

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Mar 10, 2016

Action Requested By: Inspection

Agenda Type: Resolution

Subject Matter:

A grant submission between the City of Huntsville and the State of Alabama.

Exact Wording for the Agenda:

A resolution to submit a grant application between the City of Huntsville and the State of Alabama for a grant award in the amount of \$20,000 for a Heritage Development Plan for Normal Historic District at Alabama A&M University.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

The purpose of the proposed Heritage Development Plan is to identify the needs of the buildings in Alabama A&M University's historic district, determine uses in accordance with the needs of the University that will sustain the buildings long-term, and identify funding opportunities to fuel preservation efforts on "Normal Hill." The end result of the Heritage Development Plan will be a clear and concise road map that can be used to revitalize, reactivate, and reuse existing buildings in Alabama A&M University's historic district.

Associated Cost: \$0.00

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: _____

Department Head:

Date: 2-25-16

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Inspections

Council Meeting Date: 3/10/2016

Department Contact: Sharon Mize

Phone # 256-427-5337

Contract or Agreement: Agreement

Document Name: Heritage Development Plan for Alabama A&M University Historic District

City Obligation Amount: \$0.00

Total Project Budget: \$20,000.00

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Select...	Select...
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Grant-Funded Agreements

State Other	Grant Name: Heritage Development Plan for Alabama A&M University
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Department	Signature	Date
1) Originating	<i>Randy C. ...</i>	2-25-16
2) Legal	<i>Mary C. ...</i>	3-3-16
3) Finance	<i>M. ...</i>	3-4-16
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. _____

BE IT RESOLVED by the City Council of Huntsville, Alabama, that the Mayor be, and is hereby authorized to submit a FY2016 Application to the Alabama Historical Commission, on behalf of the City of Huntsville, which said application is substantially in words and figures similar to that certain document attached hereto and identified as "FY2016 Application to the Alabama Historical Commission", for a grant award in the amount of \$20,000.00 for a Heritage Development Plan for Alabama A&M University historical district consisting of eleven pages(11), and the date of February 24, 2016, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 10th day of March, 2016.

President of the City Council of
The City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2016.

Mayor of the City of Huntsville,
Alabama

State of Alabama
ALABAMA HISTORICAL COMMISSION
468 South Perry Street
Montgomery, Alabama 36130-0900
HISTORIC PRESERVATION FUND (CFDA 15.904) U.S. DEPARTMENT OF THE INTERIOR
FY2015 Application to the Alabama Historical Commission

2016 APPLICANT INFORMATION

1. Applicant Name City of Huntsville

2. Applicant Address: Street 320 Fountain Circle P O Box 308
City Huntsville State AL ZIP 35801 - 0308

3. Applicant Federal Employer Identification Number: 6 3 - 6 0 0 1 2 9 6

4. Applicant's Status:
(X) Certified Local Government
() Sponsored by Certified Local Government. Grant awards will be to CLG's only. CLG may apply as sponsor and pass through grant funds to non-CLG applicant. Name of CLG Sponsor:

5. Contact Person (Mr., Ms., Dr.) Joseph Lee, Secretary for the NHDPA Telephone 256-653-6542
Name, Title
Address if different from Applicant:
E-mail Address josephadamlee@gmail.com State Zip

6. Project Director (Mr., Ms., Dr.) Jessica White, Historic Preservation Consultant Telephone 256-650-4779
Name, Title
Address if different from Applicant:
E-mail Address jessica.white@huntsvilleal.gov State Zip

REQUEST PROFILE

- 1. Request Category (select one): Project requests must be submitted for a specific activity. More than one application can be submitted for separate projects.
() SURVEY AND REGISTRATION () PREDEVELOPMENT
(x) PRESERVATION PLAN DEVELOPMENT () PUBLIC AWARENESS AND EDUCATION
() STAFFING () PRESERVATION COMMISSION TRAINING

2. Project Title or Name of Property - Alabama A&M University Heritage Development Plan

3. Project Dates - Beginning June 15, 2016 Ending June 15, 2017
No project should take more than one year to complete. Grant agreements will be provided by June 15, 2016 to grant recipients. The grant project should be completed by June 15, 2017 for AHC staff to review products and financial records necessary in closing out the grant to meet federal reporting standards. SPECIAL NOTE: If this project involves grant assistance to a National Historic Landmark, you will not be able to proceed until concurrence is obtained from the National Parks Service as requested by the Alabama Historical Commission.

4. Grant Amount Requested (60% of line 6.) \$ 12,000.00
5. Minimum Match Required (40% of line 6. Do not include) \$ 8,000.00
overmatch from your budget on page 4 on this line.
6. Total \$ 20,000.00
(Check your math: line 4 divided by .60 should equal line 6.)

7. Project Work Area/Location (must be within CLG jurisdiction):
State House of Representatives District 21st State Senatorial District 7th
U. S. House of Representatives District 5th
Huntsville Madison
(City) (County)

President of the City Council of the
City of Huntsville, Alabama
Date:

INDIVIDUAL CATEGORIES :

If you selected category SURVEY AND REGISTRATION, complete the following :

Survey:

Square miles to be surveyed _____

Estimated number of standing structure forms to be completed _____

Estimated number of site forms to be completed _____

Registration:

Type: () Single Structure () District () Multiple Property

Number of nominations to be prepared _____

Estimated number of contributing properties contained in nomination(s) _____

PROJECT SUMMARY

Provide a concise description of the project for which funds are being requested. What are the objectives of project? What products will result from project?

Alabama Agricultural and Mechanical (A&M) University, founded in 1875, is located in Normal, Alabama. In 2001, part of the campus, primarily the area known as "the Hill" or "Normal Hill," was nominated to the National Register of Historic Places (NRHP). A&M's historic district consists of a total of 46 historic resources, 36 of which are considered contributing to the historic district. Historic buildings on campus range in date from 1904 to 1966. Several of the buildings in the district are vacant, underutilized, and in a state of deterioration. The purpose of the proposed Heritage Development plan is to identify the needs of the buildings in AA&MU's historic district, determine uses in accordance with the needs of the University that will sustain the buildings long-term, and identify funding opportunities to fuel preservation efforts on "Normal Hill." The end result of the Heritage Development plan will be a clear and concise road map that can be used to revitalize, reactivate, and reuse existing building in Alabama A&M University's historic district.

TIME-PRODUCT-PAYMENT SCHEDULE

The proposed Heritage Development Plan will establish a clear course of action for the stewardship of the campus' historic resources. It will work to identify both academic and non-academic space and facility needs, and will provide a strategy for accommodating those needs within the framework of existing buildings in the historic district. The below timeline and reimbursement estimation will be better refined once a professional consultant is selected.

*June 15, 2016 to September 15, 2016- Consultant to conduct public meetings and work sessions on campus to determine campus needs and possible building uses, as well as outline project process, timeline, and requirements. Consultant to collect existing information on buildings, conduct preliminary site assessment, and schedule consultation with HHPC, AHC, members of the Normal Historic District Preservation Association (NHDP), and University administration.—Estimated \$5,000.00 reimbursement amount requested.

*September 16, 2016 to January 16, 2017- Carry out full survey and data collection of AA&MU's historic district. Survey to include detailed evaluation and documentation of existing building conditions. Documentation to include any necessary photographs, architectural drawings, and maps. Data collection to include historical research and university need requirements. Initial findings and preliminary report should be presented to HHPC, AHC, NHDP, and University administration.—Estimated \$5,000.00 reimbursement amount requested.

*September 30, 2016- Interim step- Submit progress report to AHC as required by the federal government.

*January 17, 2017 to April 17, 2017- Consultant to identify potential renovation costs and funding opportunities. Drafts of the Heritage Development plan to be created. Plan should include: historic assessment and statements of significance, architectural descriptions, existing conditions assessments, needs assessments and recommendations, proposed building use and cost estimates, proposed funding opportunities, timeline for plan implementation. Drafts should be supplied to HHPC, AHC, NHDP, and University administration for review and commentary. Public review meeting held on campus might be necessary.—Estimated \$5,000.00 reimbursement amount requested.

*April 18, 2017 to June 15, 2017- Consultant to complete final draft of the Heritage Development Plan, and conduct summative public meeting presenting findings on campus. Final copies of plan to be submitted to HHPC, AHC, NHDP, and University administration. — Estimated \$5,000.00 reimbursement amount requested.

EVALUATION CRITERIA

Follow application instructions.

The proposed Heritage Development Plan for Alabama A&M University meets the following goals and objectives of the Historic Preservation Plan:

Goal One: Identify, record and evaluate the significance of historic places and the objects, people and events related to to them.

Objective 1: Research and document historic places that reflect our gender, racial, geographic, urban, rural, and economic diversity

Objective 3: Provide field investigations, analysis, and documentation to assess critical needs of significant historic places.

Goal Two: Protect, preserve, restore and maintain historic places

Objective 2: Protect, preserve and maintain and restore historic places through public ownership and maintenance.

Objective 3: Seek and secure public and private funding, support and partnerships to protect historic places.

Goal Three: Foster the belief that historic places enrich our lives and strengthen Alabama's communities.

Objective 2: Educate public about Alabama's historic places, why they matter, and ways to use and protect them.

The proposed Heritage Development Plan for Alabama A&M University answers the following programmatic questions:

1. Will this project benefit minority or disabled constituents? Yes
2. Does applicant show that it is capable of managing AHC grants? Yes
3. Does the project budget have a low indirect cost percentage? No
4. Do the personnel conducting project meet appropriate professional qualifications and have evidence of completing qualifications and have evidence of completing quality projects on time? Yes
5. Will project result in National Register nomination using survey data collected in previous year with CLG grant or other AHC approved survey? No

PROJECT BUDGET

EXPENSE ITEMS	CASH OUTLAY	INKIND DONATIONS
Consultant & Contractual Services	\$ 11,400.0	\$ 7,600.00
Travel/per diem	420.00	280.00
Supplies/ Photographic Supplies	90.00	60.00
Printing and Postage	90.00	60.00
TOTALS	\$ 12,000.00	\$ 8,000.00

RECAP OF PROJECT BUDGET

TOTAL PROJECT COST (Cash Outlay plus Inkind (non-cash i.e. volunteers, etc.) Donations)	\$ 20,000.00
MATCHING SHARE	8,000.00
GRANT SHARE APPLIED FOR	\$ 12,000.00

BUDGET NARRATIVE

List expense in terms of cost such as "personnel, printing, photography" not "report preparation." Show rates for all costs. Provide a brief summary of how work will be accomplished and what products will result from each expense listed. Justify costs if necessary especially for unusual or high costs.

Budget Narrative Spreadsheet

List of Expenses	Estimated Cost
Consultant & Contractual Services	
Preliminary Site Assessment	\$2,000.00
Data Collection and Historic Research	\$4,500.00
Full Survey Assessment and Documentation	\$4,500.00
Mapping, Photographs, Architectural Drawings	\$1,500.00
Heritage Development Plan (preliminary and final)	\$1,500.00
Public Meetings and Work Sessions	\$5,000.00
Total:	\$19,000.00
Travel/ per diem:	
Travel- apx. 100 mi round trip @ .54/mi times 7 trips	\$378.00
Per diem- apx. 7 days @ \$51.00/ day	\$357.00
Rounded Total:	\$700.00
Supplies	
Supplies/Photographic Supplies	\$150.00
Printing and Postage	\$150.00
Total:	\$300.00
Final Total:	\$20,000.00

Line Item Breakdown

Consultant & Contractual Services

Consultant Services to be provided include, but are not limited to: data collection, identification of campus needs, historic research, building evaluation and documentation, cost estimation, and funding identification. Building evaluations will consist of architectural descriptions, existing conditions assessments, needs assessments and recommendations, and proposed building uses. Building documentation will include photographs and any necessary architectural drawings and maps. The aforementioned research, assessment, and documentation will culminate in the creation of a Heritage Development Plan.

Travel/ per diem

The research and documentation needed to complete a Heritage Development Plan for Alabama A&M University will require the chosen consultant to travel. The state rate of .54 cents per mile will be applied to cover travel costs. The state rate of \$51.00 per day will be used to calculate the amount needed to cover meals.

Supplies

The consultant completing the Heritage Development Plan will be required to submit photographs, drawings, maps, and copies of rough and formal drafts of the plan. Consultants may also need to mail reports and other documents to members of the HHPC, AHC, NHDPA, and University administrators. This section of the budget estimates a cost of \$300.00 to cover the cost of printing, postage, and other possible supplies.

MATCHING SHARE

Cash, inkind, or a combination of both are allowable contributions for matching grant monies. The term "inkind" refers to the monetary value of non-cash contributions provided by the grantee, or any other agency, institution, organization or individual. Inkind contributions include any donated services, space, or material essential to the completion of a project. For budget purposes, the dollar value of such inkind contributions may be calculated by determining how much such services or goods would cost the applicant if they had to be paid in cash. (The minimum wage scale for unskilled services, standard union or professional services, or the fair market value for all other donations may also be helpful to determine the dollar value of inkind contributions.) Those applicants providing direct financial support and other indications of commitment to the project will receive the most favorable considerations.

Donor: Indicate "grantee" if applicant is donor, or list name(s) of other donor(s).
Source: Indicate where funds are coming from (i.e. "operating funds," "private donation," "appropriated funds," "CDBG," etc.).
Kind: Indicate the type of match (i.e. "cash," "inkind services," "inkind equipment," "volunteer services." If non-cash, indicate the rate at which it is valued (individual's rate per hour, etc.)
Amount: Total of all matching share must be same as matching share in budget above.

Donor: Normal Historic District Preservation Association
Source: Private Donation
Kind: Cash If non-cash, indicate rate _____
Amount: \$ 1,000.00

Donor: Alabama A&M University
Source: Private Donation
Kind: Cash If non-cash, indicate rate _____
Amount: \$ 6,000.00

Donor: Historic Huntsville Foundation
Source: Private Donation
Kind: Cash If non-cash, indicate rate _____
Amount: \$ 1,000.00

Donor: _____
Source: _____
Kind: _____ If non-cash, indicate rate _____
Amount: \$ _____

Donor: _____
Source: _____
Kind: _____ If non-cash, indicate rate _____
Amount: \$ _____

Donor: _____
Source: _____
Kind: _____ If non-cash, indicate rate _____
Amount: \$ _____

TOTAL AMOUNTS ABOVE SHOULD EQUAL MATCHING SHARE ON THE PREVIOUS BUDGET PAGE.

PROJECT PERSONNEL

List principal project personnel: name, title and address. If the applicant's existing staff qualify, vitae should be attached. If the applicant plans to obtain qualified professional services subsequently (either as staff, consultants, or pro bono workers), grant award may be subject to acquiring qualified professionals. Submit resumes of consultants being considered. The Alabama Historical Commission must review and approve qualifications before project work begins. Include name of consultant(s) or city staff to perform work. If consultant has not been identified, give list of consultants the city will consider to perform grant activities.

KPS Group, Inc.
David Ely
104 Jefferson St. S
Huntsville, AL 35801
(256) 539-0764

MTSU Center for Historic Preservation
Dr. Carroll Van West
MTSU Box 80, 1301 E. Main St.
Murfreesboro, TN 37132
(615) 898-2947

Schneider Historic Preservation, LLC
David Schneider
411 E. 6th Street
Anniston, AL 36207
(256) 310-6320

See attached resumes.

FINANCIAL PROFILE

Award of grant funds is made by contract between you and the Alabama Historical Commission. This grant program is funded with federal funds. You will be required to comply with applicable federal government-wide regulations governing the use of grant funds.

Fiscal Year ends September 30
Month Day

Chief Fiscal Officer (Mr., Ms., Dr.) Margaret Sargent, Director of Finance Telephone 256-427-5062
Name, Title

Address if different from Applicant: _____, _____, _____
State Zip

E-mail Address margaret.sargent@huntsvilleal.gov

Person who will be able to provide photocopies of source financial documentation during period of this grant project:

Accountant (Mr., Ms., Dr.) Susan Clark Telephone 256-427-5076
Name, Title

Address if different from Applicant: _____, _____, _____
State Zip

E-mail Address susan.clark@huntsvilleal.gov



Office of the Vice President
Business and Finance
P. O. Box 368
Normal, Alabama 35762
(256) 372-5221 Office
(256) 372-5206 Fax

Jessica White
Historic Preservation Consultant
City of Huntsville, Alabama
320 Fountain Circle
Huntsville, AL 35801

Dear Ms. White,

I am writing to inform you that Alabama A&M University will be committing matching funds in the amount of \$6,000.00 for the Certified Local Government grant application for the development of a Heritage Development Plan for Alabama A&M University Historic District.

Sincerely,

A handwritten signature in black ink, appearing to read 'Clayton Gibson', with a large flourish at the end.

Clayton Gibson,
Vice President of Business and Finance
Alabama A&M University



March 2, 2016

Ms. Jessica White
Huntsville Historic Preservation Commission
308 Fountain Circle
Huntsville, Alabama 35801

Dear Ms. White:

The Historic Huntsville Foundation will provide \$1,000 in funds for the City of Huntsville, CLG grant to commission a Heritage Development Plan for the Alabama A&M University Historic District.

Many thanks to you and the City of Huntsville for all you do to preserve and protect Huntsville's historic resources.

Sincerely,

A handwritten signature in black ink, appearing to read "Donna Castellano". The signature is written in a cursive style with a long, sweeping underline.

Donna Castellano, Executive Director
The Historic Huntsville Foundation

Normal Historic District Preservation Association

P.O. Box 47

Normal, Alabama 35762

www.normalhistoricdistrict.org; normalhistoricdistrict@gmail.com

Date: 03/03/2016

Ms. Jessica White
Historic Preservation Consultant
City of Huntsville, Alabama
320 Fountain Circle
Huntsville, AL 35801

Re: Match Commitment and Support for CLG Application

Dear Ms. White:

The purpose this letter is to express our support for the City of Huntsville's CLG application to prepare a Heritage Development Plan for the Normal National Historic District. At our February 29, 2016 membership meeting, Association members voted unanimously to provide \$1000 to assist with matching requirements of the grant. This letter confirms that the NHDPA will provide \$1000 toward the City of Huntsville CLG grant application.

The Normal National Historic District Preservation Association (NHDPA) was created in 2008 to promote, protect, and assist in maintaining and developing the historic character of Alabama A&M University's campus. We greatly appreciate your efforts to educate the Huntsville public on the purpose and value of preserving the state's heritage. Hopefully, this grant will assist AAMU in maintaining and developing its valuable historic resources.

If you have questions or need more information, please contact me at (256) 651-0699 or Joseph A. Lee at (256) 653-6542.

Sincerely,


Eddie Davis, President

Cc. Dr. Andrew Hugine, President, Alabama A&M University
Mr. Tommy Battle, Mayor, City of Huntsville