

INTRODUCED: January 9, 2023

AN ORDINANCE No. 2023-007

To authorize the Chief Administrative Officer to accept funds in the amount of \$300,000.00 from the Virginia Department of Historic Resources, to amend the Fiscal Year 2022-2023 Special Fund Budget by creating a new special fund for the Department of Planning and Development Review called the Preservation Virginia Project DHR Historic Preservation Grant Special Fund, and to appropriate the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Planning and Development Review's Preservation Virginia Project DHR Historic Preservation Grant Special Fund by \$300,000.00, for the purpose of funding the exterior restoration of the John Marshall House and fire suppression at the Historic Jamestowne Research Center.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 23 2023 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$300,000.00 from the Virginia Department of Historic Resources, for the purpose of funding the exterior restoration of the John Marshall House and fire suppression at the Historic Jamestowne Research Center.

AYES: 9 NOES: 0 ABSTAIN: _____

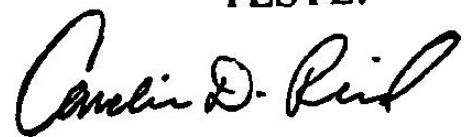
ADOPTED: JAN 23 2023 REJECTED: _____ STRICKEN: _____

§ 2. That Ordinance No. 2022-056, adopted May 9, 2022, which adopted the Special Fund Budget for the fiscal year commencing July 1, 2022, and ending June 30, 2023, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Planning and Development Review called the Preservation Virginia Project DHR Historic Preservation Grant Special Fund, for the purpose of funding the exterior restoration of the John Marshall House and fire suppression at the Historic Jamestowne Research Center.

§ 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, 2022, and ending June 30, 2023, by increasing estimated revenues by \$300,000.00, increasing the amount appropriated for expenditures by \$300,000.00, and allotting to the Department of Planning and Development Review's Preservation Virginia Project DHR Historic Preservation Grant Special Fund the sum of \$300,000.00, for the purpose of funding the exterior restoration of the John Marshall House and fire suppression at the Historic Jamestowne Research Center.

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

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Camelin D. Reed". The signature is fluid and cursive, written over a white background.

City Clerk



City of Richmond

Intracity Correspondence

O&R REQUEST

DATE: October 24, 2022

EDITION: 1

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: Sheila White, Director of Finance

THROUGH: Jason May, Director of Budget and Strategic Planning

THROUGH: Sharon L. Ebert, DCAO Economic Development & Planning

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

RE: To accept funds in the amount of \$300,000 from the Virginia Department of Historic Resources to facilitate a grant of such funds to the Preservation Virginia for the John Marshall House project and the Historic Jamestowne project.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$300,000.00 from the Commonwealth of Virginia, Department of Historic Resources (“DHR”); to amend Fiscal Year 2022-2023 Special Fund Budget by creating a new special fund for the Department of Planning and Development Review called the “Preservation Virginia Project DHR Historic Preservation Grant Special Fund”; and to appropriate the increase to the Fiscal Year 2022-2023 Special Fund Budget by increasing estimated revenues and the amount appropriated to the DHR Preservation Virginia Project Historic Preservation Grant Special Fund by \$300,000.00 for the purpose of providing a grant of such funds.

REASON: An ordinance is necessary to authorize the acceptance of funds from DHR and to appropriate such funds to a Special Fund in order to facilitate a single disbursement to Preservation Virginia.

RECOMMENDATION: The City Administration recommends approval.

BACKGROUND:

On September 2, 2022, DHR notified the Preservation Virginia that the Commonwealth of Virginia appropriated \$300,000 for Preservation Virginia for the John Marshall House project and the Historic Jamestowne project. See DHR award letter attached. The award letter indicates that the funds cannot be provided directly to the Preservation Virginia 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, 2023; however, the funds will be disbursed by the City to Preservation Virginia 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 Preservation Virginia 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 Preservation Virginia John Marshall House Project which will include window sash and frame conservation, exterior trim painting, masonry restoration around windows and other painting projects to preserve and repair original fabric. It will also fund the Historic Jamestowne Project for the installation of a fire suppression system in the office portion of the Historic Jamestowne Research Center housed in the 1907 Yeardley House.

FISCAL IMPACT / COST: No direct impact/cost as the result will be a net neutral from a city fiscal perspective. The City will receive \$300,000 from the Commonwealth and then distribute such funds to the recipient when DHR directs the City to release the funds.

FISCAL IMPLICATIONS: The result will be a net neutral from a city fiscal perspective.

BUDGET AMENDMENT NECESSARY: Yes, this O&R requests an ordinance to amend the FY2022-2023 special fund budget in order to appropriate the funds received from the Commonwealth prior to June 30, 2023. Appropriating the funds into a special fund created solely for this purpose will facilitate both (1) the funds to be accepted/appropriated prior to the June 30, 2023, deadline and (2) the funds being disbursed by the City.

REVENUE TO CITY: The City will receive \$300,000 in new revenues and those funds will be disbursed to the recipient so the result will be net neutral.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: December 12, 2022

CITY COUNCIL PUBLIC HEARING DATE: January 9, 2023

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development Standing Committee (December 15, 2022)

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: Budget and Strategic Planning, Finance, Planning and Development Review, City Attorney's Office

RELATIONSHIP TO EXISTING ORD. OR RES.: None

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: DHR Award Letter for Preservation Virginia's John Marshall House project and the Historic Jamestowne project

STAFF: Kimberly Chen, Senior Manager



COMMONWEALTH of VIRGINIA

Department of Historic Resources

Travis A. Voyles
*Acting 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

September 2, 2022

Elizabeth Kostelny, Chief Executive Officer
Preservation Virginia
204 West Franklin Street
Richmond, Virginia 23220

Via Email To: ekostelny@preservationvirginia.org

Re: 2022/2023 State Grant for Preservation Virginia

Dear Elizabeth Kostelny,

I am writing to notify you that the Commonwealth of Virginia's budget for the 2022/2023 fiscal year includes a \$300,000 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, City of Richmond which will initially receive the funds, and Preservation Virginia.

It is imperative that the funds be disbursed to the City of Richmond as quickly as possible and no later than June 30, 2023. Any funds not disbursed by that date will be forfeited.

Caitlin Sylvester, DHR's Grant Coordinator, 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 Caitlin.sylvester@dhr.virginia.gov or by her direct line, 804-482-6461.

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, City of Richmond, and your organization as quickly as possible.
- Transfer the awarded funding from DHR to City of Richmond upon full execution of the MOU.
- Authorize City of Richmond to transfer the awarded funding to Preservation Virginia 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: Stephanie Williams, DHR Deputy Director
Caitlin Sylvester, DHR Grants Coordinator
Senator Ghazala F. Hashmi
Delegate Jeffrey M. Bourne
Will Glasco, Preservation Virginia Director of Development

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

Memorandum of Understanding

Among

The Virginia Department of Historic Resources

And

The City of Richmond, Virginia

And

Preservation Virginia

For the

Administration of the FY 2022-2023 State Grant for Historic Preservation

The Commonwealth of Virginia through the Department of Historic Resources will provide \$300,000 to Preservation Virginia for the exclusive support of the Exterior Restoration of the John Marshall House and Fire Suppression at Historic Jamestown Research Center (hereinafter “the Project”).

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

Preservation Virginia has a mission to inspire and engage the public in fostering, supporting and sustaining Virginia’s historic places through leadership in advocacy, education, revitalization and stewardship. They envision a future in which people seek a more complete understanding of the past, value the connections between people and place and support the protection of places where history happened.

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 Chapter 2 of the 2022 Acts of Assembly.
2. The collaboration is intended to benefit the citizens of the City 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:	Caitlin Sylvester, Grants Coordinator Caitlin.sylvester@dhr.virginia.gov (804) 482-6461 2801 Kensington Ave., Richmond, VA 23221
Local Government:	Kimberly M. Chen, Senior Manager Kimberly.chen@rva.gov (804) 646-6364 900 East Broad Street, Room 511, Richmond, VA 23219
Recipient:	Elizabeth Kostelny, CEO and President ekostelny@preservationvirginia.org (804) 648-1889 ext. 306 204 West Franklin Street, Richmond, VA 23220

DHR will:

- Transfer award funding in the amount of \$300,000 to the Local Government upon full execution of this MOU, but no later than June 30, 2023;
- 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)

J. E. Lincoln Saunders, Chief Administrative Officer, City of Richmond

Preservation Virginia: _____ (signature) _____ (date)
Elizabeth Kostelny, CEO and President

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: _____