

## Overview

### *About the Virginia Black, Indigenous, And People Of Color Historic Preservation Grant Program*

The Virginia Black, Indigenous, and People of Color Historic Preservation Fund (BIPOC) was established under Virginia Code [§ 10.1-2202.5](#). The intent of the program is to support Virginia’s historically underserved and underrepresented communities through protecting their associated cultural and historical sites. This fund will provide grants for the acquisition, protection, and rehabilitation of tribal lands and historic and archaeological sites of significance associated with Virginia’s Black, Indigenous, and People of Color communities.

The [Virginia Department of Historic Resources](#) (DHR) has developed the following guidelines and criteria to facilitate the disbursement of this funding appropriated by the General Assembly. **The grant program is still in development and this grant manual is subject to change.**

For the first round of funding DHR is highly encouraging applicants to apply who have projects that are:

- “Shovel-ready” (i.e ready for construction, acquisition, or archaeological work with planning and/or engineering already in place or ready for bid/acquisition) with a firm budget and tangible results; and
- Prepared for the property protection requirements of the perpetual historic preservation easement.

The intent is to quickly begin grant-funded work for the first round of projects before setting aside time to better assist applicants in later rounds with more complex or less developed projects. If you need further assistance in developing a project, please reach out to [DHR](#).

### *About the Virginia Department of Historic Resources*

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.

### *Timeline*

There will be two rounds of applications, one in spring/ summer and the other in fall/ winter.

February 15, 2023

First Round: Project Screening Form Opens

March 1, 2023

Virtual Information and Q&A Session

April 1, 2023

First Round: Project Screening Form Deadline

April 15, 2023	First Round: Full Application Released (for applicants with a successful Project Screening Form)
April/ May 2023	Application form workshops hosted in person and virtually (additional information TBD)
June 15, 2023	First Round: Full Application Deadline
Summer/Fall, 2023	First Round: Grant Awards Announced
Winter/ Spring, 2024	Second Round: Opens

**\*All dates subject to change\***

## Eligibility Requirements

### *Eligible Applicants*

BIPOC Fund grants may be awarded to state or federally-recognized Indian tribes, non-profit organizations registered as tax exempt under the Internal Revenue Code (must provide proof of valid, current tax-exempt status under § 501(c)(3) of the Internal Revenue Code.), and Virginia localities ([§ 1-221](#)). All applicants must be the owner of the project property or be able to submit a signed letter of support from the property owner. Once the funding is granted, the property owner (whether that is the grantee or another individual or entity) will be asked to provide a copy of the recorded deed.

**Federal governmental entities, for-profit entities, and individuals are not eligible applicants at this time.**

### *Eligible Projects*

Grant funds are restricted to the following uses on any cultural or historical property associated with Virginia's Black, Indigenous, or People of Color communities ("real property" means fixed property, principally land and buildings):

- Rehabilitation and/or stabilization of real property
- Purchase of a fee simple or protective interest in real property
- Data recovery (e.g. archaeological investigations)

All eligible project applicants must request at least \$50,000 in grant funding and no more than \$1,000,000. Applicants can apply for more than one project across application rounds, but grant awards per applicant will not exceed \$1,000,000, whether that is for one grant project or more.

Project properties must be listed in the Virginia Landmarks Register, the National Register of Historic Places, designated as a National Historic Landmark, or determined eligible for such listing by DHR. If the applicant is unsure of the eligibility status of a potential project property, please contact [bipocgrantfund@dhr.virginia.gov](mailto:bipocgrantfund@dhr.virginia.gov). If the resource has not yet been evaluated for eligibility, but the applicant is interested in completing the [Preliminary Information Form](#) (PIF) to have the eligibility status determined, please contact the [Regional Office](#) that serves the area where the property is located. For the

purpose of this fund, eligibility will be determined by DHR's architectural and/or archaeological evaluation teams; PIFs do not have to be reviewed by the State Review Board for these applications.

All material rehabilitation and/or stabilization of real property must be completed in accordance with the [\*Secretary of the Interior's \(SOI\) Standards for the Treatment of Historic Properties\*](#).

Data recovery projects must be completed in accordance with [\*Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation\*](#) and [\*Guidelines for Conducting Historic Resources Survey in Virginia\*](#). Data recovery may consist of a systematic sample of a portion of an archaeological site guided by logical research questions.

Grants awarded for the acquisition of real property by fee simple purchase or by purchase of protective interests shall not exceed 50 percent of the appraised value of the land or permanent protective interest. Grants may be awarded for real property acquisitions upon which the applicant has already completed the transaction, provided that (i) the transaction was completed no more than 12 months prior to the date of the application for the grant; and (ii) an identifiable threat to the resource or compelling need for preservation existed at the time of the purchase.

## *Ineligible Projects*

Ineligible use of funds includes but is not limited to:

- Architectural survey projects for the sole purpose of listing an individual historic resource or district on the National Register of Historic Places (however, these expenses may be allowable if part of a larger eligible project).
- Reconstructing historic properties (recreating all or a significant portion that no longer exists), moving historic properties, or work on moved historic properties that are no longer eligible for listing in the NRHP.
- Acquisition of collections, conservation of collections, or long-term maintenance or curatorial work beyond the grant period.
- Projects involving establishment or enhancement of cash reserves, endowments, revolving funds, fund-raising costs, lobbying or advocacy activities.
- Projects already completed or fully funded through other state or federal programs.
- Increase of staff capacity.
- Environmental review and compliance

**Funding requests for ineligible projects may be denied at DHR's sole discretion.**

# Grant Conditions and Requirements

## *Property Protection Requirements*

**All grant recipients must convey a perpetual historic preservation and open-space easement** to the Board of Historic Resources ([§ 10.1-2202.5.](#)) or other holder pursuant to the Open-Space Land Act ([§ 10.1-1700](#)) for the purpose of preserving real property that is important for its historical, architectural, or archaeological aspects, thereby placing restrictions on the use or development of the land. For any holder other than the Board of Historic Resources, DHR shall review the terms and conditions of the easement as well as the capacity and expertise of the holder to enforce the terms of the easement.

In order to convey the easement, the project property or resource must meet eligibility requirements for [DHR's Historic Preservation and Open-Space Easement Program](#). This includes procuring a physical boundary survey of the project property, a title search, and title insurance policy, all of which are eligible costs under the BIPOC grant program. The easement shall follow the form of the current easement template as promulgated by DHR's Historic Preservation and Open-Space Easement Program. Typical provisions include:

- Review of ground disturbing activities to protect archaeological sites or features
- Review of all new construction to protect historic setting and character
- Professional archaeological survey for specific ground disturbing activities
- Restrictions for certain uses and activities
- Review of alterations to historic landscape, e.g. conversion from field to forest or forest to field
- Required physical public access a minimum of two days per calendar year, subject to reasonable restrictions
- Historic buildings and structures must be maintained; prohibits willful demolition or demolition by neglect
- Prohibits or limits subdivision and new construction
- Review of alterations to historic buildings and structures
- Forest Management, Agricultural Resource Management, and Riparian Buffer provisions (as applicable)

Grant recipients are required to submit a separate easement application form to DHR's Easement Program following award notification. DHR strongly recommends that applicants to the BIPOC Fund review information about [DHR's Historic Preservation and Open-Space Easement Program](#), which is available on the agency's website. Please contact Karri Richardson at [karri.richardson@dhr.virginia.gov](mailto:karri.richardson@dhr.virginia.gov) for additional information about the easement application process and requirements.

Please note that due to DHR's existing queue of new easement applications, recordation of the historic preservation easement takes on average 18-24 months to complete. This is a separate process from the grant-funded work but can be done concurrently. DHR easement staff will work with each successful grantee to determine easement recordation process.

## *Eligible Costs*

Eligible costs include but are not limited to:

- Architectural and/or engineering plans, reports, renderings, specifications, and/or drawings
- Construction costs including labor and materials
- Project and/or finance management
- Archaeological contractor and materials
- Acquisition of real property or a perpetual historic preservation easement
- Costs associated with acquisition of real property and/or a preservation easement, such as title searches, title insurance policy, boundary survey, closing costs, appraisals and environmental reports

**Funding requests for ineligible costs may be denied at DHR's sole discretion.**

## *Match*

A match is not required for this grant program. However, the ability of an applicant to provide matching funds, including in-kind, shall be considered during the application review process.

The BIPOC Grant Fund can be used as match for other private, state, or federal grant programs pending any restrictions stemming from those programs.

## **Application Information and Review**

### *Application Information*

The grant application will consist of a required two step process:

1. **Project Screening Form:** The required short Project Screening Form requests basic information about the applicant, project location, and project type. The applicant will be asked to briefly describe the objective of the project, as well as their organization's ability to successfully manage and complete the proposed project. Completion of the Project Screening Form allows DHR staff to better guide the applicant and save them time before completing the full application. The Project Screening Form is a [digital form](#). If the applicant would prefer to complete a hardcopy please request the paper form using the [contact information](#) at the end of this manual.
2. **The BIPOC Fund Grant Application:** Requests required additional documents, including a full project description, property documentation, project budget, and project timeline. A completed application must also include a signed terms agreement, which acknowledges the applicant has read and understands the terms of the grant funding, including the requirement for a perpetual easement. Those materials will be sent to applicants with a successful Project Screening Form. Once the BIPOC Fund Grant Application has been completed, it can be mailed or emailed ([see](#)

[contact information](#)). If an applicant chooses to mail the application, they must ensure it is postmarked by the “full application deadline” date for which the applicant has applied. .

**Application deadlines are outlined under the “[Timeline](#)” subheading of the manual.**

## *Application Evaluation Criteria*

A project scoring sheet reflecting the value of review criteria will be used to evaluate each proposal (scoring sheet still in development, will be posted and linked here upon release of full grant application). For the first round of funding DHR is highly encouraging applicants to apply who have projects that are: “shovel-ready” (i.e ready for construction, acquisition, or archaeological work with planning and/or engineering already in place or ready for bid/acquisition) with a firm budget and tangible results; and prepared for the property protection requirements of the perpetual historic preservation easement. The rest of the application evaluation criteria will draw directly from the provisions of the BIPOC Grant Fund ([§ 10.1-2202.5](#)).

Consideration will be given to the historic and/or cultural significance of a resource as well as any current threats. Additional consideration will be given to the applicant's financial need and the administrative capacity. This includes the ability of the applicant to complete the project and maintain and manage the property, including their potential future public engagement goals, such as through education, recreation, research, tourism promotion, and/or community development.

Grant award recommendations will be presented to the [Virginia Board of Historic Resources](#) for approval ([§ 10.1-2204](#)).

**Evaluation criteria are still under development. Complete criteria will be released upon publication of full grant application spring/summer 2023.**

## **Grant Award Process**

### *Funds Disbursement*

Any organization, state and/or federally recognized American Indian Tribe, or locality that receives grant award funding must be registered as a payable entity with the Commonwealth of Virginia. Applicants that already possess and active [eVA vendor ID](#) will need only to ensure their record is current. Eligible applicants that are not already registered as payable entities with the Commonwealth of Virginia must fill out and return a Commonwealth of Virginia W-9 form (to be included in the application package) in order to be payable by the Commonwealth of Virginia.

Awardees will have the option to set up an Electronic Data Interchange (EDI) to receive funds electronically. Information on the process for applying for EDI payment processing will be sent to funded awardees.

Property stabilization, rehabilitation, and data recovery projects will receive funding disbursement on a rolling basis. To ensure that all project work follows the [SOI Standards](#), DHR will need to review project work before it is completed and funds can be released. This can be done by having the selected contractor supply an itemized project quote of work to be completed at the 25%, 50%, 75%, and 100% completion points. Other processes can also be implemented that may work better for an individual project with DHR approval. Once the work is approved, the funds will be released to the awardee and the approved project work can begin.

Land and property acquisition can receive a lump sum payment with DHR approval.

## *Media and Publicity*

Following the announcement of awardees, the grant recipient may release information to the media informing the community of the grant award and acknowledging that it has received funding from DHR. All press releases and other printed materials and publications, audiovisuals, and signs pertaining to the project should reference the BIPOC Grant Fund and DHR. DHR staff can assist with drafting and distributing press releases by request.

All material submitted as supporting documentation of a project's progress, such as photographs, may be used by DHR to promote the grant program. Any publications will cite the source of the reprinted material. These records will also be deemed public records and subject to Virginia's Freedom of Information Act.

## *Fund Recapture*

Grant funds can be recaptured or reduced at the discretion of DHR for reasons including, but not limited to:

- Required preservation easement is not approved or feasible
- Failure to comply with the terms of the grant agreement
- Inadequate financial management or oversight
- Unauthorized changes in the scope of work
- Undertaking work without prior approval of DHR
- Significant delays in the grant project
- Non-compliance with the [SOI Standards](#)

## *Quarterly Reporting Requirements*

All grantees are required to submit quarterly reporting to update DHR on a project's progress. DHR will provide the reporting template. Reports shall be provided no later than the 15th of the following month at the end of the calendar quarter period, as shown in the reporting schedule below. Quarterly reports must be submitted throughout the entire length of time which a project is covered by grant funding.

Reporting schedule:

Months Covered in Quarter Period	Quarterly Report Due
January, February, and March	April 15th
April, May, and June	July 15th
July, August, and September	October 15th
October, November, and December	January 15th

### *Grant Completion*

All grant-funded work must be completed within two years from the date of the grant agreement. Six to 12-month extensions may be considered, provided there is adequate justification for the delay and the applicant has given reasonable assurances that the project will be completed as approved.

At the close of the project, DHR will require a copy of the recorded easement deed (in coordination with [DHR’s Historic Preservation and Open-Space Easement Program](#)) and a final report outlining what was accomplished with the grant funding and plans for future maintenance. DHR will provide the final report template.

### **Contact Information**

Please send any questions to:

Caitlin Sylvester, Grant Coordinator  
 Virginia Department of Historic Resources  
 2801 Kensington Avenue  
 Richmond, Virginia 23221  
 804-482-6461  
[BIPOCGrantFund@dhr.virginia.gov](mailto:BIPOCGrantFund@dhr.virginia.gov)