

Resident Curator Program Development County and Curator Responsibilities

County Potential Responsibilities:

- Staff for program administration - including Project Launch Manager and Project Launch Work Team and permanent Program Manager and Program Selection/Work Team
- Properties which meet the criteria for the RC Program
- Marketing the RC Program and individual properties
- Historic Structure Report - to be completed for the properties which are selected to be advertised for proposal. (Program study recommends “Complete assessments of the properties prior to entering them into the program” (p.86).)
 - Building Conditions Assessment
 - Treatment Plan for rehabilitation to determine minimal mandatory improvements as well as basis for curator’s estimated financial investment
 - HAZMAT Report
- Property appraisals to determine Fair Market Rental Value
- Determination of minimum investment requirement if Condition Assessment/Treatment Plan not used
- Determination of allowed uses, either conforming to comprehensive plan and current zoning or allowing zoning variance such as commercial uses
- Survey and delineate boundaries
- Determination of allowance for property taxes in curator’s contributing expenses.- *Property taxes should be included in the initial appraisal of FMV. FMV and property tax should gradually increase as improvements are made to the property. Valuation of curator investment should take this into account.*
- Criteria and process for evaluating rehabilitation proposals and curator’s skills, ability and financial capacity to execute work plan and maintain property
- Authorship, monitoring and enforcement of lease agreements
- Maintaining property insurance on the structure
- Monitoring of rehabilitation project – *Spell out terms of access for monitoring both rehab project and property.*
- On-going monitoring and annual inspection of property conditions once rehabilitation is complete
- Other potential obligations as agreed to in lease

Curator Possible Responsibilities

- Provide “reasonable public access consistent with the historic property’s nature and use”
- Meet minimum investment required as determined by treatment plan or other determination
- Submit and follow work plan for historic rehabilitation of property which meet the Secretary of the Interior’s Standards of Rehabilitation of Historic Properties
- Adhere to work plan timeline and conduct work within the agreed upon schedule
- Conduct all future maintenance and repairs to the property in accordance with the Secretary of the Interior’s Standards of Rehabilitation of Historic Properties.

Resident Curator Program Development County and Curator Responsibilities

- Seek approval from Program Manager before undertaking any repairs or maintenance outside the original approved scope of work
- Obtain and pay for any and all zoning variance applications and/or required permits and approvals necessary for proposed change of use
- Obtain and pay for any and all building permits, and any other necessary permits and bonds
- Ensure that all contractors and subcontractors are properly licensed, bonded, and insured
- Maintain records and photo documentation throughout the rehabilitation of the property
- Prepare Historic Certification Application in order to qualify for Historic Tax Credits for those properties not already individually listed on the state or federal historic registers
- Fulfill State requirements of documentation and submittals if seeking Historic Rehabilitation Tax Credits
- Submit yearly accounts of all expenses associated with the rehabilitation and ongoing maintenance of the property
- Maintain Renter's Insurance Policy and additional Liability Coverage
- Pay on-going utilities, such as gas, water, electric
- Repair, maintenance and replacement of all appliances and major systems of the property including plumbing, electrical, and HVAC
- Pay County Real Estate taxes, (* pro-rated based on term of lease)
- General grounds-keeping including mowing grass, trimming bushes, etc.
- Snow removal
- Curator may not dig on the property for any reason without seeking authorization for FCPA Cultural Resource Management and Protection Branch.
- Curator is prohibited from the surface collection of artifacts and/or excavation of artifacts on property.
- Curator is bound by all laws protecting against the exhumation of human remains, and the collection of artifacts on parkland.
- Curator must continually occupy the structure once rehabilitation is complete, notification if property is going to be vacant for more than 72 hrs.
- Curator must expect a certain level of interaction with the public while living in a county park. However, FCPA understands the need to balance the rights of public to access and the rights of the curator to privacy.
- Other potential duties as agreed to in lease

Either County or Curator Responsibility - *To be negotiated with curator on a case by case basis*

- Evaluation of existing septic system if sewer unavailable
- Evaluation of well water condition if public water unavailable
- Capping off old wells where necessary

* Will need further interpretation on rate of reduction.

Resident Curator Program Development County and Curator Responsibilities

- Hook up to utilities; public water or well, sewer or septic, electric and gas
- Drilling of new well, if necessary
- Hazardous material abatement
- Preparation of county Inventory of Historic Sites nomination or determination of eligibility form
- National Register Nomination, Cultural Landscape Report, or other professional report that would add to the knowledge of the structure and its history and surroundings
- Improved road access if commercial use proposed
- Archaeological study, when necessary