



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Meeting Agenda

Heritage Preservation Commission.

Monday, February 14, 2022

12:00 PM

Council Chamber, Third Floor, City Hall, 411
West First Street

To view the meeting, visit <http://www.duluthmn.gov/live-meeting>

NOTICE: The Heritage Preservation Commission will be holding this meeting by other electronic means pursuant to Minnesota Statutes Section 13D.021 in response to the COVID-19 emergency. Some members of the Board will be participating through video conference. Due to the COVID -19 emergency and the closure of City facilities, public comment will not be taken in person. However, members of the public can monitor the meeting and provide public comment on agenda items through WebEx Events. Visit <https://duluthmn.gov/live-meeting> to access the meeting. The public is also encouraged to submit written comment to planning@duluthmn.gov prior to the meeting. Please include "HPC Agenda" in the subject line, and include your name and address and the agenda item you are speaking to. Please note that all public comment is considered Public Data.

1 Call to Order/Determination of Quorum

2 Public Hearings

PL 22-023 Historic Construction/Demolition Permit City Hall Exterior Work/HVAC

3 Consideration of Minutes

January 10, 2022

4 Communications

5 Report of Final Disposition on Matters Previously Before the Commission

PL 21-103 Historic Construction/Demolition Permit for 506 W Michigan St (Depot)

6 Reports of Officers, Staff and Committees

Land Use Supervisor: Fire-Damaged Buildings and Downtown Revitalization

7 Consideration of Matters Regarding Commission Action

[HP2](#)

PL 21-161 Downtown Commercial Historic Design Guidelines

Attachments:

[PL 21-161 Sep 21 HPC Memo with Draft Doc](#)

[HP4](#)

2022 Preservation Conference

Attachments:

[2021 State Preservation Conference Final](#)


8 Other Business

9 Adjournment



Planning & Development Division
Planning & Economic Development Department

Room 160
411 West First Street
Duluth, Minnesota 55802

 218-730-5580

 planning@duluthmn.gov

Date: February 9, 2022
To: Planning Commission
From: Steven Robertson, Senior Planner
RE: Pending Items on the February 14, 2022 HPC Agenda

Public Hearing, Historic Construction Permit, PL 22-023 City Hall Exterior Work/HVAC

This item is an official public hearing item, so following commissioner discussion, there will be an opportunity for members of the public to address HPC and share their comments on the proposal. This is part of the city hall HVAC upgrade program. There will be significant interior work (vents, duct work, etc), but very limited exterior work. The exterior work, the part that the HPC review is required as part of the Duluth Civic Center Historic District, will be limited to just a few roof units.

According to the applicant, "through field verification the engineering team did verify the height of existing adjacent rooftop equipment in the same section of the roof is not visible from the street level as indicated by the photos submitted". Sheet M470 indicates the height of the new rooftop units.

Items Previously Before the Commission, PL 21-103 Historic Construction/Demolition Permit for 506 W Michigan St (Depot)

This item was tabled from the December 2021 HPC meeting, to allow for more time to receive information from SHPO. According to the applicant, "In addition to the roof question there was a comment made about looking into a copper roof. We could not find any evidence of this in any of the historical documents provided to us from the county. Also, we got it priced at approx. a 50% increase in cost for the materials. This is a wildly high increase and the county is not in the position to pay for this major increase in addition to it also not being documented as an original material. We will be proceeding with the metal standing seam to replace 1:1 what is there now."

Items Previously Before the Commission, PL 21-161 Downtown Commercial Historic Design Guidelines

The city received communication back on the draft document, supportive of the effort and the guidelines. The next step would be to hold an official public hearing, both at the HPC and the PC, to incorporate the design standards into the UDC. It is advisable to hold one final public input/comment meeting, with written notice to property owners within the district, session prior to the public hearing.

Items Previously Before the Commission, Historic Preservation Conference

Final application is due March 4, 2022.

Other

Adam Fulton, Deputy Director of Planning and Economic Development, would like to attend the meeting to share a few comments on the topic of fire-damaged buildings and downtown revitalization

Heritage Preservation Commission
January 10, 2022 Meeting Minutes
Web-Ex Meeting Format

Due to the COVID-19 emergency, the HPC members participated through video conference from home. The meeting was held as a Special Meeting pursuant to Minnesota Statute 13D.021 in response to the Covid-19 emergency.

Call to Order and Roll Call

President Ken Buehler called to order the meeting of the Heritage Preservation Commission (HPC) at 12:04 p.m. on Monday, January 10, 2022.

Attendance: (Via WebEx video conferencing – all votes conducted via roll call)

Attending: Ken Buehler, Stacey DeRoche, Jessica Fortney, Brandon Hartung (experienced technical difficulties), Jess Mccullough, Mike Poupore (experienced technical difficulties), and Sarah Wisdorf

Absent: N/A

Staff Present: Steven Robertson and Cindy Stafford

Public Hearings

None at this time.

Consideration of Minutes

December 13, 2021 Regular HPC Meeting

MOTION/Second: Wisdorf/Fortney approved the minutes (Commissioners Hartung and Poupore missed the vote.)

VOTE: (5-0)

Communications

None at this time.

Report of Final Disposition of Matters Previously Before the Commission –

PL 21-103 Historic Construction/Demolition Permit for 506 W. Michigan St (Depot) – The Concurrent Use Permit (CUP) will go before the planning commission tomorrow night. This doesn't impact design issues, which will come back to the HPC in February for approval.

Consideration of Matters Regarding Commission Action

PL21-161 Downtown Commercial Historic Design Guidelines – Being reviewed by SHPO.

2022 Preservation Conference – Steven Robertson noted the conference would be September 14, 15, 16 (wed, thur, fri). SHPO would prefer an in-person conference versus a virtual conference, but that decision cannot be made until later this year (around May). SHPO staff need to get direction from their supervisors related to COVID (to weigh the pros and cons of in person meetings), and that cannot happen till later this spring. Understandable this does not leave a lot of time for planning. They think they have a main speaker already lined up, Anton Trier from Bemidji State. They would like us to submit a new grant application, but this time ask for less money (less than \$45,000). Stacey DeRoche noted the Depot has their 100th anniversary celebration on the 17th. She thinks the conference's Wednesday kick-off could be held at the Depot. Jessica Fortney noted that SHPO takes on a lot of the details on their own. The HPC and staff would be on-site representatives.

New Business

Commissioner DeRoche found out on facebook about plans for a new parking lot in the downtown historical district. How can this be proposed without being brought to the HPC first? Chair Buehler noted this includes the former Chinese Dragon on the lower side of Superior Street. The original plans called for using the façade for a new boutique hotel. Mayor Ness had an idea to build a library here, years ago. There isn't much information on the proposed parking lot. Robertson noted the HPC would see a new construction or demo permit, if it was locally nominated. Currently it is a contributing building in a historic district, but not nominated itself. The HPC doesn't have the power to deny demo. Robertson noted this is a national district and an Environmental Assessment Worksheet (EAW) is not needed. Chair Buehler asked if SHPO could be informed, and asked staff to confirm. DeRoche stated taking a building down creates a large gap in the historic district, which is problematic. Mike Poupore agrees it is problematic. Fortney asked why this isn't a priority before it goes to permitting. Where are the hiccups in the system? The gaps should be closed. Commissioner Sarah Wisdorf noted the gap is the interpretation of what is historically nominated. The way to close the gap is to start nominating national nominations to make them locally designated. Robertson stated this district is in limbo and has no clear line of protection. Wisdorf noted passing the downtown historic guidelines would help enforcement. Chair Buehler noted the upcoming guideline passage may have spurred action before it goes into effect. He asked if the HPC has control over what happens to a participating structure. He understands what staff and the city think, but would like a second opinion for SHPO. Commissioner DeRoche using the passage of the upcoming design guidelines as an impetus is unethical. Commissioner Fortney agrees any movement ahead of time is unethical. Wisdorf noted they are following current guidelines. Chair Buehler would like to sure the HPC's role is spelled out definitively.

MOTION/Second: Poupore/DeRoche inquire with SHPO for an EAW review before demo moves forward (Hartung could not vote due to technical difficulties)

VOTE: (5-1, Wisdorf Opposed)

Other Business – N/A

Reports of Officers, Staff and Committees

Wisdorf gave an overview of the planning commission's upcoming items. The pc will vote on the CUP for the Depot tomorrow night. This won't affect the scope and design of the modifications being prosed. She will relay HPC's design concerns, but noted the pc is focusing and voting on strictly the right of way issue.

Adjournment - Meeting adjourned at 12:34 p.m.


Respectfully,

Adam Fulton – Deputy Director
Department of Planning and Economic Development

**Application for
 CERTIFICATE OF APPROPRIATENESS
 for Duluth Heritage Preservation Landmarks and Districts**

Please complete this application as it pertains to your project. Attach all information required, including a scope of work form.

Location of Building: 411 West First Street Duluth, MN
(Street Address) (City, State) (Zip Code)
Duluth City Hall Thomas J. Shefchik
(Historic Name) (Architect Name(s) - if known)
Owner: City of Duluth 411 West First Street
(Name) (Street Address, City, State, Zip Code) (Daytime Phone)
Applicant: BTR Architects 900 Second Avenue South 612-332-1234
(Applicant's Name, if other than owner) (Street Address, City, State, Zip Code) (Daytime Phone)

Owner's Signature:  **Date:** 1-25-22

TYPE OF WORK PROPOSED

- Exterior Restoration Addition to Building Landscaping Signs New Construction
 Interior Restoration (COA may not be required - please check building's preservation plan)

EXTERIOR ALTERATIONS (CHECK ALL THAT APPLY)

- | | |
|---|---|
| <input type="checkbox"/> Windows | <u>Checklist of items needed for application:</u> |
| <input type="checkbox"/> Doors | |
| <input type="checkbox"/> Siding | |
| <input checked="" type="checkbox"/> Roof change | |
| <input type="checkbox"/> Chimney | |
| <input type="checkbox"/> Lighting | |
| <input type="checkbox"/> Facade | |
| <input type="checkbox"/> Other | |
- Scale drawings of all building elevations impacted by change
 Photos of current condition of all building elevations impacted by
 Detailed specifications and scope of work
 Materials to be used (color number, sample of material & that which is being matched, name of manufacturer & material)
 Detailed drawings of new windows, doors, or other features in scope of work

Description of proposed changes:
Remove 5 rooftop condensing units and replace with 4 units in different location.
Add 1 Dry Cooler on roof.

Reason for changes:
City Hall HVAC Renewal project.

Location of changes on building:
Roof.

ADDITION TO BUILDING

Description of addition:

Reason for changes: _____

Location of addition on site: _____

Reason for addition: _____

Size: _____
(Number of Stories) (Length) (Width) (Height)

Architect: _____ () -
(Name) (Street Address, City, State, Zip Code) (Phone)

Contractor: _____ () -
(Name) (Street Address, City, State, Zip Code) (Phone)

Checklist of items needed for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building elevations impacted by change
- Detailed specifications and architectural drawings of existing structure
- Detailed specifications and architectural drawings of new construction (Including but not limited to materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Site plan showing existing and new construction

LANDSCAPING:

Description of proposed landscape changes: _____

Reason for changes: _____

Location of changes on site: _____

Checklist of items needed for application:

- Detailed architectural landscape design plans to scale with building elevations shown
- Detailed site plans to scale
- Material samples and existing materials samples
- Photos of existing landscape and structures to be impacted.
- Detailed scope of work and specifications.
- Photos of statues, structures, etc. to be incorporated, if appropriate

SIGNS

Purpose: _____

Location: _____

Size: _____

Material: _____

Description: _____

Checklist of items for application:

- Architectural drawings of all building elevations related to new sign - must illustrate the location of both proposed and existing signs and method of lighting (if any).
- Architectural drawings of all proposed signs illustrating style(s), noting dimensions, materials, method of attachment to building or below ground structure, if free-standing, etc.
- Samples of all materials to be used (specific colors).
- Associated lighting, specifications, photos and/or catalog cuts
- A full description of the work to be performed.
- If prefabricated sign, photos and name of manufacturer, model number, etc.

INTERIOR RESTORATION

Description of proposed interior changes:

Reason for interior changes: _____

Location of changes within building: _____

Checklist of items for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building to be impacted by changes
- Detailed specifications and architectural drawings of modifications to be made (Including but not limited to: materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Detailed floor plan showing existing and new construction

NEW CONSTRUCTION ON SITE

Description of Addition: _____

Reason for Addition: _____

Location of Addition on site: _____

Size: _____

(Number of Stories) (Length) (Width) (Height)

Architect: _____ () -

(Name) (Street Address, City, State, Zip Code) (Phone)

Contractor: _____ () -

(Name) (Street Address, City, State, Zip Code) (Phone)

Checklist of items needed for application:

- Scale drawings of all building elevations impacted by change
- Photos of current condition of all building elevations impacted by change
- Detailed specifications and architectural drawings of existing structure
- Detailed specifications and architectural drawings of new construction (Including but not limited to: materials to be used on exterior and architectural elements - color numbers, samples of materials & samples of existing materials being matched, name of manufacturers & materials)
- Site Plan showing existing and new construction

Reductions to 11" by 17" are required of all oversized blueprints, plans, and drawings.

No applications will be processed without a complete application, signed by the owner, and all required attachments.

Duluth Heritage Preservation Commission
Duluth Community Planning Division
Room 208 City Hall
Duluth, MN 55802
Phone: 730-5580

Scope of Work Form

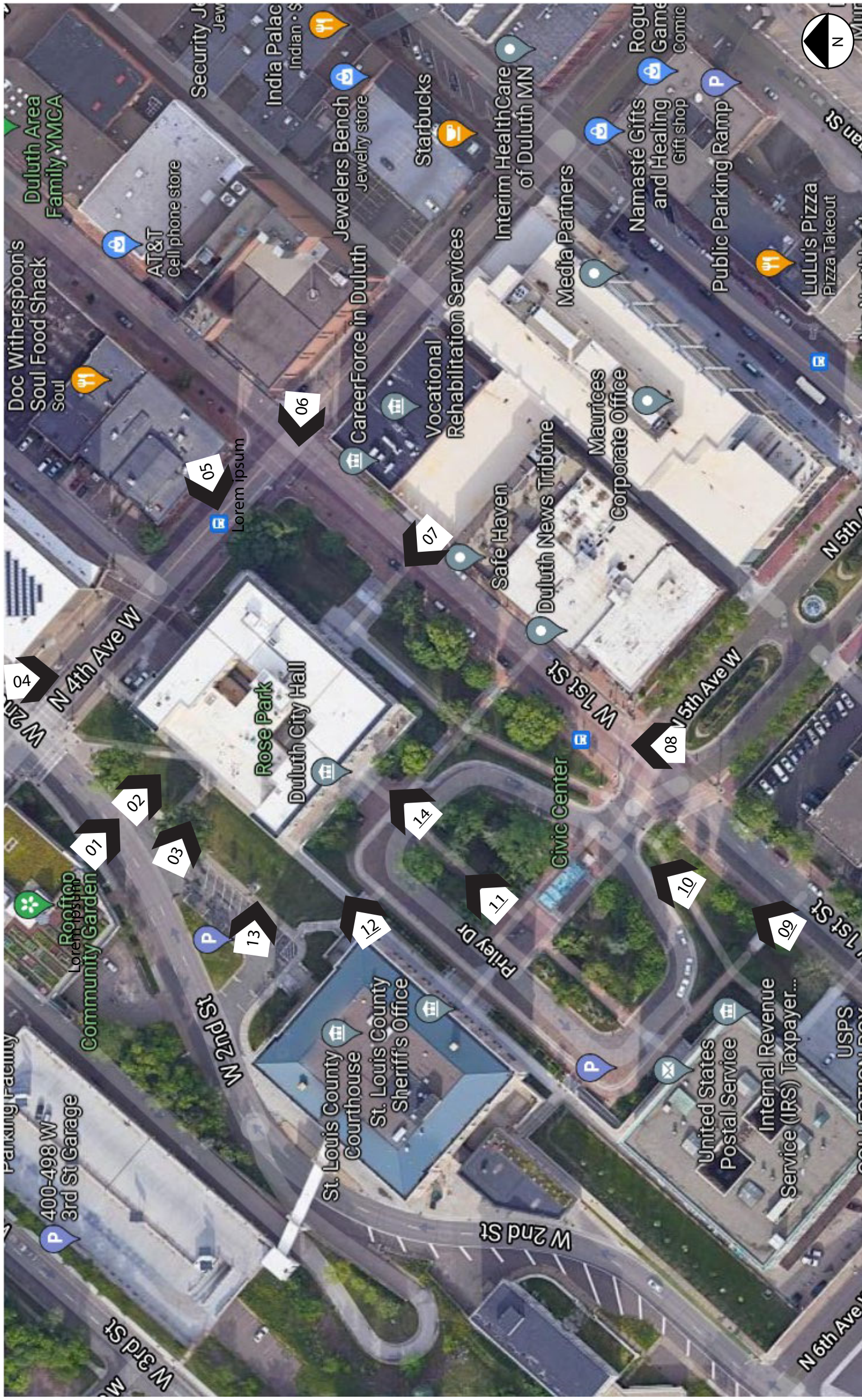
Property Name: _____

Date: _____

Property Address: _____

NUMBER: Architectural feature: _____ Approx. date of feature: _____	Describe work and impact on existing feature:
Describe existing feature and its condition: Photo No. _____ Drawing No. _____	
NUMBER: Architectural feature: _____ Approx. date of feature: _____	Describe work and impact on existing feature:
Describe existing feature and its condition: Photo No. _____ Drawing No. _____	
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Describe existing feature and its condition: Photo No. _____ Drawing No. _____	
NUMBER: Architectural feature: _____ Approx. date of feature: _____	Describe work and impact on existing feature:
Describe existing feature and its condition: Photo No. _____ Drawing No. _____	

PHOTO KEY



DULUTH CITY HALL
HVAC RENEWAL
JANUARY 17, 2022

EXTERIOR PHOTOS

#01 - #08



01



04



02



05



07



03



06



08

DULUTH CITY HALL
HVAC RENEWAL
JANUARY 17, 2022



EXTERIOR PHOTOS

#09 - #14



DULUTH CITY HALL
HVAC RENEWAL
JANUARY 17, 2022

PART 3 ARCHITECTURAL BUILDING SYSTEMS SCOPE

3.1 SCOPE

- A. The scope of architectural work for this project is primarily in support of the replacement of mechanical and electrical systems throughout the building.
- B. The project is being submitted to the State Historical Preservation Office and the Duluth Historic Preservation Committee for review and approval. The intent is to maintain existing finishes and the historical character of the exterior and interior public spaces of the building. Exterior work is limited to removing and replacing some HVAC equipment on the roof. Where an existing interior finish must be removed or disturbed by the project, it will be refurbished or replaced to match the existing historical items to the extent possible.
- C. Work will include: removal and replacement of portions of existing plaster ceiling systems in the hallways; removal and replacement of portions of existing lay-in acoustic ceiling systems; new gypsum board soffits for ductwork in certain locations; wall penetrations for new or relocated ductwork; replacement of steam radiators in offices and non-public interior spaces.
- D. Original decorative cast iron steam radiators that are not already enclosed and located in the public hallways and meeting spaces will remain in place. Piping supplying these fixtures may be replaced.
- E. The existing building currently has ADA wheelchair accessible restrooms on the lower level and on 3rd floor. This project will add a new non-gendered ADA accessible restroom on the remaining 1st, 2nd and 4th floors.
- F. The existing building currently has a large HVAC shaft that extends from the lower level up through all four floor above to the roof. This shaft does not appear to be fire rated at this time. The project will likely include modifying this shaft to serve as a 2-hour fire rated shaft enclosure.
- G. New rooftop mechanical equipment will be located on the highest roof along West 1st Street along with 2 existing roof top units that are already in place. The new equipment includes one (1) Dry Cooler and three (3) new Condensing units. The tallest of these units is 7'- 11 5/8" height, not including roof curb. Due to the height of the building and its location on the sloped hillside, the new rooftop equipment is not expected to be visible from the sidewalk across the street. See Photo Key and Photos # thru ##.

3.2 NEW ADA ACCESSIBLE SINGLE OCCUPANT RESTROOMS

- A. The new single occupant restrooms on 2nd and 4th floors will be placed in a location that matches the existing 3rd floor ADA restroom and adjacent to the existing women's restroom on each floor. Using this location will align the new plumbing piping vertically between the three floors while also taking advantage of the existing pipe chase that currently serves the existing women's restroom on each floor.
- B. Because of an existing stairway that leads down to the lower level in the location similar to floors 2-4, the new single occupant ADA restroom on 1st floor will be located in all or part of an existing storage room on the opposite side of the elevators adjacent to the 1st floor women's restroom.
- C. In all 3 restroom locations the work will include new water closet, new wheelchair accessible lavatory, grab bars, mirror and standard toilet accessories. Additional work may vary by location, but in general will include new wall to form plumbing chase along one wall, new porcelain floor tile, new ceramic tile wainscot, new gypsum board ceiling and new lighting.

3.3 MICELLANEOUS GENERAL ARCHITECTURAL WORK

- A. In order to accommodate new duct locations there will be the need to remove and replace existing ceiling systems in some locations. Office areas outside of the main hallways on each floor will mainly involve removing areas of existing lay-in acoustic ceiling systems to allow for installation of new ductwork and

replacement with either reinstalling existing ceiling systems or replacing with new, which will vary with location. New lighting will be provided in some locations.

- B. Any existing plaster ceilings in the hallways that will be affected will be carefully removed and replaced or patched with new plaster to match the existing ceilings. As much as possible, existing lighting in the hallways will be reused. If any new lighting is required in hallway location, the new fixtures will be selected to coordinate with the existing fixtures and blend with the historic character to the building.
- C. Any new doors and door frames or windows will be selected to coordinate with the historic character of the building. Any new door or window openings into the existing hallways will be designed to closely blend with the existing historic doors that are already present in most of the hallway locations.

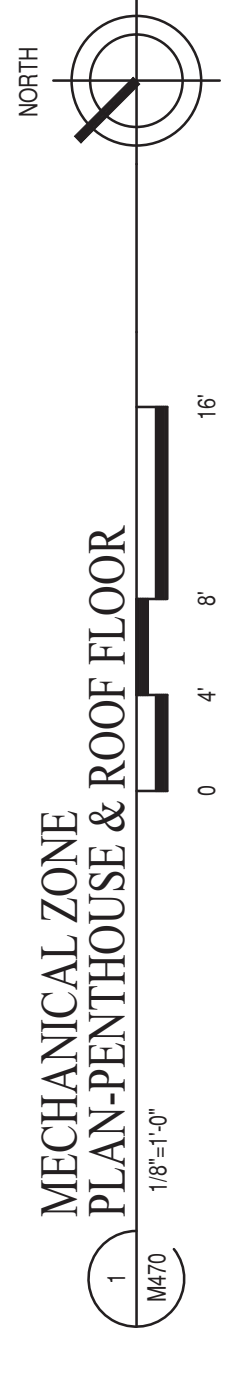
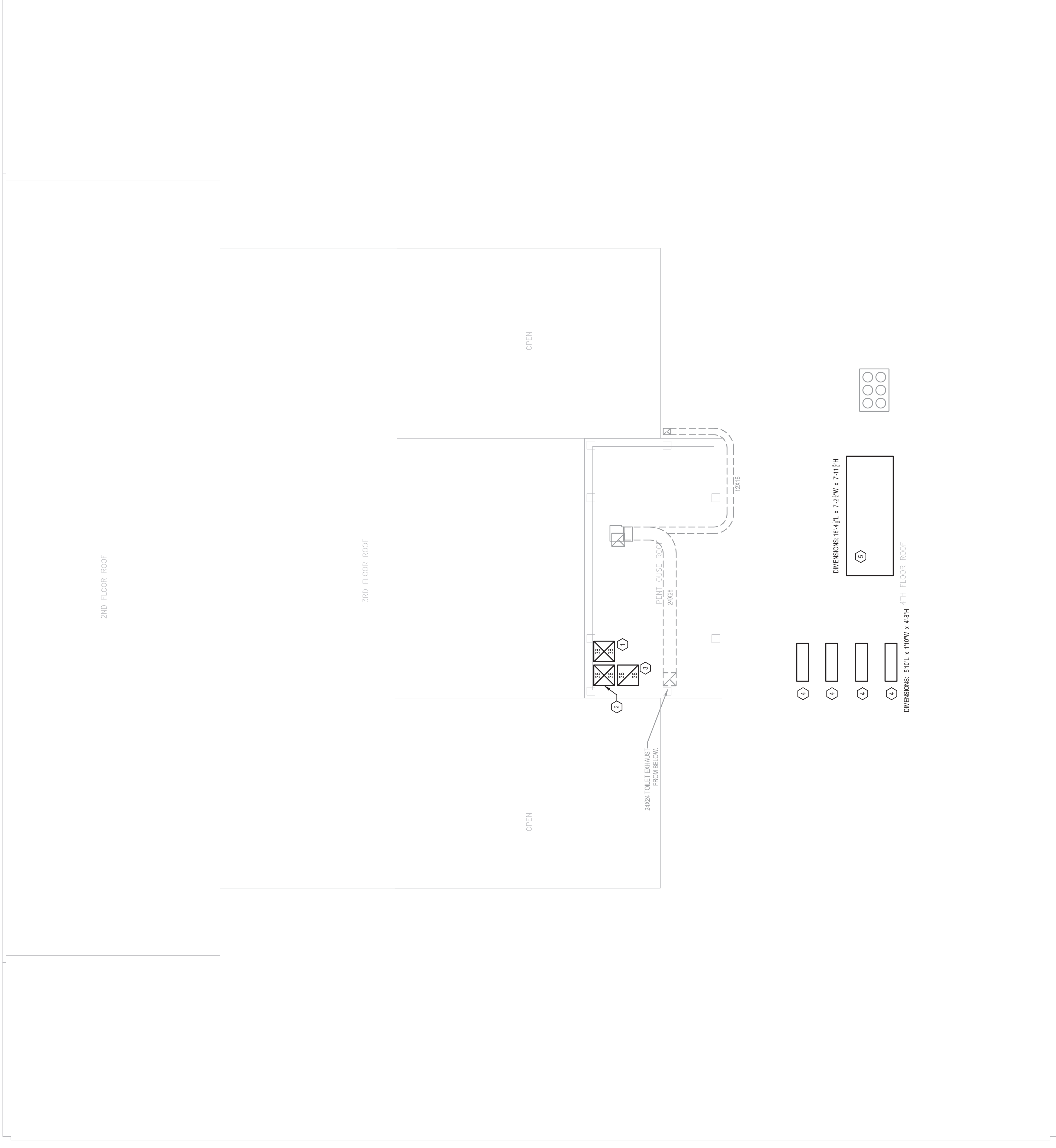
3.4 EXISTING UTILITY SHAFT

- A. If the existing utility shaft is required to have a 2-hour fire rating, the shaft at each floor will need further inspection to determine the current construction. To avoid disrupting the existing historic elevator lobbies at each floor, additional fire rating construction would need to be done within the shaft at each floor level. This work would likely involve adding light gauge steel stud framing channels and 2 layers of fire rated gypsum board to augment the existing wall system.
- B. At the 4th floor, the shaft is open to a mezzanine space above the 4th floor elevator lobby which also allows access to service the elevator equipment. The mezzanine would need to be sealed off from the shaft to maintain the fire rating of the shaft and still allow access to the mezzanine and the elevator equipment.
- C. Any duct penetration into or out of the shaft would require fire dampers.

End of Architectural Schematic Design Narrative

GENERAL NOTES:
1. xxx

- KEY NOTES (DEMOLITION):**
- ① SUPPLY AIR EXISTING SHFT, MAINTAIN FHEATING SIZE FOR REFERENCE ONLY.
 - ② OUTDOOR AIR UP EXISTING SHFT, MAINTAIN FHEATING SIZE FOR REFERENCE ONLY.
 - ③ RETURN AIR EXISTING SHFT, MAINTAIN FHEATING SIZE FOR REFERENCE ONLY.
 - ④ NEW CONDENSING UNITS ON ROOF.
 - ⑤ NEW DRY COOLER ON ROOF.



No.	Date	By	Revision

DESIGNED BY: [NAME]
 CHECKED BY: [NAME]
 DATE: 03-25-22 REG. NO. [NUMBER]

KFI ENGINEERS
 575 County Road B West
 St. Paul, MN 55113
 Tel: (651) 771-0880 Fax: (651) 771-0878
 Email: kfi@kfi-eng.com

Project Title:
 CITY OF DULUTH
 CITY HALL - MEP REMODEL
 411 WEST 1ST STREET
 DULUTH, MN 55802

Sheet Title:
 MECHANICAL ZONE PLAN -
 PENTHOUSE & ROOF

**PRELIMINARY
 NOT FOR CONSTRUCTION**

Date:	01-10-2022	Revision Number:	0
Drawn By:	CBE	Checked By:	MJP
Project No:	21-1048	DWG Scale:	AS NOTED
Sheet No:	3042	Sheet Size:	M470

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ARCHITECTURE ADVANTAGE

February 7, 2022

City of Duluth Heritage Preservation Commission
Council Chamber, Third Floor, City Hall
411 West First Street
Duluth, MN 55802

RE: Duluth Union Depot Exterior Canopy Project
506 W Michigan St, Duluth, St Louis County
Heritage Preservation Commission Review

Dear Heritage Preservation Commission:

Thank you for the review of the Duluth Union Depot Exterior Canopy Project during the December 13th, 2021 meeting.

In response to our meeting I have attached our formal SHPO response along with Architecture Advantage comments. All of their questions are very similar to the questions asked during our December review so this is our formal response for review and final approval of the project in the upcoming February meeting.

I look forward to our meeting.

If there are any questions that need to be addressed prior to the meeting please do not hesitate to reach out. Please see contact info below. Thank you for your time.

Sincerely,

Shane Nies
Project Manager / Architect
AIA, NCARB

CONTACT INFORMATION

Architect:
Shane Nies
2715 Piedmont Ave
Duluth MN 55811
shane@architectureadvantage.com
218.724.556

2715 Piedmont Avenue | Duluth, MN 55811 | 218.724.5568
375 Jackson Street – Suite 420E | St. Paul, MN 55101 | 651.224.4831

www.architectureadvantage.com

January 10, 2022

Shane Nies
Architecture Advantage
2715 Piedmont Ave
Duluth, MN 55811

RE: Duluth Union Depot Exterior Canopy Project
506 W Michigan St, Duluth, St Louis County
SHPO Number: 2022-0555

Dear Shane Nies:

Thank you for initiating consultation on the above referenced project. Information received on December 13, 2021 has been reviewed pursuant to the responsibilities given the State Historic Preservation Office by the Minnesota Historic Sites Act (Minn. Stat. 138.665-666).

As stated in your correspondence, St Louis County is proposing a rehabilitation project at the Duluth Union Depot. The proposed project includes replacing the existing portico roof, structural repair of the existing portico columns and footings, and construction of a new ADA compliant drop off/loading zone. As you know, the **Duluth Union Depot** is a historic property which is listed in the National Register of Historic Places. Accordingly, in order for our office to determine that the project will not adversely affect the historic property, the proposed work must be designed in accordance with the Secretary of the Interior's *Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Standards).

We have reviewed the following documentation that was included with your December 13, 2021 submission:

- Cover letter dated December 13, 2021
- Request for Project Review Form (dated 12/15/2021)
- Scope of Work Form and associated photos (dated 11/29/2021)
- Construction Drawings (dated 11/29/2021)

Our comments are provided below.

Scope of Work Items 1-3 Base Plates/Columns:

- Deteriorated historic features should be repaired rather than replaced or removed. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the historic in design, color, texture, and other visual qualities and, where possible, materials. Can the cast-iron structural elements that have failed be reinforced rather than substantially cut and shortened? If cutting is necessary, only the amount of the column that has failed should be removed. See "Metals in America's Historic Buildings" for more information <https://www.nps.gov/tps/how-to-preserve/preservedocs/metals-historic-buildings.pdf> and "PRESERVATION BRIEF# 27 The Maintenance and Repair of Architectural Cast Iron" <https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm>

- Please submit a refined repair plan or more detail about the amount of historic material that will be lost at each column.
- Column base collars such as those pictured in photos 1 and 6 should not be removed or should be reinstalled after any repairs.
- Concrete piers should not be faced with polished granite. This introduces a new material to the site and is not compatible with the building and site. (Per a MNDOT report the primary exterior materials are a sandstone foundation, cream-color Chaska brick walls, and Bedford (Indiana) limestone trim). Concrete piers should not be faced.

Scope of Work Item 4 Sidewalk/Entry: Proposed work meets Standards.

Scope of Work Items 5-10 Roof:

- Roof replacement should be compatible to the historic materials and building. Fascia metal at the historic canopy should match the historic cast iron, avoid covering historic features, and be minimal in size.
- Gutters should be compatible to the building and colored to blend in with the canopy. Existing round downspouts may indicate that a ½ round gutter would be more compatible.

Scope of Work Item 11 Painted Structure:

- Dry media blasting should only be used on metal that can withstand the treatment. Masonry and other materials should be protected during treatment. Appropriate metal primer and paint should be used. See “Metals in America’s Historic Buildings” for more information <https://www.nps.gov/tps/how-to-preserve/preservedocs/metals-historic-buildings.pdf> and “PRESERVATION BRIEF# 27 The Maintenance and Repair of Architectural Cast Iron” <https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm>

* Not described in the Scope of Work but included in the drawings: New curbed island around the canopy pillars is not compatible to this historic building.

We look forward to further consultation on this project. If you have any questions regarding our review, please feel free to contact me at kelly.graggjohnson@state.mn.us.

Sincerely,

Kelly Gragg-Johnson

Kelly Gragg-Johnson
Environmental Review Program Specialist



ARCHITECTURE ADVANTAGE

February 7, 2022

Kelly Gragg-Johnson
Environmental Review Program Specialist
State Historic Preservation Office
203 Administration Building
50 Sherburne Ave
St. Paul, MN 55155

RE: Duluth Union Depot Exterior Canopy Project
506 W Michigan St, Duluth, St Louis County
SHPO Number: 2022-0555

Dear Ms. Gragg-Johnson:

Thank you for the review of the Duluth Union Depot Exterior Canopy Project.
Below is our response in **RED** on the revisions that will be made and also clarifications.

1. Scope of Work Items 1-3 Base Plates/Columns:

- Deteriorated historic features should be repaired rather than replaced or removed. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the historic in design, color, texture, and other visual qualities and, where possible, materials. Can the cast-iron structural elements that have failed be reinforced rather than substantially cut and shortened? If cutting is necessary, only the amount of the column that has failed should be removed. See "Metals in America's Historic Buildings" for more information <https://www.nps.gov/tps/how-to-preserve/preservedocs/metals-historic-buildings.pdf> and "PRESERVATION BRIEF# 27 The Maintenance and Repair of Architectural Cast Iron" <https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm>

ARCH ADVAN RESPONSE (2.7.22): After review with the Structural Engineer, the columns will need to be cut and shortened – they will be evaluated to be removed at the absolute min portion of deterioration/failure. This will be much less dramatic than what is shown on the drawings now.

- Please submit a refined repair plan or more detail about the amount of historic material that will be lost at each column.

ARCH ADVAN RESPONSE (2.7.22): The worst condition is approx. 10" +/- above sidewalk at the column closest to the street. This height would be matched level across to the building entry, meaning the column cuts will get shorter and more minimal due to the sidewalk slope as you get closer to the entry so they are all on the same plane in elevation.

- Column base collars such as those pictured in photos 1 and 6 should not be removed or should be reinstalled after any repairs.

ARCH ADVAN RESPONSE (2.7.22): The intent will be to preserve and reinstall the collars as best as possible to show original design.



ARCHITECTURE ADVANTAGE

- Concrete piers should not be faced with polished granite. This introduces a new material to the site and is not compatible with the building and site. (Per a MNDOT report the primary exterior materials are a sandstone foundation, cream-color Chaska brick walls, and Bedford (Indiana) limestone trim). Concrete piers should not be faced.

ARCH ADVAN RESPONSE (2.7.22): Polished granite will be removed from the design. Concrete piers will be only concrete with no faced materials. This is similar to the current condition shown on column 3 & 4 closest to the street and column 6.

2. Scope of Work Item 4 Sidewalk/Entry: Proposed work meets Standards.

ARCH ADVAN RESPONSE (2.7.22): OK.

3. Scope of Work Items 5-10 Roof:

- Roof replacement should be compatible to the historic materials and building. Fascia metal at the historic canopy should match the historic cast iron, avoid covering historic features, and be minimal in size.

ARCH ADVAN RESPONSE (2.7.22): Roof and fascia is a 1:1 replacement of what exists now (standing seam metal), compatible with the historic materials of the building. No evidence of any other materials on historic documents reviewed.

- Gutters should be compatible to the building and colored to blend in with the canopy. Existing round downspouts may indicate that a ½ round gutter would be more compatible.

ARCH ADVAN RESPONSE (2.7.22): Gutters are a 1:1 replacement of what exists now, compatible to the canopy color to blend in, gutters to be ½ round to match existing.

4. Scope of Work Item 11 Painted Structure:

- Dry media blasting should only be used on metal that can withstand the treatment. Masonry and other materials should be protected during treatment. Appropriate metal primer and paint should be used. See "Metals in America's Historic Buildings" for more information <https://www.nps.gov/tps/how-to-preserve/preservedocs/metals-historic-buildings.pdf> and "PRESERVATION BRIEF# 27 The Maintenance and Repair of Architectural Cast Iron"

<https://www.nps.gov/tps/how-to-preserve/briefs/27-cast-iron.htm>

ARCH ADVAN RESPONSE (2.7.22): Dry media blasting as recommended will be used. Existing building will be protected during treatment.

5. * Not described in the Scope of Work but included in the drawings: New curbed island around the canopy pillars is not compatible to this historic building.

ARCH ADVAN RESPONSE (2.7.22): Concrete curbed island required by city to protect canopy column structure where the main road transitions to the drop off area under the canopy. Curb to match all other standard curbs along properties sidewalk/street edge.



ARCHITECTURE ADVANTAGE

For any further questions or comments, please reach out to me by email or phone. Please see contact info below. Thank you for your time.

Sincerely,

Shane Nies
Project Manager / Architect
AIA, NCARB

CONTACT INFORMATION

Architect:
Shane Nies
2715 Piedmont Ave
Duluth MN 55811
shane@architectureadvantage.com
218.724.5568

St. Louis County (Owner & Property Manager):

Jerry Hall
St. Louis County Property Management
100 N 5th Ave W. Rm. 515
Duluth MN 55802
hallj3@stlouiscountymn.gov
218.726.2406

January 31, 2022

Steven Robertson
City of Duluth Planning Division
411 W First Street
Duluth MN 55802-1102

RE: Duluth Commercial Historic District Design Guidelines, SHPO Referral Number 2022-0624

Dear Mr. Robertson,

Thank you for the opportunity to comment on the above referenced design guidelines document. It has been reviewed pursuant to Minnesota Statute §471.193, subd. 6., and Section 50-36.3.C.3 of the UDC for the City of Duluth.

The proposed design guidelines for the Duluth Commercial Historic District provide a common basis for making decisions about work that may affect the appearance of buildings within the historic district, and they will help establish a desired and consistent level of quality and aesthetics for the district that are based on the Secretary of the Interior's Standards for Rehabilitation. Furthermore, these guidelines will serve as an educational and planning tool for members of the Heritage Preservation Commission, the City of Duluth Planning Division, as well as the property owners and design professionals who are considering making changes to the commercial buildings located within the Duluth Commercial Historic District.

If you have any questions regarding our assessment of these guidelines, please contact me at 651.201.3291 or michael.koop@state.mn.us.

Sincerely,



Michael Koop
State Historic Preservation Office

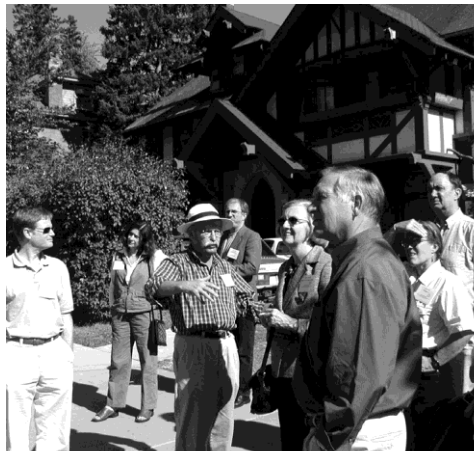
cc: Jessica Fortney, President, Duluth HPC

Certified Local Government Grants Manual

for Heritage Preservation Commissions – Fiscal Year 2022

Issued December 2021

State Historic Preservation Office
203 Administration Building
50 Sherburne Avenue, St. Paul, MN 55155
651-201-3287



PART IV - APPLICATION PROCESS

INSTRUCTIONS FOR PRE-APPLICATION AND FINAL APPLICATION

Applicants access the on-line grants system here:

<https://www.grantinterface.com/Home/Logon?urlkey=mndeptadmin>

The on-line system allows you to save your work on an application and come back to finish it later. If you have previously applied for a CLG grant you should have a user name and password. Please click "Forgot your password?" to reset your password if necessary. If you are a new applicant please click "Create New Account" to get started.

A. DRAFT APPLICATIONS

While not required, SHPO ***strongly recommends*** that an applicant submit a draft application ***by the January 28, 2022 deadline***. A draft application will allow staff to provide suggestions and comments in sufficient time to incorporate revisions into the final application.

B. FINAL APPLICATIONS

Final applications must be submitted on-line by midnight on **Friday, March 4, 2022**. Incomplete applications received by SHPO near the application deadline may be disqualified. Instructions for completing the application should be followed carefully.

C. REVIEW CRITERIA AND RATING SYSTEM

Grant applications are reviewed and scored by SHPO staff reviewers. Projects will be evaluated on the following criteria (total points available 100):

1. **Project Selection (10 points)**. Describe why you have selected this project and why it is a priority for your CLG. If your CLG has a preservation plan or comprehensive plan, how is this project a part of that plan? Describe any relevant work or previous phases that have been completed for this project.
2. **Budget and Budget Justification (20 points)**. Clearly describe each line item and the costs associated with each line item. Match may include cash, in-kind services, and/or other donated services, supplies, or materials. Does the budget include costs that are necessary and reasonable to achieve the project's objectives?
3. **Project Description (20 points)**. Provide a detailed description of the project by describing what you propose to do in the sequence it will be done and how it will be done. Has previous work been done in the project area? Describe any historic resources included in the project, their significance, and if they are designated (National Register or locally).
4. **Project Team (10 points)**. Describe the project participants, their qualifications, preservation experience, and role in the project. Who will manage the grant and what other grants have they managed? What roles will CLG staff and HPC members play in this project? Will this project be undertaken jointly with other organizations? If so, describe the partners and their roles.
5. **Timeline (10 points)**. Describe the project timeline and list key milestones, in the order they will be completed, and target dates for completion. You are not permitted to begin work on your project until your contract agreement is signed by SHPO. Please note that SHPO staff are allowed up to 30 days for review of project deliverables; this should be accounted for in the timeline.
6. **Community Impact, Public Benefit and Outreach (15 points)**. Describe the impact of this project on the community and include who will benefit and how they will benefit. Describe how you will inform others about the project and share its results.
7. **Statewide Preservation Plan (15 points)**. Indicate at least **two objectives** and their corresponding **goal(s)** of the 2022-2032 Statewide Preservation Plan that your project supports and discuss how the project reflects

each goal and objective indicated.

Once the applications have been reviewed and scored by staff, all eligible applications with staff recommendations are forwarded to the State Historic Preservation Officer for review and approval by April 22, 2022.

D. Staff will review applications with respect to the factors outlined (see item C above), will make a reasonable effort to distribute funds among the maximum number of eligible local jurisdictions consistent with CFR 61.6 (f)(1) with a reasonable distribution between urban and rural preservation areas, and will make a reasonable effort consistent with CFR 61.6.7(f)(2) that no CLG receives a disproportionate share of the CLG pass-through funds. (Previous awards may also enter into consideration.) Staff may recommend that:

1. A proposed project be funded as submitted; or,
2. A proposed project be funded with changes to the scope and/or budget; or,
3. A proposed project not be funded.

E. FUNDING APPROVAL AND PROJECT TIMELINE

Staff recommendations for funding are forwarded to the State Historic Preservation Officer in the Department of Administration for final acceptance.

After final approval is obtained notification of the grant award is made to the City, and the Department of Administration Grants Office prepares and distributes the CLG Grant Agreements. Shortly thereafter, the CLG Grant Agreement is executed by all parties.

All project work for this grants cycle must take place between July 1, 2022 and July 31, 2023. Dates for consultations and progress reports, other deadlines, and information on Requests for Reimbursement will be specifically outlined by the Grants Office in the Project Description of each CLG Grant Agreement.

PART V - INSTRUCTIONS FOR COMPLETING THE ON-LINE APPLICATION

The application process is handled entirely on-line. Before you start to complete the application, familiarize yourself with the information contained in Part III, Eligible Program Activities on pages 2-7. Consultation with SHPO staff is strongly encouraged before submitting an application.

Please remember all final applications must be submitted by midnight on the application deadline, Friday, March 4, 2022.

A. ON-LINE APPLICATION - APPLICANT INFORMATION

APPLICANT INFORMATION

- **Applicant:** List the name and address of the CLG.
- **Project Team:** List principal personnel and their qualifications. Identify the person who has primary responsibility for the project and who will work with SHPO through the project’s duration. Please note that the project director and the authorized representative must not be the same person. List

principal project personnel and their qualifications. Personnel who meet the Secretary of the Interior's Professional Qualifications Standards (see page 44738) in the Federal Register of 9-29-83 should be so indicated and supporting information included. Projects must be under the direction of professionally qualified personnel. Include resumes of principal project personnel. Professional qualifications of project personnel will be reviewed by SHPO staff.

- **Authorized Representative:** List the individual authorized to conduct the applicant's business. Please note that the authorized representative and the project director must not be the same person.

B. PROJECT INFORMATION

- **Project Name:** Provide a succinct title for the project.
- **Brief Project Summary:** Give a brief summary statement of the project.

C. BUDGET INFORMATION

Amount Requested: Indicate the total amount you are requesting for the project. This is a line-item budget. Line items are individual expense items designated for a specific purchase or service. Here you will list the totals for proposed funding including federal grant monies requested and amount of applicant match.

Match Offered: Grants must be matched 30:70, local match: federal grant. Match may include cash, in-kind services, and/or other donated services, supplies, or materials. **Minnesota Historical and Cultural (Legacy) grants may be used to match a CLG grant. Applicants are encouraged to use Legacy grants as match; note, however, that those grants are highly competitive and have different deadlines than CLG grants.** As noted in the *II. General Grant Conditions, B. Project Budget* section on page two, cash match is strongly encouraged.

Eligible budget costs can include: consultant's fees (no hourly rates can exceed \$95.74/hour including fringe benefits); travel expenses (no mileage rate can exceed the Federal Standard Mileage Rate which is currently \$.56 per mile); office and general supplies; duplication and distribution costs; administrative costs such as clerical, accounting, communication, and legal; data processing; reference books; and conference costs. Ineligible costs include: bad debts; contingencies; contributions and donations of grant funds; entertainment; fines and penalties; food and refreshments; interest and other financial costs; legislative or lobbying costs; museum curation costs; and fundraising expenses.

For *personnel items*, please include rates and estimated hours to be charged or contributed to the project. Each applicant match item should be identified as cash, in-kind services, or other match by placing the dollar amount in the appropriate column.

D. APPLICATION NARRATIVES - PROJECT SELECTION, PROJECT DESCRIPTION, PROJECT IMPACT, PROJECT PERSONNEL, COMMUNITY SUPPORT, AND PROJECT PRODUCTS

- **Project Selection:** Describe why you've selected this project and why it is a priority for your CLG.

- **Project Description:** Before completing a detailed description of the project, please refer to Part III (pages 3-6) of this grants manual to assure that all necessary information is included. Please be as specific as possible; references to appropriate *Secretary of the Interior's Standards and Guidelines*, Federal Register, Vol. 48, No. 190 dated 9-29-83, must be included.
- **Timeline:** List key milestones, in the order they will be completed, and target dates for completion.
- **Community Impact, Public Benefit, and Outreach:** Include who will benefit and how they will benefit from the project, describe how you will inform others about the project and share its results, and summarize community support for the project.
- **Underrepresented Communities:** Describe how this project will develop proactive historic preservation strategies that advance equity, expand access, increase diversity, and foster inclusion. Refer to Goal 3 of the Statewide Preservation Plan.
- **Statewide Preservation Plan:** Indicate at least one goal and at least two objectives of the 2022-2032 Statewide Preservation Plan that your project supports and discuss how the project reflects each goal and objective indicated. (Grantees may choose two objectives from multiple goals)
- **Final Product:** Provide a concise description of the products that will result from this project.

PART VI - PROJECT ADMINISTRATION AND REPORTING

All aspects of the project must conform to OMB Circulars [A-87](#) and A-102 (revised). It is especially important that the City adhere to the procurement requirements outlined in [OMB Circular A-102](#) (revised).

Acceptable documentation of the procurement process may include, (1) copies of advertisements or announcements; (2) the request for proposal (or any other information circulated by the City) and a brief description of how it was distributed; (3) a resume for the consultant and/or any other key professionals involved in the project; (4) a copy of an executed contract with the consultant; and (5) a narrative description of the written criteria and process (e.g., HPC minutes) used to select the consultant.

The City is also required to show justification for lack of competition when competitive bids or offers were not obtained. The procurement record should be clearly described to demonstrate that the City meets the federal procurement requirements.

The terms of the Grant Agreement require the City to agree to several provisions regarding the administration of the project. During the project, it is imperative that adequate and thorough records be kept of all budget items, both in the federally funded portion and in the applicant portion.

The Project Description section of the CLG Grant Agreement outlines the schedule for consultations as well as progress reports and the final products. **It is important that reports and products be submitted on time. The timeliness of work on a project is one of the criteria that will be used in evaluating a CLG's subsequent grant applications.** The Project Description also outlines the procedures for submitting a Request for Reimbursement Form. The Final Request for Reimbursement and all accompanying documentation is due within two weeks of the project's ending date.

Note regarding on-line reporting: Many of the documents you'll need to provide throughout the life of your grant and in closing it out can be submitted through the grants portal.

For projects starting prior to October 1, an interim financial close-out report, including a Request for Reimbursement Form for expenses and match incurred through September 30, will be due at the end of the federal fiscal year.

Appendices

1. Historic Structure and Historic Landscape Report Format
2. Supplemental Information on Allowable Costs

Attachment A - Value of Donated Supplies and Material Form

HISTORIC STRUCTURE and HISTORIC LANDSCAPE REPORT FORMAT

The Historic Structure Report or Historic Landscape Report format is required when a grant-assisted rehabilitation, restoration, or reconstruction project involves fabricating significant missing architectural or landscape features, recapturing the appearance of a property at one particular period of its history, or removing later additions. See NPS *Preservation Briefs* 36, “Protecting Cultural Landscapes: Planning, Treatment and Management of Historic Landscapes” and 43, “The Preparation and Use of Historic Structure Reports” for more information.

The following is the recommended format for a Historic Structures Report or Historic Landscape Report:

Content and Organization of Report

Cover Page

Table of Contents

Introduction

Study Summary

Project Data

Part 1—Developmental History

- Historical Background and Context
- Chronology of Development and Use
- Physical Description
- Evaluation of Significance
- Condition Assessment

Part 2—Treatment and Work Recommendations

- Historic Preservation Objectives
- Requirements for Work
- Work Recommendations and Alternatives
- Bibliography
- Appendices
- Supplemental Record of Work Performed (section often added later)
- Completion Report
- Technical Data (on work completed)

Introduction. This section includes a concise account of research and investigation findings and recommendations for treatment and use, and a record of project administrative data.

- *Study Summary*—a brief statement of the purpose, findings, and recommendations of the study, including major research findings, key issues addressed by the study, and a summary of recommendations for treatment and use.
- *Project Data*—a summary of project administrative data (e.g., location, ownership, and landmark status of property) and the methodology and project participants.

Part 1 Developmental History. This section consists of a narrative report based on historical research and physical examination documenting the evolution of the building, its current condition and causes of deterioration, and its significance.

- *Historical Background and Context*—a brief history of the building and its context, its designers and builders, and persons associated with its history and development.
- *Chronology of Development and Use*—a description of original construction, modifications, and uses, based on historical documentation and physical evidence.
- *Physical Description*—a description of elements, materials, and spaces of the building, including significant and non—significant features of the building.
- *Evaluation of Significance*—a discussion of significant features, original and non—original materials and elements, and identification of the period(s) of significance (if appropriate).
- *Condition Assessment*—a description of the condition of building materials, elements, and systems and causes of deterioration, and discussion of materials testing and analysis (if performed as part of this study).

Part 2 Treatment and Work Recommendations. This section presents the historic preservation objective and selected treatment (preservation, rehabilitation, restoration, or reconstruction), requirements for work, and recommended work that corresponds with the defined treatment goal.

- *Historic Preservation Objectives*—a description and rationale for the recommended treatment and how it meets the project goals for use of the building, e.g., rehabilitation for a new use, restoration for interpretive purposes, etc.
- *Requirements for Work*—an outline of the laws, regulations, and functional requirements that are applicable to the recommended work areas (e.g., life safety, fire protection, energy, conservation, hazardous materials abatement, and handicapped accessibility).
- *Work Recommendations and Alternatives*—a presentation of tasks recommended to realize the proposed treatment approach; evaluation of proposed solutions; and description of specific recommendations for work, including alternate solutions, if appropriate.

Notes, Bibliography and Appendices

- Footnotes or endnotes
- Bibliography, annotated if possible
- List of sources of information (e.g., archives, photograph collections)
- Appendices (e.g., figures, tables, drawings, historic and current photographs, reference documents, materials analysis reports, etc.)
- Index (if the report is particularly long or complex)

Supplemental Record of Work Performed. This section documents work performed, which may include planning studies, technical studies such as laboratory studies or structural analysis, or other investigation

work that was not part of the scope of the original historic structure report, and records physical work on the building (construction documents, annotated drawings, photographs). The section is usually added later to

update the report, as most historic structure reports are issued prior to implementation of the recommended treatment approach and specific work. It is sometimes referred to as Part 3 of the report.

- *Completion Report*—a record of the work accomplished, physical evidence discovered during construction, and how findings affect interpretation of the building.
- *Technical Data*—a collection of field reports, material data sheets, field notes, correspondence, and construction documents.

Table of Contents

Foreword or Introduction

- Purpose of the Report
- Preservation Objectives (proposed preservation treatment)

History of the Property

- Significance of the property's structure or landscape and setting (historic events, persons associated, ownership history, etc.)
- The appearance, occupation, and use of the property and its setting from original construction to the present time (including a chronology)
- Historical documentation (letters, builder records, photographs, etc.)

Architectural Description and Assessment

- A description and record of the existing condition (narrative and illustrations)
- Identification of the important structural or landscape features and distinctive qualities of the property
- An evaluation of the impact of the proposed use of the property
- Identification and analysis of the significant factors affecting the preservation of the property
- Recommended steps for preservation treatment, the basis for such recommendations, and, where applicable, preliminary design drawings
- Steps to minimize the potential impact of the proposed work on the property's historic character

Supplemental Material (when appropriate)

- Estimates of the cost to carry out the recommendations
- Recommendations for further study
- Materials analysis (e.g., paint)
- Bibliography

SUPPLEMENTAL INFORMATION ON ALLOWABLE COSTS

All costs for this project must be in conformance with OMB Circular A-87 and A-102 (revised) and the Historic Preservation Fund (HPF) Grants Manual (June 2007). The following points provide supplementary guidance and emphasis for areas where questions or problems may arise.

1. The project budget is divided into those costs to be reimbursed by Historic Preservation Funds (HPF federal dollars) and those costs which are covered by the City (applicant match). All costs--both HPF federal dollars and the applicant match--must be adequately documented on a Request for Reimbursement Form. The applicant match portion must total, at a minimum, the dollar amount noted on the first page of the Grant Agreement.
2. All costs must be in payment of an obligation incurred during the grant time period.
3. All costs must represent expenditures which are necessary for the accomplishment of approved grant objectives.
4. Transferred federal monies cannot be applied as matching applicant share; monies used as match on other federal grants may not be used as matching share on this project.
5. Specific cost categories:

A. Personnel

(1) Project Specific Personnel are hired as regular employees specifically for the grant project. Eligible costs may include salary expenses as well as other project related expenses incurred for the benefit of the project specific personnel. These costs may be charged to the federal portion and/or to the applicant portion of the project budget. Costs included on a Request for Reimbursement Form must be supported with copies of time sheets showing the employee's name, dates and hours worked, dollar amount, description of work performed, employee's signature, and the Signature of the employee's supervisor. Either the City's time sheets with the above information or MHS time sheets (see Attachment D) are acceptable.

(2) In-Kind Services (force account personnel) are regular employees of the City who spend all or part of their time on the grant project. Eligible costs include the actual salary of the employee including fringe benefits. (The employee must be working in the same skill for which he/she is normally paid) These costs may be charged to the federal portion and/or to the applicant portion of the project budget. Costs included on a Request for Reimbursement Form must be supported with copies of time sheets containing information described under 5.A.(1) above as well as documentation supporting the claimed wage rate(s).

(3) Donated Services (volunteer personnel) contribute time to the grant project. If a volunteer is performing tasks within his/her normal trade or profession, the value of the contribution is based on the volunteer's normal rate of pay. Benefits are not eligible. If the volunteer is performing tasks outside of his/her profession, a rate of \$25.00/hour can be used. The current rate is listed on the following website: http://www.independentsector.org/volunteer_time. These contributions may be utilized only for the applicant portion of the budget. Costs included on a Request for Reimbursement Form must be supported by time sheets with information described under 5.A.(1) above.

- B. Contractual Services are services necessary for the completion of the project which are contracted by the City. The City must follow the requirements of OMB Circular A-102 (revised) regarding procurement standards in arranging for such services. Eligible costs may include the rates actually paid to the

contractor. These costs may be charged to the state portion and/or to the applicant portion of the project budget. Costs included on a Request for Reimbursement Form must be supported by copies of invoices and copies of canceled checks.

C. Supplies and Materials

(1) Donated supplies and materials are those taken out of City stock or donated by third parties. The cost of these supplies and/or materials may be charged only to the applicant portion of the budget. Costs included on a Request for Reimbursement Form must be supported by a Value of Donated Supplies and Materials Form (see Attachment E) which must include a description of the materials and/or supplies, date of donation, fair market value, basis for the valuation (i.e., invoice price, price in retail outlet, etc.), and signature of verifying official.

(2) Purchased supplies and materials are those items bought specifically for the project. The City must follow the requirements of OMB Circular A-102 revised) in the purchase of supplies and materials. The cost of these supplies and/or materials may be charged to the federal portion and/or to the applicant portion of the budget. Costs included on a Request for Reimbursement Form must be supported by copies of invoices and copies of cancelled checks.

D. Indirect Costs may be charged to the project only if the City has a current rate that has been approved by the City's cognizant federal agency and is currently in effect. These costs may be charged only to the applicant portion of the budget. Those costs must be included on page four of the City's CLG grant application.

E. Mileage Costs may be charged to the project for necessary costs incurred excluding costs of mileage from place of residence of project personnel to the project site. Mileage paid for by the City may be charged to the federal portion and/or to the applicant portion of the budget; donated mileage may be charged only to the applicant portion. Costs included on a Request for Reimbursement Form must be supported with the following information: project personnel name, date of travel, purpose of travel, beginning and ending mileage, and rate claimed. The maximum claimable rate is the standard federal IRS rate which is \$.56 cents per mile as of December 2021.