



City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: March 17, 2025

Re: Benton-Stephens Neighborhood Historic Survey Phase I – Historic Preservation Fund (HPF) Financial Assistance Agreement (Case #139-2025)

Executive Summary

Approval of this ordinance would authorize the City Manager to execute a financial assistance agreement between the Missouri Department of Natural Resources and the City of Columbia to administer a \$25,000 Historic Preservation Fund (HPF) grant. The grant funds will be used to off-set up to \$15,000 of incurred expenditures associated with the procurement of a consultant to complete Phase I of a reconnaissance-level survey of the Benton-Stephens Neighborhood. For the purposes of this grant, the Phase I boundary will include all historic resources located south of the COLT Railroad to Amelia Street and from Old Highway 63 west to William Street.

Discussion

On September 5, 2023, Council passed Resolution 130-23 which authorized the City Manager to submit a grant application to the Missouri Department of Natural Resources (MODNR) to secure financial assistance for procurement of a qualified consultant to complete a historic neighborhood survey of a portion of the Benton-Stephens Neighborhood. Historic Preservation Fund grants are underwritten by Federal dollars allocated to the Missouri State Historic Preservation Office (SHPO) each year. Ten percent of the total Federal allocation is required to be passed through SHPO to Missouri communities. The City has maintained Certified Local Government Organization (CLG) status for the last 25 years, by maintaining certain training and outreach standards. This status gives the City priority eligibility to receive historic preservation funds for qualified projects.

On February 7, 2025, the Department of Natural Resources (DNR) approved the Historic Preservation Fund (HPF) grant application relating to Phase I of the Benton-Stephens Neighborhood Survey and notified the City via email including the attached agreement. The HPF grant contract was approved for a total amount not to exceed \$25,000 (\$15,000 State, \$10,000 City of Columbia). As a part of the grant award, DNR requires the City to execute the attached financial assistance agreement. In order to carry out the objectives of the grant, the City will subcontract with a consultant who meets the Secretary of the Interior's Professional Qualification Standards for architectural historians (CFR 36, Part 61 – Code of Federal Regulations, Procedures for State, Tribal, and Local Government Historic Preservation Programs).

Per the financial assistance agreement, the City of Columbia must confirm that local funds are available to cover the full expenses associated with the grant. As milestones within the grant are met, expenditures up to \$15,000, will be reimbursed to the City from SHPO resulting in an "actual" final budgetary impact to the City of \$10,000. Addressing the necessary upfront guarantee of available local funding has historically relied upon seeking City Council



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allocation of funds from discretionary sources. In the FY25 Community Development Department annual budget allocation of \$25,000 was approved to cover the upfront expenditure of an anticipated grant associated with the completion of a Historic Preservation Plan for the city. This \$25,000 allocation (Acct# 11004010504990); however, was mislabeled as being necessary for the completion of the identified Plan. "Matching" grant funds to complete this Plan were allocated in FY24 Budget (Ord. 025469) from City Council discretionary sources. Given this funding, a contractor was hired in FY24 to complete the Plan which is presently ongoing. As such, the current \$25,000 within the FY25 Community Development Department Budget is sought to be used as the required grant "match" necessitated by the attached financial assistance agreement.

As noted, "matching" funds for similar grant activities have historically been allocated from City Council discretionary funds not departmental funds. Moving forward to ensure greater accountability and more efficient grant management, "matching" funds for similar grants activities will appear within the Community Development Department's "contractual services" budget line.

HPF grants are processed on an 18-month cycle, with the application and procurement phases taking place in the current fiscal year. The consultant field work can sometimes begin in late fall, early in the next fiscal year, but is typically completed throughout the winter. Grant milestones are typically scheduled for completion by late spring, which would allow some leeway for extensions to complete grant activities before the end of the second fiscal year.

Approval of the attached ordinance would authorize the City Manager to act on behalf of the City in executing the financial assistance agreement and other governing documents associated with the HPF grant funds. It is anticipated that the project will commence with procurement immediately upon final acceptance of the grant agreement by the DNR; with grant activities to begin once a consultant for this project has been selected. Securing a consultant, executing the required service contract, and a project kickoff meeting is anticipated to take place in either late FY 25 or early FY26.

A copy of the Financial Assistance Agreement (with attachments), a locator map, Resolution #130-24 (Benton-Stephens Survey Grant Support), and Ordinance # 025469 (Historic Preservation Plan funding) are attached for review.

Fiscal Impact

Short-Term Impact: The Community Development Department's FY 2025 budget was approved with \$25,000 for contractual services (Acct. # 11004010 504990) to procure a consultant for a Historic Preservation Plan. Funds for this activity were allocated in FY 2024 from Council discretionary funds and assigned directly to the City Council's Boards and Commissions budget. Given this prior allocation, the current FY 2025 funds for historic preservation purposes within the Community Development budget is to be used as the grant "match" required by the Financial Assistance Agreement with MODNR.



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Procurement of consultant services and the start of activities associated with the Benton-Stephens Survey Phase I are anticipated to begin in fall of 2025, with expenses to be incurred in FY 2026. Should a consultant not be chosen prior to the end of FY 2025, the unencumbered funds would be requested to be “rolled” into the FY 2026 Community Development Department’s annual budget. Per the Financial Assistance Agreement, the total project costs (\$25,000) is to be secured by the City. Up to \$15,000 of incurred costs associated with the grant activity would be reimbursed from the State Historic Preservation Office with the total net cost to the City being \$10,000.

Long-Term Impact: Completion of survey activities for the entire Benton-Stephens Neighborhood are anticipated over an additional 4-5 years, with a typical budget of \$25,000 each year.

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:
Primary Impact: Inclusive Community, Secondary Impact: Organizational Excellence, Tertiary Impact: Not Applicable
Comprehensive Plan Impacts:
Primary Impact: Land Use & Growth Management, Secondary Impact: Economic Development, Tertiary Impact: Livable & Sustainable Communities

Legislative History

Date	Action
10/02/2023	Authorizing financial assistance agreement with MODNR for preparation of Historic Preservation Plan and amendment to the FY 2024 Annual Budget appropriating funds for consultant services. (Ord. 025469)
09/05/2023	Resolution of support for the Benton-Stephens Neighborhood Historic Survey Phase I and authorization to submit a FY 2025 Historic Preservation Fund Grant Program – National Register and Survey Grant Application. (Res. R 130-23)

Suggested Council Action

Approve the ordinance authorizing the City Manager to execute the Historic Preservation Fund (HPF) financial assistance agreement.