

Inspection Process and Accountability Measures for Curatorship DRAFT

Work Plan with General Schedule

The curator proposes and agrees to complete the rehabilitation project within a maximum of five (5) years from the commencement of initializing the rehabilitation phase, in accordance with, and as determined by, the work plan and general schedule submitted by the curator and approved by FCPA.

Monitoring the Property: Rehabilitation and Maintenance Phases

The program manager will monitor the property throughout the rehabilitation phase on a schedule correlating to the general schedule submitted by the curator and approved by FCPA. The program manager will determine necessary frequency of inspections for each property during the rehabilitation phase. Once the rehabilitation phase is complete, initiating the maintenance phase, the program manager will transition to no less than annual inspections, thereafter.

Monitoring during the Rehabilitation Phase includes the following steps:

1. Routine site visits by the program manager and/or other FCPA representatives to ensure that:
 - curator obtained the required permits;
 - safety provisions and signage is in place;
 - work is being completed as specified in the work plan submitted by the curator and approved by FCPA;
 - work is meeting the approved schedule as outlined in the general schedule submitted by curator and approved by FCPA;
2. Regular communication (via telephone and/or email) between curator and program manager
3. Review of modifications to the work plan or general schedule if necessary (with an understanding that unforeseen conditions arise)

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Amending the Work Plan or General Schedule

The curator may not commence any work unless said work is done in compliance with the terms of the governing lease, executed on behalf of the Fairfax County Board of Supervisors in consultation with Fairfax County Park Authority.

The curator will submit any proposed changes to the approved work plan or general schedule to the program manager. The proposed changes will be reviewed by the program manager in consultation with pertinent FCPA or county staff. FCPA has thirty days from the receipt of the proposed project alteration notification to review and accept, accept with conditions, or reject proposed changes, and notify the curator of their decision.

Photo Documentation of Rehabilitation Project

Photo documentation is required throughout the rehabilitation phase. If the curator is applying for Virginia or Federal Rehabilitation Tax Credits, they should consult with Virginia Department of Historic Resource for specific State and Federal requirements for photo documentation of rehabilitation.

The Resident Curator Program requirements for photo documentation are:

- Photographs must be 35 mm, or digital with an image resolution of at least 300 dpi or higher.
- Photographs must be submitted individually, sized at 4x6 inches, and printed on photo stock paper, glossy or matte (digital photos may be submitted in an agreed upon form of electronic media at the required resolution)
- Photographs should not be mounted, sleeved or bound in any fashion
- Photographs should clearly show areas or features being documented. Do not submit blurry, out of focus, over or under exposed photographs.
- Pre-rehabilitation photographs should provide enough information to give a visual representation of the building and its elements and character defining features prior to work commencing, including, but not limited to:
 - All exposed building elevations
 - Two photos per room, oriented corner to corner from opposite corners
 - Features being impacted by the rehabilitation work such as masonry, plaster, windows, doors, trim and other millwork, stairs, ceiling, fireplaces and flooring, etc.
- Photographs must be keyed to a floor plan, the photo number must be labeled on the floor plan drawing, and the photographs themselves must be labeled respectively with the corresponding information on their back, or in a photo log if submitting digitally.
- Post-rehabilitation photographs should be of and from the same locations for comparative purposes.
- Photographs throughout the rehabilitation phase could be used for public outreach and program promotional purposes.

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Permits and Inspections

FCCA reserves the right to inspect any and all work performed under the curatorship agreement. All plans must be submitted to Fairfax County Department of Public Works and Environmental Services (DPWES) and be properly permitted. Completed work must be reviewed and approved by appropriate county inspectors, including Department of Public Works and Environmental Services, Department of Health for wells and septic fields, Water Authority for public water taps, if applicable, and the Fire Marshall. The curator is also responsible for compliance with any and all state, local or federal regulations. Some curator properties are located in Historic Overlay Districts (HOD) and are subject to the provisions of the Historic Overlay District Zoning Ordinance (Fairfax County Zoning Ordinance, Article 7, Overlay and Commercial Revitalization District Regulations). The FCCA will have provided the curator with the HOD zoning requirements if the property is located within a HOD.

Completion of the Rehabilitation Phase

The Work shall be considered complete when:

- Work specified in work plan is completed in compliance with the general schedule, including complete installation of all structural and mechanical elements, fixtures, life safety systems, decorations, and landscaping (subject to climactic conditions), with the exception of only so-called "Punch list Items" which do not materially interfere with or burden the full use and occupancy of the subject Improvements;
- construction debris and refuse resulting from demolition and construction of the Improvements have been properly and lawfully removed and disposed of; and,
- All permits, certificates, inspections, and approvals, necessary for the lawful use and occupancy of the property, such as a Residential Use Permit, have been satisfactorily obtained.

Reporting and Accounting

The curator's contribution will be in the form of both payment for materials and services purchased by him or her, and his or her time and labor, or "sweat equity," in the rehabilitation and on-going maintenance of the property. Within ninety (90) days of the first year of the lease term, and annually thereafter, the curator shall submit to the program manager an annual report, in a mutually agreed upon format, summarizing the progress and status of the FCCA Resident Curator Program at the property for the curatorship's then-ended fiscal year.

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The annual report shall demonstrate to the reasonable satisfaction of the program manager that curator is rehabilitating, reusing and maintaining the property in compliance with the Enabling Legislation and the terms of the lease.

Such annual report shall also note the nature and dates for any public and community activities at the property, and the approximate number of visitors participating in each event.

Each annual report must contain a financial statement accounting for all work completed in the work plan to date, the value of any maintenance expenditures above and beyond those outlined in the work plan, as well as operating and management expenditures for the year.

The program manager shall forward to the curator written confirmation of the receipt of curator's annual report. All reports, financial statements, analyses and other documentation provided by curator shall be subject to verification and audit by FCPA and/or any other agency of the county or a contractor of FCPA for review and comment. FCPA has sixty days from the receipt of the annual report to review and accept, accept with provisional actions to be taken by curator, or reject with imperative and immediate actions to be taken by curator to come into compliance with the lease agreement, and notify the curator of their decision.

Monitoring the Property during the Maintenance Phase

Upon completion of the rehabilitation phase, the curator shall continue to repair and maintain the property, including the curatorship structures and grounds, as necessary on a continuous basis during the term of the lease. These services will be provided by the curator and will be performed continuously while the lease is in effect.

At a minimum of one time per year, the program manager and/or other FCPA representatives will inspect the property with the curator. Using the Maintenance Guidelines and Checklist, the program manager and/or other FCPA representative will evaluate the condition of the property and the maintenance performance of the curator. The curator should inspect the property periodically to ensure that the maintenance guidelines are being met prior to the annual inspection.

The curator will be given a copy of the completed Maintenance Guidelines and Checklist. If the program manager finds maintenance deficiencies, the curator will be notified and given a timeline to address and rectify the deficiencies found.