

GA-16-15

GRANT BRIEFING DOCUMENT

rev. 2/13/13

*From:*  
 Name: Lisa Craig Dept: Planning and Zoning Phone: 410-263-7790

*This is a request to*  
 review, approve, and/or sign a grant agreement/award  
 other

*Grant title:* Designing a Cultural Resource Resiliency Plan  
*Grantor:* Department of Natural Resources Amount: \$ \$46,338.00

**Attestation:**  
 Match is *not* required.  
 Match is required. Match will be met in the form of <sup>1</sup> \_\_\_\_\_  
 \_\_\_\_\_  
 I attest that this asset has been approved/appropriated in <sup>2</sup> \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Director signature                      Dept                      Date

Routing	Initials	Date		Comments
		In	Out	
<input checked="" type="checkbox"/> originating Dept Director	<u>S/EN</u>	<u>9/26/14</u>	<u>9/24/14</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NCP</u>	<u>9/27</u>	<u>10/20</u>	
<input checked="" type="checkbox"/> Finance Director				
<input checked="" type="checkbox"/> City Attorney				
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				
<input checked="" type="checkbox"/> Finance Dept				

**Return to Originating Department**

\* 3 originals \*

**GRANT Briefing Document, continued**

*Provide a short narrative. Include:*

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

Funds provided under this grant agreement will be used by the City to develop a mitigation plan that addresses the impact of natural disasters, primarily threats of sea level rise, subsidence and flooding to cultural resources within the 100 year flood plain boundary in the Annapolis Historic Landmark District. The project term is from October 2014 to September 30, 2015.

The scope of work includes the following:

- the development of a ArcGIS Risk Assessment Database for a Cultural Resources Hazard Mitigation Plan, which will include 180 survey forms for properties located within the study area;
- A Cultural Resource Hazard Mitigation Plan, that will be adopted as an amendment to both the City of Annapolis Comprehensive Plan and the City of Annapolis Natural Hazard Mitigation Plan. The CRHMP will also establish a basis for determining the appropriate investment in public improvements via the City's Capital Improvement Plan. The CRHMP development process will include a public outreach component and the development of a draft ordinance;
- Hazard Mitigation Historic Design Guidelines that include mitigation strategies for property owners to better protect historic assets from water and wind damage associated with sea-level rise and the damaging effects of storms and flooding events.

The timeline for the scope of work is as follows:

- ArcGIS Risk Assessment Database: October 2014 to September 2015
- CRHMP Development - January 2015 to September 2015
- 1st quarterly report due to DNR - January 15, 2015
- Design Guidelines - February 2015 to September 2015
- 2nd quarterly report due to DNR - April 2015
- 3rd quarterly report due to DNR - July 15, 2015
- Final report due to DNR - September 30, 2015

<sup>1</sup> Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

<sup>2</sup> Examples: FY\_\_ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



Grant Title Designing a Cultural Resource Resiliency Plan

Grant Award (\$) 46,388.00

Originating Department(s): Planning and Zoning

Dept Contact (Name/Phone): Lisa Craig, 410-263-7790

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local (Matching)	Other		
Salaries	9,188.00				9,188.00	contract preservation coordinator
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
contractural	29,700.00				29,700.00	includes printing design guidelines
GIS subscription	7,500.00				7,500.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
<b>Total</b>	<b>46,388.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>46,388.00</b>	

TOTAL EXPENDITURES\*: 46,388.00

\* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

Dolly Ash 9/26/2014  
Department Director Signature/Date

Planning & Zoning  
Department

Match is required. Match will be met in the form of <sup>(1)</sup> \_\_\_\_\_

I attest that this asset has been approved/appropriated in <sup>(2)</sup> \_\_\_\_\_

\_\_\_\_\_  
Department Director Signature/Date

\_\_\_\_\_  
Department

**COMMENTS:**

(1) Examples (include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

(2) Examples: FY\_\_ operating budget, a memorandum of understanding, City Council resolution/ordinance.




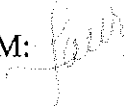
*Martin O'Malley, Governor*  
*Anthony G. Brown, Lt. Governor*  
*Joseph P. Gill, Secretary*  
*Frank W. Dawson III, Deputy Secretary*

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September 3, 2014

MEMORANDUM

TO:  Lisa Craig, Chief of Historic Preservation  
City of Annapolis

FROM:  Laura Younger, DNR  
Chesapeake and Coastal Service

SUBJ: CZM Contract: CCI – Designing a Cultural Resource Resiliency Plan  
Contract Package for Signature

Please find enclosed three (3) copies of the MOU and scope of work for this project. Please have all copies signed, witnessed, and dated and return them to me with signature flags intact. The name of the person witnessing the signature must be printed beneath the applicable signature line. Furthermore, the date of the “Contractor” signature must be noted on the applicable signature line.

A completely executed copy of the MOU will be returned to your office once all signatures have been obtained. Also, for your information, the Catalog of Federal Domestic Assistance (CFDA) number for the funding that supports this project is 11.419.

Thank you very much for your assistance. I look forward to finalizing this MOU and sending you an executed copy. If you have any questions, please feel free to call me at (410) 260 - 8742 (E-mail: [laura.younger@maryland.gov](mailto:laura.younger@maryland.gov)).

Enclosures