



## North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor  
Linda A. Carlisle, Secretary

Office of Archives and History  
Jeffrey J. Crow, Deputy Secretary

April 30, 2012

Lisa Miller, Planner  
Durham City/County Planning Department  
101 City Hall Plaza  
Durham, NC 27701

Re: Durham Design Guidelines Update

Dear Ms. Miller:

I am pleased to inform you that your application for a FY 2012 Historic Preservation Fund (HPF) grant for the Durham Design Guidelines Update has been selected for funding. Your grant award amount is \$12,000.

The HPF is a federal program administered by the National Park Service, United States Department of the Interior. HPF grants for local projects are made available to local governments, non-profit organizations, and educational institutions through the State Historic Preservation Office (HPO), Division of Historical Resources, Office of Archives and History, North Carolina Department of Cultural Resources.

HPF grant awards for local projects in FY 2012 total \$93,000. In addition to your project, funded projects include an architectural survey update, a National Register nomination, a feasibility study for the adaptive reuse of a silo barn, and a cultural resource survey of two prehistoric and historic archaeological sites, among others.

Enclosed are two copies of the Grant Contract for your project. The Grant Project Outline and Budget (Attachment C to the Grant Contract) is based on your grant application and provides a brief summary of anticipated activities and costs related to the project. To indicate the city's acceptance of the grant with its related conditions, please have the appropriate city official **sign both copies of the Grant Contract, complete and sign the attachments listed below, and return them by June 1, 2012**, to Michele P. McCabe, Grants Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617. If there are questions, please contact Michele at 919-807-6582 or [michele.patterson.mccabe@ncdcr.gov](mailto:michele.patterson.mccabe@ncdcr.gov).

**MAILING ADDRESS**  
4610 Mail Service Center  
Raleigh, NC 27699-4610

Telephone 919-807-7280  
Fax 919-733-8807

**LOCATION**  
109 East Jones Street  
Raleigh, NC 27601

Attachments to be completed, signed, and returned include the following:

- Certification of Matching Share (Attachment E)
- Statement of No Overdue Tax Debts (Attachment F)
- Assurances - Non-Construction Programs (Attachment G)
- Grantee's Affirmation of Receipt of Title VI, Section 504, Equal Opportunity is the Law Poster (Attachment H). The Equal Opportunity Poster is enclosed.
- Federal Certification Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements, and Lobbying (Attachment I)

No grant activities may take place until the Grant Contract has been signed by the Office of Archives and History. The city must follow federal and state procurement procedures to select a project consultant. No activities may be performed by a project consultant until the city and the consultant have signed a two-party Project Description and Contract. The HPO will prepare the Project Description and Contract, using an approved template, in consultation with the city and the consultant.

The HPO project specialist assigned to the project will be in touch with you soon to assist with procurement of the consultant. The HPO's role in the grant project, which is set forth in the Grant Contract, Section 5, includes guiding the project activities, reviewing and approving the products, and approving payments to the consultant.

Due to federal deadlines for spending FY 2012 HPF funds, all project activities must be satisfactorily completed and approved final products must be submitted to the HPO by **August 16, 2013**, with no option to extend. All city requests for reimbursement of grant funds and the city's final accounting must be submitted to the HPO by **August 30, 2013**, with no option to extend.

Thank you for participating in the North Carolina historic preservation program. My staff and I look forward to working with you through the successful completion of your project.

Sincerely,



Jeffrey J. Crow  
State Historic Preservation Officer

cc: Secretary Linda A. Carlisle  
David Brook, Director, Division of Historical Resources  
Ramona Bartos, Deputy State Historic Preservation Officer  
Michele McCabe, Grants Coordinator, State Historic Preservation Office

Enclosures