

Memorandum of Understanding
Between
The Virginia Department of Historic Resources
And
The City of Alexandria, Virginia
For the

Administration of the FY 2020-2021 General Assembly Grant for Historic Preservation. The Commonwealth of Virginia through the Department of Historic Resources will provide **\$2,443,000** to the Office of Historic Alexandria of the City of Alexandria, a Virginia municipal corporation, for the exclusive support of the Rehabilitation of the Franklin and Armfield Office, aka Freedom House (hereinafter the Project).

This Memorandum of Understanding (hereinafter "MOU") establishes a partnership between the Virginia Department of Historic Resources (hereinafter "DHR") and the City of Alexandria.

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 §10.1-2213. DHR through the authority of the Board of Historic Resources holds a perpetual preservation easement on the historic property known as the Franklin and Armfield Office (DHR 100-0105), also known as Freedom House. The property is a National Historic Landmark and is listed in the National Register of Historic Places and the Virginia Landmarks Register.

The Office of Historic Alexandria (OHA) of the City of Alexandria enhances the quality of life for City residents and visitors by preserving and interpreting Alexandria's historic properties, archaeological sites, cultural resources, artifact collections, objects, archives, records, and personal stories, and by encouraging audiences to appreciate Alexandria's diverse historic heritage and its place within the broader context of American history.

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

II. PURPOSE AND SCOPE

DHR and the Local Government 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 Code of Virginia.
2. The collaboration is intended to benefit the citizens of the County and the Commonwealth by preserving an asset for them of significant historical and economic value.

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: Jim Hare, Director of Special Projects;
jim.hare@dhv.virginia.gov (804) 482-6445
2801 Kensington Ave., Richmond, VA 23221

And

Megan Melinat, Director, Preservation Incentives, Div.
megan.melinat@dhv.virginia.gov (804) 482-6455

The City of Alexandria: Gretchen Bulova, Director, Office of Historic Alexandria
gretchen.bulova@alexandriava.gov (703) 746-4554
Lloyd House, 220 North Washington Street
Alexandria, Virginia 22314

DHR will:

- Transfer award funding in the amount of \$2,443,000 to the City of Alexandria upon full execution of this MOU, but no later than June 30, 2021;
- Instruct the City of Alexandria on the procedures for maintaining the financial records of the grant and requesting reimbursement of grant funds;
- Review and approve a scope of work, including plans and specifications, for the grant-funded Project prior to construction, and any changes that may be requested;
- Ensure the Project complies with the easement provisions, state and federal preservation laws, standards and practices as appropriate;
- Assist the Applicant in complying with Code of Virginia requirements for the procurement of goods and services for execution of the grant funded project;

The City of Alexandria will

- Submit a scope of work ("SOW") and all plans and specifications for work to be accomplished under the grant project to DHR for review and approval to ensure that the work will meet the Secretary of the Interior's Standards for Archaeology and Rehabilitation.
- Adhere to the SOW for the Project approved by DHR. Requests for changes to the approved SOW will be made in writing to DHR; prior to execution of work;
- 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;
- Comply with state and federal preservation laws, standards and practices;
- Procure goods and services in accordance with the rules of the Virginia Public Procurement Act § 2.2-4300 et seq., as appropriate;
- Submit a final project report (see Exhibit A) to DHR within 30 days of the completion of the Project.

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 wish to sign this MOU and contribute to its further development.

DHR: _____
(signature) (date)

Julie V. Langan, Director and SHPO

The City of Alexandria: _____
(signature) (date)

Mark B. Jinks, City Manager



Assistant City Attorney
Approved as to Form

EXHIBIT A

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

Instructions: Please answer all questions within this document. Label all pages with the name of the applicant 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*)
3. As applicable, explain any plans for ongoing funding, expansion, modification, or replication of the project. (*N/A is an allowable response*)
4. Describe the long-term maintenance plan for the site/work/project completed under this grant. (*N/A is an allowable response*)

EXHIBIT A, continued

Financial Information

Please create a budget table like the one shown below. Use the budget approved for your grant or the last approved budget modification as the basis for "Total Planned Costs."

Item	Budget Amount	State Funds	Non-State Funds (Match)	Total Cost	Difference
1	\$ -	\$ -	\$ -	\$ -	\$ -
2	\$ -	\$ -	\$ -	\$ -	\$ -
3	\$ -	\$ -	\$ -	\$ -	\$ -
4	\$ -	\$ -	\$ -	\$ -	\$ -
5	\$ -	\$ -	\$ -	\$ -	\$ -
6	\$ -	\$ -	\$ -	\$ -	\$ -
7	\$ -	\$ -	\$ -	\$ -	\$ -
8	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

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

Deliverables/Publications

The grantee must include acknowledgment of grant support from the Commonwealth of Virginia in all deliverables, press, and publications concerning grant-supported activities.

- One digital (and printed, if applicable) copy of any deliverable/publication.
- All deliverables must contain the following disclaimer and acknowledgement:
"This material was produced with assistance from the Commonwealth of Virginia. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Commonwealth."
- Deliverables/publications include, but are not limited to: grant project reports; books, pamphlets, brochures or magazines; video or audio files; documentation of events, including programs, invitations and photos, websites, mobile apps, exhibits, and interpretive signs.

EXHIBIT A, continued

Experience

Answers to the following questions will help us improve the General Assembly grant programs.

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: _____

Applicants Official's Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Email: _____

Date Final approved by DHR: _____

DHR Grant Manager Signature: _____