

INTRODUCED: November 12, 2024

AN ORDINANCE No. 2024- 296

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$500,000.00 from the Virginia Department of Historic Resources, to amend the Fiscal Year 2024-2025 Special Fund Budget by creating a new special fund for the Department of Planning and Development Review called the “Valentine DHR Historic Preservation Grant Special Fund,” and to appropriate the increase to the Fiscal Year 2024-2025 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Planning and Development Review’s “Valentine DHR Historic Preservation Grant Special Fund” by \$500,000.00, for the purpose of funding the Valentine Collections Care and Access Capital project.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 9 2024 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, be and is hereby authorized to accept funds in the amount of \$500,000.00 from the Virginia Department of Historic Resources for the purpose of funding the Valentine Collections Care and Access Capital project.

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

§ 2. That Article I, Section 2 of Ordinance No. 2024-099, adopted May 13, 2024, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, and made appropriations thereto, be and is hereby amended by creating a new special fund for the Department of Planning and Development Review called the “Valentine DHR Historic Preservation Grant Special Fund” for the purpose of funding the Valentine Collections Care and Access Capital project.

§ 3. That the funds received from the Virginia Department of Historic Resources are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, by increasing estimated revenues by \$500,000.00, increasing the amount appropriated for expenditures by \$500,000.00, and allotting to the Department of Planning and Development Review’s “Valentine DHR Historic Preservation Grant Special Fund” the sum of \$500,000.00, for the purpose of funding the Valentine Collections Care and Access Capital project.

§ 4. This ordinance shall be in force and effect upon adoption.

APPROVED AS TO FORM:

CITY ATTORNEY’S OFFICE



City of Richmond

900 East Broad Street
2nd Floor of City Hall
Richmond, VA 23219
www.rva.gov

Master

File Number: Admin-2024-1267

File ID: Admin-2024-1267

Type: Request for Ordinance or Resolution

Status: Regular Agenda

Version: 2

Reference:

In Control: City Clerk Waiting Room

Department: Planning and Development.Review

Cost:

File Created: 10/01/2024

Subject:

Final Action:

Title:

Internal Notes:

Code Sections:

Agenda Date: 11/12/2024

Indexes:

Agenda Number:

Patron(s):

Enactment Date:

Attachments: Admin-2024-1267 Valentine O&R Request Package, Admin-2024-1267 Valentine Museum 2024-2025 MOU

Enactment Number:

Contact:

Introduction Date:

Drafter: Raymond.Roakes@rva.gov

Effective Date:

Related Files:

Approval History

Version	Seq #	Action Date	Approver	Action	Due Date
2	1	10/1/2024	Kris Daniel-Thiem - FYI	Notified - FYI	
2	2	10/2/2024	Kevin Vonck	Disapprove	10/8/2024
Notes: needs proper approval sequence					
2	3	10/8/2024	Kris Daniel-Thiem - FYI	Notified - FYI	
2	4	10/8/2024	Kevin Vonck	Approve	10/10/2024
2	5	10/8/2024	Alecia Blackwell - FYI	Notified - FYI	
2	6	10/8/2024	Sharon Ebert	Approve	10/9/2024
2	7	10/17/2024	Meghan Brown	Approve	10/9/2024
2	8	10/17/2024	Sheila White	Approve	10/18/2024
2	9	10/17/2024	Sabrina Joy-Hogg	Approve	10/18/2024
2	10	10/28/2024	Lincoln Saunders	Approve	10/28/2024
2	11	10/31/2024	Mayor Stoney	Approve	11/15/2024

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File Admin-2024-1267

City of Richmond

Intracity Correspondence

O&R Transmittal

DATE: September 25, 2024

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: J.E. Lincoln Saunders, Chief Administrative Officer

THROUGH: Sabrina Joy-Hogg, DCAO for Finance and Administration

THROUGH: Shelia White, Director of Finance

THROUGH: Meghan K. Brown, Director of Budget and Strategic Planning

THROUGH: Sharon L. Ebert, DCAO for Economic Development and Planning

FROM: Kevin J. Vonck, Director, Planning and Development Review

RE: To accept funds in the amount of \$500,000 from the Virginia Department of Historic Resources to facilitate a grant of such funds to The Valentine for the Valentine Collections Care & Access Capital project.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$500,000.00 from the Commonwealth of Virginia, Department of Historic Resources (“DHR”); to amend Fiscal Year 2024-2025 Special Fund Budget by creating a new special fund for the Department of Planning and Development Review called the “The Valentine DHR Historic Preservation Grant Special Fund”; and to appropriate the increase to the Fiscal Year 2024-2025 Special Fund Budget by increasing estimated revenues and the amount appropriated to The Valentine DHR Historic Preservation Grant Special Fund by \$500,000.00 for the purpose of providing a grant of such funds.

BACKGROUND: On June 24, 2024, DHR notified The Valentine that the Commonwealth of Virginia appropriated \$500,000 for the Valentine Collections Care & Access Capital project. See DHR award letter attached. The award letter indicates that the funds cannot be provided directly to the JXN from the Commonwealth and, instead, must pass through the appropriate local government (in this case, the City). The deadline for the funds to be transferred from the Commonwealth to the City is June 30, 2025; however, the funds will be disbursed by the City to The Valentine as soon as the necessary Memorandum of Understanding (MOU) is executed and written notification to release funds is received from DHR. The City's sole responsibilities will be to (1) accept the grant funds from the Commonwealth and (2) distribute the grant funds to The Valentine upon receipt of written notification to release funds from DHR. The foregoing limited City responsibilities will be memorialized in a three-party MOU/Grant Agreement executed by the parties following adoption of this ordinance, subject to approval as to form by the Office of the City Attorney.

The funding will support the Valentine Collections Care & Access Capital project. The mission of The Valentine is to engage, educate, and challenge a diverse audience by collecting, preserving, and interpreting Richmond's history. For more than 100 years, The Valentine has collected, pre-served, and interpreted the materials of Richmond's life and history. Through its collections, exhibitions, and programs it reflects and interprets the broad issues and diverse communities which define the history of Richmond and its surrounding counties. The Valentine is the only institution in the city committed solely to this mission. The Valentine includes the stately 1812 Wickham House, a National Historic Landmark and outstanding example of neoclassical architecture featuring rare wall paintings.

COMMUNITY ENGAGEMENT: The Valentine has been involved in collecting, preserving, and interpreting the history of Richmond since it opened as a public museum in 1898. It engages with the public through its programs and facilities on a daily basis.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: The mission of The Valentine is in concert with the City's The Shockoe Project and other initiatives to recognize and commemorate Black history in the city and to tell a broader more inclusive story.

FISCAL IMPACT: There is no direct impact/cost as the result of this ordinance. The result will be a net neutral from a city fiscal perspective. The City will receive \$500,000 from the Commonwealth and then distribute such funds to the recipient when DHR directs the City to release the funds.

This O&R requests an ordinance to amend the FY2024-2025 special fund budget to appropriate the funds received from the Commonwealth prior to June 30, 2025. Appropriating the funds into a special fund created solely for this purpose will facilitate both (1) the funds to be accepted/ap-proriated prior to the June 30, 2025, deadline and (2) the funds being disbursed by the City.

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: November 12, 2024

CITY COUNCIL PUBLIC HEARING DATE: December 9, 2024

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development Standing Committee, November 21, 2024

AFFECTED AGENCIES: PDR, Budget, and Finance

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: Memorandum of Understanding Among The Virginia Department of Historic Resources and The City of Richmond and The Valentine for the Administration of the FY 2024-2025 State Grant for Historic Preservation

STAFF: Kimberly M. Chen, Senior Manager

EXHIBIT A

Name of Recipient:	
Project Director Name:	Project Director Title:
Project Director Phone:	Project Director Email:
Grant Period: End date ___/___/_____	
Project Title:	

Final Report Instructions: Please answer all questions within this document. Label all pages with the name of the Recipient organization. The final project worksheet, and all supporting materials, including copies of all invoices and receipts, must be submitted to DHR with this report.

Project Description

1. Summarize the results of the project accomplished under this grant.
2. Describe any differences between the planned results as stated in the Project Scope of Work and the actual results. (*N/A is an allowable response*)

Financial Information

Please describe how the state funds were allocated to your project.

Note: You may indicate non-state funds that were used to complete the project, however, no matching funding is required.

- Maintain accurate records for the use of the grant funds and retain the records for a minimum of five (5) years from completion of the Project.
- Submit a final project report (see Exhibit A) to DHR and the Local Government within 30 days of the full expenditure of the grant funds.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of two years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Authorization

On behalf of the organization I represent, I agree to the terms set forth in this agreement.

DHR: _____ (signature) _____ (date)
 Julie V. Langan, Director and SHPO

Local Government: _____ (signature) _____ (date)
 Name/Title

Recipient: _____ (signature) _____ (date)
 Name/Title



COMMONWEALTH of VIRGINIA

Department of Historic Resources

Travis A. Voyles
Secretary of Natural and Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Julie V. Langan
Director
Tel: (804) 482-6446
Fax: (804) 367-2391
www.dhr.virginia.gov

June 24, 2024

Mr. William J. Martin
Director
The Valentine Museum
1015 E Clay Street
Richmond, Virginia 23219

Via Email To: wjmartin@thevalentine.org

Re: 2024/2025 State Grant to support capital improvements at the Valentine Museum

Dear Mr. Martin,

I am writing to notify you that the Commonwealth of Virginia's budget for the 2024/2025 fiscal year includes a \$500,000 appropriation for your project. This grant award is being administered by the Department of Historic Resources (DHR). Before your organization receives the funds, the grant must pass through the local government within which your project is located. The local government will disburse the full amount of the award to your organization.

This grant will be available for disbursement to the locality upon execution of the necessary Memorandum of Understanding (MOU) between the DHR, the City of Richmond which will initially receive the funds, and the Valentine Museum.

It is imperative that the funds be disbursed to the City of Richmond as quickly as possible and no later than June 30, 2025. Any funds not disbursed by that date will be forfeited.

Sarah Spota, DHR's Deputy Director, will be the main point of contact for you and for your local government/fiscal agent during the grant period of performance. She may be contacted by email at Sarah.Spota@dhr.virginia.gov or by her direct line, 804-482-8098.

The important next steps in awarding you this funding are:

- Return the attached Project Information Form. Once returned the MOU will be sent to you.

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

- Review, finalize and execute the MOU between DHR, the City of Richmond, and your organization as quickly as possible.
- Transfer the awarded funding from DHR to the City of Richmond upon full execution of the MOU.
- Authorize the City of Richmond to transfer the awarded funding to the Valentine Museum upon full execution of the MOU.

The Department looks forward to working with you in the coming months to ensure the success of your project. Thank you for your leadership in preserving Virginia's important history.

Sincerely,



Julie V. Langan
DHR Director

cc: Sarah Spota, DHR Deputy Director
Senator Lamont Bagby
Delegate Betsy Carr

Attachments: Project Information Form

Administrative Services
10 Courthouse Ave.
Petersburg, VA 23803
Tel: (804) 862-6408
Fax: (804) 862-6196

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033



FY 2024-2025 STATE GRANT

Grant recipients should complete and sign this information form and submit via email to Sarah Spota, Deputy Director, at sarah.spota@dhr.virginia.gov

All inquiries for information should be directed to Sarah Spota at 804-482-8098 or via email.

Project Title	<u>Valentine Collections Care & Access Capital Project</u>
GRANTEE INFORMATION	
Applicant Organization	<u>THE VALENTINE</u>
Street Address	1015 E CLAY STREET, RICHMOND, VA 23219
Mailing Address (if different from above)	Click here to enter text.
Primary Contact Name and Title	WILLIAM J. MARTIN, DIRECTOR
Email Address	WJMartin@thevalentine.org
Telephone #	804-649-0711
Organization FEI/FIN #	54-0505967
Project Coordinator (if different from primary contact) and email address	Click here to enter text.
Award Amount(enter amount found in your award letter)	\$500,000
LOCAL GOVERNMENT INFORMATION	City of Richmond

Street Address	<u>900 East Broad Street, Richmond, VA 23219</u>
Mailing Address (if different from above)	<u>900 East Broad Street, Room 511, Richmond, VA 23219</u>
Point of Contact Name and Title	<u>Kimberly M. Chen, Senior Manager</u>
Email Address	<u>Kimberly.chen@rva.gov</u>
Telephone #	<u>804-646-6364</u>
PROJECT INFORMATION	
Total Project Cost	<u>\$12,653,418.00</u>
Matching Share (amount & source) if applicable	Click here to enter text.

Project Type:

- Construction/Development/Pre-Development Project
- Education & Outreach / Exhibition

Narrative Statement of Project Description and Design

Instructions: Provide a brief description of the project. Please explain how project will be carried out. Describe all work products that will be produced. If your project has already been initiated, please indicate what work is already underway or been completed.

The Valentine Moment Capital Campaign is a multi-faceted initiative that represents a generational investment in the long-term sustainability of the Valentine. This request for funding is in support of the Valentine’s Collections Care and Access project, the largest component of the Valentine Moment Capital Campaign. This project focuses both on *what* objects make up the Valentine’s collection and *how* they are stored and accessed.

The Valentine’s extensive collection of objects, photographs, books, manuscripts, costume and textiles is the foundation upon which the museum’s research services, programming and exhibitions are built. It is essential that these holdings reflect the region while featuring the stories of all Richmonders. Providing the proper care for objects to ensure their preservation and future use is equally important.

Beginning in 2019 with a strategic planning process to refine the purpose of the Valentine’s collection, staff has reviewed the museum’s more than 1 million objects and removed materials that are unrelated to our mission or represent duplicative local stories. When this inventory and refinement process is

completed, our collection will be tightly focused on the region. This work has also revealed that new objects and new stories need to be added to the collection to tell a broader story of Richmond.

Along with evaluating our holdings, the capital project includes major renovation and expansion of the upper floors of the museum building to create up-to-date collection storage, processing and access spaces. This major investment in collection care will ensure that objects are preserved and their stories documented for future generations. The E. Claiborne Robins, Jr. Reading Room provides a comfortable setting for researchers to access to the Valentine's collection for their own interests, and the Barbara S. Brown Ph.D. Object Viewing Room creates a teaching space for object-based presentations for groups. Expanded collection access is ultimately the most important goal of this once-in-a-lifetime investment in the Valentine's unique historical resources.

Renovation of existing and construction of new storage spaces on the museum's second and third floors was completed in late 2024. Beginning early 2024, retained collection objects began to be moved back to these new storage spaces; this work is ongoing for the next year. The museum opened the Robins Reading Room and Brown Object Viewing Room to the public in March 2024.

CERTIFICATIONS:

1. The matching share, if applicable, is available;
2. the grantee has the legal authority to apply for state assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-state share of project costs) to ensure proper planning, management and completion of the project described in this application;
3. the grantee shall give the VDHR and the Comptroller, if appropriate, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the assistance;
4. the grantee shall establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;
5. the grantee shall furnish a final report and such other information as is required by the VDHR or the State;
6. the grantee shall comply with all applicable requirements of all other State Laws and policies governing this program; and
7. the grantee has read and acknowledged all information and requirements regarding how this grant shall be administered and how funds shall be disbursed.


Signature of Authorized/Certifying Official: William J. Martin

Title William J. Martin, Director Date 7/17/2024

Email WJMartin@thevalentine.org Phon 804-649-0711 x340

Applicant/Organization The Valentine Date Submitted 7/17/2024

Memorandum of Understanding

Among

The Virginia Department of Historic Resources

And

The City of Richmond, Virginia

And

The Valentine

For the

Administration of the FY 2024-2025 State Grant for Historic Preservation

The Commonwealth of Virginia through the Department of Historic Resources will provide \$500,000 to The Valentine for the exclusive support of the Valentine Collections Care & Access Capital Project (hereinafter “the Project”).

This Memorandum of Understanding (hereinafter “MOU”) establishes a partnership among the Virginia Department of Historic Resources (hereinafter “DHR”), the City of Richmond, an official subdivision of the Commonwealth (hereinafter “the Local Government”), and The Valentine (hereinafter “the Recipient”).

I. MISSION

DHR is the State Historic Preservation Office of the Commonwealth. DHR fosters, encourages, and supports the stewardship and use of Virginia’s significant architectural, archaeological, and historic resources as valuable assets for the economic, educational, social, and cultural benefit of citizens and communities. A significant responsibility is the administration and review of state and federal historic preservation grant programs for financial and programmatic compliance. DHR is authorized to administer state grants to non-state agencies under the Code of Virginia.

The mission of The Valentine is to engage, educate, and challenge a diverse audience by collecting, preserving, and interpreting Richmond’s history. For more than 100 years, The Valentine has collected, preserved and interpreted the materials of Richmond’s life and history. Through its collections, exhibitions and programs it reflects and interprets the broad issues and diverse communities which define the history of Richmond and its surrounding counties. The Valentine is the only institution in the city committed solely to this mission. The Valentine includes the stately 1812 Wickham House, a National Historic Landmark and outstanding example of neoclassical architecture featuring rare wall paintings.

Together, the Parties enter into this MOU to mutually promote efforts to execute the Project. Accordingly, DHR, the Local Government and the Recipient operating under this MOU agree as follows:

II. PURPOSE AND SCOPE

DHR, the Local Government, and the Recipient will cooperate to ensure the correct and timely administration of the grant and the appropriate use and disbursement of its funds.

1. The “Partners” are forming a collaboration to comply with the provisions of the 2024 Appropriation Act.
2. The collaboration is intended to benefit the citizens of the City of Richmond and the Commonwealth.
3. Each organization which is a party to this MOU is responsible for its own expenses related to this MOU.
4. There will be an exchange of funds between the parties for tasks associated with this MOU as outlined below.

III. RESPONSIBILITIES

Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

DHR: Sarah Spota, Deputy Director
Sarah.Spota@thr.virginia.gov
(804) 482-6461
2801 Kensington Ave., Richmond, VA 23221

Local Government: Kimberly M. Chen, Senior Manager, City of Richmond
Kimberly.Chen@rva.gov
(804) 646-6364
900 East Broad Street, Richmond, VA 23219

Recipient: William J. Martin, Director
WJMartin@thevalentine.org
(804) 649-0711
1015 East Clay Street, Richmond, VA 23219

DHR will:

- Transfer award funding in the amount of \$500,000 to the Local Government upon full execution of this MOU, but no later than June 30, 2025;
- Authorize and instruct the Local Government to transfer funds to the Recipient upon full execution of this MOU;
- Instruct the Recipient on the procedures for maintaining the financial records of the grant;

The Local Government will:

- Serve as fiscal conduit for the Project by receiving and transferring the grant funds in full to the Recipient upon full execution of this MOU.

The Recipient will:

- Submit project information form

- Maintain accurate records for the use of the grant funds and retain the records for a minimum of five (5) years from completion of the Project.
- Submit a final project report (see Exhibit A) to DHR and the Local Government within 30 days of the full expenditure of the grant funds.

IV. TERMS OF UNDERSTANDING

The term of this MOU is for a period of two years from the effective date of this agreement and may be extended upon written mutual agreement. It shall be reviewed annually to ensure that it is fulfilling its purpose and to make any necessary revisions.

Authorization

On behalf of the organization I represent, I agree to the terms set forth in this agreement.

DHR: _____ (signature) _____ (date)
 Julie V. Langan, Director and SHPO

Local Government: _____ (signature) _____ (date)
 Name/Title

Recipient: _____ (signature) _____ (date)
 Name/Title

Approved as Form



 Assistant City Attorney

EXHIBIT A

Name of Recipient:	
Project Director Name:	Project Director Title:
Project Director Phone:	Project Director Email:
Grant Period: End date ___/___/_____	
Project Title:	

Final Report Instructions: Please answer all questions within this document. Label all pages with the name of the Recipient organization. The final project worksheet, and all supporting materials, including copies of all invoices and receipts, must be submitted to DHR with this report.

Project Description

1. Summarize the results of the project accomplished under this grant.
2. Describe any differences between the planned results as stated in the Project Scope of Work and the actual results. (*N/A is an allowable response*)

Financial Information

Please describe how the state funds were allocated to your project.

Note: You may indicate non-state funds that were used to complete the project, however, no matching funding is required.

Experience

Answers to the following questions will help us improve the administration of this grant program.

1. What were the major successes or obstacles you faced in implementing your grant project and what additional assistance (from partner organizations, the community, DHR, etc.) would have benefited your organization?
2. Provide a quote and citation/author that describes how this project has benefited the local community and the Commonwealth and how it has furthered the public's knowledge of significant historical/cultural event(s) that shaped the nation. This quote may be used by the Commonwealth and/or DHR in publications or other social media.

Final date due: _____ Final date submitted: _____

Recipients Official's Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email: _____

Date Final approved by DHR: _____

DHR Grant Manager Signature: _____

Experience

Answers to the following questions will help us improve the administration of this grant program.

1. What were the major successes or obstacles you faced in implementing your grant project and what additional assistance (from partner organizations, the community, DHR, etc.) would have benefited your organization?
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Final date due: _____ Final date submitted: _____

Recipients Official's Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email: _____

Date Final approved by DHR: _____

DHR Grant Manager Signature: _____