

## 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. **This program is administered at the discretion of DHR and this manual is subject to change.**

### *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.

## 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 private individuals are not eligible applicants.

### *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@dhv.virginia.gov](mailto:bipocgrantfund@dhv.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.

## *Project Priorities*

- Projects that have clear and demonstrated community involvement and/or support (can include community groups, decedent groups, alumni groups, etc.)
- Projects with a direct and specific connection to BIPOC community/s
- Projects that are shovel ready with planning documents completed
- Projects that address a specific threat (vacant, climate, development, etc.)

## *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**

### *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 Virginia Department of Historic Resources is implementing a new online grant management system called [WebGrants](#) for all its grant programs. [WebGrants](#) will enable DHR to more efficiently publish grant opportunities, administer projects, and process claims. You will need to register in WebGrants to apply for this grant opportunity. [To do so, click this link.](#)

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

1. **Preapplication:** The required short preapplication, which is accessible in [WebGrants](#), 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 Preapplication allows DHR staff to better guide the applicant and save them time before completing the full application.
2. **The BIPOC Fund Full Grant Application:** Applicants with eligible Preapplications will be invited to complete a Full Application in [WebGrants](#). The Full Application requests required additional information, including a full project description, property documentation, project budget, and project timeline as well as documentation of non-profit status (if applicable) and a copy of the property deed.

Application deadlines are updated on the program website

## *Application Evaluation Criteria*

A project scoring sheet reflecting the value of review criteria will be used to evaluate each proposal (linked [here](#)). The application evaluation criteria draws directly from the provisions of the BIPOC Grant Fund ([§ 10.1-2202.5](#)).

Priority will be given to projects that have clear and demonstrated community involvement and/or support, projects with a direct connection to specific BIPOC communities, projects that are shovel ready and, projects that address a specific threat. 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](#)).

# 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 final report outlining what was accomplished with the grant funding and plans for future maintenance. DHR will provide the final report template.

## **Additional Grant Conditions**

### *Ground Disturbance*

If a project involves ANY ground disturbance the grantee will need to consider potential for archaeological resources. The SOI Standards state that "archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken." Grants with planned ground disturbance(s) may require archaeological survey

and/or monitoring and applicants are encouraged to include that cost in application and grant budgets.

Ground disturbance refers to any work or activity that involves ANY disturbance or displacement of the soil or ground cover. This includes, but is not limited to, digging, grading, drilling, trenching, landscaping, boring at ANY depth.

### *Precautionary Burial Permit Requirement*

If the proposed project involves or is located within a place of burial you may be required to obtain a precautionary burial permit from the Department of Historic Resources prior to initiation of any ground disturbing activity. "Place of burial" shall include, but is not necessarily limited to, cemeteries, churchyards, and pre-Contact or Contact occupations that contain or may reasonably be presumed to contain a funerary component. An application template and staff contact can be found on the [DHR webpage](#).

PLEASE NOTE that any application for a permit that may result in the disturbance of buried human remains affiliated with one or more of Virginia's federally recognized Indian Tribes will require consultation with and the consent of affected Tribes. Respectful and meaningful engagement may require more than the standard 30-day review period, and project timelines should be designed to accommodate this process.

### *Archaeological Collections*

If a project will result in the archaeological resources, a plan must be in place for their stewardship following the grant period. [DHR's Archeological Curation](#) staff can provide guidance and support on issues related to the care and management of archeological collections.

### *Tribal Engagement*

If the project has the potential to impact Tribal resources (historic and/or prehistoric) and the grantee is not a Virginia Tribe, plans for engagement and consultation need to be in place before the start of the project and included in the grant application. DHR will review these plans and advise the grantee as needed.

## **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)