

Historic Preservation Fund Grant Guidelines

FY23



Historic Preservation Program
Department of Community Planning, Housing & Development
Bozman Government Center
2100 Clarendon Boulevard, Suite 700
Arlington, VA 22201

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FOREWORD

In April 2022 as part of the FY23 County budget adoption, the Arlington County Board approved initial funding to establish the Historic Preservation Fund (HPF) to provide grant support for community-initiated projects related to Arlington's history, built environment, and/or cultural heritage. Administered by the Historic Preservation Program (HPP), which is in the Neighborhood Services Division of the Department of Community Planning, Housing and Development (CPHD), the HPF will help reinforce the stated goals of the County's Historic Preservation Master Plan (HPMP). Adopted in 2006 as an element of the Comprehensive Plan, the HPMP is currently undergoing an update; creation of the HPF is a leading recommendation of the revised draft HPMP. Further, establishment of the HPF aligns with the following goals and recommendations set forth in the original HPMP:

1. To enhance the understanding of Arlington's history and historic character;
2. To better integrate preservation values into County planning, land use, and other policies and practices;
3. To protect historic neighborhoods, corridors, commercial centers, and civic buildings; and
4. To seek diversified, sustainable funding for historic preservation programming and partnerships.

This publicly funded program is an innovative way for Arlington County Government to strengthen its support of historic preservation projects Countywide through fostering community partnerships and advancing the vision and values of the HPMP. Additionally, the HPF will enhance Arlington's commitment to diversity, equity, and inclusion. Financial incentives via the HPF will encourage Arlingtonians of all economic and/or ethnic backgrounds to practice historic preservation within their community. Projects funded through the HPF will reach a broader, more diverse audience and lead to empowerment of community members and stronger connections between the HPP and the people it serves.

Historic preservation contributes to a stronger community by providing a link to the past, present, and future. Connecting through shared heritage and by preserving historic places and character can also enhance real estate values, support local businesses and organizations, help foster community identity, and provide collective, positive long-term community impacts. From establishing the HPP in 1976, to adopting the HPMP in 2006, Arlington County Government has taken action to achieve historic preservation as a community value. Through the establishment of the HPF, Arlington County residents, organizations, and business owners will have access to a financial tool to help support the history-based initiatives that matter to them. Whether it be the restoration of historic windows within a local historic district, or the creation of an economic strategic plan for a historic commercial area, these projects will serve as an investment in the future of preservation in Arlington County.

The HPP undertakes planning initiatives within CPHD and advocates for historic resources as part of Countywide planning studies and redevelopment projects. Additionally, the HPP identifies and documents historic people and places Countywide, helps protect various aspects of the County's heritage, administers the monthly design review process of the County Board-appointed Historical Affairs and Landmark Review Board (HALRB), and educates the public about local history, architecture, cultural heritage, and preservation best practices. The HPP staff will administer the HPF, including developing the evaluation criteria and considering eligible HPF applications. The HPP staff, along with designees of the County Manager, will select the final grant awards based on scored evaluation criteria. On an annual basis, the HPP staff will provide a summary to the public of funded projects and will reevaluate the types of qualifying projects.

FY23 Historic Preservation Fund Grant Guidelines

TABLE OF CONTENTS

I.	HISTORIC PRESERVATION FUND GRANT PROGRAM DESCRIPTION.....	1
II.	HISTORIC PRESERVATION FUND GRANT ELIGIBILITY	2
III.	HISTORIC PRESERVATION FUND GRANT EVALUATION	3
IV.	HOW TO APPLY FOR AN HISTORIC PRESERVATION FUND GRANT	4
V.	GRANT REVIEW AND AWARD NOTIFICATION PROCESS	5
VI.	REQUIREMENTS OF AND CONDITIONS FOR GRANTEEES.....	5
VII.	REPORTING PROCEDURES AND REQUIREMENTS	6

APPENDICES

- A. Responsibilities of Parties
- B. Definitions
- C. FY23 Historic Preservation Fund Grants Schedule

FY23 Historic Preservation Fund Grant Guidelines

I. HISTORIC PRESERVATION FUND PROGRAM DESCRIPTION

The inaugural FY23 round of the Historic Preservation Fund (HPF) is a competitive grant program that will support community-initiated and/or individual projects related to Arlington's history, built environment, and/or cultural heritage by helping reinforce the stated goals of the County's Historic Preservation Master Plan (HPMP) and enhancing Arlington's commitment to diversity, equity, and inclusion. The HPF will support both capital and non-capital projects that align with the stated goals of the HPMP. The HPF will support innovative, new projects that will:

- Enhance the understanding of Arlington's history and historic character;
- Have significant impact on the community and advance cultural equity in Arlington;
- Result in distinctive, high quality, and meaningful cultural experiences in Arlington;
- Foster community partnerships and advance the vision and values of the HPMP; and
- Preserve the historic built environment.

Capital Projects

Grants awarded to capital projects can have a maximum support of up to \$100,000 and will require a 100% match. The HPF will contribute to the cost of repairing/restoring historic properties within the following categories:

- Individual Arlington County Local Historic Districts (LHDs) or properties classified as contributing to a LHD; and/or
- Those that hold a recorded historic preservation easement that protects the exterior.

If a historic property falls within one of the categories listed below, it can be eligible as a capital project, but will be required to become a LHD or hold a recorded historic preservation easement. Contact the Historic Preservation Program (HPP) for details.

- Those properties listed individually in the National Register of Historic Places (NRHP) or classified as contributing to a NRHP-listed Historic District;
- Historic cemeteries that have been identified by the HPP (proof of ownership or permission from the property owner is required);
- Those properties that are identified in the Arlington County Historic Resources Inventory (HRI);
- Properties located within a historically African American neighborhood (i.e., Halls Hill/High View Park, Green Valley, Penrose, Johnson's Hill/Arlington View); and/or
- Those identified as a historic property in an Arlington County planning policy document (e.g., Clarendon Sector Plan, The Columbia Pike Neighborhoods Area Plan, The Columbia Pike Special Revitalization District Form Based Code, East Falls Church Area Plan, Fort Myer Heights North Plan, etc.).

Eligible capital projects must consist of exterior and/or structural work and prioritize the restoration of historic materials over in-kind replacement. Proposals that highlight the cultural significance of the historic property, and/or that will benefit current Arlington County residents, are more likely to score higher. Ineligible capital projects include heating and air conditioning systems, plumbing, interior work, or additions. Examples of eligible capital projects could include the following:

- Restoration/repair of historic windows and doors;
- Restoration/repair and/or painting of wood siding and trim;
- Roof repair and/or replacement;
- Structural and/or foundation repairs;
- Cleaning and repair of multiple storefronts; and/or
- Cleaning, repair, and/or remounting of grave markers.

Non-Capital Projects

Grants awarded to non-capital projects can have a maximum support of up to \$25,000. Matching funds will not be required. Examples of eligible non-capital projects could include the following:

- Historic research;

FY23 Historic Preservation Fund Grant Guidelines

- Documentation of historic resources, stories, and/or experiences;
- Nominations to the National Register of Historic Places (NRHP);
- Oral histories;
- Surveys of historic properties and/or neighborhoods;
- Neighborhood architectural style guides and/or historic property design guidelines;
- Historic structure reports and conditions analysis;
- Written publications and/or brochures about an aspect of Arlington’s architectural or cultural history;
- Digitization projects and/or creation of digital products (i.e., story maps, apps, timelines, websites, etc.);
- Educational activities (i.e., lectures, workshops, etc.);
- Historic markers and interpretation;
- Preservation planning (i.e., building maintenance plans, management planning for specific cultural resources, developing historic contexts, etc.); and/or
- Institutional planning (i.e., development of mission statements, policies for acquisitions and/or deaccessioning, collections management, emergency preparedness plans, long-range strategic plans, etc.).

Due to the timing of the public announcement of the inaugural HPF Grant Program, the grant application period for FY23 is from January 17, 2023, to April 28, 2023. It is anticipated that in subsequent years the HPF Grant Program will begin at the start of the County’s fiscal year each July 1.

II. GRANT ELIGIBILITY

To be eligible to receive a FY23 Historic Preservation Fund (HPF) Grant, applicants can be the following:

1. Any individual that has a physical property address in Arlington County (post office boxes are not eligible);
2. An institution, community group, and/or organization that serves Arlingtonians and/or utilizes a historic property;
3. A civic/citizen and/or homeowner’s association that serves Arlington County; or
4. A 501(c)(3) organization in Arlington County.

Applicants may apply for both award categories (capital projects and non-capital projects) simultaneously. A separate grant application will be required for each project proposal. However, multiple applications will not increase an applicant’s chances of being selected for a grant award, as HPF funds are limited, and all proposals will be evaluated and scored based on how well they meet specific criteria (see the next section Grant Evaluation).

The HPF can be used only to support new projects and will not provide reimbursement for previously completed projects or prior expenses.

FY23 Historic Preservation Fund Grant Guidelines

III. GRANT EVALUATION

Applications for a FY23 Historic Preservation Fund (HPF) Grant will be evaluated based on the following criteria:

Quality of the Proposed Project (30% of score):

1. What is the overall purpose of the project?
2. What are the specific project goals?
3. Will this grant allow the project to be completed in its entirety or a specific phase(s) of the project?
4. How will the project outcomes be measured to determine success?

Equity and Inclusion (30% of score):

1. How will the project foster racial/cultural equity of history in Arlington?
2. Will the project involve a partnership with an organization that focuses on issues of racial/cultural equity?

Community Impact (30% of score):

1. How will the project benefit the greater Arlington community?
2. How will the project engage and impact a diverse range of voices and/or participants in Arlington?

Managerial Competence (10% of score):

1. What is the work plan/timeline for completing the project?
2. What are the qualifications of the individuals who will undertake the project? If an organization, please include résumés of all members of the project team, including administrative support staff.

FY23 Historic Preservation Fund Grant Guidelines

IV. HOW TO APPLY FOR AN HISTORIC PRESERVATION FUND (HPF) GRANT

Applicants must submit complete and accurate materials and meet all deadlines as specified in these Guidelines and Appendix C. Incomplete applications will not be considered for an award. Late applications will not be accepted.

The application process is electronic. To complete this process, you will need access to a computer with the latest version of Adobe Reader software, internet access, and the ability to send and receive emails. However, the Historic Preservation Program (HPP) can schedule specific office hours for those in need of assistance with submitting an online application. Please direct any requests for application assistance to the HPP office at 703-228-3549 or HistoricPreservationFund@arlingtonva.us. All applications to Arlington County may be subject to disclosure under the Freedom of Information Act (FOIA). Please keep a complete copy of your application for your files.

Below are the detailed application steps.

Step 1: Optional Pre-submittal Consultation with the HPP Staff

Due: ~~Friday, March 31, 2023, by 5:00 P.M.~~ Thursday, April 13, 2023, by 5:00 P.M.

All individuals/organizations applying for a grant may schedule an optional pre-submittal consultation with the HPP staff by ~~Friday, March 31, 2023~~ *Thursday, April 13, 2023, by 5:00 P.M.*, to discuss the project prior to finalizing their application. The purpose of this optional consultation is to assist applicants with understanding the application process and to answer their questions. Whether applicants choose to have a consultation will not bear any outcome on submitted applications or the awarding of grants. Also, specific office hours can be scheduled if assistance is needed to submit an online application. Please contact the HPP office at 703-228-3549 or HistoricPreservationFund@arlingtonva.us to schedule a pre-submittal consultation.

Step 2. Apply for the HPF Grant

Due: Friday, April 28, 2023, by 11:59 P.M.

1. Visit the [HPP website](#) and follow the link to the **HPF Grant Application**. Use the instructions on this webpage to create an account on the application portal Slideroom.
2. Complete and submit the HPF Grant application via Slideroom by *Friday, April 28, 2023, by 11:59 P.M.*
3. Late or incomplete applications will not be accepted.

FY23 Historic Preservation Fund Grant Guidelines

V. GRANT REVIEW AND NOTIFICATION PROCESS

The following process will be used to review and award FY23 Historic Preservation Fund (HPF) Grant applications:

1. The Historic Preservation Program (HPP) staff and designees of the County Manager will review all applications for accuracy and completeness. They also may make reasonable attempts to contact applicants with questions during the application period.
2. Eligible and complete applications will be evaluated by the HPP staff and designees of the County Manager based on scored evaluation criteria.
3. The HPP staff and designees of the County Manager will make the final HPF Grant award determinations. The HPP staff will send a formal HPF award letter to grant recipients by June 30, 2023. Applicants receiving a grant may be required to complete additional forms to receive their award; the HPP staff will facilitate this process directly with the grant recipients between mid-August 2023 through the end of September 2023.

VI. REQUIREMENTS OF AND CONDITIONS FOR GRANTEES

Failure to comply with any of the following requirements and conditions may result in a HPF Grant award being delayed and/or applicants losing eligibility for future HPF grants.

Acknowledgements

Grant recipients agree to allow the HPP to promote and advertise completed projects as it deems appropriate. A grantee awarded County support from the HPF must agree to include the following credit in project-associated brochures, programs, web pages, and other appropriate printed and digital material: *“This project is supported in part by Arlington County Government through the Historic Preservation Program and received public funds from the Arlington County Historic Preservation Fund.”* A link to the HPP website also should be placed on the grantee’s website if it exists, or other public forums, when providing information about the publicly funded project.

Adherence to Laws, Codes, Regulations, and Policies

All grantees must abide by applicable County laws, codes (e.g., zoning, health, safety, etc.), regulations, and policies. The grantee is responsible for identifying all laws, codes, regulations, and policies applicable to its project or activity, and for assuring compliance with those requirements. Funding approval by the HPP does not substitute for approvals that may be required by other County departments or regulatory boards.

Additionally, grantees must comply with the following Federal laws:

Title VI, Section 601, of the Civil Rights Act of 1964, which states that no person shall be subject to discrimination or excluded from participation on the grounds of race, color, or national origin, and;

Section 504 of the Rehabilitation Act of 1973, which states that no otherwise qualified person shall be subject to discrimination or excluded from participation solely by reason of the person’s handicap.

FY23 Historic Preservation Fund Grant Guidelines

Compliance

Prior to application submission, applicants have the option to schedule a consultation with the HPP staff to help determine if project proposals comply and are eligible. Please contact the HPP staff at 703-228-3549 or HistoricPreservationFund@arlingtonva.us.

If any project is proposed to occur on privately-owned property, the project must comply with the Arlington County Zoning Ordinance. A letter of permission, proof of ownership, and/or any needed permits will be required for grant projects on private property. See <http://buildingarlington.s3.amazonaws.com/wp-content/uploads/2013/06/ACZO.pdf>.

For non-capital projects that have an educational component (e.g., historic research, documentation of historic resources, NRHP nominations, oral histories, digitization projects, written publications, etc.), Arlington County will require access to the final products and have the right to use them for educational purposes.

Lobbying

No part of any HPF Grant may be used for any activity intended to influence any member of the County Board and/or the HPP staff.

Record Keeping

Since the HPF is a publicly funded program, it is the responsibility of the HPP staff to ensure that all funds are spent in a responsible manner. Therefore, grantees are required to maintain accurate and complete financial records and may be asked by County staff to provide access to any pertinent records related to their grant project. Examples of documentation that may be requested may include, but are not limited to, approval letters from lenders providing project financing, contractor estimates and/or invoices, photographs indicating project progress, receipts and/or proof of payment for materials and services rendered, etc.

VII. REPORTING PROCEDURES AND REQUIREMENTS

Failure to comply with any of the reporting procedures and requirements below may result in a Historic Preservation Fund (HPF) Grant being delayed and/or applicants losing eligibility for future HPF grants.

Changes

Any substantial changes to the proposed scope of activities, timeline, and/or budget of an awarded grant project must be approved in writing by the Historic Preservation Program (HPP) staff prior to undertaking the changes. Please contact the HPP staff at 703-228-3549 or HistoricPreservationFund@arlingtonva.us for assistance.

Project Monitoring and Fund Disbursement

The HPP staff is required to ensure that public funds are being spent in a responsible manner. Therefore, the HPP staff will collaborate with each of the grant recipients to determine a reasonable project monitoring schedule and documentation needed prior to the disbursement of funds. At a minimum, there will be one required check-in with the HPP staff at the mid-point of the project. Since each awarded grant project will differ with specific completion milestones, the HPP staff also will have the right to determine the fund disbursement schedule and make any requests for extra documentation, such as estimates and invoices. Depending on the complexity of the awarded grant project, it may be necessary to conduct regular check-in meetings with the HPP staff.

FY23 Historic Preservation Fund Grant Guidelines

Final Report

Projects should be completed by the end of the following fiscal year (FY24) on Friday, June 28, 2024, if possible (see Project Schedules below). The HPP requires that grantees submit a Final Report via email to HistoricPreservationFund@arlingtonva.us within 30 days of completion of the funded project or no later than July 31, 2024. The Final Report should contain a one-to-two-page project summary, including the objectives, achievements, lessons learned, a description (if applicable) of any future phases to the project, and photographs (if applicable) of the completed project. Grantees who fail to submit a Final Report by the specified due date may not be eligible for a future grant award.

Project Schedules

If a project is anticipated to take longer than 12 months to complete, this should be communicated in the project schedule description in the application submission. Projects expected to take longer than 12 months to complete will not necessarily be prevented from receiving grant funding.

FY23 Historic Preservation Fund Grant Guidelines

Appendix A. Responsibilities of Parties

The responsibilities of all parties involved in the FY23 Historic Preservation Fund (HPF) Grant process are summarized below. Please contact the Historic Preservation Program (HPP) staff for additional information at HistoricPreservationFund@arlingtonva.us.

1. Responsibilities of Applicants:

- 1.1. Reviewing the FY23 HPF Grant Guidelines and Appendices.
- 1.2. Understanding all requirements of the grant application and award processes.
- 1.3. Meeting all deadlines in the grant application and award processes. If deadlines are missed, applications will not be considered for a grant award and/or the award may be revoked. See Appendix C for specific deadlines.
- 1.4. Providing accurate and required information in grant applications. Submittal of inaccurate or false information is grounds for immediate rejection of an application, revocation of a grant award, and/or loss of eligibility for future HPF Grant consideration or funding.
- 1.5. Maintaining accurate and complete financial records pertaining to the grant project.
- 1.6. Immediately notifying the HPP staff at 703-228-3549 or HistoricPreservationFund@arlingtonva.us of any changes to contact information, or if the parameters of the project changes. The HPP staff is not responsible for missed or lost communications sent to applicants and/or grantees if incorrect contact information was supplied or failed to be immediately updated.

2. Responsibilities of the Historic Preservation Program (HPP) staff:

- 2.1. Facilitating and managing the overall implementation of the FY23 HPF Grant Program and its associated application and award processes.
- 2.2. Developing and finalizing the FY23 HPF Grant Guidelines that govern the grant award process.
- 2.3. Overseeing annual updates to the Grant Guidelines, grant application, and evaluation process.
- 2.4. Reviewing all submitted application materials for timeliness, accuracy, completeness, and eligibility.
- 2.5. Objectively evaluating and scoring grant applications with County Manager designees.
- 2.6. Processing all necessary grant paperwork for the awarded grantees.
- 2.7. Reviewing all Final Reports for timeliness, accuracy, and completeness.
- 2.8. Communicating directly with applicants and grantees and responding to questions via email within five (5) business days.
- 2.9. Promoting the HPF Grant Program to the Arlington community and on the County website.
- 2.10. Informing the Historical Affairs and Landmark Review Board, Arlington County Manager, and County Board at the end of the FY23 HPF Grant cycle about awarded projects, remaining funding, and future funding needs.

FY23 Historic Preservation Fund Grant Guidelines

Appendix B. Definitions

If there are any terms in these Guidelines or application forms that are not listed below or that need clarification, please contact the Historic Preservation Program (HPP) staff at 703-228-3549 or HistoricPreservationFund@arlingtonva.us.

Applicant: An individual or organization that has filed an application with Arlington County for the FY23 grant period.

Application: A Historic Preservation Fund Grant application from an eligible individual or organization in the form specified by these Guidelines.

Authorizing Official: Name of the person with the authority to legally obligate the applicant.

Capital Project: Projects that promote the physical preservation of historic properties.

Committee: The Grants Program Committee.

Contributing Properties: In historic preservation law, a contributing property is any building, structure, object, or site within the boundaries of either a Local Historic District or National Register Historic District that conveys and represents the historic associations, architectural qualities, and/or archaeological qualities of that district.

County: Arlington County, Virginia.

County Support: Support from Arlington County in the form of direct grant funding, delivery of technical services, and/or allocation of County-owned or managed facilities.

Cultural Equity: The embodiment of the values, beliefs, policies, and practices that all people— including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of programs supported by public funds such as the Historic Preservation Fund.

Expenses: Amount of money or monetary value of in-kind donations needed to undertake a project.

Fiscal Sponsor: A nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable programs.

Fiscal Year: The 12-month period used for calculating the organization's annual financial statements.

501(c)(3): The section of the U.S. tax code that defines nonprofit, charitable (as broadly defined), tax exempt organizations.

Fringe Benefits: Tax-exempt benefits given on behalf of an organization that supplement an employee's salary or wages, such as health insurance, retirement or pension plans, and paid vacations.

FY23 Historic Preservation Fund Grant Guidelines

General Operating Expenses: An expense incurred in carrying out an organization's day-to-day business operations, such as payroll, travel, rentals, insurance, office supplies, etc.

Grant: County support to an applicant in the form of funding for program expenses or in-kind grants of facilities, and/or technical services.

Grant Period: The fiscal year (FY23) grant period corresponding to Arlington County, VA Government's fiscal year beginning July 1, 2022, and ending June 30, 2023. However, due to the timing of the announcement of the inaugural HPF Grant Program to the public, the grant application period for FY23 is from January 17, 2023, to June 30, 2023. It is anticipated that in subsequent years the HPF Grant Program will begin at the start of the County's fiscal year each July 1.

Grantee: An applicant who has received a grant.

Guidelines: Procedural details for the Historic Preservation Fund Grant Program created to help fulfill the objectives of the Arlington County Historic Preservation Master Plan.

Historic Preservation Easement: An easement is a voluntary legal agreement, typically in the form of a recorded deed, which permanently protects historic properties and prevents demolition. Exterior alterations may be approved after review by the Historic Preservation Program staff, the Historical Affairs and Landmark Review Board, and/or the County Manager, as outlined in the recorded easement terms.

Historic Preservation Fund Grants: Subject grants for direct funding.

Historic Resources Inventory: The Historic Resources Inventory (HRI) is a planning tool designed specifically to assist Arlington County property owners, staff, and leadership in determining Arlington's most valuable historic resources and how best to address historic preservation goals and development options simultaneously. The first phase of the HRI identified and ranked nearly 400 historic garden apartments (complexes and individual buildings), shopping centers, and commercial buildings built between approximately 1909 and 1962. Each property was classified into one of six categories: Essential, Important, Notable, Minor, Altered/Not Historic and Demolished.

Income: Amount of money or monetary value of in-kind donations that funds the production of a project.

Insurance: Payments for general liability, directors, officers, and other organizational insurance policies. Does not include medical insurance paid as an employee benefit.

Local Historic District: Local Historic Districts (LHDs) are designated by the Arlington County Board when there is sufficient historic merit and are governed by Sections 11.3. and 15.7 of the Arlington County Zoning Ordinance. The term "historic district" includes both individual resources and collections of historic buildings, sites, or objects. Exterior alterations and new construction may be approved after review by the Historic Preservation Program staff and/or the Historical Affairs and Landmark Review Board, as outlined in approved design guidelines for the district.

Marketing/Advertising: All expenses for marketing, publicity, or promotion such as media, brochures, flyers, posters, etc. Does not include payments to contracted individuals or marketing firms.

Mission Statement: Two sentences describing what the organization does, not how it fulfills its mission or why.

FY23 Historic Preservation Fund Grant Guidelines

Non-capital Projects: Community-initiated, education- and planning-based projects that relate to Arlington's history, built environment, and/or cultural heritage, and that are not bricks-and-mortar physical preservation projects.

Other Income: Income other than that specified in the grant application. May include grants and cash.

Personnel, Administrative: Payments for salaries, wages, fees, and benefits for administrative employees, including administrative staff, program directors, managing directors, business managers, clerical staff, and administrative support personnel.

Appendix C. FY23 Historic Preservation Fund Grant Schedule

HPF Grant application period for FY23 is from January 17, 2023, to April 28, 2023

KEY STEPS	DATES
Step 1: Optional Consultation	
Applicants may schedule an Optional Pre-submittal Consultation with the Historic Preservation Program staff via 703-228-3459 or HistoricPreservationFund@arlingtonva.us	Before Friday, March 31, 2023 Thursday, April 13, 2023, 5:00 P.M.
Step 2: Grant Application Process	
Applicants submit Grant Application online via Slideroom	Before Friday, April 28, 2023, 11:59 P.M.
Step 3: Grant Award Process	
Historic Preservation Program staff sends Award Notification Letters	By Friday, June 30, 2023
Historic Preservation Program staff processes Grant paperwork	Mid-August 2023 through September 2023
Step 4: Project Completion Process	
Grant recipients must complete projects	By Friday, June 28, 2024
Grant recipients must submit Final Reports	By Wednesday, July 31, 2024, or within 30 days of completing project

Dates are subject to change