-736-7196
E-mail: dmelson@dover.de.us

If there is a change in the Grantee's Administrator during the term of this Grant Agreement, the Grantee will notify HCA in writing, providing new contact information.

b. Principal Investigator

The nature of the activities being performed under this Grant Agreement require that the Grantee appoint a Principal Investigator (hereinafter referred to as the "PI") whose professional background meets one of the Secretary of the Interior's Professional Qualification Standards (36 CFR 61, Appendix A). The PI must maintain a close liaison with the HCA Advisor noted above during the term of the grant in order to ensure that the activities and products will meet all federal requirements. The Grantee has indicated that they will hire a consultant to carry out the project's objectives. They must ensure that the consultant assigns a staff member who meets the federal professional discipline standards as an architectural historian to serve as the PI for this project. When available, the Grantee will provide the HCA Product Advisor with PI's contact information.

Should there be a change in the Grantee's PI during the term of the grant, the Grantee will notify HCA in writing immediately and will provide HCA with the new PI's name and contact information.

III. PROJECT OBJECTIVE AND TERM

1. Project Objective and Activities

The objective to be achieved under this Grant Agreement is to produce an amendment to the publication entitled *Design Standards and Guidelines for the City of Dover Historic District Zone* (1993). This amendment will provide guidance on modern materials and technologies and will be used to guide Dover's Historic District Commission members in making appropriate recommendations and decisions related to the rehabilitation of historic building under their review.

The specific activities which will be carried out in fulfillment of this objective and the products to be prepared are:

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

- Hire a consultant to prepare an amendment to the *Design Standards and Guidelines for the City of Dover Historic District Zone* (1993) = a new section of the design guidelines which will focus on modern materials and technologies (submitted digitally with 1 printed copy). The report will contain the required acknowledgement and non-discrimination statements as indicated above. Public meetings to discuss the revisions to the design guidelines will be held at handicapped accessible locations.

If the Grantee determines that they must request a revision to the activities and/or products as described above, they must notify HCA in writing stating the nature of the revision and the reason for making the request. Such requests should be submitted in a timely manner so that HCA can consider the revisions and, upon approval, prepare an amendment to this Grant Agreement.

2. Review of Products

Products prepared under the terms of this Grant Agreement require review by the assigned HCA Advisor in order to ensure that they meet all of the federal and state requirements outlined herein. The PI should regularly contact the HCA Advisor to discuss progress and review of the products. The specific schedule for submitting each product is contained in the CLG Grant Performance Schedule (Exhibit A). Unless the HCA Advisor agrees to a change in writing, the PI should ensure that any written material is submitted before the due date indicated.

3. Term of Agreement

This Grant Agreement is effective on **July 6, 2017** and expires on **June 30, 2017**. All grant objectives shall be met within this time frame, or during any approved extension.

The HCA may grant an extension to the expiration date if the Grantee has been actively pursuing the completion of the project, but completion is delayed due to situations beyond their control. Extensions must be requested in writing at least thirty (30) days prior to the approved expiration date. No extension beyond August 15, 2018 will be granted.

IV. GRANT AWARD AND PROJECT BUDGET

1. Grant Award and Matching Share

The Grantee has been awarded **\$9,026** in federal funds in support of the project objective described in this Grant Agreement. The Grantee has indicated that the estimated total cost of achieving this objective is **\$19,026**. Any of the total project costs not covered by federal funds is the Grantee's responsibility and is called the matching share.

The matching share for this grant shall be a minimum of 40% of the total project costs, and must be provided in cash or in-kind from non-federal sources. The Grantee's application indicates that they will be providing cash match in the amount of **\$10,000**. This amount exceeds the required minimum match for this federal grant award.

2. Project Budget and Allowable Costs

All costs included as part of this grant shall be necessary and reasonable to accomplish the objectives and activities described in Stipulation III: Project Objective and Term. The budget categories and amounts as indicated in the Grantee's application for this project are noted below. The only approved budget category for this project is Consultant Services estimated at **\$19,026**. Revisions to the approved budget must be requested in writing. Such requests should be submitted to HCA in a timely manner to allow for consideration of the change and, upon approval, for amendment of the Grant Agreement.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

3. Reimbursement of Project Costs

The Grantee may request payment for expended costs that are directly related to achieving the objectives of the grant; that are included in the approved project budget; and that have been incurred within the project period. The Grantee will be reimbursed for no more than 60% of the qualified, documented costs included in each request for payment, no matter the budgetary cost category. In this way, the overall grant will always maintain the required minimum match of 40%. In no instance will HCA reimburse the Grantee for more than the federal award indicated above. However, the Grantee may be required to provide more than the 40% minimum match to achieve the project objectives.

Requests for payment may be submitted either at the time the Grantee submits one of their progress reports, or at the conclusion of the project. The last day to submit a request for payment of federal grant funds is August 15, 2018. Each request for payment of project costs shall be submitted on Grantee letterhead, must be formatted as an invoice to HCA, and shall be signed by an Authorized Representative of the Grantee. A CLG Grant Program Summary of Costs form (Attachment 3) has been provided to assist the Grantee in summarizing their project costs for each payment request. Each request for payment must be accompanied by copies of invoices from the consultant and documentation that payment has been made by the Grantee. Each consultant invoice will be reimbursed at 60% of its total, not to exceed the amount of the grant. Final payment will not be made until the Grantee has fulfilled all of its grant obligations.

The HCA Grant Manager will review each request for payment of Grantee incurred project costs to ensure that these costs are allowable under the terms of this grant; support the approved activities described herein; were incurred within the approved term of the grant or any approved extensions; and are supported by documentation as described below. HCA will make every effort to process requests for payment under this Grant Agreement within thirty (30) days; however, delays are possible. Any concerns regarding payment or delay should be discussed with the HCA Grant Manager. The Grantee will receive their funds by either direct deposit into the Grantee's account or by check, depending on how they have set up their method of payment with the State of Delaware.

IV. GENERAL GRANT CONDITIONS

1. Federal Administrative Grant Requirements

This grant is subject to the requirements found in various OMB Circulars. These OMB Circulars are noted below and are incorporated by reference into this Grant Agreement (full text can be found at <http://www.ecfr.gov>). They are:

- Administrative requirements are found in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- Determination of allowable costs are found in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Sub-part E
- Audit requirements are found in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Sub-part F
- Certain other federal regulatory requirements are found in:
 - 2 CFR Part 182 and 1401 – Government-wide Requirements for a Drug-Free Workplace
 - 2 CFR Part 18 and 1400 – Non-procurement, Debarment and Suspension

The Grantee is also subject to all federal laws related to minimum wages, text messaging, seat belt usage, trafficking in persons, and whistleblower rights.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

2. Reduction or Termination of the Grant

The HCA reserves the right to withhold, reduce, or terminate the grant for cause, and may seek repayment of any federal funds already paid out to the Grantee under the grant. If the HCA is initiating an action under this stipulation, the Grantee will be notified, in writing, of the reason for and the effective date of, such action, and will be provided with an opportunity to respond, and, if appropriate, to correct any deficiencies. Among the reasons for taking action under this stipulation are:

- The Grantee has not initiated the project within six (6) months of signing this Agreement.
- Project activities were carried out outside the term of the grant or any approved extensions.
- The Grantee was not in compliance with the terms of this Grant Agreement.
- The Grantee is not appropriately managing the project.
- Both parties to this Grant Agreement agree that continuation of the project would not produce beneficial results commensurate with the expenditure of funds.

At such time as the grant has been terminated, the Grantee shall not incur new obligations for the terminated portion.

3. Lobbying

In accordance with 43 CFR Part 18 and FAR Clause 52.302-12(a) and (b), no part of these grant monies shall be used in any way to influence any member of Congress, or any official of any government to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation.

4. Non-Discrimination

All activities funded under this Grant Agreement shall be in compliance with Executive Order 11246, as amended; Title VI of the Civil Rights Act of 1964, as amended, (78 Stat. 252; 42 U.S.C. §§2000d et seq.); Title V, Section 504 of the Rehabilitation Act of 1973, as amended, (87 Stat. 394; 29 U.S.C. §794); the Age Discrimination Act of 1975 (89 Stat. 728; 42 U.S.C. §§6101 et seq.); and with all other federal laws and regulations prohibiting discrimination on grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex.

The Grantee certifies that no person will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination on the grounds of race, color, sexual orientation, national origin, disabilities, religion, age, or sex under any program or activity carried out with federal financial assistance under the terms of this Grant Agreement.

5. Conflict of Interest

The Grantee shall establish safeguards to prohibit its employees from using their positions for purposes that constitute or present the appearance of a personal or organizational conflict of interest during the period of this grant award. Conflicts of interest include any relationship or matter that might place the Grantee or its employees, in a position of conflict, real or apparent, between their responsibilities under this Grant Agreement and any outside interests. Conflicts of interest may also include, but are not limited to, direct or indirect financial interests, close personal relationships, positions of trust in outside organizations, or considerations of future employment arrangements with a different organization, or decision-making affecting the award that would cause a reasonable person with knowledge of the relevant facts to question the impartiality of the Grantee, and/or the Grantee's employees in the matter. The Grantee shall notify HCA immediately of any potential conflicts of interest. If a conflict of interest is determined to exist, the Grantee will work with HCA and NPS to determine how to resolve the conflict. Failure to resolve conflicts of interest may be cause for termination of the grant in accordance with this stipulation.

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

6. Environmental Compliance

This grant is subject to compliance with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act of 1966, as amended (hereinafter referred to as the "NHPA"). An environmental screening was carried out prior to the award of any grant funds, and it was determined that the project would not have measurable impacts on physical, cultural or historic resources, nor any effect on historic properties. Any significant changes in the project may require further review under these laws.

7. Liability and Indemnification

The Grantee must have liability insurance or be able to demonstrate financial resources in an amount sufficient to cover claims brought by third parties for death, bodily injury, property damage or other loss resulting from the activities identified in this Grant Agreement. By signing this Grant Agreement, the Grantee agrees to indemnify the federal government, the NPS, and the HCA from any act or omission of the Grantee, its officers, or employees, against third party claims for damages arising from any activity carried out in connection with this Agreement. This obligation shall survive the termination of this Agreement.

8. Other General Conditions of the Grant

- a. **Non-exclusive Agreement** – This Grant Agreement in no way restricts the Grantee from entering into similar agreements, or participating in similar activities with other public or private agencies, organizations, or individuals.
- b. **Assignment** – No part of the Grant Agreement may be assigned to any other party without the express written permission of HCA.
- c. **No Third Party Rights** – This Grant Agreement creates enforceable obligations between only the Grantee and the HCA.
- d. **Partial Invalidity** – If any provision to this Grant Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Grant Agreement shall not be affected and shall be valid and enforced to the fullest extent possible.
- e. **No Employment Relationship** – This Grant Agreement is not intended to nor shall it be construed to create an employment relationship between the NPS or HCA and the Grantee's representatives.

IN WITNESS WHEREOF, the parties to the Grant Agreement, by their respective and duly authorized representatives, hereto subscribe and execute this Grant Agreement effective upon signature of both parties indicated below.

BY: Gwenyth A. Davis
Gwenyth A. Davis
Deputy State Historic Preservation Officer
Delaware Division of Historical and Cultural Affairs

July 7, 2017
Date

BY: _____
David S. Hugg III, Interim Planning Director
Department of Planning and Inspections
City of Dover

Date

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

EXHIBIT A**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT PERFORMANCE SCHEDULE***(Grantee is to acknowledge below and return a copy with the signed Grant Agreement.)***GRANT NO: 10-17-151320-06****Start Date: 07/06/17****Amendment to Design Guidelines for Dover's Historic District: DOVER****End Date: 06/30/18**

| Activity | Due Date to SHPO | Total Days for Review | Grant Manager/ Product Advisor |
|---|-------------------------|------------------------------|---|
| RFP for Consultant Services | 09/15/17 | 15 | Joan Larrivee |
| 1 st Progress Report & Reimbursement Request | 10/30/17 | 15 | Joan Larrivee |
| Documentation of Procurement Services | 12/15/17 | 15 | Joan Larrivee |
| 2 nd Progress Report & Reimbursement Request | 01/30/18 | 15 | Joan Larrivee |
| 3 rd Progress Report & Reimbursement Request | 04/30/18 | 15 | Joan Larrivee |
| Draft of Addendum to Design Guidelines | 04/30/18 | 30 | Joan Larrivee |
| Final of Addendum to Design Guidelines | 06/15/18 | 15 | Joan Larrivee |
| Final Project Report & Reimbursement Request | 07/30/18 | 30 | Joan Larrivee |

Concurrence with Performance Schedule_____
Authorized Signature_____
Date

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

EXHIBIT B

CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM PROCUREMENT OF CONSULTANT SERVICES

In procuring consultant services, the Grantee shall prepare a Request for Proposal (hereinafter referred to as an "RFP") and distribute it by mail or other appropriate means to an adequate number (at least three) of appropriate sources to permit reasonable competition consistent with the nature of the activity to be performed. The RFP must include the following:

- A description of the nature of the work;
- All significant factors to be used in evaluating the RFP and their relative importance;
- Mechanisms for technical evaluation of the proposals received;
- Determinations of responsible firms for the purpose of written or oral discussions and selections of contract award; and
- A request for resumes, references, and past work experiences related to the work being solicited.

Responses to the RFP from all responsible sources should be encouraged and considered. Whenever possible, small businesses, minority-owned firms, and women-owned business enterprises, should be solicited to respond to the RFP.

The Grantee may negotiate with more than one of the sources submitting offers. An offer may be made to the individual/firm whose proposal will be most advantageous to the Grantee, price and other factors such as experience being considered. The contract may be either fixed price, or cost-reimbursable, or a combination of the two. The professional services contract must be written agreement between the Grantee and the individual/firm which details the responsibilities, standards and fees as agreed to by the two parties.

Upon successful conclusion of the selection process, the Grantee shall provide the HCA with the following documentation related to the procurement process:

- A list of those to whom the RFP was sent;
- The ways in which the selection process was made open and competitive;
- A list of those who responded to the RFP;
- The reason for the selection or rejection of each individual/firm who responded to the RFP;
- A statement indicating that the chosen individual/firm has not been debarred or suspended from receiving federal contracts (Grantees must access the federal government's system for award management (www.sam.gov) to make this determination);
- Copies of all proposals, and, if applicable, any scoring sheets used by those who participated in the selection process;
- Copies of any written negotiations; and
- A copy of the signed contract (which may be prepared by the selected individual/firm).

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

ATTACHMENT 1

**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT PROGRESS REPORT FORM**

Project: Amendment to Design Guidelines for Dover's Historic District: DOVER

Grantee: The City of Dover

Grant Number: 10-17-151320-06

Reporting Period (check below):

| | | |
|---|---|--|
| <input type="checkbox"/> Report 1 (Due October 30) For July 1 – September 30 | <input type="checkbox"/> Report 2 (Due January 31) For October 1 – December 31 | <input type="checkbox"/> Report 3 (Due April 30) For January 1 – March 31 |
|---|---|--|

Specific Activities Accomplished during Reporting Period:

Overall Progress to date:

Problems Affecting Progress:

Schedule Status:

Other Pertinent Information:

Reimbursement Request Attached: Y N

Submitted By: _____ **Date:** _____

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

ATTACHMENT 2

**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
CLG GRANT FINAL REPORT FORM**

1. **Project:** Amendment to Design Guidelines for Dover's Historic District: DOVER
2. **Grantee:** The City of Dover
3. **Grant No.:** 10-17-151320-06
4. **Amendments to Project Period of Activities, if any:**
5. **Activities Accomplished:**

6. **Budget:**

| | Proposed | Actual |
|----------------------------|-----------------|---------------|
| Consultant | <u>\$19,026</u> | |
| Total project Costs | \$19,026 | |
| Federal Share | \$ 9,026 | |
| Matching Share | \$10,000 | |

Submitted by: _____ **Date:** _____

FY 2017 CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM

Grant No. 10-17-151320-06

Start date: July 6, 2017

End Date: June 30, 2018

ATTACHMENT 3

**CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM
SUMMARY OF COSTS**

[Form may be used to accompany Grantee invoice, or may serve as the invoice if submitted on Grantee letterhead]

| | |
|--|--|
| TO: CLG Program Grant Manager Division of Historical and Cultural Affairs 21 The Green Dover, DE 19901 Telephone: 302-736-7400 | FROM: Dawn Melson-Williams, Grant Administrator Department of Planning and Inspections City of Dover P.O. Box 475 Dover, DE 19903 Phone: 302-736-7196 |
| PROJECT NAME: Amendment to Design Guidelines: DOVER | PROJECT NUMBER: 10-17-151320-06 |
| REPORTING PERIOD: From _____ To _____ | INVOICE #: _____ Check here if final <input type="checkbox"/> |

| INVOICE FOR APPROVED PROJECT: (Attach copies of documentation for claimed costs) | TOTAL THIS SUBMITTAL | SUBMITTED PREVIOUSLY | TOTAL TO DATE |
|---|-----------------------------|-----------------------------|----------------------|
| Consultant Services | \$ | \$ | \$ |
| THIS INVOICE TOTAL | \$ | | |
| TOTAL PROJECT COSTS TO DATE | | | \$ |

The costs detailed above have been paid by the Grantee; have funded activities that were approved under this Grant Agreement with the HCA; and have been carried out in accordance with the approved terms of that Agreement.

The Grantee is requesting payment in the amount of \$ _____, which is 60% of the total costs included in the attached documentation of costs. Our invoice in this amount accompanies this Summary of Costs.

The Grantee understands that no payment will exceed the amount of unreimbursed federal funds, and that a portion of federal funds will be retained until the project's goals have been achieved.

_____ Date: _____
 Dawn Melson-Williams, Grant Administrator
 Department of Planning and Inspections
 City of Dover