

Inspection Process and Accountability Measures for Curatorship DRAFT

Monitoring the Property: Rehabilitation and Maintenance Phases

The Program Manager will monitor the property throughout the Rehabilitation Phase on a predetermined schedule correlating to the Schedule of Rehabilitation Work submitted by the Curator and approved by Fairfax County Park Authority. Once the Rehabilitation Phase is complete, initiating the Maintenance Phase, the Program Manager will transition to annual inspections (or more frequent inspections, as circumstances necessitate), thereafter. The Program Manager will determine necessary frequency of inspections for each property during the Rehabilitation Phase.

Monitoring during the Rehabilitation Phase includes the following steps:

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

The Curator proposes and agrees to complete the rehabilitation work as set out in the Schedule of Rehabilitation, and to finish the project within a maximum of five (5) years from the commencement of initializing the Rehabilitation Phase in accordance with and as determined by the Rehabilitation Work Plan and Work Plan Schedule submitted by the Curator and approved by FCPA.

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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 Work.

The Resident Curator Program requirements are:

- Photographs must be 35 mm, or digital with an image resolution of at least 300psi.
- Photographs must be submitted individually, sized at 4x6 inches, and printed on photo stock paper, glossy or matte (digital photos may be submitted on a CD or DVD 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.
- 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 Work could be used for public outreach and program promotional purposes.

Amending the Rehabilitation Work Plan or Work Plan 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 alterations to the Rehabilitation Work Plan or Work Plan Schedule to the FCPA Resident Curator Program Manager, where the work will be reviewed by the Program Manager in consultation with pertinent FCPA or County staff. FCPA has thirty days from the submission of a proposed project alteration notification to review, accept, accept with comment or reject proposed alterations.

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Inspections

FCPA reserves the right to inspect any and all work performed under the Curatorship. 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 from DPWES, including Department of Health for wells and septic fields, Water Authority for public water taps, if applicable. 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. The FCPA will have provided the Curator with the HOD zoning requirements if the property is located within a HOD ([Fairfax County Zoning Ordinance, Article 7, Overlay and Commercial Revitalization District Regulations](#)).

Completion of the Rehabilitation Phase

The Work shall be considered substantially complete when:

- Work specified in Work Plan is completed in substantial compliance with the Schedule of Rehabilitation Work , 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 governmental inspections have been completed, and all permits, approvals, certificates and the like, if any, necessary for the lawful use and occupancy of the Improvements or any portion thereof, have been issued, including, without limitation, any temporary or permanent certificates of occupancy, such as a Residential Use Permit.

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 used in the rehabilitation and on-going maintenance of the Property. Within ninety (90) days after the end of the first year of the term, and every year of the term thereafter, Curator shall submit to the FCPA Resident Curator Program Manager an annual written report ("Annual Report"), summarizing the progress and status of the FCPA 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 Resident Curator Program Manager reasonable satisfaction 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 to date as well as the value of any Maintenance Expenditures above and beyond those outlined in the Rehabilitation Work Plan, and Operating and Management Expenditures for the year.

FCPA Approval

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 by any other agency of FCPA or a contractor of FCPA.

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 the Curatorship Grounds, as necessary on a continuous basis during the term of the Curatorship Agreement. These services will be provided without charge and will be performed continuously while the Curatorship is in effect.

Each year the Resident Curator Program Manager and/or other FCPA representatives will inspect the property with the Curator. Using the Maintenance Guidelines and Checklist (found in **Appendix X**), the Program Manager and/or other FCPA representative will evaluate the condition of the property and the performance of the Curator. The Curator should inspect the property periodically to insure 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.