

RESOLUTION NO. 2702

A RESOLUTION OF THE CITY OF SALISBURY, MARYLAND, ACCEPTING FUNDS AWARDED THROUGH A GRANT FROM THE MARYLAND HISTORICAL TRUST FOR THE UPDATING / EXPANSION OF THE SALISBURY HISTORIC DISTRICT DESIGN GUIDELINES.

WHEREAS, the Council of the City of Salisbury recognizes the importance of maintaining both the integrity and the character of the structures located within our historic districts in order to preserve them for both current and future generations; and

WHEREAS, the current Salisbury Historic District Design Guidelines have been determined to be outdated and lacking in sufficient scope and detail in some areas to provide the desired level of guidance when assessing construction and/or renovation projects that are proposed within Salisbury's historic districts; and

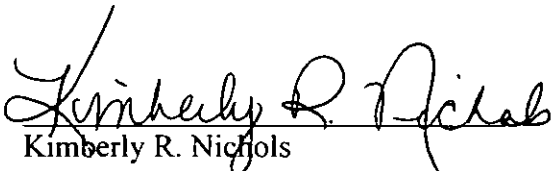
WHEREAS, the City of Salisbury wishes to have the Historic District Design Guidelines updated and expanded to address the identified deficiencies; and

WHEREAS, the Maryland Historic Trust (MHT) has awarded a Certified Local Government grant to the City for the updating/expansion of the guidelines in the following amount:

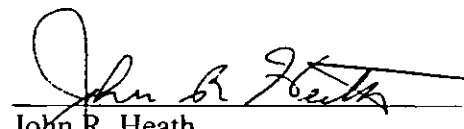
Salisbury Historic District Design Guidelines (Grant #P16AF00024)..... \$12,500

NOW, THEREFORE, BE IT RESOLVED, on this 28th day of November, 2016, that the City of Salisbury, Maryland, does hereby accept the funds awarded by MHT through the Certified Local Government grant program for the project as described and in the amount outlined above.

THE ABOVE RESOLUTION, was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on November 28, 2016, and is to become effective immediately.



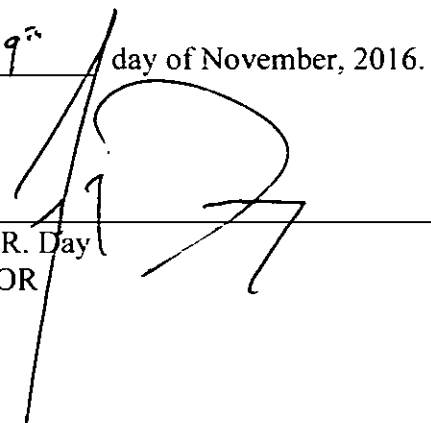
Kimberly R. Nichols
CITY CLERK



John R. Heath
CITY COUNCIL PRESIDENT

APPROVED BY ME THIS

29th day of November, 2016.



Jacob R. Day
MAYOR

Office of Housing & Community Development

MEMO

To: Tom Stevenson

From: Deborah Stam

Subject: Resolution Accepting Certified Local Government (CLG) Grant Program Funds from the Maryland Historic Trust (MHT) for the Updating / Expansion of the Salisbury Historic District Design Guidelines

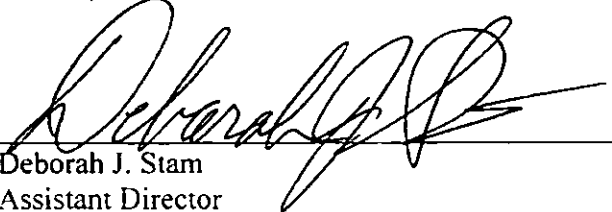
Date: November 16, 2016

Several months ago the Neighborhood Services and Code Compliance (NSCC) Department {now the Housing & Community Development Department (HCDD)} applied for some State grant funds through the Maryland Historic Trust (MHT) to assist the City with the cost of updating and expanding the scope of the Salisbury Historic District Design Guidelines. The existing design guidelines have become outdated, and it has also been determined that they lack sufficient detail in some areas to provide the desired level of guidance when assessing construction and/or renovation projects that are proposed within Salisbury's historic districts.

In late May 2016 NSCC received word from MHT that their grant application had been approved for funding, and in mid-August the grant agreement was sent to the City for signatures. The agreement was signed by the Mayor and returned to MHT for further processing. We received a copy of the fully executed grant agreement from MHT this week.

Attached is a copy of the 'Attachment C – Project Notification' section of the MHT grant agreement. It outlines the basic information / terms of the grant. HCDD will be providing a matching cash amount of \$1,875 for the project.

Also attached is a Resolution accepting these MHT grant funds which have been awarded to the City of Salisbury. Please forward this Resolution to the City Council so that it may be placed on the consent agenda for the meeting on November 28, 2016.


Deborah J. Stam
Assistant Director
Housing & Community Development Department

Attachments

CC: Susan Phillips
Trish Warrington
Ginny Hussey

ATTACHMENT C

PROJECT NOTIFICATION

TITLE: Salisbury Design Guidelines

GRANT NUMBER: P16AF00024

CFDA NUMBER: 15.904

AREA AFFECTED BY PROJECT: Wicomico

TOTAL PROJECT COST: \$14,375.00

FEDERAL SHARE: \$12,500.00

NONFEDERAL SHARE: \$1,875.00

CONGRESSIONAL DISTRICT: 1

TYPE: NEW REVISION

1. GRANTEE/ FEDERAL SUBGRANTEE:

Name: City of Salisbury
Address: 207 W. Main Street, Suite 102
Salisbury, Maryland 21801
Contact Person: Mrs. Trish Warrington

2. PROJECT BUDGET:

Expense Item (Description)	Grant Funds	Grantee Cash Match	Total Project Cost
Consultant	\$12,500.00	\$1,875.00	\$14,375.00
TOTALS	\$12,500.00	\$1,875.00	\$14,375.00

3. GRANT PURPOSE/SCOPE OF WORK:

Grantee will engage a qualified Contractor to update Salisbury's Design Guidelines for the commercial and residential historic districts reviewed by the Historic District Commission.

4. SPECIAL CONDITIONS

a. Grantee shall coordinate procurement of the Contractor with MHT, including, but not limited to, providing for review and approval (1) a draft Request for Proposals (RFP) to procure the Contractor prior to finalization

and publication of the RFP and (2) qualifications of the preferred Contractor candidate prior to final selection.

5. **BEGINNING/ENDING DATES/PROJECT TIMETABLE:**

From: 6/1/2016
To: 6/30/2017

6. An Environmental Certification indicating the applicable categorical exclusions is attached.

7. No program income will be generated.

8. **QUARTERLY/FINAL REPORTS:**

a. Grantee shall electronically submit reports and materials on or before the following dates:

Scheduled Date	Type
9/30/2016	Progress Report
12/31/2016	Progress Report
3/31/2017	Progress Report
5/15/2017	Final Deadline for Submission of Draft Materials
7/31/2017	Final Report

b. Progress Reports may include Requests for Disbursement for costs incurred.

c. The Final Report submitted on or before July 31, 2017 will include the following:

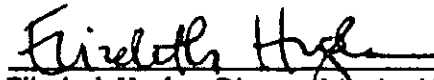
- i. Completed Final Report form;
- ii. Completed final Request for Disbursement; and
- iii. Project Deliverables, as described below.

9. **PROJECT DELIVERABLES:**

a. One hard copy of the updated City of Salisbury Historic District Design Guidelines and one PDF copy uploaded to the GIFTS system as part of the final project report.

10. **CERTIFICATION:** As the duly authorized representative, I certify that this subgrant will be administered, and work will be performed under the supervision of a professional meeting appropriate 36 CFR 61 requirements, in accordance with the Historic Preservation Fund Grants Manual June 2007 Release, available online at http://www.nps.gov/preservation-grants/HPF_Manual.pdf, and the Secretary of the Interior's "Standards and Guidelines for Archeology and Historic Preservation." All documentation required by the Historic Preservation Fund Grants Manual will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit imposed by Chapter 13, Section B. 34.e. of NPS-49. These costs have been assessed by knowledgeable SHPO staff and

found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the product to be achieved with grant assistance.



Elizabeth Hughes, Director Maryland Historical Trust/
State Historic Preservation Officer



Date