



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

January 22, 2025

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Authorization to submit a grant application to the Michigan State Historic Preservation Office for the FY 2025 Certified Local Government (CLG) Grant**

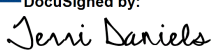
The Historic Designation Advisory Board (HDAB) is hereby requesting authorization from Detroit City Council to submit a grant application to the Michigan State Historic Preservation Office for the FY 2025 Certified Local Government (CLG) Grant. The amount being sought is \$50,000.00. There is no match. The total project cost is \$50,000.00.

The FY 2025 Certified Local Government (CLG) Grant will enable the department to:

- Provide restoration to 28 windows at the historic Redford Theater, improving the building's energy efficiency and historic integrity.

We respectfully request your approval to submit the grant application by adopting the attached resolution.

Sincerely,

DocuSigned by:  
  
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Terri Daniels  
Director of Grants, Office of Development and Grants

CC:  
Sajjiah Parker, Assistant Director, Grants

## RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the Historic Designation Advisory Board (HDAB) has requested authorization from City Council to submit a grant application to the Michigan State Historic Preservation Office (SHPO), for the FY 2025 Certified Local Government (CLG) Grant, in the amount of \$50,000.00, to restore 28 windows at the historic Redford Theater, improving the building's energy efficiency and historic integrity; and

**WHEREAS**, the Historic Designation Advisory Board (HDAB) serves as the Certified Local Government Administrator for the City of Detroit; and

**WHEREAS**, the City of Detroit acknowledges that the Certified Local Government Grant Program is an expense reimbursement program and reimbursement will be made upon the SHPO's acceptance and approval of a complete reimbursement request; and

**WHEREAS**, the Historic Designation Advisory Board acknowledges it will be responsible for paying invoices as they become due and that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, and SHPO audit and acceptance of financial documentation for eligible costs; and

**WHEREAS**, upon approval of the application by the SHPO, the HDAB Director, Janese Chapman, shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents; and

**WHEREAS**, Kelsey Mass, HDAB Preservation Planner and Grants Manager, is appointed the Grant Project Manager who will oversee the day-to-day grant management in coordination with the Office of Development and Grants; now

**THEREFORE, BE IT RESOLVED**, the Historic Designation Advisory Board (HDAB) is hereby authorized to submit a grant application to the Michigan State Historic Preservation Office for the FY 2025 Certified Local Government (CLG) Grant.



CITY OF DETROIT  
 OFFICE OF THE CHIEF FINANCIAL OFFICER  
 OFFICE OF DEVELOPMENT AND GRANTS

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**Grant Application Request Form (GARF)**

In order to secure the Office of Development and Grants (ODG) approval required under Section 17-4-2 of the Detroit City Code, this form is to be filled out by City Departments as soon as possible upon learning of an opportunity that the Department would like to pursue. This form must be signed and submitted not later than 20 business days prior to the application deadline.

Please submit this form to the following ODG staff: Sajjiah Parker, Assistant Director, [parkersa@detroitmi.gov](mailto:parkersa@detroitmi.gov) and the Department/Project assigned Development Officer.

<b>City Department</b>	Detroit Historic Designation Advisory Board
<b>Date</b>	January 21, 2025
<b>Department Contact Name</b>	Lisa DiChiera, Deputy Director
<b>Department Contact Phone</b>	773-456-7220
<b>Department Contact Email</b>	<a href="mailto:lisa.dichiera@detroitmi.gov">lisa.dichiera@detroitmi.gov</a>
<b>Grant Opportunity Title</b>	MI SHPO 2025 CLG Grant Program
<b>Grant Opportunity Funding Agency</b>	MI State Historic Preservation Office
<b>Web Link to Opportunity Information</b>	<a href="http://Certified Local Government Grant Program - Mlplace.org">Certified Local Government Grant Program - Mlplace.org</a>
<b>Award Amount (that Department will apply for)</b>	\$50,000
<b>Application Due Date</b>	February 3, 2025
<b>Anticipated Proposed Budget Amount</b>	\$50,000
<b>City Match Contribution Amount</b>	0
<b>Source of City Match (include Appropriation Number, Cost Center, and Object Code)</b>	N/A
<b>List of programs/services/activities to be funded and the Budget for each</b> <i>Sample:</i> - ABC Afterschool program: \$150,000 - XYZ Youth leadership program: \$100,000 - Salary/Benefits: \$95,000 - Supplies: \$5,000	Restoration of 28 windows at the historic Redford Theatre
<b>Brief Statement of Priorities/Purpose for the Application</b> <i>Sample: To support expansion of promising youth development programs in MNO neighborhood.</i>	Improve the building's energy efficiency and historic integrity.
<b>Key Performance Indicators to be Used to Measure the Programs/Services/Activities</b> <i>Sample:</i> # of kids newly enrolled in ABC and XYZ % of kids from ABC who demonstrate improved educational performance	# of windows rehabilitated # of restoration trainings offered

**Janese Chapman**

Director's Name (Please Print)

DocuSigned by:  
  
 Director's Signature

1/22/2025

Date