



CERTIFIED LOCAL GOVERNMENT (CLG)
HISTORIC PRESERVATION FUND
GRANT APPLICATION PACKET and FORMS

The Authorized Representative for each CLG will be notified annually of grant availability. This notification will indicate the tentative award amount and the due date for grant applications which varies annually (dependent on passage of the federal budget and notice of the funding opportunity). No late submissions will be accepted without prior approval. Any excess grant funds will be re-assigned in accordance with the criteria outlined in the Guidelines.

Please email grant applications to: gwen.davis@delaware.gov.

If the application must be sent by US mail, please notify the SHPO Grant Manager at the above email address, first.

Upon receipt, applications will be reviewed to determine if they meet the requirements outlined in these guidelines. The CLG's Project Coordinator listed on the application cover form will be contacted if there are any questions regarding the proposed project.

The CLG grant application packet consists of four main sections. Attach any supplementary materials required to support the project as outlined in the Eligible Grant Activities section of the Guidelines.

1. **CLG Grant Application Packet Cover Form (Attachment 1 form):** Indicate the name of the project, the project contacts, and provide a short description of the project.
2. **Project Narrative (Attachment 2 form):** A detailed description of the project, limited to no more than three typed pages, and addressing all of the questions outlined below for each project activity to be included as part of the project:
 - What:** What will be achieved as a result of the project? All projects must result in some tangible outcome/product. [See the Eligible Grant Activities section for further guidance.]
 - Where:** Where is the geographic area that will be impacted by the project? [Provide a map, as needed.]
 - Why:** Why is the proposed activity important to your community? Indicate benefit to historic preservation in your community that would result from the project. Indicate the objectives in [Delaware's State Historic Preservation Plan](#) that would be met by the project.
 - How:** How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives.
 - Who:** Who will be involved in the project? Provide the names and/or titles of all personnel who are to be involved in the project indicating their role. For known project personnel who will serve as a Principal Investigator, provide their resume. **NOTE: If the project will be administered by a third party (e.g., an educational institution), the application must clearly state that the CLG is delegating administration of the grant to that third party.**
 - When:** Indicate the schedule for completing project work. If there are specific events, when will they happen? If there are reports, when will they be completed?
3. **Project Budget (Attachments 3 and 3A forms, or equivalent):** The project budget information must indicate all costs associated with the project, as well as information related to the donor, source, kind, and amount of non-federal (matching) funds for the project. Please refer to the Guidelines on Allowable Costs for CLG Grants, and see Attachment 3A for guidance on defining applicant match that may be contributed by the applicant or a third party. Applicants may use Attachments 3 and 3A to provide the budget information, or use their own project budget forms as long as they contain equivalent information.
4. **Statement of Assurances for CLG Grants (Attachment 4 form):** Certification that the CLG is in compliance with the administrative requirements of the grant program. It must be signed by the chief elected official/authorized representative of the CLG.

CLG GRANT APPLICATION: ATTACHMENT 1 – Cover Form

Federal Fiscal Year of the Grant: FFY2024

CLG Applicant: City of Dover, Delaware

Contact Person	Responsible for Program Management	Responsible for Fiscal Management	If Applicable* Responsible Third Party Entity
Name/ Title	Dawn Melson-Williams, AIPC Principal Planner Sharon Duca, PE Assistant City Manager (Assisting with Management of the Department of Planning & Inspection)	Dawn Melson-Williams and Sharon Duca Working with the City's Department of Finance	Not Applicable
Address	City of Dover Department of Planning & Inspections PO Box 475 Dover DE 19903	City of Dover Department of Finance 5 E. Reed Street / PO Box 475 Dover DE 19903	
Phone	(302) 736-7196 (Planning Office)	(302) 736-7042 (Finance Director)	
Email	Dmelson@dover.de.us sduca@dover.de.us	Finance Dept. contact TBD	

*** If the CLG will delegate administration of the grant to a third party, please clearly state that in the Project Narrative and provide the name of the third party entity and contact information for its program and fiscal managers that will administer the grant.**

Checklist of Attachments:

- | | |
|---|--|
| ☒ Project Narrative (Attachment 2) | ☒ Statement of Assurances (Attachment 4) |
| ☒ Project Budget (Attachment 3 or equiv.) | ☐ Resume of Principal Investigator |
| ☒ Applicant Match (Attachment 3A or equiv.) | ☐ Other _____ |

Eligible Grant Activities (check all that apply):

- | | |
|--|--|
| ☐ Survey | ☐ Commission/Staff Training |
| ☐ National Register | ☐ Public Outreach |
| ☒ Planning | ☐ Support for CLG Staff |

Short summary of the application's goals and activities including the time frame of the project:

Addendum to Design Standards & Guidelines for the City of Dover Historic District Zone: Modern Materials & Technologies: The City of Dover will hire a consultant to assist the Historic District Commission and Planning Staff in a project for an Addendum to the Design Standards & Guidelines document focused on the use and role of modern materials and construction technologies for construction projects within the local Historic District area. The project will consist of a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Addendum Document. Subject to the selection of the consultant, the Project's timeframe is expected to be about 9 months.

CLG GRANT APPLICATION: ATTACHMENT 2 – Project Narrative Form

Federal Fiscal Year of the Grant: FFY2024

CLG Applicant: City of Dover, Delaware

PROJECT NARRATIVE

(use continuation sheet if needed)

Provide a detailed description of the project, addressing all of the questions outlined below for each project activity included as part of the project:

- What will be achieved as a result of the project?
 - Where is the geographic area that will be impacted by the project? [Provide a map, as needed.]
 - Why is the proposed activity important to historic preservation in your community?
 - Goal(s)/Objective(s) in [Delaware's State Historic Preservation Plan](#) that the project would meet.
 - How will the activity be undertaken? Indicate the methods to be employed to achieve your objectives.
 - Who will be involved in the project (names/titles/roles of all personnel)? For known project personnel who will serve as a Principal Investigator, provide their resume as a separate attachment.
 - **Is the CLG delegating administration of the project to a third party?** ☐ Yes ☒ No
If yes, name of the third party entity: _____
 - Schedule for completing each part of the project, including dates of specific events, if applicable.
-

See Attached Project Narrative and Map of City of Dover H (Historic District Zone) with location of National Register of Historic Places - Historic districts.

The project is related to the Delaware's State Historic Preservation Plan 2018-2022 - Goal #3: Encourage inclusion of historic preservation values as a best practice in landscape and community planning.

CLG GRANT APPLICATION: ATTACHMENT 3 – PROJECT BUDGET FORM

Federal Fiscal Year of the Grant: FFY2024

CLG Applicant: **City of Dover, Delaware**

(Complete applicable sections; round to nearest dollar)

<u>COST CATEGORIES</u>	<u>COSTS</u>	<u>TOTALS</u>
Personnel Salary and Fringes		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
Personnel Total		\$ _____
Volunteers (This must be listed in Attachment 2A)		
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
_____ # of hrs. _____ (Rate \$ _____)	\$ _____	
Volunteer Total		\$ _____
Consultant Services (Name, if known, and rate/hr.)		
Project to seek Consultant Services for task.	\$ <u>20,000</u>	
Consultant Total		\$ <u>20,000 estimate</u>
Supplies and Expenses (List specific cost categories)		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Supplies and Expenses Total		\$ _____
Indirect Cost Rate (see Allowable Costs for CLG Grants) (\$ _____ X _____ %)		
		\$ _____
TOTAL PROJECT COSTS ON THE GRANT*		\$ <u>20,000</u>
FEDERAL SHARE REQUESTED		\$ <u>11,530</u>

* Do the total costs of the project exceed this amount? If so, please indicate the full amount for consideration in the event that additional grant funds are available for award. \$

CLG GRANT APPLICATION: ATTACHMENT 3A

APPLICANT MATCH BUDGET FORM

(To be provided by CLG applicant, or an entity partnering with the CLG)

Federal Fiscal Year of the Grant: FFY2024

CLG Applicant: City of Dover, Delaware

Donor: City of Dover, DE
Source: General Fund (Operating Fund for Dept. of Planning & Inspections)
Type: Cash
Amount: \$10,000* Budgeted in City's FY2025-2026 Budget

Donor: _____
Source: It is noted that the Grant timeframe will span across City Fiscal Years; so, the Department will also Request Funding in the City's FY2026-2027 Budget. _____
Type: _____
Amount: _____

Donor: _____
Source: _____
Type: _____
Amount: _____

TOTAL MATCH: \$ 10,000 (Must equal or exceed 40% of the total project costs)

Definitions to be used to complete the information above:

Donor: Indicate applicant's name or list name(s) of other donor(s)
Source: Indicate the source of the funds (examples: operating funds, private donation, appropriated funds)
Type: Indicate the kind of match (examples: cash, applicant personnel or in-kind services, donated/volunteer time, or indirect costs (with a federally approved indirect cost plan))
Amount: For each kind of applicant match indicate the dollar amount

**CLG GRANT APPLICATION: ATTACHMENT 4
STATEMENT OF ASSURANCES FOR CLG GRANTS**

FFY2024

Federal Fiscal Year of the Grant: _____

As a duly authorized representative of the government which is applying for this federal CLG Grant, I certify the following statements to be true.

1. The applicant has complied with all requirements of Delaware's CLG Program including timely submittal of their annual report outlining CLG commission actions and activities for the prior year.
2. The applicant has a satisfactory record of integrity, judgment, and performance, especially with prior performance of grants and contracts.
3. The applicant will be able to comply with the proposed completion schedule for the project.
4. The applicant has adequate financial resources for performance, as well as the necessary experience, technical qualifications, and facilities.
5. The applicant has an adequate accounting system and auditing procedures to provide effective accountability and control of property, funds and assets sufficient to meet federal audit requirements.
6. The applicant will comply with all applicable requirements of the federal Office of Management and Budget's (OMB) regulations 2 C.F.R. Part 200 and the National Park Service's Historic Preservation Fund Grants Manual.
7. The applicant will perform the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996, and OMB-Circular A-133.
8. The applicant will conform with all federal statutes relating to non-discrimination.
9. The applicant will comply with provision of the Hatch Act which limit political activities of employees whose principal employment responsibilities are funded in whole or in part with federal funds.
10. The applicant is not debarred from receiving federal funds.
11. The applicant will comply with the Grant Requirements outlined in application guidelines, and with the Secretary of the Interior's Standards and Guidelines for Historic Preservation Projects, as applicable.

10/30/2025

Signature of CLG Authorized Representative

Date

Dawn Melson-Williams, Principal Planner, Dept of Planning & Inspections

Typed Name and Title of Authorized Representative

City of Dover, Delaware

Applicant (Municipality or County)

Project Narrative FFY2024

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 of 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 in 1997 included many commercial and residential properties listed in the National Register of Historic Places as part of the Victorian Dover Historic District but not the entire District area. The H (Historic District Zone) was expanded by 1.74 areas in early 2022 to include the full extent of the block bounded by South State Street, Water Street, South Governors Avenue, and Bank Lane. 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

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.

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.

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 2024, a total of 32 applications (permit activity in the Historic District) were reviewed under this process with 27 Permits requiring Architectural Review Certification and 5 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 *2019 Comprehensive Plan (as amended)* this information is presented in Chapter 6 - Historic Preservation and associated Map 6-1A and Map 6-1B. 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

2019 Comprehensive Plan, excerpt from Table 1-2: 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 1990s. The recommendation also suggested consideration of the standards and guidelines for the levels of protection for The Green and the Loockerman Street areas. There is also a specific recommendation to "evaluate and consider the use of modern materials and technologies in the standards and guidelines.

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

² The volume of Permit Activity in the Historic District over the past five years has averaged around 45 applications a year with a majority of them eligible for Architectural Review Certification review by Staff.

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.

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)*.

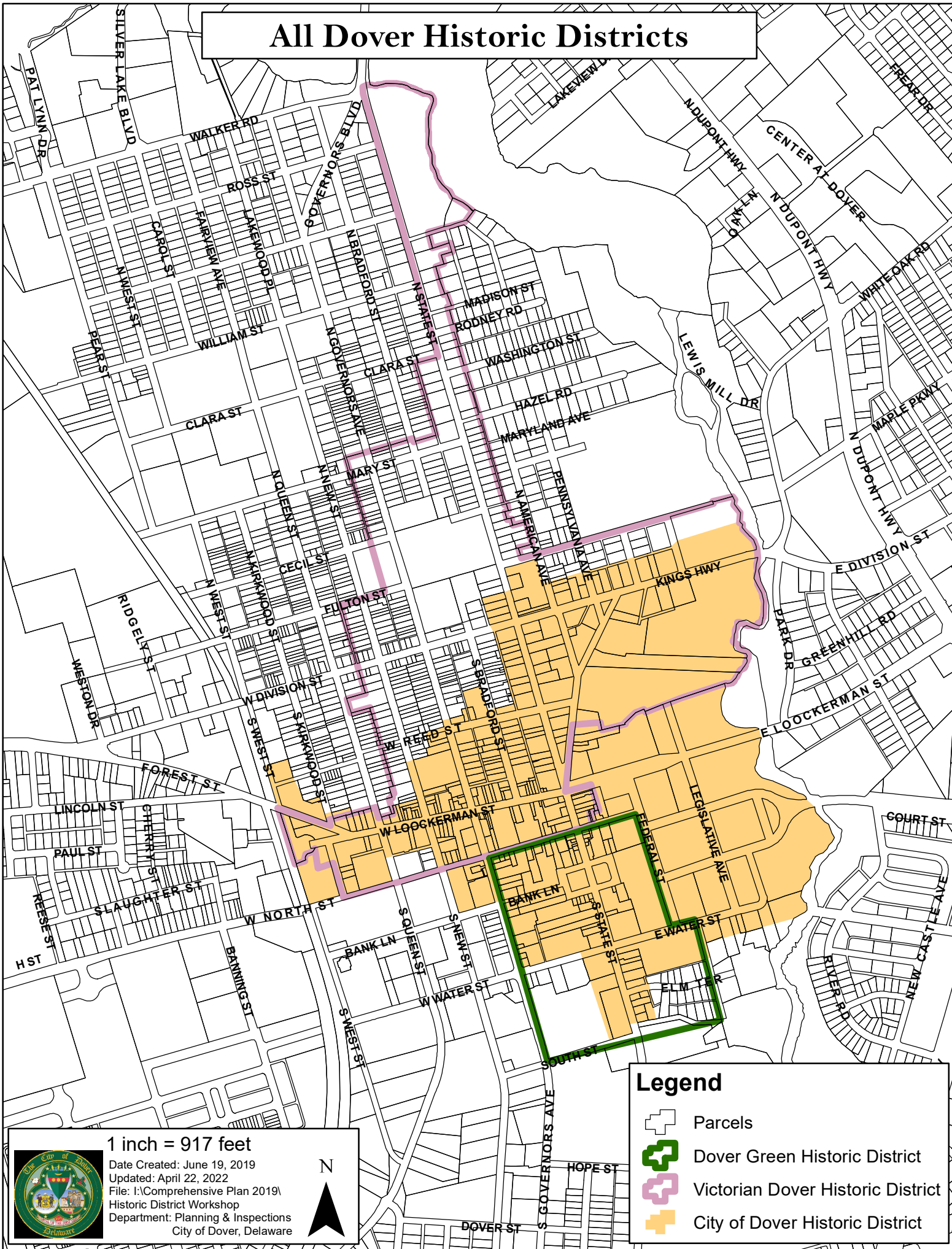
The project will consist of a series of phases: Planning, Public Outreach, Guidelines Revision and Refinement, and Preparation of Draft Addendum Document. The following chart outlines the anticipated activities of the project.

Timeframe	Project Phase	Activities and Products
TBD	Consultant Services	Identify basic scope of work and solicit quotes/proposals per City's Procurement Policy. Select Consultant
2 months* timeframes may overlap	Planning	Meetings with Consultant, Staff and HDC to outline /refine general project approach, goals, and format for Addendum guidelines, determine public input strategy.
3 months*	Public Outreach	Analysis of guidelines. Conduct focus groups/stakeholder meetings and a Public Workshop.
4 months*	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.
2 months*	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 about nine months with a formal adoption process to follow with the Historic District Commission and Planning Commission.

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.

All Dover Historic Districts



Date Created: June 19, 2019
Updated: April 22, 2022
File: I:\Comprehensive Plan 2019\
Historic District Workshop
Department: Planning & Inspections
City of Dover, Delaware



 Parcels
 Dover Green Historic District
 Victorian Dover Historic District
 City of Dover Historic District