

CA-24-17



**City of Annapolis**  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

### Grant Briefing Document

From:

Name Lisa M. Craig Phone 410/263-7961

Department Planning & Zoning

This grant is  New  Annual/Repeating

This is a request to:

Review, approve, and/or sign a grant agreement/award

Other \_\_\_\_\_

Grant title Keeping History Above Water - Annapolis Preservation Services Fund

Grantor National Trust for Historic Preservation Amount \$ 5000

Attestation:

Match is *not* required.

Match is required. Match will be met in the form of e.g. cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency. Cash Match - Contract Services - PDM Grant 20240-530800-84104

Director's signature *C. Craig* Date 1/10/17

Department Planning & Zoning

Routing

	Initials	Date In	Date Out	Comments
<input checked="" type="checkbox"/> Originating Dept Director	<i>LC</i>	1/10/17	1/10/17	
<input checked="" type="checkbox"/> Grants Coordinator	<i>MP</i>		1/23/17	to LAW: SIG PAGE
<input checked="" type="checkbox"/> Finance Director	<i>ML</i>	2/1/17		
<input checked="" type="checkbox"/> City Attorney	<i>OTZ</i>	1/23/17	1/23/17	to Finance
<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				
<input checked="" type="checkbox"/> Return to Originating Department				

Grant period 2-10-2017 to 2-10-2018 Amount of request or award \$5000  
Due dates February 3, 2017

Provide a short narrative, including program description, purpose of funds and special features, e.g., environmental impact implications, notarization required.

*Keeping History Above Water II: Annapolis* is a national gathering hosted by the City of Annapolis slated for Oct. 29 - November 1, 2017. Originally convened by the Newport Restoration Foundation in April 2015, *Keeping History Above Water* was one of the first national conversations to focus on the increasing and varied risks posed by sea level rise to historic coastal communities and their built environments. The focus of the dialogue is on what can be done to protect historic buildings, cultural landscapes and traditional neighborhoods from the increasing threat of inundation.

*Keeping History Above Water* engages specialists from across the United States and abroad to share experiences, examine risks, and debated solutions with an emphasis on case studies and real world applications. Leaders in the fields of historic preservation, business, culture, tourism, economics, urban planning, environment, sustainability, design and engineering participate in symposia, workshops, roundtables and tours that focus on practical solutions while connecting with others who have weathered similar concerns.

Given Annapolis' leadership on sea level rise planning with its Mayoral-sponsored *Weather It Together* initiative, the City of Annapolis was selected by the Newport Restoration Foundation - a lead sponsor of *Keeping History Above Water* -- to be the next forum host city, continuing the documentation and distribution of best practices, promoting dialogue and engaging new audiences. This will be an opportunity for residents, business owners, government officials, community leaders and others in Annapolis and the Chesapeake Bay region to gather, learn more about how they can adapt to rising tides and share best practices in hazard mitigation.

The grant award from the National Trust for Historic Preservation is intended to support public outreach activities that will promote the conference and engage Annapolis residents, property owners and business owners in preparing their properties for extreme storms, tidal flooding and sea level rise. This activity includes educational and promotional material design, printing and distribution, social media engagement and conference communication services. These services will be provided under the existing PDM contract for the update of the City's Natural Hazard Mitigation Plan - Cultural Resource Hazard Mitigation Plan.

The conference is both the last major public outreach effort for the Weather It Together Cultural Resource Hazard Mitigation planning effort and the first major educational and public awareness component for the CRHMP implementation.



Grant Title Keeping History Above Water - NTHP / Annapolis Preservation Services Fund

Grant Award (\$) 5,000.00

Originating Department(s): Planning & Zoning

Dept Contact (Name/Phone): Lisa Craig - 410/263-7961

Expenditure Account	Grant Award	Budgeted Grant Appropriation	Variance	Total per Expend. Type	Comments
Salaries					
Benefits					
Overtime					
Supplies					
Telephone					
Electricity					
Fuel and Oil					
Training & Education					
R & M - Equipment					
Special Programs					
Contract Services	5,000.00		5,000.00	5,000.00	
Capital Outlay					
other (fill-in)					
other (fill-in)					
other (fill-in)					
other (fill-in)					
other (fill-in)					
other (fill-in)					
Sub- Total	5,000.00	-	5,000.00	5,000.00	
LOCAL MATCH	5,000.00				
Total	10,000.00	0.00	5,000.00	5,000.00	
<b>TOTAL EXPENDITURES*:</b>					<b>5,000.00</b>

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

Match is not required.

Department Director Signature/Date

Department

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

I attest that this asset has been approved/appropriated in <sup>(2)</sup> Funding in contract services under PDM grant 20240-530800-84104

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.



**National Trust for  
Historic Preservation**

*Save the past. Enrich the future.*

January 3, 2016

Lisa Craig  
City of Annapolis  
Planning & Zoning Department  
145 Gorman St, 3<sup>rd</sup> Floor  
Annapolis, MD 21401

Dear Lisa:

It is a pleasure to inform you that your application for a National Trust Preservation Fund grant has been approved. We have allocated \$5,000 from the Annapolis Preservation Services Fund to match local funds to help support Keeping History Above Water II.

The National Trust for Historic Preservation is very supportive of your worthwhile preservation activity. It was selected from a large number of qualified applicants competing for a very limited amount of funds. We hope that this letter of support and financial commitment will assist your organization in raising any additional funds needed for this historic preservation activity.

Acceptance of this grant is indication of your willingness to conduct your project in conformance with the following special conditions:

1. **Required Match.** This grant must be matched with other funding on a one-to-one basis. Evidence of the match must be submitted in the final report required in Paragraph 9.
2. **National Trust Concurrence with Consultant Selection.** We concur with your selection of Alicia E. Moran for this project. If you wish to change consultants, new approval must be sought from the National Trust.
3. **Competitive Procurement Process.** You agree that all procurement of goods and services shall be conducted in a manner that provides maximum open and free competition. When a procurement exceeds \$50,000, you must seek at least three (3) competitive bids or quotes. (This applies to any procurement greater than \$50,000 that is part of this grant-assisted project, whether financed through National Trust funds or through the matching funds that make up the rest of the project's approved budget.) Although it is not always necessary to select the lowest bid, an explanation for the selection must be documented using the attached Competitive Bid Report Form, which should be retained in your files and made available to the National Trust upon request. You should also maintain procedures to ensure that procurement of goods and services, including consultant services, do not present a conflict of interest.
4. **Equal Opportunity.** You agree not to discriminate against any employee or applicant for employment because of actual or perceived race, color, national origin, creed, age, gender, marital status, sexual orientation, religion, mental and physical disabilities, sex (including pregnancy), personal appearance, gender identity or expression, family responsibilities, genetic information, matriculation, political affiliation or veteran status.

Please contact our office for any additional assistance. We are pleased to assist in your preservation project and trust that this grant will prove valuable to your effort.

Sincerely,

*N. Vann*

Nicky Vann  
Director, Administration, Grants, and Affinity Programs

CONCUR \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE MICHAEL J. PANTELIDES, MAYOR.

ATTEST:

\_\_\_\_\_  
Regina C. Watkins-Eldridge, MMC,  
City Clerk

APPROVED FOR FINANCIAL SUFFICIENCY:

REVIEWED AND APPROVED BY:

*Melissa S. Leaman*  
\_\_\_\_\_  
~~Brude T. Miller, Director, Deputy~~  
Finance Department *Melissa S. Leaman*

\_\_\_\_\_  
Thomas C. Andrews, City Manager

APPROVED FOR FORM AND LEGAL SUFFICIENCY:

*Ashley Leonard 01/23/2017*  
\_\_\_\_\_  
OFFICE OF THE CITY ATTORNEY

# NATIONAL TRUST FOR HISTORIC PRESERVATION

## National Trust for Historic Preservation Electronic Funds Transfer (EFT) & Direct Deposit Authorization Agreement

### For National Trust Vendors

Vendor Name \_\_\_\_\_ Vendor # \_\_\_\_\_

Daytime Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

(Required for payment notification)

Please validate with your financial institution your  
BANK ROUTING NUMBERS and ACCOUNT NUMBER for direct deposit.

→ **Attach void check or copy (Please-no deposit slips for checking accounts)** ←

- NEW  - CHANGE  - CANCEL

Bank Name \_\_\_\_\_ City / State \_\_\_\_\_

Bank ABA # \_\_\_\_\_ Bank Telephone # \_\_\_\_\_  
(Routing number)

Account # \_\_\_\_\_  - CHECKING  - SAVINGS

Payments cannot be split between multiple accounts.

### Authorization

I hereby authorize NTHP to deposit non-wage credits to the designated financial institutions(s) and account(s) listed above. I further authorize NTHP to debit account(s) as such financial institution(s) listed above, in the event of any error to any such deposit credits.

**I have read the above information and I understand my obligations in maintaining the account information.**

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

**It is the responsibility of the vendor to verify the above information for accuracy. Please contact the Finance Accounts Payable office immediately if you find a discrepancy or require account updates.**

**DHS / FEMA REGION III  
HAZARD MITIGATION QUARTERLY PROGRESS REPORT**

1. Reporting Period: Federal FY Oct. 1 - Dec.31 (1st Qtr) 2017		2. Period of Performance: Start 10/15/2016 End 01/13/2017		3. Program and Grant/Project Number: PDMC - PL -03 MD -2015 - 8	
<b>SECTION I</b>					
4. Applicant Name:		City of Annapolis			
5. Project Title:		Weather It Together - Natural Hazard Mitigation - Cultural Resources Plan			
6. Project Status:		On Schedule: <input checked="" type="checkbox"/>		Delayed: <input type="checkbox"/> Completed: <input type="checkbox"/> Percent Complete: %	
7. Site Visit This Quarter:		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		7a. Date of Site Visit:	
7b. Site Visit Conducted By:				Grantee: <input type="checkbox"/> Sub-Grantee: <input type="checkbox"/>	
8. Project Status Comments (including problems or delays): The Weather It Together Project, along with the Natural Hazard Mitigation Plan Update, are on schedule. The team intensified its work this quarter, holding one Core Team meeting and five Planning Team meetings. Contracts have been fully executed for both the Natural Hazard Mitigation Plan Update and the Cultural Resource Adaptation and Mitigation Plan Addendum. Contractors have begun drafting components of these plans as detailed below.					
<b>SECTION II</b>					
9. Financial Data:		9a. Funds Approved		9b. Funds Paid *	
		9c. Remaining Funds			
Federal Share		\$ 106,612.50		\$ 15,648.67 \$ 90,963.83	
Non-Federal Share		\$ 35,537.50		\$ 23,384.66 \$ 12,152.84	
Total Project		\$ 142,150.00		\$ 39,033.33 \$ 103,116.67	
* Funds paid equals actual Smartlink /PARS drawdown as of the last day of the reporting period.					
<b>SECTION III</b>					
10. Anticipated Cost:		On Budget		Over Budget	
				Under-Budget	
Amount				\$ 0.00 \$ 0.00	
11. Project Cost and Scope of Work Comments: The project cost is unchanged. Contractors for the Natural Hazard Mitigation Plan Update and the Cultural Resource Adaptation and Mitigation Plan Addendum have committed to provide approved plans on budget. The Weather It Together Team has also drafted a scope of work for an Economic Assessment of Impact of Flooding Disasters on the Flood Risk Area for a separate contractor for a nominal fee.					
12. Description of Work Completed During the Reporting Period: The Weather It Together Team developed an outline to the Cultural Resource Adaptation and Mitigation Plan Addendum, finalized problem statements and developed draft goals, objectives, and action items. The contractor for the Natural Hazard Mitigation Plan Update drafted several sections, including a Hazard Profile section, Coastal Hazards section, and a Safe Growth Audit. The Weather It Together Team also contracted with the University of Maryland PALS Program, had meetings with Ellicott City disaster recovery groups, and presented to three conferences. The Weather It Together Team also began planning for the Keeping History Above Water Conference that Annapolis will host in October 2017 during which the Team will share planning, implementation, and other ideas with participants.					
13. Anticipated Work Next Quarter: Next quarter, contractors for both the Natural Hazard Mitigation Plan Update and the Cultural Resource Adaptation and Mitigation Plan Addendum will continue drafting sections to these plans. In addition, the Weather It Together Team will conduct two workshops in January on the National Flood Insurance Program, one for business owners and one for residents. The Core Team will also receive presentations on the progress of the Natural Hazard Mitigation Plan Update, as well as temporary barrier systems and the State Highway Administration's Master Plan for Flooding Adaptation.					
I certify to the best of my knowledge that this report is correct and as of this date, all project activities are in accordance with the Assurances and Certifications agreed to in the award documents.					
14. Submitted By: David Mandell		Title: Deputy Director, Emerg. Management		Date: 01/13/2017	