



## MEMORANDUM OF UNDERSTANDING

### Davidson Hall Stabilization Project Grant Application

January 10, 2023

Approval \_\_\_\_\_ Date: \_\_\_\_\_  
Representative of the City of Hartsville

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Approval \_\_\_\_\_ Date: \_\_\_\_\_  
Representative of Coker University

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

## AGREEMENT SCOPE

The City of Hartsville and Coker University voluntarily agree to enter into a cooperative arrangement as described in the balance of this Memorandum of Understanding (MOU) with regard to the 2023 Davidson Hall Stabilization Project grant application through the State Historic Preservation Office (SHPO) of the SC Department of Archives & History for the exterior stabilization of Davidson Hall at Coker University. This MOU is intended by the parties to assist them in the coordination of mutually beneficial activities and to serve as a written record of the intentions and responsibilities of each party at the time of signing the MOU, stated in good faith and with as much accuracy as possible. It is not intended that this document should confer contractual rights on any party or serve as the basis for any legal claim.

Should the grant be awarded for the Davidson Hall Stabilization Project, Coker University will designate the City of Hartsville, a Certified Local Government, as the administrative agent to act as fiduciary for the Grant. As the administrator, City of Hartsville will be authorized and directed to file an application on behalf of Coker University for the Grant, with additional responsibilities assumed by each of the parties, including Coker University which owns Davidson Hall on their campus at 300 E. College Ave., Hartsville, SC 29550.

Coker University will prepare grant application materials for submission with the SHPO requesting a maximum of \$200,000. The deadline for this grant is January 31, 2023. All grant administration requirements as outlined in the grant manual must be followed by the designated parties.

## AGREEMENT PERIOD

This MOU is effective upon signing and will remain in effect until all grant reporting requirements with the grant-making agency (SHPO) have been met and the work on the historic property in question has been completed.

This MOU may be modified or amended in writing upon agreement of both parties to this MOU.



## AGREEMENT COMPONENTS

As the steward of Davidson Hall, Coker University will:

1. Consult with the City of Hartsville on an ongoing basis to facilitate the administration of the grant agreement.
2. Prepare grant reports to the City of Hartsville to submit to SHPO. Reports will take place as required by SHPO and will describe the project work completed and account for any deviation from the approved performance schedule and budget.
3. Be solely responsible for securing required match funds for the grant.
4. Execute the bidding process including, but not limited to: writing RFPs, organizing public bid openings, and creating a selection committee to evaluate bids and select a consultant.
5. Set up regular meetings to ensure that the work is proceeding according to the project scope and timetable.
6. Pay all invoices and project expenses and submit copies to the City of Hartsville for their records.
7. Keep the City of Hartsville informed of the progress of the Davidson Hall Stabilization Project. Notify or seek approval from city representatives and SHPO of any proposed changes in the scope of work or budget prior to implementing the change.
8. Receive funds from the City of Hartsville and provide a full and complete accounting of fund usage.
9. Prepare final completion report for SHPO and submit to City of Hartsville for submission to SHPO.

As a partner of the Davidson Hall Stabilization Project, the City of Hartsville will:

1. File a joint grant application with Coker University by January 31, 2023, submitting to SHPO for the Davidson Hall Stabilization Project.
2. Provide contact person(s) for the Davidson Hall Stabilization Project who will attend regularly scheduled meetings and serve as the liaison with SHPO.
3. Receive grant funds from SHPO and relay those funds to Coker University for usage on the Davidson Hall Stabilization Project.
4. Submit any required updates to SHPO by the required deadlines and submit the final report to SHPO on behalf of Coker University.