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 Task Agreement Number P18AC01240

 Under

 Master Cooperative Agreement P18AC00228

 Between

 The United States Department of the Interior

 National Park Service

 And

 University of Delaware [Center for Historic Architecture & Design]

 DUNS No: 059007500

 220 HULLIHEN HALL

 NEWARK, DELAWARE 19716-0099

<u>CFDA:</u> 15.945 Cooperative Research and Training Programs Resources of the National Park Service

<u>Project Title</u>: Waterford, Virginia National Historic Landmark District Documentation <u>Park Unit or Program</u>: National Capital Region, National Historic Landmark Program <u>CESU Name and Network Level Agreement Number</u>: Chesapeake Watershed Cooperative Ecosystem Studies Unit <u>Amount of Federal Funds Obligated</u>: \$47,446 <u>Amount of Non-Federal Funding</u>: \$0.00 <u>Total Amount of Task Agreement</u>: \$47,446 Period of Performance: Date of last signature – March 31, 2020

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ARTICLE I – LEGAL AUTHORITY

Master Cooperative Agreement Number P18AC00228 was entered into by and between the Department of the Interior, National Park Service, (NPS), and the University of Delaware (hereafter referred to as 'Recipient') pursuant to:

a. 54 U.S.C. § 100703 - Agreements with Educational Institutions to Study National Park System Resources and Non-Park Service Resources: The NPS is authorized and directed to enter into cooperative agreements with colleges and universities in partnership with other Federal and State agencies, to establish cooperative study units to conduct multi-disciplinary research and develop integrated information products on the resources of the National Park System or the larger region of which parks are a part.

b. 54 U.S.C. § 101702(b) – Cooperative Research and Training Programs: The NPS is authorized to enter into cooperative agreements with public or private educational institutions, States, and their political subdivisions, for the purpose of developing adequate, coordinated, cooperative research and training activities concerning the resources of the NPS.

c. 54 U.S.C. § 101702(a) – Agreements for the Transfer of Appropriated Funds to Carry out NPS Programs: The NPS is authorized to enter into cooperative agreements that involve the transfer of National Park Service appropriated funds to State, local and tribal governments, other public entities, educational institutions, and private nonprofit organizations for the public purpose of carrying out National Park Service programs.

Unless otherwise specified herein, all terms and conditions as stated in the master cooperative agreement will apply to this task agreement.

ARTICLE II – PROJECT GOALS AND OBJECTIVES

A. Project Goals – The goal of the Waterford, Virginia National Historic Landmark (NHL) District Documentation and Update project is to provide the community, the state, and the National Park Service relevant and up-to-date data and information needed to effectively protect and cooperatively manage the NHL district now and for future generations. A corollary goal is to provide students opportunities to gain valuable field experience documenting historic resources and gain knowledge of

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the National Register and NHL nomination processes. Having these skills will prepare them for employment in the historic preservation field.

- B. Project Objectives In order to accomplish the project goals, the NPS will enter into an agreement with the recipient to perform field documentation of approximately 180 historic properties (including the buildings, sites, object, and structures) located within the existing Waterford National Historic Landmark District boundary. In addition, the recipient will conduct documentary research, re-evaluate the district's areas of significant, develop historical context, and prepare a revised statement of national significance for the district. The result will be revised and updated National Register/ National Historic Landmark documentation. In addition, the project will result in new or updated entries in Virginia's state historic resources database known as the Virginia Cultural Resources Information System (VCRIS). One objective of this agreement is to engage three (3) youth through student work-study positions that will support the work of the project.
- C. Secretary's Priorities The Waterford, Virginia National Historic Landmark District Documentation project supports the following Secretarial priorities:

1.a. Utilize science to identify best practices to manage land and water resources and adapt to changes in the environment;

The data on historic properties generated by this project will allow local, state, and national authorities to make informed and timely decisions about how to manage lands and resources within this heritage district.

1.c. Revise and streamline the environmental and regulatory review process while maintaining environmental standards.

This study will streamline compliance review by providing clear and up-to-date information on the most important features and resources that need to be protected, thus simplifying the environmental and historic preservation review process (NEPA, Section 106 of the NHPA).

1.e. Foster relationships with conservation organizations advocating for balanced stewardship and use of public lands.

Preparation of this National Historic Landmark documentation is a collaborative effort among the NPS, local, state, and regional partners, supported by the local community organization. The documentation will provide information about this nationally significant historic property to the general public and partner agencies/organizations, and thereby facilitate the cooperative preservation and interpretation of the resource and its history.

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3.b. Expand the lines of communication with Governors, state natural resource offices, Fish and Wildlife offices, water authorities, county commissioners, Tribes, and local communities.

The study will engage the local community, county government, and state offices to generate information that will assist local communities in identifying, honoring, and protecting their heritage resources.

7.a. Reduce the administrative and regulatory burden imposed on U.S. industry and the public.

This study will streamline compliance review by providing clear and up-to-date information on historic properties. In addition, it will facilitate private property owners' ability to apply for and receive historic preservation tax credits at the state and federal levels. Finally, up-to-date data on heritage resources will reduce the burden on both property owners and the state when establishing and monitoring historic property easements.

Other Key Initiatives: #3. Creating jobs in the American economy.

The partnership with the recipient will provide employment for two (2) students who will gain important professional training from the work associated with this project. This will make them more employable upon graduation.

ARTICE III – PUBLIC PURPOSE

This agreement fulfills the Public Purpose of support and economic stimulation for the following reasons:

- Project will engage recipients, partners, communities, and/or visitors in shared environmental stewardship.
- Project will promote greater public and private participation in historic preservation programs and activities. The project builds resource stewardship ethics in its participants.
- The information, products and/or services identified or developed by this project will be shared through a variety of strategies to increase public awareness, knowledge and support for historic preservation and stewardship of the nation's cultural and historical heritage.
- Project will motivate youth participants to become involved in the natural, cultural and/or historical resource protection of their communities and beyond.

- Students gain "real world" or hands-on experience outside of the classroom of natural, cultural and/or historical resource projects.
- The scientific community and/or researchers external to NPS gains by new knowledge provided through research and related results dissemination of natural, cultural and/or historical resource information.
- Project will assist in the creation, promotion, facilitation, and/or improvement of the public's understanding of natural, cultural, historic, recreational and other aspects of areas such as ecological conservation areas, and state and local parks.

The public purpose of this study is not the acquisition of property or services for the direct benefit or use by the Federal Government, but rather to accomplish a public purpose of support or stimulation. The project will promote greater public and private participation in historic preservation programs and activities by evaluating and publicizing the historical and architectural significance of the property. The community under study will be able to use the nomination to make informed decisions about how to maintain and update the district. The nomination will also serve as a marketing and fundraising tool to support long-term stewardship of the community's heritage. In addition, the project builds a cultural resource stewardship ethic in its participants by expanding awareness of National Historic Landmarks as important symbols of our national heritage.

The information produced as a result of the project will be shared through a variety of strategies to increase public awareness, knowledge and support for historic preservation and stewardship of the nation's cultural and historical heritage. The project will be highlighted through the NPS's web portal and various venues to be developed for the NHL program.

Finally, the scientific/scholarly community including researchers external to NPS will gain by the new knowledge provided through research. The documentation itself will be publically available disseminating new scholarship on a resource of cultural and historical significance. The community, local government, and the state will use the information generated to manage existing programs that support the community, including the historic preservation easement program and historic tax credit programs, along with the community's annual heritage fair.

ARTICLE IV – STATEMENT OF WORK

Phase 1 – Project Initiation

Kick-off meeting – The NPS will organize a kick-off meeting to be attended by the recipient, relevant NPS staff, the Virginia State Historic Preservation Office (VA SHPO), the Loudoun County Department of Planning's Historic Preservation Planner (LC HPP), the Waterford

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Foundation, and other interested parties as appropriate. The purpose of the kick-off meeting will be to establish lines of communication, refine the process and scope of the project and to exchange background information and other contact points that will need to be made.

- **Review of Background Materials** –The NPS, with assistance from VA SHPO, will provide background materials that demonstrate the current degree of documentation for the NHL district, along with background history of its historical development. The recipient will review the background material and use it in preparation of a research design.
- **Research Design** The recipient will develop a research design, including a proposed schedule, that demonstrates how they will accomplish the fieldwork, research, and writing tasks outlined below. A draft research design will be reviewed by NPS; comments will be submitted to and integrated by the recipient into a final research design.

Phase 2 – Fieldwork & Data Entry

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- **Field Survey** Field survey will include architectural documentation to meet the VA SHPO's reconnaissance-level documentation standards for architectural resources located within the existing NHL boundary (approximately 180 properties, many with multiple buildings and structures). In addition, the fieldwork will inventory and evaluate the primary landscape features and characteristics present in both the village and the surrounding rural properties. The landscape documentation will approximate the level of information collected for a NPS Cultural Landscape Inventory (CLI).
- **Data Entry** The recipient will complete VA SHPO data entry in the state's Virginia Cultural Resources Information System (VCRIS) database and compile all required survey file materials for submission to the VA SHPO. The recipient will work directly with VA SHPO to establish organization and standards for the survey, data entry, and survey files. As part of the data entry, the recipient will complete limited additional research where necessary to confirm or assign reasonable construction and alteration dates for surveyed properties and establish their original and later functions. The recipient will need to review the survey files at the VA SHPO's archive in order to determine the reliability of historical source material used to establish dates, associations, etc. found in the existing survey entries. Bibliographic information will need to be added for all survey entries.
- Mapping Maps generated using Geographic Information System (GIS) software (ARC GIS) will be prepared to analyze the survey results and to produce the required National Register mapping (as outlined in NPS, National Register guidelines that will be provided by NPS). The data will meet standards agreed upon by NPS, LC HPP, and VA SHPO. The maps can be built upon GIS data layers that exist in Loudoun County Planning Office and VA SHPO records, but must document, at a minimum, the district boundary, property lines, property addresses, waterways,

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topography, current aerial photographs, building footprints, and labels or graphic indicators identifying which resources contribute and which resources do not contribute to the historic district.

Phase 3 – Research and Data Analysis

- Historic Research and Development of Historic Contexts- The project will require research associated with the various areas of significance identified for the historic district. The first step will be to develop a history of the town based largely on secondary resources and touching on all relevant periods and themes, including but not limited to community planning, industry, economy, and religious and social development. After aligning the town history with the extant resources, determine what historic contexts need to be developed in order to demonstrate the town's significance. Specifically, the historic research needs to compile enough information to make clear and convincing statements about how Waterford is important within each context and at what level (local, state or national). In addition, research on some key individual properties may be necessary to refine dates of construction and/or historic associations.
- **Build Resource Inventory** Based on the fieldwork and data entry, generate a historic resources inventory that will be incorporated in the final NR and NHL document. The inventory can be generated from the VCRIS database, but should at a minimum include a name/location, address, dates of construction and alteration, style (if applicable), original function, current function, contributing or non-contributing status, and a brief description of the property (if multiple buildings, each entry should include a description of the primary resource and short descriptions of secondary building and structures with firm or estimated dates of construction). The entries for non-contributing resources can be brief but must include an address, function, date of construction, and a one-sentence description. NPS will provide sample inventories.

Phase 4 – Nomination Development

- **Draft Description** Complete a physical description of the district that lays out the district's character defining features and summarizes its overall character. The description will address significant (key) buildings, good examples that illustrate the descriptive summary, topographic and natural features, town plan and lot organization, circulation, building styles (analyzed & summarized), and landscape characteristics and features that contribute to the district's significance and integrity. The description should take into account what the district would have looked like during its period of significance and what has changed since then. An assessment of integrity is required. The description shall follow all relevant National Register and VA SHPO guidance which will be provided by NPS.
- **Draft Statement of Significance** The statement of significance must identify relevant areas of significance along with their associated periods of

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significance and level(s) of significance (local, state, and/or national). The primary thrust of this nomination update is to identify and characterize the national significance of the village, however, there may also be a number of areas where the village demonstrates statewide and/or local significance and these can be called out and explained as well. This national significance was outlined in the brief 1969/70 designation documents, but a careful argument for significance based on current standards has never been completed. Thus, the statement of significance must carefully define and explain the national context within which the district is evaluated for significance. Use the NPS NHL Thematic Framework to define national contexts. Some national themes to consider:

- XVI. Architecture
 - A. Federal
 - B. Others
- XXX. American Ways of Life
 - C. Industrial Towns
 - E. Ethnic Communities
- XXXI. Social and Humanitarian Movements
 - A. Communitarianism and Utopianism
- XXXIII. Historic Preservation
 - B. Regional Efforts: The South

The Statement of Significance section should include a historical background that gives a good overview of the town's establishment, development, and the associated contexts. This town history need not be exhaustive, but needs to be developed enough to demonstrate Waterford's connection and significance to the various areas and periods of significance. I summary statement of significance needs to be included at the beginning of the section. Follow all instructions included in the National Register guidelines.

- **Revisions** Drafts of each of these sections will be submitted for review to NPS, the VA SHPO, the Waterford Foundation, and the LC-HPP. Comments will be incorporated into each later draft submitted.
- Maps, Photographs, and Required Documentation Recipient will take all photographs required for the survey files, and will produce a set of National Register nomination photos that will be submitted with the nomination. The later set must capture the overall character of the town, its setting, important (key) historic properties, and representative examples of buildings and spaces within the district. Illustrative maps defining the district's boundary and resources will be generated based on guidelines developed by the NPS National Register program and available online. Other required sections of the nomination form will be completed fully including the verbal boundary descriptions and boundary justification, geographic data, bibliography, etc.

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Phase 5 – Meetings & Presentations

- The recipient and NPS will meet in person at least twice during the course of the project, once for the kick off and once for a progress meeting which may be on site if needed. The team will agree to a schedule of regular progress meetings throughout the course of the project. Progress meetings can be done via teleconference.
- The NPS will provide the recipient with opportunities to present the findings of the project to the Waterford community and to interested NPS, VA SHPO, and Loudoun County staff. One such presentation will be required.

Project Guidelines

All work to be performed under this agreement will comply with all applicable federal standards including but not limited to those found in the Code of Federal Regulations (CFR) Chapter 36; the Secretary of the Interior's Professional Qualification Standards (http://www.nps.gov/history/locallaw/arch_stnds_9.htm); the Secretary of the Interior's Standards for Archaeology and Historic Preservation (as amended and annotated); the Antiquities Act of 1906 (Public Law 59-209, 34 Stat. 225, 16 U.S.C. § 431-433); the Historic Sites Act of 1935 (49 Stat. 666; 16 U.S.C. 461-467); the Historic Preservation Act of 1966 (as amended--Public Law 89-665; 16 U.S.C. 470 et seq.); National Environmental Policy Act of 1969 (PL 91-190, 83 Stat. 852 42 U.S.C. §4321 et seq. (1969); 1969 Archaeological and Historic Preservation Act of 1972 (AHPA); Archaeological Resources Protection Act of 1979 (ARPA); American Indian Religious Freedom Act of 1978 (AIRFA); Native American Graves and Repatriation Act of 1990 (NAGPRA); and any other applicable laws, standards and/or guidelines. Additional specific technical standards and guidelines to be applied include:

U.S. Department of the Interior, National Park Service. National Register Bulletin: How to Complete the National Register Registration Form. Washington, DC, 1991.

https://www.nps.gov/nr/publications/bulletins/nrb16a/

U.S. Department of the Interior, National Park Service. National Register Bulletin: How to Apply the National Register Criteria for Evaluation. Washington, DC, 1990. Revised for the internet 1995, 2001, 2002. https://www.nps.gov/nr/publications/bulletins/nrb15/

Style Sheet for the National Historic Landmarks Program: http://www.nps.gov/nhl/apply/pdfs/NHLStyleSheet.pdf

National Register's Photograph Policy Factsheet: <u>http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2</u> <u>013_05_15.pdf</u> National Register's guidelines for electronic maps:

http://www.nps.gov/NR/publications/bulletins/GIS_maps/GIS_Guidance_2013_0 5_15.pdf

The Chicago Manual of Style (16th ed.): <u>http://www.chicagomanualofstyle.org/16/contents.html</u>

National Register Review Checklists:

https://www.nps.gov/nr/publications/downloads/2013_NR_Technical_Review_C hecklist.doc https://www.nps.gov/nr/publications/downloads/2011_NR_Substantive_Review_C hecklist.doc

ARTICLE V – RESPONSIBILITIES OF THE PARTIES

- A. Recipient Responsibilities:
 - 1. The Recipient shall carry out the Statement of Work in accordance with the terms and conditions stated herein. The Recipient shall adhere to Federal, state, and local laws, regulations, and codes, as applicable.
 - 2. As outlined in more detail in ARTICLE IV STATEMENT OF WORK, the Recipient will be responsible for the following activities:
 - i. Attend Kick-off meeting
 - ii. Review of Background Materials
 - iii. Development of a Research Design in collaboration with the NPS
 - iv. Completion of Field Survey & the related Data Entry
 - v. Development of GIS Mapping
 - vi. Historic Research and Development of Historic Contexts
 - vii. Build a Resource Inventory for the historic district
 - viii. Develop a National Register Nomination including Description and Statement of Significance sections
 - ix. Generated required National Register Maps, Photographs, and Other Documentation
 - x. Complete revisions based on an agreed upon draft/revision schedule
 - xi. Participate in Meetings & Presentations to share progress, identify and resolve any project issues on a regular basis
- B. NPS Responsibilities:
 - 1. Monitor and provide Federal oversight of activities performed under this agreement. Monitoring and oversight includes review and approval of financial

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status and performance reports, payment request, and tasks identified below. Additional monitoring activities may include site visits, conference calls, and other on-site and off-site monitoring activities. At the Recipient's request, NPS may also provide additional technical assistance to the Recipient in support of the objectives of this agreement.

- 2. Substantial involvement by NPS is anticipated during the period of performance of this agreement. In support of this agreement NPS will be responsible for the following:
 - a. Coordinate with the Waterford Foundation and Loudoun County to provide the recipient access to the subject property to be nominated. Arrange an initial tour of Waterford with the local historians and preservationists.
 - b. Provide the recipient with copies of previous research and documentary work done on Waterford, including copies of past documentation projects. NPS will serve as primary liaison with the Virginia State Historic Preservation Office (VA SHPO) and with the Loudoun County Historic preservation Planner.
 - c. Assist with locating and mining primary and secondary source material.
 - d. Organize and host periodic conference calls with the recipient to discuss the progress of the project and to evaluate and resolve research issues.
 - e. Review all materials provided by the recipient in a timely manner. Provide consolidated comments from NCR staff and peer reviewers.
 - f. Coordinate public outreach activities, including logistics for a public meeting/program, coordinate online venues for posting information on the project and its findings, provide OAH opportunities to present its research to NPS staff and at other public or scholarly venues.
 - g. NPS will also provide opportunities for the recipient's students and staff to learn and develop skills in the various areas of cultural resources in NPS programs and to become familiar with the administration and management of regional resource preservation programs, supporting the furtherance of mutual objectives to inform and educate Americans and people of other nations of the importance of historic preservation.
 - h. Provide a NPS Technical Representative who will serve as the liaison for this cooperative agreement between the NPS [representing all of the NPS parties listed in this Agreement] and the recipient. The NPS's Technical Representative or designee, however, is not authorized to change any

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terms and conditions of this Cooperative Agreement unless such changes are requested with the concurrence of the key officials listed in this Agreement.

ARTICLE VI – TERM OF AGREEMENT

This task agreement shall remain in effect from the date of signature until March 31, 2020 unless modified per Article X of this agreement.

ARTICLE VII – KEY OFFICIALS

- A. Key officials are essential to ensure maximum coordination and communication between the parties and the work being performed. Under this task agreement they are:
 - 1. For the NPS:

FA Awarding Officer (FAAO):

LaQuita Palmer Grants Management Specialist Office of Acquisition, Financial Assistance, & Property Management National Capital Region 1100 Ohio Drive, S.W. Washington, D.C. 20242 (202) 619-7082 (202) 485-9720 fax laquita_palmer@nps.gov

Agreement Technical Representative (ATR):

Kathryn G. Smith National Historic Landmarks Program and National Register Coordinator National Park Service National Capital Region 1100 Ohio Drive, S.W. Washington, D.C. 20242 (202) 619-7180 kathryn_smith@nps.gov

Additional Key Official (AKO):

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Daniel M. Filer, M.B.A., Ed.D.* Chesapeake Watershed CESU Research Coordinator National Park Service University of Maryland Center for Environmental Science - Appalachian Laboratory 301 Braddock Road - Room 304 Frostburg, MD 21532 Office: 301-689-7108 Cell: 301-491-2465 danny_filer@nps.gov

2. For Recipient:

Principal Investigator (PI):

Catherine Morrissey Associate Policy Scientist 331A Alison Hall Newark, DE 19716 302-831-8097 cmorriss@udel.edu

Authorized Organizational Representative (AOR):

Julie Ehmann Contract & Grant Specialist 210 Hullihen Hall Newark, DE 19716-0099 302-831-8618 302-831-2828 jehmann@udel.edu

ARTICLE VIII - AWARD AND PAYMENT

- A. NPS will provide funding to Recipient in an amount not to exceed \$47,446 for the work described in Article IV and in accordance with the approved budget for this task agreement (Attachment A). Any award beyond the current fiscal year is subject to availability of funds.
- B. Recipient shall request payment as set forth in the master cooperative agreement.

ARTICLE IX – REPORTS AND/OR OUTPUTS/OUTCOMES

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Required Reports	Report Requirements and Due Dates	
Performance Report		
Format	No specific format required. See content requirements	
	in 2 CFR 200.327-329.	
Reporting Frequency		
	Annual	
Reporting Period	Oct 1 – Sept 30	
Due Date	Annual: Within 90 days after the end of the Reporting	
	Period.	
Submit to:	LaQuita Palmer: ncr_rfar@nps.gov	
	Kathryn Smith: Kathryn_smith@nps.gov	
Federal Financial Report		
Format	SF-425 (all applicable sections must be completed)	
Reporting Frequency		
	Annual	
Reporting Period	For Annual Reporting:	
	Oct 1 – Sept 30	
Due Date	For Annual: Within 90 days after the end of the	
	Reporting Period.	
First Report Due Date	The first Federal financial report is due for reporting	
	period ending September 30, 2019	
Submit to:	LaQuita Palmer: ncr_rfar@nps.gov	
	Kathryn Smith: Kathryn_smith@nps.gov	

A. The following table sets forth the reporting requirements for this agreement.

- B. A final Performance Report and a final Federal Financial Report will be due 90 days after the end-date of the Term of Agreement. Each report shall be submitted as described above.
- C. Recipient shall be responsible for producing all draft and final submittals agreed to in the research design in Microsoft Word (2010 or later version). To facilitate reviewer comments, all pages will be numbered and provide left margin line numbers for all progress reports and drafts. The final deliverables will be provided in digital files (PDF and MS Word formats) and contain all sections required per National Register and Virginia State Historic Preservation Office guidelines. The text will be accurately and adequately cited and all citations and formatting will be done according to the most recent edition of the Chicago Manual of Style and the "Style Sheet for the National Historic Landmarks Program."

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All research material collected in conjunction with this project remains in the public domain and is archived and otherwise managed by the National Park Service, National Capital Region. Such material may include but is not limited to photographs, maps, illustrations, and computer diskettes, thumb drives or CD/DVDs. The author may seek permission from the Regional Historian to reproduce any or all of the material not subject to archival restrictions before relinquishment to the National Park Service.

ARTICLE X – MODIFICATION, REMEDIES FOR NONCOMPLIANCE AND TERMINATION

- A. This agreement may be modified at any time, prior to the end of the period of performance, only by a written instrument. Modifications will be in writing and approved by the NPS FA Awarding Officer (FAAO).
- B. Additional conditions may be imposed if it is determined that the Recipient is non-compliant to the terms and conditions of this task agreement pursuant to 2 CFR 200.338.
- C. This task agreement may be terminated consistent with applicable termination provisions for Federal awards pursuant to 2 CFR 200.339 through 200.342.

ARTICLE XI – ATTACHMENTS

The following documents are attached and made a part of this task agreement:

Attachment A.	Detailed Budget
Attachment B.	SF 424 Series

ARTICLE XII - SIGNATURES

IN WITNESS WHEREOF, the parties hereto have executed this task agreement on the date(s) set forth below.

FOR THE UNIVERSITY OF DELAWARE

09/12/2018

Julie Ehmann, Contract & Grant Specialist

Date

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FOR THE NATIONAL PARK SERVICE

LaQuita Palmer FA Awarding Officer Date