



**North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Roy Cooper  
Secretary D. Reid Wilson

Office of Archives and History  
Deputy Secretary Darin J. Waters, Ph.D.

September 9, 2024

Gary Roth, Commission Staff  
Wake County Historic Preservation Commission  
PO Box 28072  
Raleigh, NC 27611

Re: 2024 CLG Grant Project: Wake County Design Standards Update

Dear Mr. Roth:

We are pleased to inform you that your application for a FY 2024 Historic Preservation Fund (HPF) grant to Certified Local Governments (CLGs) entitled Wake County Design Standards Update has been selected for funding. The grant award amount is \$18,000.

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

You will soon be receiving via email a grant contract for your project. Please remember that no grant activities may take place until the grant contract has been signed by the county and our agency's authorized representative. I will assist you with any questions you may have concerning the contract and the attachments. In the meantime, if there are questions, please do not hesitate to contact me at [michele.patterson.mccabe@dncr.nc.gov](mailto:michele.patterson.mccabe@dncr.nc.gov) or 919-814-6582.

In order to follow federal and state procurement guidelines, our office will assist the county in developing a Request for Proposals (RFP) and will then help the county to select a project consultant that meets those guidelines. No activities may be performed by a project consultant until the county 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 county and the consultant.

Due to federal deadlines for spending FY 2024 HPF funds, all project activities should be satisfactorily completed and approved and final products should be submitted to the HPO no later than **Friday, February 28, 2026.**

All requests for reimbursement of grant funds and final accounting should be submitted to the HPO no later than **April 30, 2026.**

Thank you for participating in North Carolina's Certified Local Government Program. We look forward to working with you through the successful completion of your project.

Sincerely,

A handwritten signature in blue ink that reads "Michele Patterson McCabe". The signature is written in a cursive style.

Michele Patterson McCabe  
Grants Coordinator

cc: Ramona Bartos, Administrator/Deputy State Historic Preservation Officer  
Kristi Brantley, Preservation Commission/CLG Coordinator  
Brett Sturm, Restoration Specialist  
Jeremy Bradham, CAP