

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	September 16, 2019
Action Required:	Appropriation of Funds
Presenter:	Jeff Werner, Preservation & Design Planner, Department of Neighborhood Development Services (NDS)
Staff Contacts:	Jeff Werner, Preservation & Design Planner, NDS Alex Ikefuna, Director, NDS
Title:	Virginia Department of Historic Resources (VDHR) 2019-2020 Certified Local Government grant funding for 10th and Page Neighborhood Historic Resources Survey

Background:

The City of Charlottesville through the Department of Neighborhood Development Services has been awarded \$21,060 from the VDHR 2019-2020 Certified Local Government (CLG) Subgrant program towards a historic survey of the 10th and Page neighborhood. In addition to the grant of \$21,060 from VDHR, there is a local match requirement, which will be met through the usage of \$31,590 in existing city funding for historic resources.

The project's estimated total cost is \$52,650.* The city's share, \$31,590, is currently available in the Neighborhood Development Services New Historic Surveys fund (\$20,568) and in the Historic Resources Task Force fund (\$11,022). [* Note: Prior information, including the attached, indicate a project cost of \$52,550. Amount is here revised by \$100 to correctly reflect the 60/40 split of city funding and CLG grant funding.]

Discussion:

This funding will provide a comprehensive, reconnaissance-level survey of approximately 350 properties, most of which have not been previously surveyed. It will also provide a Preliminary Information Form (PIF) based on the survey results, to determine if part or all of the neighborhood would qualify for future listing as a National Register historic district.

Alignment with Council Vision Areas and Strategic Plan:

- Council's *Vision 2025*:
 - Charlottesville cherishes and builds programming around the evolving research and interpretation of our *historic heritage and resources*.
- City *Strategic Plan*:
 - Goal 3.5: Protect historic and cultural resources.
- Additionally, from the recommendations of the BRC on Race, Memorials, & Public Spaces:
 - Highlighting and Linking Historic Places: [...] council provide financial and planning support for historic resource surveys of African American, Native American and local

labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate.

Community Engagement:

In July 2017, the 10th and Page Neighborhood Association expressed support for the historic survey. Following that, city staff reviewed the request with VDHR staff, who recommended the boundaries of the survey.

Budgetary Impact:

The city's share, \$31,590, is available in Neighborhood Development Services fund 426 for New Historic Surveys P-00484 (\$20,568) and in the Historic Resources Task Force fund 3901005000 (\$11,022).

Recommendation:

Staff recommends approval and appropriation of funds.

Alternatives:

The alternative is to not approve this project, which would be contrary to Comprehensive Plan Historic Preservation Goal 3 Incentives & Tools, 3.2: *Pursue National Register and Virginia Landmarks Register status for all future local historic districts.*

Attachments:

- Draft resolution
- Narrative from May 15, 2019 CLG Grant Request
- CLG Subgrant Agreement letter (signed by City August 12, 2019)

APPROPRIATION

**Virginia Department of Historic Resources
2019-2020 Certified Local Government Grant Funding
for 10th and Page Neighborhood Historic Survey
\$52,650**

WHEREAS, the City of Charlottesville, through the Department of Neighborhood Development Services, has received from the Virginia Department of Historic Resources, funding to support a historic survey for the 10th and Page Neighborhood,

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$21,060 for the fiscal year 2019-2020 received from the Virginia Department of Historic Resources is hereby appropriated in the following manner:

Revenue

\$ 21,060	Fund: 209	IO: 1900338	G/L: 430120 (State/Fed Pass Thru)
\$ 31,590	Fund: 209	IO: 1900338	G/L: 498010 (Transfer from other fund)

Expenditure

\$ 52,650	Fund: 209	IO: 1900338	G/L: 530670 (Other contractual services)
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Transfer

\$20,568	Fund: 426	WBS: P-00484	G/L: 561209 (Transfer to grants)
\$11,022	Fund: 105	CC: 3901005000	G/L: 561209 (Transfer to grants)

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$21,060 for the fiscal year 2019-2020 from the Virginia Department of Historic Resources.

Approved by Council
September 16, 2019

Clerk of Council

2019-2020
10th and Page Neighborhood Historic Survey
Charlottesville, Virginia

A proposal to the Commonwealth of Virginia Department of Historic Resources
2019-2020 CLG Sub-grant Program



Submitted by
The City of Charlottesville
May 15, 2019



CERTIFIED LOCAL GOVERNMENT SUB GRANT APPLICATION FY 2019-2020

Section B. Project Description

1. Proposed Project Type: (Check one that applies)

- ☐ Archeological Project ☐ Preservation Planning Project ☐ National Register Nomination(s)
☒ Survey/Inventory Project ☐ Historic Preservation Planning Project
☐ Construction/Development/Pre-Development Project ☐ Preservation Training
☐ Education & Outreach ☐ Design Guidelines ☐ Other

Narrative Statement of Project Description and Design.

2019-2020 10th and Page Neighborhood Historic Resources Survey, Charlottesville, Virginia

Summary

The City of Charlottesville Department of Neighborhood Development Services (NDS) is requesting 2019-2020 Certified Local Government Local Grant funds toward a selective historic resources survey in the area of the City's 10th and Page neighborhood. The City's Comprehensive Plan recommends that this neighborhood be surveyed and its documentation will enable the City and its residents to better understand the architectural and historic significance of the neighborhood.

The 10th and Page neighborhood is rich with social and community value. Historically it was a working class community composed primarily of modest, single-family residences, with a majority of the houses constructed prior to 1929 and a few as early as the late 1800s. Portions of the neighborhood were once owned by John West. Formerly enslaved, upon emancipation West trained as a barber and began amassing real estate. Upon his death in 1927 West was one of the wealthiest people in the community. During his lifetime he subdivided much of his land and sold lots to African-American families, allowing them to obtain wealth and power in a time before Civil Rights.

This area has never been fully surveyed at the level required by the Department of Historic Resources (DHR) standards. In fact, it is only in the last decade that the City's traditionally African-American neighborhoods and sites have received the attention long given to historically white neighborhoods and sites. This survey will bring the City closer to a more complete inventory of its historic resources.

Fieldwork will include neighborhood outreach and preliminary discussions with DHR staff. Deliverables will include preparation and submittal of Virginia Cultural Resource Information System (V-CRIS) inventory forms and a survey report.

The total project cost is \$50,900. The City is requesting \$24,000 (nearly 50%) in matching CLG grant funding. (Note July 2019: Project cost revised to \$52,550; grant amount awarded is \$21,060.)

Project Description

Survey Area and Description

The proposed survey area is based roughly on the traditional boundaries of the 10th and Page neighborhood, with adjustments to account for an adjacent, related section that is of a later period of development. (Note: After discussions with DHR's Marc Wagner, Director, Eastern Region Preservation Office, it was decided to include the small area to the north of Grady Avenue.) The survey area appears to encompass one of the City's largest concentrations of buildings constructed in the first quarter of the 20th century.

The area of approximately 100 acres is bounded:

- on the west by 13th Street NW;
- on the south by the properties fronting Page Street (including a small segment of 10th Street NW);
- on the east by the railroad tracks;
- on the north by Preston Avenue, from the railroad tracks to a line just north of Rosser Avenue East.

Objectives

The objectives of the 10th and Page neighborhood survey are:

- Satisfy the community's request to learn more about the significance of the history and buildings in a neighborhood that is associated with the history and culture of African Americans.
- Raise public awareness and understanding, thereby encouraging a greater commitment to the voluntary protection and preservation of historic resources.
- Provide a base level of information about the location and type of resources within the area to inform local planning decisions, including any potential future requests by the neighborhood for a local historic district.
- Determine the feasibility and boundaries of a possible future NRHP district that would allow tax credits to encourage rehabilitation.

Properties in the Survey Area

There are approximately 480 parcels; 435 parcels have structures on them, with construction dates ranging from 1870 to 2016, per City tax data; 344 structures are dated prior to 1960. Of the pre-1960 buildings:

- 323 are single-family homes (over 230 of these are pre-1930);
- four are apartment buildings;
- 13 are commercial buildings; and
- four are places of worship.

Locally-designated properties:

- 134 10th Street NW, Coca-Cola Bottling
- 946 Grady Avenue, Monticello Dairy
- 1000 Preston Avenue, Southern Bakery Building
- 212 [also 0] Rosser Avenue East, Holy Temple Church

VLR/NRHP listed properties:

- 722 Preston Avenue, Coca-Cola Bottling Works in Charlottesville (104-5174)
- 1010 Preston Avenue, Rock House or Charles B. Holt House (104-5098)

The survey area is bounded almost entirely by neighborhoods that have been previously surveyed:

- To the west: the Rugby Road/University Corner Historic District (104-0133).
- To the south: West Main Street (104-0083) and Wertland Street (104-0136).
- To the east: the Starr Hill neighborhood (PIF in 2017).
- To the north: the Rose Hill neighborhoods (PIF in 2018).

Note: The 10th and Page neighborhood includes Westhaven, a 10-acre, 126-unit public housing complex constructed in the early 1960s, during Charlottesville's period of "urban redevelopment." This action included the razing of African-American neighborhoods at Vinegar Hill, Garrett Street, and, within 10th and Page, Cox's Row. The Westhaven buildings and site have been documented and will not be surveyed with this work. However, Westhaven is a critical component of the neighborhood's history, as well as the City's, and the historical narrative from this survey will include that impact.

Scope of Work (See detailed summary in the attachments)

- To manageably and effectively complete a reconnaissance-level documentation of such a large area, the project will employ a selective survey of only those properties with structures dating prior to 1960.* Included will be 106 properties surveyed by City interns between 2012 and 2016. Six properties are locally designated; two are listed on the Virginia Landmarks Register (VLR) and the National Register of Historic Places (NRHP). (*Note: 88 buildings are listed as being constructed in 1920. Maps and other information suggest earlier construction dates. See comments in the attachments.)
- Schedule: All work to be completed by June 2020. (See attached *Section C*.)
- Phasing:
 - Task 1 – Kickoff Project/Engage Neighborhood (106 Group, NDS Staff)
 - Task 2 – Research (106 Group)
 - Task 3 – Conduct Fieldwork (106 Group)
 - Task 4 – Process Data/V-CRIS Entry (106 Group)
 - Task 5 – Draft Survey Report **and PIF** (106 Group) (**Revised July 2019**)
 - Task 6 – Draft Survey Report **and PIF** Review (NDS Staff, DHR) (**Revised July 2019**)
 - Task 7 – Review V-CRIS Form (DHR)
 - Task 8 – Prepare Deliverables (106 Group)
 - Task 9 – Present findings (NDS Staff)
- Deliverables:
 - A DHR inventory form for all properties in the project area, submitted digitally via V-CRIS, and one (1) final hard copy version of each form will be submitted to DHR and to the City of Charlottesville (including a digital version compiled on a CD).
 - Digital color photos of each property will be saved to a CD and submitted to the City of Charlottesville, as well as uploaded to an FTP site for submittal to DHR.
 - A brief survey report will be prepared. One (1) final hard copy and one (1) final digital copy of the final survey report will be submitted to the City of Charlottesville and DHR.

City Qualifications and Project Support

The City of Charlottesville adopted its first local district ordinance in 1959 and adopted a Historic Preservation Plan in 1993. The City's 2013 Comprehensive Plan updated previous plans with a Historic Preservation chapter that includes nine historic preservation goals. The 10th and Page Neighborhood Historic Survey proposal will support the achievement of at least four of the nine goals:

- GOAL 2. Educate property owners and potential property owners of historic resources about the significance of their properties;
- GOAL 3. Continue to identify and make available incentives to encourage historic preservation;
- GOAL 4. Systematically inventory and evaluate all historic resources in the City and develop context narratives that provide the historical and architectural basis for evaluating their significance and integrity;
 - Objective 4.1 states, "Work with the following neighborhoods to develop interest and participation in documentation of neighborhood buildings and history through architectural and historic surveys: 10th & Page, Starr Hill, and North Belmont."
- GOAL 6. Provide effective protection to the City of Charlottesville's historic resources.

The City's efforts to survey and protect historic properties have accelerated in recent years in anticipation of, and in reaction to, increased development and associated demolitions. In 2003 Charlottesville adopted a new zoning ordinance designed to encourage increased density and mixed-use development. At the same time, it recognized the need to further protect its historic resources. Since 2003, the City has designated five new local districts, expanded two existing districts, and added twelve individually designated properties. In all, approximately 1,400 properties are now protected by local regulation. In addition, seven new districts have been listed on the VLR and NRHP; the City's total now exceeds 2,000 contributing sites and structures.

As with prior surveys, City staff will provide assistance to the consultant, including GIS data/mapping, access to City records and documents, and taking the lead on community outreach and engagement. Through the Preservation and Design Planner and other NDS staff, the City has successfully managed multiple historic resource surveys, as summarized above. These projects are programmed into our annual work plan. Currently underway is a survey of the Little High neighborhood and, as a result of the 2018 survey of the Rose Hill neighborhood and with overwhelming local support, the City has retained a consultant to prepare the nomination for VLR and NRHP listing of the Burley School.

Project Design

Historical Context

Although segregated within its boundaries--with the white homes all but exclusively located east of 10th Street and north of Page Street--10th and Page was initially a diverse neighborhood. Through the 1930s and 1940s it transitioned to predominantly African-American and remained so late into the century. A number of families have connections to individual properties that span generations and several families have owned and lived in the same house for half a century or more.

A temporal snapshot of the community is available from the 1930 US Census, when almost 500 households were registered within the survey area. More than half are black (275) and of these 156 (57%) owned their homes--slightly higher than the nearby white households. Of the 252 occupations listed for black heads of household, over two-thirds are listed as either Servant (37), Laborer (33), Janitor (28), Waiter (25), Laundress (19), Chauffeur (13), or Cook (13). Only 14 report professional occupations, which include one dentist, one doctor, and three ministers.

Of the 122 white households listed, 56% own their homes. While one-quarter of the heads of household have professional occupations, the remainder are service related. However, in contrast with the black households, there are only four Laborers, one Janitor, and none employed as a Servant, Waiter, Laundress, Chauffeur, or Cook.

Interestingly, the 1930 Census identifies 20 men as military veterans. Of the 19 who reported service in World War I, twelve are black and seven are white. The other individual is Civil War veteran William Garrison of 909 Anderson Street. Born in 1848, at age 17 he served a mere four months in the Albemarle Light Artillery Battery before Lee's surrender at Appomattox.

In the survey area north of Grady Avenue is a collection of small, simple, concrete-block dwellings constructed mid-century for African-American families. Here--and in other parts of the City--Reverend Charles H. (C.H.) Brown worked with local civil rights leader Drewary Brown to help African-American families acquire property and secure the financing to construct their own homes. In 1947, C.H. built the church at the corner of 12th Street and Rosser and in 1953, at 706 12th Street NW, built what would be the first of many of his signature concrete-block houses. (Reverend Brown, whose family lived at 354 10-1/2 Street NW, formed the C.H. Brown Construction Company that from the 1950s through the 1970s would build for African-American families an estimated 150 of these homes throughout the City.)

Threats and Stewardship Needs

The City of Charlottesville has a wealth of historic resources, both grand and vernacular. The City has long had a goal of systematically surveying all of its historic buildings. Charlottesville is also committed to providing protection for its historic buildings, through both VLR and NRHP listings and local designation. While completing a neighborhood survey does not necessarily lead to VLR, NRHP, or local designation, that documentation serves a valuable purpose: It raises public awareness of the neighborhood's history and historic resources. That awareness leads to interest in the tools and incentives available to protect those resources. A historic survey also provides the City and its residents the information needed to plan for the preservation and wise use of historic and cultural resources.

To date, the architectural history of the 10th and Page area has been surveyed for less than one-third of the neighborhood's pre-1960 structures, and very little of that work has been entered into V-CRIS

The City is currently reviewing its Comprehensive Plan (last updated in 2013). Public comments repeatedly include concerns about the loss of the historic buildings in older neighborhoods and the encroachment of new development, particularly into the historically black neighborhoods north and south of West Main Street, like 10th and Page. Since 2000 alone, within the proposed survey area, no less than 36 pre-1960s structures have been razed, primarily houses: 24 were pre-1920; 12 constructed in the 1920s to 1950s. Also since 2000, on these cleared lots and others that were vacant, 38 new houses have been built. Given this vulnerability, and the recent escalation of property values in all City neighborhoods, a historic survey is needed to document existing resources before they are replaced or remodeled, and to help ensure that the character of this neighborhood will be maintained as the areas around it are more intensively developed.

Among the lost resources:

- A small, single-story, neighborhood grocery store once stood at the corner of 10th Street NW and Paoli Street. Constructed prior to 1920, all that remains today are its concrete steps.
- The Cox Row Houses were constructed in the late 1800s by the Cox brothers. Built to meet the need for worker housing, over fifty of these modest, wood-framed, two-story units—each unit serving two families—once stood along Page Street and what was known as Cox's Row. Today only five remain—824, 836, 838, 903, and 905 Page Street.

Benefits

Charlottesville's Comprehensive Plan recommends three neighborhoods for historic resources surveys: Starr Hill (completed in 2017), North Belmont (completed in 2017), and the 10th and Page neighborhood.

The 10th and Page Neighborhood Historic Resources Survey will address the following statewide priorities:

- Provide broad-based survey coverage of an area that has been only partially surveyed.
- Survey an area that is under threat or endangered, that is under-documented, and for which its historic context is not well understood.
- Identify and document resources associated with Virginia's culturally diverse history.

In March 2001, DHR staff met with Charlottesville city planners to look at CDBG neighborhoods. At that time, 10th and Page was recommended for survey by DHR staff. In 2003, a CLG grant request to support a survey of a portion of this area was declined due to limited available funds and because the request lacked clarity on the proposed work. Subsequently, between 2012 and 2016 NDS interns completed a limited inventory of the area.

Completing this survey will move the City closer to a more complete inventory of its traditionally African-American neighborhoods and sites, which only in the past decade (list below) have received the attention long given to historically white neighborhoods and sites.

- Fifeville-Tonsler (104-0213), surveyed 2008;

- Daughters of Zion Cemetery (104-5153), surveyed 2010;
- Starr Hill, surveyed 2017;
- Rose Hill, surveyed 2018.

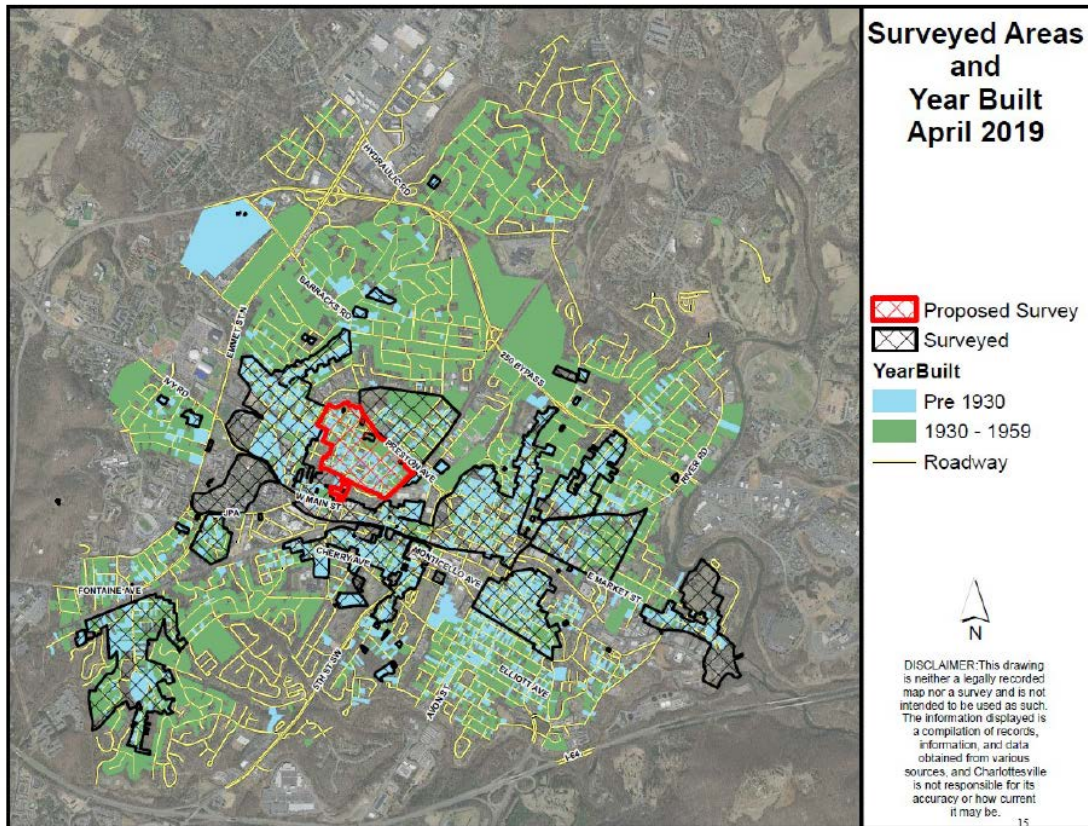
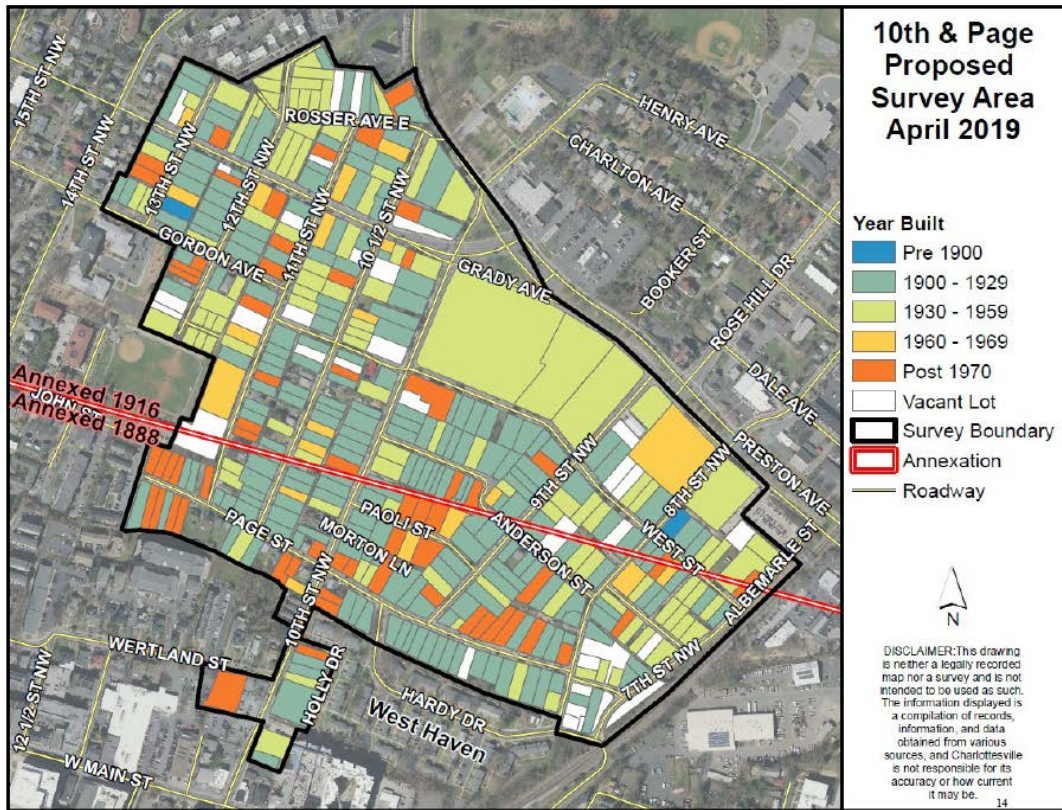
Additionally, this survey will support the recommendations of the City's *Blue Ribbon Commission on Race, Memorials, and Public Spaces*, a 2016 report that included a unanimous recommendation that the City "provide financial and planning support for historic resource surveys of African American, Native American and local labor neighborhoods and sites, seeking National Register listing and zoning and design guideline protection, where appropriate." (See attachment for full text.)

Information from the survey will be shared with the community through neighborhood meetings and be made available on-line through the City's historic preservation page. Part of the 2012-2016 work by NDS interns was interviewing several 10th and Page residents and collecting photos and other information. Through the public engagement process for this survey we plan to again invite residents to share their stories, adding valuable context to the physical inventory of the neighborhood.

Schedule and Capacity

The 10th and Page Neighborhood Historic Resources Survey will commence in late-summer 2019, including neighborhood meeting and initial documentary research. Field work and documentation will occur in late 2019, followed by drafting of the report and V-CRIS entry in early 2020, and project completion with deliverables by mid-spring 2020.

Groups who provide support and assistance on projects of this nature include the City's Historic Resources Committee, the Jefferson School African American Heritage Center, the Charlottesville Center for History and Culture [formerly the Albemarle County Historical Society], the Central Virginia History Researchers, and Preservation Piedmont. Among the residents of the 10th and Page Neighborhood are two members of the City's Board of Architectural Review and one member of the City's Planning Commission.





COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Matt Strickler
Secretary of Natural Resources

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

July 24, 2019

Jeff B. Werner
Historic Preservation and Design Planner
P.O. Box 911
Charlottesville, VA. 22902

RE: 2019-2020 CLG Grant Agreement

Dear Mr. Werner:

I am pleased to enclose an agreement for your 2019-2020 CLG Grant for \$21,060 to complete a selective survey and Preliminary Information Form(PIF) for the 10th and Page Neighborhood. Congratulations and we look forward to working with you on this project.

Please sign the agreement and return it to **Aubrey Von Lindern, Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519** in the next ten days. If you have any questions, you are welcome to contact Aubrey at (540) 868-7029.

Sincerely,

Julie V. Langan
Director
Virginia Department of Historic Resources

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
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5357 Main Street
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Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033



**CERTIFIED LOCAL GOVERNMENT SUBGRANT AGREEMENT
2019-2020**

PROJECT TITLE: 10th and Page Neighborhood Historic Survey

PROJECT DESCRIPTION: The City of Charlottesville proposes to utilize grant funds for a selective historic resources survey in the area of the 10th and Page Neighborhood. The scope of work will also include completion of a Preliminary Information Form.

GRANT IDENTIFICATION: HPF-VACLG-CHAR-2019

FEDERAL FUNDING AGENCY: U.S. Department of Interior National Park Service (NPS)

GRANT: State Historic Preservation Fund (HPF) Grant to Virginia – Fiscal Year 2019

CFDA: #15.904, HISTORIC PRESERVATION FUND GRANTS-IN-AID

FEDERAL AWARD IDENTIFICATION NUMBER: P19AF00006

FEDERAL AWARD AUTHORIZATION DATE TO DEPT OF HISTORIC RESOURCES (DHR): 05/16/2019

OTHER IDENTIFYING NUMBER ASSIGNED BY DHR, THE PASS THROUGH ENTITY: 0000114687

SUBGRANTEE NAME AND DUNS# City of Charlottesville, 074745829

RESEARCH & DEVELOPMENT: NO

AMOUNT OF FEDERAL FUNDS OBLIGATED BY THIS ACTION: \$21,060

TOTAL AMOUNT OF FEDERAL FUNDS OBLIGATED: \$21,060

TOTAL AMOUNT OF AWARD INCLUDING MATCHING SHARE: \$52,550

GRANT AMOUNT: \$21,060
GRANT SHARE: 40%

MATCHING SHARE: \$31,490
MATCH SHARE: 60%

TOTAL PROJECT COST: \$52,550
GRANT/MATCH RATIO: 40%/60%

SUBGRANT PERIOD: July 15, 2019* through August 31, 2020

* Actual Start Date is the Date of full execution of agreement

This agreement entered into the 24th day of July, 2019, by the Commonwealth of Virginia, Department of Historic Resources (DHR), and the **City of Charlottesville**, the Certified Local Government (CLG), WITNESS that DHR and the CLG, in consideration of the mutual covenants, promises, and agreements herein contained, agree that the grant awarded by DHR to the CLG shall be described below:



The Subgrant Agreement Incorporates the Following Documents plus Restatements and/or Clarifications of certain General and Special Provisions:

- (1) This signed form;**
- (2) DHR Request for Applications – 2019-2020 CLG Subgrant Program, dated March 01, 2019;**
- (3) Grant Application from the City of Charlottesville dated May 15, 2019 detailing CLG Project Description, signed Assurances, and approved Final Budget attached herein;**
- (4) Certified Local Government Grant Manual** including the OMB Circulars and Federal Regulations referenced therein. Full text of Codes of Federal Regulations can be found at <https://www.ecfr.gov> and/or other websites. See 2CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. For additional reference, the National Park Service's Historic Preservation Fund (HPF) Grants Manual can be found at <http://www.nps.gov/preservation-grants>.
- (5) Indirect Costs**, whether applied directly or by indirect cost rate, will not be allowable charges against the award unless specifically included as a line item(s) in the approved budget incorporated into this subgrant agreement. A proposed Indirect Cost Rate (IDCR) must meet the requirements of 2CFR Part 200 including its Appendixes as applicable. If the subgrantee has never had a Federally-Approved, Negotiated Indirect Cost Rate Agreement it may request approval to charge a 10% de minimis rate as defined in 2 CFR 200.414 paragraph (f). If chosen, this methodology once elected must be used consistently for all Federal awards until the subgrantee chooses to negotiate for an approved federally recognized indirect cost rate with the Federal Government. A Federally Negotiated IDCR Agreement or De Minimis IDCR Certification must be submitted to DHR if a rate is applied to this subgrant; otherwise, indirect costs applied by a IDCR will be disallowed. If the subgrantee so chooses, it may voluntarily waive federal indirect cost recovery to allow a greater share of the HPF CLG Subaward funds to be used for direct program costs.
- (6) Retention and Access Requirements for Records –** All subgrantee financial and programmatic records, supporting documents, and other grant-related records must be retained for a period of three years from the date of submission of the final expenditure report. Subgrantee will give NPS, the Inspector General, the Comptroller General of the United States, DHR, or any of their authorized representatives, access to and the right to examine any documents, papers, or other records of the subgrantee which are pertinent to the Federal award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. Retention and Access requirements are in accordance with 2CFR Part 200.333-200.337 and the Historic Preservation Fund Grants Manual.



(7) Audit Requirements – Subgrantees that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507) and 2CFR Part 200, Subpart F – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Subgrantees that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of NPS, DHR and the General Accounting Office.

If applicable, the audit must be completed and then both the data collection form and reporting package (described in 2CFR Part 200.512 paragraphs (b) and (c) respectively) must be submitted to the Federal Audit Clearinghouse (FAC) within the earlier of the thirty calendars days after receipt of the auditor's report or nine months after the end of the audit period. See 2CFR 200.36 for FAC details.

(8) Any Negotiated modifications thereto, all of which are referenced below:

- a. Any publications produced with grant funds must include the language concerning NPS financial assistance and nondiscrimination as shown below:

This publication has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the view or policies of the U.S. Department of the Interior. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

(9) Quarterly Progress Reports are a requirement of the subgrant as they aid DHR in the monitoring of project process or delays. Quarterly Progress Reports, using Attachment S as a guide, must be submitted on or before:

- ❖ **10/15/2019** for Reporting Period 07/15/2019 thru 09/30/2019
- ❖ **01/15/2020** for Reporting Period 10/01/2019 thru 12/31/2019
- ❖ **04/15/2020** for Reporting Period 01/01/2020 thru 03/31/2020
- ❖ **07/15/2020** for Reporting Period 04/01/2020 thru 06/30/2020
- ❖ **FINAL REPORT** to be submitted with Final Product and Final Reimbursement Request on or before **August 30, 2020**, grant end date.



(10) Project Schedule and Availability of Funds – For projects funded in this grant cycle, all work must be performed and costs incurred between July 15, 2019 and August 30, 2020. Per HPF Federal Regulations applicable to DHR, under the overall HPF grant or CLG projects undertaken within the grant, funds not expended for costs incurred prior to September 30, 2020 “expire” and are no longer allowable to draw down from the federal award. **Not completing projects timely may adversely impact the dollar amount of DHR’s future HPF federal awards; which, in turn, may adversely impact future evaluations of the subgrantee’s risk of noncomplying with Federal statutes, regulations and the terms and conditions of subsequent CLG subgrants. Per Federal Regulations, DHR may impose additional conditions and remedies on subgrantees that are regarded a risk or noncompliant; see 2CFR 200.338 and 2CFR 200.207 Specific Conditions on a Subaward.**

Subgrantees shall inform DHR’s CLG Coordinator of any significant problems, delays, or adverse conditions, actual or anticipated, **as soon as they become known** if they might materially affect the products or cause the project to fall behind schedule. The subgrantee should report the situation in the following progress report. Any proposed changes to the project’s scope of work must be submitted to DHR in writing and must be approved in advance by DHR to be considered valid. DHR reserves the right to de-obligate project funds and reallocate them to another CLG, pending NPS approval, in order to ensure their expenditure prior to HPF grant end.

(11) Termination – This agreement may be terminated with applicable termination provisions found in 2CFR 200.339 through 200.342.

(12) Reimbursement Requests may be submitted quarterly along with Quarterly Progress Reports. See sample Invoice Form and Quarterly Report attached. The CLG must both incur and pay project costs prior to requesting reimbursement from DHR; see CLG Grant Manual Reimbursement Guidelines for supporting documentation requirements, etc. Note the Federal and Match Share funds are to be spent concurrently, meaning each time the grantee requests reimbursement from DHR the financial documentation submitted reflects both the federal and matching shares. The federal share of the CLG’s budgeted grant/match ratio will be applied to the total actual documented project expenditures submitted that quarter to calculate the federal funds dispersed to the CLG. Quarterly reimbursement requests are encouraged and accepted; but note until the final product(s) is received and approved by DHR, no final grant reimbursement will be issued.



(13) Final Product Submissions are deliverables/publications that include, but are not limited to grant projects reports; books, pamphlets and magazines; event documentation including programs and photos, websites, exhibits, interpretive signs, etc. NPS deliverables submission guidelines require an index for DHR's Product Submission. Please provide the following in a Word Document or email for each electronic deliverable submitted:

- ❖ Title of Product
- ❖ Filename (Name to suit your needs; file will be renamed per NPS requirement prior to submission)
- ❖ Product Creator (Give full names and their roles in creating the product)
- ❖ Date Completed
- ❖ Extent (pages, length, etc; use when applicable)
- ❖ Description

Sample Index for a Document

-Title: Intensive Survey of East Walters Street, Lafayette, Colorado
-Filename: SHPO_16_WI_CityofLafayette_IntensiveSurveyofEastWaltersStreet.pdf
-Creator: Clyde Banks(historian), William Laurence(historian), Laurence/Banks Architectonics(organizations).
- Date Completed: July 18, 2017
- Extent: 96 pages
- Description: Report on an intensive architectural survey of 31 properties along East Walters Street is divided into four sections: an introductory historic context; a chapter on methodology; a summary of the survey's findings; and an appendix of detailed information for each property found eligible for designation. The survey found that 65 were eligible for local designation, 14 eligible for state designation, and 12 eligible for national designation.




(14) Rights in Data – The subgrantee must grant the United States of America a royalty-free, non-exclusive and irrevocable license to publish, reproduce, use, and dispose of in any manner and for any purpose without limitation, and to authorize or ratify publication, reproduction or use by others, of all copyrightable material first produced or composed under this Agreement by the subgrantee, its employees or any individual or concern specifically employed or assigned to originate and prepare such material.



DHR | Virginia Department of Historic Resources

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed, intending to be bound thereby.

CERTIFIED LOCAL GOVERNMENT

SIGNATURE: 

NAME: ~~Michael Murphy~~ Dr. Tarron Richardson

TITLE: ~~Interim~~ City Manager

DATE: 8.12.19

**COMMONWEALTH OF VIRGINIA DEPT. OF
HISTORIC RESOURCES.**

SIGNATURE: 

NAME: Julie V. Langan

TITLE: Director

DATE: 7/30/19

City of Charlottesville

Section D. Budget				
Activity (e.g personnel, equipment, supplies, Consultant/Contract Services, travel, Volunteers, Other) Describe other in lower right hand corner.		Federal Share	Non-Federal Share	Subtotal
Professional Consultant: Research & Prep		\$ 1,628	\$ 2,434	\$ 4,062
Professional Consultant: Survey		\$ 6,857	\$ 10,254	\$ 17,111
Professional Consultant: Deliverables		\$ 12,285	\$ 18,370	\$ 30,655
Professional Consultant: Meetings		\$ 290	\$ 432	\$ 722
Totals		\$ 21,060	\$ 31,490	\$ 52,550
Amount of Grant Request	\$ 21,060	Other:		
Non-Federal Matching Share	\$ 31,490			
Total Project Cost	\$ 52,550			

- Attach Documentation (resumes, vitae, certifications) for all staff that will be associated with this project.
- A 30% Matching share is required. CLGS that can offer a 50% cash match will receive bonus points during the evaluation process.

Section D. Budget Sources of Matching Share			
	DONOR	SOURCE	AMOUNT
CASH*	City of Charlottesville	New Historic Surveys P-00484 Fund 426	\$ 20,568.05
	City of Charlottesville	Historic Resources Task Force (3901005000)	\$ 10,921.95
	Click here to enter text.	Click here to enter text.	Click here to enter text.
IN KIND SERVICES**	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	Click here to enter text.
VOLUNTEER TIME	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Click here to enter text.	Click here to enter text.	

* General Funds not previously appropriated for in-kind services

** Funds appropriated for salaries, fringe benefits, supplies, etc.

CERTIFICATION:

I certify that the matching share identified above is available, is a necessary and reasonable contribution to achieving the scope of work proposed and documentation of the expenses will be provided to support the reimbursement request.

Signature 

Title: City Manager Date: 7.15.19