

**REQUEST FOR APPLICATIONS**

**FOR**

**2024-2025**

**State Survey and Planning  
Cost Share Program**

**ISSUED BY**

**COMMONWEALTH OF VIRGINIA  
Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221**

**February 2024**

## REQUEST FOR APPLICATIONS

**Issue Date:** February 6, 2024

**Title:** Request for Applications for 2024-2025 State Survey and Planning Cost Share Funds

**Issuing Agency:** Commonwealth of Virginia  
Department of Historic Resources  
2801 Kensington Avenue  
Richmond, VA 23221

**Project Period  
(Anticipated Period  
of Agreement):** From August 23, 2024 to May 30, 2025

**Applications will be received by the Virginia Department of Historic Resources (DHR) until 4:00 PM, Friday, April 5, 2024. Applications should be addressed to Blake McDonald, Survey & Grants Specialist.**

**Applications must consist of one (1) digital copy transmitted to Blake McDonald, Survey & Grants Specialist.**

**Direct inquiries for information concerning this solicitation to:**

Blake McDonald, Survey & Grants Specialist  
Virginia Department of Historic Resources  
2801 Kensington Avenue  
Richmond, Virginia 23221

Telephone: (804) 482-6086  
E-mail: [Blake.McDonald@dhr.virginia.gov](mailto:Blake.McDonald@dhr.virginia.gov)

## **PURPOSE**

The intent of this Request for Applications (RFA) is to solicit applications for the Survey and Planning Cost Share Program, the cost of which is typically shared between the Virginia Department of Historic Resources (DHR) and a local government and/or regional planning district commission (PDC). Eligible projects encompass a broad range of survey and planning activities and the protection of historic resources through identification, documentation, evaluation, and preservation planning activities consistent with the responsible stewardship of historic resources.

DHR is responsible for identification, evaluation and protection of historic resources throughout the Commonwealth. In order to work cooperatively and support local governments and PDCs toward these goals, DHR administers the Cost Share Program for the purpose of supporting local and regional historic resource documentation and planning projects. The Cost Share Program responds to and supports Executive Memorandum 1-91, which requires agencies to reduce administrative burdens imposed on local governments in the management of state financial assistance programs.

By entering into a Cost Share Locality Agreement (hereinafter referred to as Agreement) with a local government or PDC, DHR agrees to manage the project and cover a selected portion of the project costs, with the other portion of the funding typically provided by the locality or PDC.

## **STATEMENT OF NEEDS**

- I. **Eligible Applicants:** Any local government or PDC in the Commonwealth of Virginia is eligible to apply. Eligible entities may collaborate to submit an application, and may submit joint applications that incorporate the participation of state agencies other than DHR, that involve more than one local government, and/or that include participation by non-profit entities such as historical societies and historic preservation organizations. One principal local government contact or PDC contact must be designated for each application submitted.
- II. **Local Government/PDC Contribution:** All applications submitted must specify what cash contribution they are able to provide for the proposed project. DHR reserves the right to negotiate Agreements when a cash contribution of less than a 50% is available, or Agreements in which a cash contribution more than a 50% is offered, provided the project application is found to qualify under other criteria. For certain cases, in which the need of the locality for assistance with historic resources identification, documentation, and preservation planning is great, and local funding is demonstrably unavailable, DHR may decide to provide sufficient funding to a proposed project. **All Cost Share funding is contingent on the annual State budget and subject to change after the issuance of the RFA and the completion of the locality agreement.**
- III. **DHR Regional Office Consultation:** DHR's Regional Offices are available to assist with the development of Cost Share Program project proposals. Please contact staff in the regional office that serves your area to discuss project ideas and to obtain guidance on a proposed scope of work. Further information, along with a map depicting Regional Office service areas, is available on the DHR website at: <https://www.dhr.virginia.gov/about/regional-preservation-offices/>.
- IV. **Eligible Activities and Project Priorities:** Eligible activities include projects that propose historic resource documentation and planning with a local or regional focus, and projects that encourage the identification, recognition and protection of the full range of historic resources. Among these, certain types of project activities are to be considered priorities for the 2024-2025 Cost Share funding cycle, including those that will:
  - a. Provide broad-based survey coverage to areas that have never been adequately surveyed, or for which data is out of date (typically at least 10 years of age or older);
  - b. Result in the nomination of new historic districts to the Virginia Landmarks Register and National Register of Historic Places or updates documentation of historic districts listed in the Virginia Landmarks Register and National Register of Historic Places that lack detailed inventories, and/or that need significant amendment;
  - c. Include an area or resource type that is under threat from development pressures, severe weather, natural disasters, the effects of climate change, and/or other serious threats;
  - d. Include an area or resource type that is under documented and/or relates to a historic context that is not well understood; and

- e. Identify and document resources associated with Virginia’s culturally diverse history such as places associated with the Reconstruction Era (1861-1898), the Civil Rights Movement, LGBTQ, African-American, Asian-American, Latino, Native American and women’s history.
- V. Project Timetable: The scope of work must be designed for completion within the 2024-2025 Schedule (Attachment A). Target dates must be specified for each work item listed in the Project Schedule section of the application (Attachment C).
- VI. Project Management: As a service to its constituents, DHR will assume responsibility for procurement and contract administration, and will ensure that project documentation is completed to state or federal requirements. DHR will be responsible for procuring the services of qualified professionals who meet the standards for professional qualifications as specified by the U.S. Secretary of the Interior ([\*The Secretary of the Interior’s Professional Qualification Standards\*](#)).

## **REPORTING AND DELIVERY REQUIREMENTS**

Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors. Reports will be conveyed to the other parties of the Agreements.

## **TERMS AND CONDITIONS**

- I. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- II. Clarification of Terms: If any prospective applicant has questions about the specifications or other solicitation documents, the prospective applicant should contact the agency representative whose name appears on the face of the solicitation no later than five working days before the due date. Any revision to the solicitation will be made only by addendum issued by DHR.
- III. Changes to the Contract: Changes can be made to the Agreement by mutual agreement between the parties, in writing.
- IV. Funds Availability: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of the Agreement.
- V. Application Acceptance Period: Any application in response to this solicitation shall be valid for 120 days. At the end of the 120 days the application may be withdrawn at the written request of the Applicant. If the application is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- VI. Cancellation of Agreement: DHR reserves the right to cancel and terminate any resulting Agreement, in part or in whole, without penalty, upon 30 days written notice to the parties specified in the Agreement. Any cancellation notice shall not relieve the parties specified in the Agreement of the obligation to deliver and/or perform on all outstanding tasks issued prior to the effective date of cancellation.
- VII. Transfer of Cash Contribution: Transfer of the cash contribution to DHR will be negotiated prior to execution of the Agreement. The applicant is to provide funding directly to DHR after the procurement of the project contractor. Agreements will obligate the proposing entity to transfer their proportionate share of the proposed project cost to DHR. Payment to DHR is expected in a lump sum, to be provided promptly upon receipt of an invoice from DHR. Delays in payment may result in delays in project completion.

## VIII. ADDITIONAL INFORMATION

Additional information about survey and planning is available on DHR's website: <http://www.dhr.virginia.gov/>. Links to specific survey information are provided below.

- A. Virginia Department of Historic Resources Regional Offices:  
<https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>
- B. Cost Share Program: <https://www.dhr.virginia.gov/grant-funding/cost-share-grants/>
- C. Guidelines for Conducting Historic Resources Survey in Virginia (Revised September 2017):  
[https://www.dhr.virginia.gov/wp-content/uploads/2018/06/SurveyManual\\_2017.pdf](https://www.dhr.virginia.gov/wp-content/uploads/2018/06/SurveyManual_2017.pdf)
- D. Application Evaluation Form (Attachment B)

## ATTACHMENT A: 2024-2025 COST SHARE SCHEDULE

The project must be completed in its entirety by May 30, 2025.

Action Items	Date of Completion
Locality Applications Due	April 2024
DHR Decision on Applications	May 2024
2024-2025 Locality Agreements Complete	June 2024
2024-2025 Scopes Issued to Cost Share Consultants	July 2024
Consultant Proposals Due	July 2024
DHR Awards Consultant Contracts	August 2024
Project Initiation: (Project Kick-off meeting with Locality, Vendor, and DHR Complete)	September 2024
First Submission Complete	November 2024
Second Submission Complete	February 2025
Third Submission Complete	April 2025
Final Submission Complete and Contract Closed	May 2025



## ATTACHMENT B: COST SHARE SURVEY APPLICATION EVALUATION FORM

### Cost Share Survey and Planning Program Application Evaluation Form

Applicant: \_\_\_\_\_ Regional Preservation Office: \_\_\_\_\_

Evaluation Scale | 6 – Exceptional | 5 – Excellent | 4 – Very Good | 3 – Good | 2 – Average | 1 – Poor

<b>Urgency and Significance</b>	<b>40</b>				
<b>Points</b>					
• Meets DHR's survey priorities	6		3		1
• Is located in a county, city, or area that is underrepresented in current surveys	6		3		1
• Includes a threatened or endangered resource type	5	4	3	2	1
• Relates and adds additional information to statewide themes	5	4	3	2	1
• Includes a comprehensive approach to survey and documentation in terms of geographical area and/or resource types	6		3		1
• Identifies and documents resources related to Virginia's culturally diverse history	6		3		1
• Is located in an area under threat from climate change or sea level rise	6		3		1
<b>Total - Urgency and Significance</b>	_____				

<b>Project Design</b>	<b>40</b>				
<b>Points</b>					
• Provides identification of new cultural resources and/or updates to existing documentation	5	4	3	2	1
• Encourages and supports existing local preservation planning efforts	5	4	3	2	1
• Includes support from local/regional elected officials and other interested parties	5	4	3	2	1
• Provides a public benefit and includes public participation	5	4	3	2	1
• Phases of work are sufficiently detailed and align with DHR procedures	5	4	3	2	1
• Increases protection of resources and knowledge of resources and the region	5	4	3	2	1
• Identifies how projects results will be utilized in future preservation planning efforts	5	4	3	2	1
• Increases general public knowledge of the importance of local historic resources	5	4	3	2	1
<b>Total - Project Design</b>	_____				

<b>Project Proposal</b>	<b>20</b>				
<b>Points</b>					
• Proposal is clear and concise and meets all requirements	5	4	3	2	1
• Demonstrates ability to share in cost of project (if applicable)	5	4	3	2	1
• Includes detailed budget with appropriate project costs	5	4	3	2	1
• Proposes realistic schedule for completion of work	5	4	3	2	1
<b>Total - Project Proposal</b>	_____				

**Total Score:** \_\_\_\_\_

## ATTACHMENT C: COST SHARE SURVEY APPLICATION FORM

### APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS

**Note:** Applications must use the formatted questions in Attachment C of this document. Please do not submit independently formatted applications.

- 1) **General Requirements:** One (1) digital copy for each project must be submitted to DHR. The applicant shall make no other distribution of the application. Failure to submit all information requested may result in a lower evaluation ranking of the application, and/or the need for prompt submission to DHR of missing information in order to qualify.
  - a) **Application Preparation:** The project application shall be signed by an authorized representative of the applicant. Ownership of all data, materials, and documentation originated and prepared for DHR pursuant to the RFA shall belong exclusively to DHR and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.
- 2) **Specific Application Requirements:** Applicants are required to submit Attachment C of this RFA as the project application:
  - a) **RFA Cover Sheet – Attachment C, Page 3:** These are to be signed and returned with the application.
  - b) **Survey Priority Checklist – Attachment C, Page 4:** Select at least one survey priority that applies to the proposed project.
  - c) **Priority Statement – Attachment C, Page 5:** Provide a description of why this project is a priority for the respective jurisdiction(s) and known threats to resources included in the project. Include an explanation of how the project supports the larger statewide historic resource survey and planning priorities as outlined on page 4 of the application.
  - d) **Scope of Work and Project Design – Attachment C, Page 6:** These must be described in a written narrative to include the following:
    - i) The objective and anticipated outcome of the project, including number of newly recorded and/or updated historic resources;
    - ii) The proposed phases of work clearly indicating the following:
      - (1) What specific tasks will be accomplished;
      - (2) The target completion dates; and
      - (3) Where the work will take place
  - e) **Project Planning with DHR Staff – Attachment C, Page 7:** Include a brief description of interaction with DHR staff prior to submission of the application, including meetings, site visits, and other project planning activities. Projects submitted without previous contact with DHR staff may result in a lower evaluation score.
  - f) **Project Budget – Attachment C, Page 8:** Include a line item budget to support the proposed project and identify the total project cost, amount requested by this application, and cash contribution. Only costs directly related to the scope of work for the project will be allowed. Because DHR will assume responsibility for project management, including the procurement of

qualified consultants to perform the scope of work, costs for administration and overhead on the part of the local government or PDC are not to be considered as part of the budget.

- i) Applications shall specify any non-cash/in-kind contributions that may be available such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall worth of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help reduce consultants' costs and hence the overall cost of the project.
  
- g) Project Schedule – Attachment C, Page 9: Provide a proposed schedule for completion of project work assuming that funds are available beginning August 23, 2024, and ending May 30, 2025. Note that projects must be completed by May 30, 2025, to ensure proper processing of deliverables and close-out of payments.

**RFA Cover Sheet**

In compliance with this Request for Applications and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to enter into a Cost Share Locality Agreement in accordance with the attached signed application, or as mutually agreed upon by contract.

**CERTIFICATION:** I certify that the information in this application is accurate to the best of my knowledge, and that I am authorized to make this request. I agree to abide by all the terms and conditions set forth in this application and accompanying instructions, if selected for a Cost-Sharing Agreement.

**Name and Address of Applicant(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**FEI/FIN No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Add sheets as necessary for multiple applicants, providing all requested information for each.

### **Survey Priority Checklist**

Please select the survey priority or priorities that apply to this application:

- ☐ Provide broad-based survey coverage to areas that have never been adequately surveyed, or for which data is out of date (typically at least 10 years of age or older);
- ☐ Result in the nomination of new historic districts to the Virginia Landmarks Register and National Register of Historic Places or updates documentation of historic districts listed in the Virginia Landmarks Register and National Register of Historic Places that lack detailed inventories, and/or that need significant amendment;
- ☐ Include an area or resource type that is under threat from development pressures, severe weather, natural disasters, the effects of climate change, and/or other serious threats;
- ☐ Include an area or resource type that is under documented and/or relates to a historic context that is not well understood; and
- ☐ Identify and document resources associated with Virginia's culturally diverse history such as places associated with the Reconstruction Era (1861-1898), the Civil Rights Movement, LGBTQ, African-American, Asian-American, Latino, Native American and women's history.

**Priority Statement**

Please describe the proposed project objectives and how the project will address the jurisdiction's preservation priorities. Use additional pages as needed.

**Scope of Work and Project Design**

Please briefly describe the geographic, temporal, or thematic scope of the proposed project. Use additional pages as needed.

**Project Planning with DHR Staff**

Have you corresponded with DHR's architectural historian for your region about this project? If yes, please describe.



**Project Budget**

Total Project Cost: \_\_\_\_\_

Applicant Contribution Amount: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Please provide a line item budget for the proposed project using additional pages if necessary. Only costs directly related to the scope of work for the project will be allowed. Specify any non-cash/in-kind contributions that may be available such as office space, availability of a vehicle, lodging, use of computers and other office equipment, and the ability to make copies of research materials, property records, etc., at no cost, that contribute to the overall worth of the project. This non-cash contribution will not be counted as part of the financial match but can enhance the proposed project application since it can help reduce consultants' costs and hence the overall cost of the project. For assistance determining project costs, contact Blake McDonald, DHR's Survey & Grants Specialist at [blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov) or (804) 482-6086.

### **Project Schedule**

Please provide a proposed schedule for completion of project work assuming that funds are available beginning August 23, 2024, and ending May 30, 2025 using additional pages if necessary. Note that projects must be completed by May 30, 2025, to ensure proper processing of deliverables and close-out of payments. Projects will be regularly monitored by DHR through meetings, site visits, submission of progress reports and project deliverables to DHR for review, and other appropriate means. Services contracted for projects will also include reporting requirements for contractors. Reports will be conveyed to the other parties of the Agreements. For assistance determining project schedules, contact Blake McDonald, DHR's Survey & Grants Specialist at [blake.mcdonald@dhr.virginia.gov](mailto:blake.mcdonald@dhr.virginia.gov) or (804) 482-6086.