

**City of Detroit**  
**CITY COUNCIL**

**HISTORIC DESIGNATION ADVISORY BOARD**

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March 3, 2022

THE HONORABLE CITY COUNCIL:

Re: Authorization to submit a grant application to the Michigan State Historic Preservation Office for staff to attend National Alliance of Preservation Commissions Forum 2022 Conference

The Historic Designation Advisory Board is requesting authorization from Your Honorable Body to submit a grant application to the Michigan State Historic Preservation Office (SHPO), for a Certified Local Government (CLG) Grant. The grant amount being sought is \$1,000 to be used to pay for conference attendance fees and lodging for one HDAB staff member to attend the National Alliance of Preservation Commissions Forum (NAPC) 2022 Conference. This grant does not require a financial or in-kind match.

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

Respectfully submitted,



Janese Chapman  
Director, Historic Designation Advisory Board

**RESOLVED:**

Whereas, the Certified Local Government (CLG) program provides the City of Detroit an special access to exclusive grant funding opportunities and technical assistance from Michigan State Historic Preservation Office (SHPO), and;

Whereas, City Council's Historic Designation Advisory Board (HDAB) serves as the representative to managing the CLG program for the City of Detroit, and;

Whereas, the HDAB is requesting authorization from City Council to file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government (CLG) program in the amount of \$1,000 for a scholarship for a HDAB staff member, to attend the National Alliance of Preservation Commissions (NAPC) Forum 2022 conference, and;

Whereas, attendance of this conference by HDAB staff will help provide the HDAB board and City Council better guidance and best practices as it relates to the topic of historic preservation;

Whereas, the City of Detroit acknowledges that the CLG program is an expense reimbursement program and reimbursement will be made upon SHPO acceptance and approval of a complete reimbursement request, and;

Whereas, the City of Detroit will directly pay conference fees on of the HDAB staff member, which SHPO will reimburse to the CLG, and;

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

Whereas, the HDAB Deputy Director/Grant Coordinator is appointed as the Grant Project Manager who will oversee the grant management and grant administration duties;

RESOLVED, that City Council directs the HDAB Director to file an application for a grant from the SHPO CLG program for \$1,000; and

RESOLVED, that the HDAB Director be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.



**NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS (NAPC) FORUM 2022  
CLG SCHOLARSHIP APPLICATION  
DUE MARCH 21, 2022**

The Michigan State Historic Preservation Office (SHPO) makes annual grant funds available through the Certified Local Government (CLG) program, a preservation partnership between local, state, and national governments focused on promoting historic preservation at the local level. For 2022, SHPO is also offering conference scholarships.

Scholarship funds are being offered for staff and historic district commissioners in CLG communities to attend the **National Alliance of Preservation Commissions (NAPC) biennial conference, NAPC Forum 2022**, which will be held in Cincinnati, Ohio, from July 13-17, 2022. Conference registration is anticipated to open on or around April 1. Details are available at: <https://napcommissions.org/>.

**Grant Reimbursement and Documentation**

In accordance with CLG program federal requirements, all grants are paid on an expense reimbursement basis only. The attendee or CLG must pay for expenses upfront, which will be reimbursed (up to the grant amount) upon SHPO receipt and approval of a completed reimbursement request (see [here](#)) and proof of expenses. Reimbursement requests must be submitted by September 1, 2022.

**Eligible Applicants and Application Process**

All CLGs in good standing are eligible to apply for funds on behalf of their staff or historic district commission members. The CLG **must** apply on behalf of the individual requesting attendance. SHPO can only make awards directly to the CLG, not private individuals. This means that the CLG will either be responsible for disbursement of grant funds to the individual once reimbursement is received from SHPO or will cover the costs directly on behalf of the attendee, which will be reimbursed to the CLG following attendance.

Interested CLGs must submit the completed application form via email no later than 5:00 p.m. on March 21, 2022, to Alan Higgins, CLG Coordinator, at [HigginsS3@michigan.gov](mailto:HigginsS3@michigan.gov). Applications must be signed by an authorized staff person of the CLG and accompanied by a resolution from the CLG authorizing acceptance of the grant, if awarded. Applicants are encouraged to use the template [here](#).

**Award Criteria**

Scholarships will be awarded based on demonstrated need and benefit. Consideration may also be given to persons who have not attended an NAPC Forum previously and/or geographic distribution of funds.

**Eligible Expenses**

Applicants may request up to \$1,000 to cover:

- Conference registration fees, inclusive of the main program and any optional conference events the attendee wishes to attend.
- Lodging for the length of the conference. Lodging is reimbursable at the conference hotel block rate (\$179) or another hotel at the federal per diem rate (\$151). The conference headquarters will be the [Hilton Cincinnati Netherland Plaza](#).
- All other costs incurred outside of the conference fee and lodging (e.g., incidentals, per diem, and mileage) are ineligible expenses. Parking is an eligible expense only if it is associated with lodging. General parking expenses (e.g., meters, parking lots) are not eligible.

**Number of Scholarships**

Up to seven \$1,000 scholarships will be offered to offset the costs of the conference. A CLG may apply for a scholarship for more than one individual; however, no CLG will be awarded more than one scholarship unless funding is available.

**Grant Agreement**

If selected, the CLG will enter into a grant agreement with SHPO that covers the terms of the reimbursement and related provisions.

**Conference Attendance**

Scholarship recipients are expected to attend a minimum of four conference sessions. Attendees will be required to provide a brief synopsis of lessons learned as part of the reimbursement request.



1. Briefly describe why a CLG scholarship is needed to be able to attend the NAPC Forum 2022.

2. Briefly describe what the attendee hopes to learn from attending the NAPC Forum 2022. How will their attendance benefit your community's preservation program?

3. Briefly describe how the attendee will share information learned with your Historic District Commission.