

HPF25 SUBGRANT APPLICATION

APPLICATION COVER

Is Applicant: Representing owner(s)? CLG **Does Applicant have:** County/City Affiliation

Applicant Organization: City of Reno (Must match name in UEI)

Project Title: Phase II Citywide Historic Context with Survey Plan

Project Description (brief):

The City will hire a consultant to complete Reno's citywide historic context by conducting field work and preparing a survey plan to be incorporated into the Phase I Citywide Historic Context (NV-24-10016).

Program Areas (please mark all that apply—**ONLY 1 APPLICATION PER PROJECT**):

Planning:

- The development, design and implementation of local historic preservation or cultural resource management plans at a regional or local level. Development of historic contexts, ordinances, regulations, standards, and/or guidelines that support regional or local plan goals.

Survey and Inventory:

- Survey: "Activity directly pertinent to the location, identification, and evaluation of historic and archeological resources" (Historic Preservation Fund Grants Manual 6-14).
- Inventory: Activity directly pertinent to the development and maintenance of data on historic resources.

National Register Nomination:

- Preparation of National Register of Historic Places and National Historic Landmark Nominations to expand "the national list of districts, sites, buildings, structures and objects significant in American history, architecture, archaeology, engineering, or culture, maintained by the Secretary of the Interior under authority of Section 101(a)(1)(A) of the Act" (Historic Preservation Fund Grants Manual Glossary-13).

Documentation (HABS/HAER/HALS)

- Preparation of either Historic American Building Survey (HABS), Historic American Engineering Record (HAER), or Historic American Landscape Survey (HALS).

Pre-Development/Construction and Development/Construction:

- Pre-Development: "The historical, architectural, and/or archeological research necessary to properly document proposed construction work on a historic structure or site performed prior to the commencement of development" (Historic Preservation Fund Grants Manual Glossary -16).
- Development: "A project which has for its purpose the protection, rehabilitation, restoration, or reconstruction of a historic property" (Historic Preservation Fund Grants Manual Glossary -6).

Public Education:

- Increase overall public awareness of technical preservation methods and techniques.
- Promote relationships with the public and private sectors to achieve preservation objectives.
- Preservation planning, local preservation ordinances and design review guidelines.
- Training and Education for Employee, Commissioner, or Elected Official Development (Technical Conferences, etc.);

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Project Budget Summary:	
A. Requested Federal Share:	\$13,340.00_____
B. Non-Federal Share:	\$9,004.88_____
B.1 Cash	\$6,000.00_____
B.2 In-Kind	\$3,004.88_____
C. Grand Total:	\$22,344.88_____

For SHPO use only
Received: <u>03.05.20</u>
Initials: <u>CC.</u>
Delivered By: <u>Melissa Hafey</u>
Postmarked: <u>Hand Delivered</u>

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-
1. Has the **Applicant** and **Property Owner** read the Secretary of the Interior’s “Standards and Guidelines for the Treatment of Historic Properties” as it relates to preservation, rehabilitation, restoration, and reconstruction work? (<https://www.nps.gov/tps/standards/four-treatments.htm>).
 Yes No

 2. Does the Applicant acknowledge that any project supported by HPF or Matching Share must meet the Secretary of Interior’s Standards for the Treatment of Historic Properties and SHPO’s Architectural Standards and Guidelines?”
 Yes No

 3. Is Applicant willing to hire minority personnel or a minority-owned businesses to perform the project or a business certified as a Minority Business Enterprise?
 Yes No

 4. Is Applicant a member of a minority group?
 Yes, please specify: _____ No

 5. Will the project be compliant with current ADA regulations?
 Yes No

 6. Will Applicant proceed with the project if federal funding is not received?
 Yes No

 7. Is this project an emergency*?
 Yes No

**Emergency is defined as resource listed in the National Register of Historic Places that is in imminent danger of being lost, demolished, permanently damaged, or on the verge of structural failure.*

- a. If ‘Yes’ to Item 7), please explain the **severity** of the emergency and include **photographs** of all sides of the resource in question, and any additional photos needed to illustrate the emergency:

8. How much time will Applicant need to complete the project? 12 months _____

9. Is the applicant aware that if funded, project meetings with the SHPO will be required before a funding agreement is drawn up?
 Yes No

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10. Does the applicant agree to complete a SHPO funding agreement within 120 days of official notice of grant award? Does applicant agree that if this step is not completed that all awarded grant funds will be reverted by SHPO?

Yes No

11. Will a portion or the entire project be contracted out?

Yes No

If 'Yes', please indicate the procurement method(s) to be used for the project:

Small purchase procedures

Competitive sealed bids

Competitive negotiation

Noncompetitive negotiation

12. Does the Applicant acknowledge that any grant award will be subject to acquiring qualified professionals who meet NPS professional qualification standards and State review before project work begins?

Yes No

13. Please describe *in detail* your previous experience(s) with managing grants (if applicable) :

The City of Reno manages various grants across many departments. The City of Reno Arts and Culture Department staff have extensive prior experience managing grants. The Department Manager, Megan Berner, has direct experience managing at least seven grants from the National Endowment for the Arts over the last seven years. The department has previously managed multiple grants for the City of Reno's Arts and Culture programming, focusing on large-scale public art and community engagement. These grant awards range from \$15,000 to \$100,000 and require matching funds from the City of Reno. All of these were federal grants that demanded strict reporting and budgeting. They also require compliance with the National Historic Preservation Act, the National Environmental Policy Act, and the Americans with Disabilities Act.

Melissa Hafey, who is the contact person for the proposed project in this application, is currently managing two recent HPF subgrants awarded to the City of Reno. Since she began her position supporting historic preservation at the City of Reno in 2022, Melissa has successfully managed four HPF Subgrants from the State Historic Preservation Office. Additionally, Melissa applied for and was awarded an Underrepresented Communities Grant from the National Park Service and a small grant from Nevada Humanities. Management duties include tracking expenses and staff time, facilitating consultant selection, monitoring progress, requesting reimbursements, and completing reports. She has additional experience with previous organizations, managing multiple successful grant projects that received awards ranging from \$15,000 to \$150,000, all awarded by the Nevada Department of Agriculture.

Please *list and describe* your past HPF subgrant history (if applicable):

2024 – Powning District Survey This award provides funding to hire a consultant who will produce a historic context for Reno's Powning Conservation District and provide technical support for a community survey.

2024 – Citywide Historic Context Phase I Creates a citywide historic context statement that will guide future eligibility evaluations for historic-age properties throughout the city.

2024 – Phase II: East 4th Street National Register Historic District Nomination supports the completion

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of a National Historic District designation for a portion of East 4th Street in Reno.

2023 – Phase I: Survey and Inventory to Support a National Register Nomination Along the East 4th Street Corridor This grant funded a reconnaissance-level survey and historical context for the East 4th Street corridor in Downtown Reno from Evans Avenue to the city limits. The consultant recommended the boundaries and potential contributing resources for a future historic district nomination.

2023 – NACP CAMP Training for City of Reno Historical Resources Commission and Staff.

2022 – Downtown Reno Survey and Catalog of Surveys This grant provided funding for a consultant to compile a report of all previously conducted historical surveys and other reports performed within the City of Reno limits and to perform a reconnaissance-level survey of the Downtown Reno area.

2018, 2020, 2022, 2024 FORUM Travel Expense The City of Reno sent participants to the NACP FORUM Conference during multiple years with the support of HPF subgrant funds.

2019 – Historical Resources Commission Strategic Plan Funding supported the hiring of a facilitator to assist the Historical Resources Commission in developing a strategic plan for historic preservation efforts in the City of Reno.

2018 – Code Updates These funds supported work to develop recommendations to update the City of Reno Annexation and Land Development Code: Chapter 18.07 Historic Preservation.

2016 – Historic Context Report for the University of Nevada, Reno Funding supported a consultant hired to write this report.

2013-2014 – The City received HPF Subgrant funding to support historic contexts and architectural surveys for the Newlands and Wells Avenue Neighborhoods.

14. Does the Applicant have a consultant for the project?

Yes No

If 'Yes', please list contact information for each and include **resume/vitae** with this application.

Name: ZoAnn Campana _____ Title: Architectural Historian _____

Phone: 775-829-4411 _____ Email: zcampana@kecnv.com _____

Company/Firm: Kautz Environmental Consultants, Inc. _____

Mailing Address: 1140 Financial Boulevard, Suite 100 _____

City: Reno _____ State: NV _____ Zip code: 89502 _____

(Note: If more than 1, please use 'Continuation Sheet' and check box .)

If 'Yes' to Item 12), please explain consultant/project personnel selection process noting the historic resources they have dealt with: _____

The City of Reno hired Ms. Campana of Kautz Environmental Consultants to complete Phase I of this project. Kautz Environmental Consultants has submitted a Statement of Qualifications to the City of Reno to appear on the city's list of qualified historic preservation consultants. Kautz has completed many other preservation-related projects for the city, including the East 4th Street architectural survey and National Register nomination (NV-23-10009 and NV-24-10014) and a survey of downtown Reno and a catalog of surveys (NV-22-10016).

If 'Yes' to Item 12), please list projects, noting historic buildings: _____

Survey and National Historic District nomination for East 4th Street historic corridor, Reno, NV

Historic Structure Report for the Sacred Heart Church in Carlin, Nevada

Marlette Water Line Replacement Section 106 Survey and Effects Assessment, Carson City, NV

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Winnemucca Preservation Plan, Winnemucca, NV

St. Thomas Aquinas Cathedral Complex National Register Nomination, Reno, NV

Newlands National Historic District, Reno, NV

15. Are any of the workers who assist the contractor in performance of his/her duties employees of the State of Nevada?
 Yes No
16. Are any of the workers who assist the contractor in performance of his/her duties members of any historic preservation boards or commissions?
 Yes No
17. Is the consultant/project personnel familiar with the Secretary of the Interior's Standards for the Treatment of Historic Buildings? (e.g., Rehabilitation, Preservation, Restoration, and Reconstruction)?
 Yes No
18. Does the consultant/project personnel meet the Secretary of the Interior's 'Professional Qualification Standards' in one of the following: Architecture, Architectural History, History, or archaeology?
(Circle all that apply)
 Yes No
19. Please include a list of the final products to be completed with the subgrant (i.e., surveys, reports, architectural plans, videos, brochures, etc.,):
Completed citywide historic context for Reno, NV, with a survey plan to prioritize future reconnaissance survey of all historic properties in the city.
20. Does the subgrant agree to submit to the SHPO a minimum of one physical and two digital final copies of the product produced as a result of research or any other work funded in whole or in part by the HPF grant?
 Yes No

Applicant Organization – City of Reno
(Must match name of registered UEI #)

Applicant's EIN: 88-6000201 Applicant's UEI TH74SE96JVC7

UEI Expiration Date: 08/05/2026 Applicant's Vendor # T40266000 D

Mailing Address: PO Box 1900 Dept/Agency: Arts & Culture, Public Works, City of Reno

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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City: Reno County: Washoe ZIP: 89505

Authorized Signatory: Jackie Bryant Title: City Manager

Dept/Agency: City of Reno Daytime Phone: 775-334-2400

Project Contact: Melissa Hafey Title: Management Assistant

Mailing Address (*If different from above*) Same

Daytime Phone: 775-481-5617 Fax: N/A

Email: hafeym@reno.gov Application Approval Entities: Finance Dept., Policy & Strategy Director

Proposed Start Date: June 1, 2026 Proposed End Date: June 30, 2027

In addition to filling out pages 1 thru 6 of this subgrant application cover pages, please include the following items:

- a. Affidavit for Matching Funds Form;
- b. Civil Rights Assurance Form;
- c. Budget Form (or equivalent); and
- d. Program Area (PA) Form(s) (as it applies to your proposed project(s)).

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
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I HAVE READ THE 2025 HPF SUBGRANT APPLICATION MANUAL*

PLEASE NOTE—IF THIS PAGE IS NOT SIGNED, THE APPLICATION IS CONSIDERED INCOMPLETE AND CANNOT MOVE FORWARD IN THE FUNDING PROCESS.

I HAVE READ AND COMPLETED THIS **HPF SUBGRANT APPLICATION FOR FY 2025** AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's authorized signature:



Name (*please print*): Megan Berner

Title: Arts and Culture Manager _____

Date: 3/5/26 _____

NEVADA HISTORIC PRESERVATION FUND (HPF)
THROUGH THE NATIONAL PARK SERVICE (NPS)
HPF SUBGRANT APPLICATION FY25
AFFIDAVIT FOR MATCHING FUNDS

STATE OF NEVADA
COUNTY OF

WHEREAS, City of Reno, hereinafter referred to as Subgrant, in the interest of the historic preservation project commonly known as: Phase II Citywide Historic Context and Survey Plan, certifies that the project previously referenced shall have the necessary matching funds required pursuant to the Historic Preservation Act (P.L. 89-665).

SUBGRANT HEREBY CERTIFIES, that if Subgrant is funded \$ 13,340.00 in Historic Preservation funds from the United States government, Subgrant will have available an acceptable match in the amount of \$ 9,004.88 as funds set aside for the project named above.

Megan M Berner
Subgrant Signature

3/5/26
Date

Megan Berner
Subgrant Name (please print)

3/5/26
Date

SUBSCRIBED AND SWORN TO before me this 5th day of March, 2026.

Lauren Morris
Notary Public



NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)

HPF SUBGRANT APPLICATION FY25

CIVIL RIGHTS ASSURANCE

As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101et. seq.), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. **THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.**

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and sub recipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.



Signature of Authorized Certifying Official

City of Reno

Applicant/Organization

PO Box 1900, Reno, NV 89505

Applicant/Organization Mailing Address

Arts & Culture Manager

Title

3/5/26

Date Submitted

Bureau or Office Extending Assistance

Federal Assurances

► Federal Forms: Assurances—Debarment, Suspension, Etc. – DI-2010

U.S. Department of the Interior Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)
Certification Regarding Debarment, Suspension, Ineligibility

and Voluntary Exclusion - Lower Tier Covered Transactions
See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

CHECK ___ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

- A. The grantee certifies that it will or continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK ___ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK ___ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above-specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Megan Berner, Arts & Culture Manager

TYPED NAME AND TITLE

3/5/26

DATE

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)
 HPF25 SUBGRANT APPLICATION
 BUDGET FORM

Applicant: City of Reno

1. Personnel: Grantee Staff time spent on project - Match Only

	Position Title	Hours	Hourly Rate (HR)	✓ if HR includes Fringe Benefits	% of HR that is fringe benefit	Amount of fringe benefit	Total Amt	Federal Share	Non-Federal Share
a.	Management Assistant	23	43.12			0.00	991.76		991.76
b.	GIS Analyst	32	51.66			0.00	1,653.12		1,653.12
c.						0.00	0.00		0.00
d.						0.00	0.00		0.00
e.						0.00	0.00		0.00
f.						0.00	0.00		0.00
g.						0.00	0.00		0.00
h.						0.00	0.00		0.00
i.						0.00	0.00		0.00
j.						0.00	0.00		0.00
Sub-total:							\$2,644.88	\$0.00	\$2,644.88

2. Travel: (see GSA rates in the application document)

		Rate	Miles/ or # of days	Total Amount	Federal Share	Non-Federal Share
a.	Mileage					
	1. Person #1-	0.725		0.00		
	2. Person #2-	0.725		0.00		
b.	Per Diem (Breakfast)			0.00		
	Per Diem (Lunch)			0.00		
	Per Diem (Dinner)			0.00		
c.	Transportation costs (parking fees, taxi, etc.)			0.00		
d.	Lodging					
	Person #1			0.00		
	Person #2			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
Sub-total:				\$0.00	\$0.00	\$0.00

HPF25 BUDGET FORM

3. Contractual Services: (Attach quotes) *Materials: Break out by type *Labor: Define specific activities

	Contractual Service	Total Amount	Federal Share	Non-Federal Share
a.	Consultant - Field Work	2,700.00	2,700.00	0.00
b.	Consultant - Desktop Survey	3,600.00	3,600.00	0.00
c.	Consultant - Survey Plan	13,040.00	7,040.00	6,000.00
d.				
e.				
f.				
Sub-total:		\$19,340.00	\$13,340.00	\$6,000.00

4. Operating: List estimated operating expenses relating to the proposed project. (revise categories as needed)

		# of items	Rate per item	Flat Rate	Amount	Federal Share	Non-Federal Share
a.	Photocopying						
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify): Venue for public meeting	1		360	360.00		360
i.	Other (specify):						
Sub-total:					\$360.00	\$0.00	\$360.00

5. Other (please specify and/or attach detailed budget):

		Rate	Amount	Federal Share	Non-Federal Share
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
Sub-total:			\$0.00	\$0.00	\$0.00

HPF25 BUDGET FORM

6. Section #1- 5 Subtotals:

		Total Amounts	Federal Share	Required Match
1.	Personnel	2,644.88	0.00	2,644.88
2.	Travel	0.00	0.00	0.00
3.	Contractual Services	19,340.00	13,340.00	6,000.00
4.	Operating	360.00	0.00	360.00
5.	Other	0.00	0.00	0.00
	Sub-total:	\$22,344.88	\$13,340.00	\$9,004.88

7.	Requested Federal Share Total:	Subtotal:	\$13,340.00
8.	Required Non-Federal 40% Match	Subtotal:	\$8,893.33
9.	Actual Non-Federal Share (s/b 40% or more)	Subtotal:	\$9,004.88
10.	Proposed Project Costs Grand Total:		\$22,344.88

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1. Applicant is proposing the following

(Indicate all that apply):

- Planning Process Design and State and Local Plans:** Develop, conduct research on, design or carry out a planning process. Provide support for the development of a planning process design or other historic preservation or cultural resource management plans at a regional or local level.
- X **Planning Studies, Historic Contexts, etc:** Develop, gather, and analyze data used to develop planning studies, including historic contexts, theme studies, issues analyses, questionnaires, forecasts of social, economic, political, legal, environmental, and other factors that may affect historic preservation.
- Ordinances, Regulations, Standards, etc.:** Develop, or providing support for the creation of ordinances, regulations, standards, and guidelines that support regional or local plan goals.
- Advanced Planning Technologies:** Develop, purchase, adapt, or implement advanced planning/computer technologies and applications to further comprehensive statewide historic preservation planning program goals [e.g., computer mapping and analysis technology such as Geographic Information Systems (GIS)].
- Printing of Plans:** Print and distribute plans, planning studies, ordinances, regulations, guidelines, or similar documents [e.g., design review standards].

2. Please describe the project and final products and quantities that will be produced. If necessary, please use a ‘Continuation Sheet’ and check box X.

Introduction: There are nearly 30,000 properties in the city of Reno with a construction date before 1980.¹ Only about 11% of these have been evaluated for eligibility for a historic designation.² The City of Reno, as a Certified Local Government, has a responsibility to “maintain a system for survey and inventory of historic resources.”³ Since the creation of the City’s preservation program in 1993, the city has approached this responsibility through a piecemeal process that selects areas for survey based on the modern configuration of the city’s layout, often without accounting for historic development patterns or adhering to a systematic approach that will lead to a robust inventory that accounts for a large percentage of historic resources within the city. The Reno-Sparks area has grown by over 25,000 residents since 2020.⁴ This population growth creates additional pressure to identify, evaluate, and document Reno’s remaining historic resources, enabling preservation efforts into the future.

The proposed project will produce a citywide historic context report to assist city staff, property owners, and preservation advocates in identifying properties and districts that are potentially eligible for listing in a historic register. This report will ensure that the preservation planning goals articulated in the City of Reno Master Plan can be effectively pursued within a framework that enables the efficient use of limited

¹ Information provided by the Washoe County Assessor’s Office, June 2025.

² Nevada Cultural Resource Information System (NVCRIS).

³ Nevada Certified Local Government Handbook, updated 2023.

⁴ McGinness, Brett. “Reno-Sparks climbs US population rankings, Las Vegas Holds Steady: See latest Census data” *Reno Gazette-Journal*, April 10, 2025.

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preservation resources, such as staff and commissioner time and funding.

Background: The City of Reno was awarded an FY24 HPF Sub-grant (NV-24-10016) to begin a phased approach toward developing a comprehensive historic context statement that will provide a broad basis for evaluating properties that are near or nearing historic age and create a framework for the methodical approach to conducting targeted intensive studies into the future. Phase I of this project involved hiring a consultant to conduct archival research to describe development periods, relevant historical themes, and associated resource types from Reno's founding in 1868 through 1980. Phase I of this project will conclude in July 2026. This application will support Phase II of the report and will begin immediately upon completion of Phase I.

Current Proposal: The City of Reno will hire a consultant who meets the Secretary of the Interior's Professional Qualification Standards for an Architectural Historian to complete the second phase of this two-phase project by developing a plan to survey all historic properties in the city. The finished HCR will provide a framework for the future identification, documentation, and evaluation of Reno's historic resources to determine eligibility for listing in the local, State, and National Registers of Historic Places.

Phase II will produce a survey plan to be incorporated into Phase I, producing a single cohesive report. Phase II will include an overview of survey considerations and a detailed discussion of property types identified in Phase I, with example photographs of property types. There will also be a discussion of registration requirements, character-defining features, and integrity thresholds for individual properties and contributing properties within potential historic districts.

Phase II activities will include:

1. Conduct fieldwork: "field test" (not quite a survey, more a combination of desktop survey and sample windshield reconnaissance) to identify overall development patterns, resource concentration/locational patterns, property types, integrity thresholds, and expected condition of resources.
2. Detail character-defining features, integrity thresholds, and registration requirements for the themes described in Phase I and incorporate into the context report.
3. Create a phased approach to accomplish a citywide reconnaissance-level survey over the next 5 grant cycles. This will identify and prioritize survey areas, presenting higher-priority areas to survey first, as well as noting subdivisions with the same contexts that can be combined as a single phase, and so on. The plan will also recommend approaches for each survey phase (for example, focusing on individual resource types versus potential historic districts, etc.). These recommendations will also account for recently surveyed areas, such as recent HPF Sub-grant projects like E. Fourth Street (NV-23-10009 and NV-24-10016) and Downtown Reno (NV-22-10016), which should be excluded from the citywide survey plan.
4. City staff will create GIS map(s) that display the age, number, and location of historic-age properties with layers showing surveys conducted within the past 10 years, surveys conducted more than 10 years ago, and recommended future survey phases. A previous HPF Sub-grant project (NV-22-10016) identified and collected prior surveys into a catalog.⁵ This will be a valuable resource for the current proposed project.
5. City staff will assist the consultant by supporting engagement with the public and other

⁵ Campana, ZoAnn. "City of Reno Historic Resources Survey Catalog." Kautz Environmental Consultants, March 2024.

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stakeholders through the creation of interactive digital content hosted on the City's website, presentations at public meetings such as the Historical Resources Commission, and presentations to local preservation groups such as Historic Reno Preservation Society.

6. Incorporate the results and analysis of Phase II into the Phase I document to produce one cohesive report.

This project will result in a roadmap to be used by the City of Reno in the identification of historic properties in the future and will guide preservation considerations, including future individual and district historic register nominations. An example of the intended finished report is the [Henderson Historic Resources Survey Plan, City of Henderson, Clark County, Nevada](#).⁶

Goals: This project supports the State of Nevada Preservation Plan and the City of Reno Master Plan. From the State Historic Preservation Office Nevada Preservation Plan⁷:

Recordation of sites in urban areas has generally been piecemeal: either limited to federal project areas or efforts by Certified Local Governments to survey selected areas of their jurisdictions. CLG surveys have generally been biased toward residential surveys in historic neighborhoods and have privileged pre-1940 neighborhoods over post-World War II resources. The evaluation of commercial districts has been sporadic despite their being a prime source of commercial investment incentives. (p. 14)

This project will address the above opportunity by describing Reno's overall history and various themes through 1980, enabling the city's preservation commission and staff to prioritize future intensive research and designation based on an understanding of the broad sweep of Reno's development patterns and built environment. A citywide historic context will expedite preservation efforts in support of the State's goals to "identify and formally recognize significant cultural resources" and "establish historic preservation as a cornerstone for sustainable and vibrant communities" by aiding the identification and evaluation of historic resources within Reno. The finished Historic Context Report will be used by the City's Historical Resources Commission and supporting staff, as well as the broader public, to integrate historic preservation into decision-making and planning at a scale that has been unavailable with the piecemeal approach employed by the city's past efforts.

The Historical Resources Commission approved a multi-year grant strategy during a public meeting on March 13, 2025. The citywide Historic Context Report is the first stage of this plan. The strategy will support the City of Reno Master Plan, ReImagine Reno, adopted in 2017.⁸ The current city master plan incorporates the city's goals for preservation and serves as the preservation plan. The master plan articulates multiple goals to support preservation. This project will support the city's efforts to "regularly update the inventory of potentially eligible historic properties and associated survey forms" (IMP-7.5b) and "develop a mechanism to identify and rank historic-age properties" (IMP7.5c), as well as the goal to "identify, recognize, and increase historic resources" recognized on the City, State, and National registers (7.5B). The current percentage of historic properties that have been surveyed stands at just under 11%. This project aims to enhance the City's capacity for recognizing historic properties by establishing a comprehensive framework for identifying and evaluating the built environment, and providing a holistic

⁶ Rayle, Greta, Helana Ruter, and Courtney Mooney. "Henderson Historic Resources Survey Plan, City of Henderson, Clark County, Nevada." Northwind Resource Consulting, July 2017.

⁷ Nevada Historic Preservation Plan, 2020-2028. Department of Conservation and Natural Resources, State Historic Preservation Office.

⁸ ReImagine Reno Master Plan, 2017, <https://www.reno.gov/government/departments/development-services/master-plan>.

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description of the city's development and its significant historical themes.

Additional References:

Davis, Shannon, et al. "Final City of Monrovia Historic Context Statement." ASM Affiliates, March 2018, <https://www.monroviaca.gov/your-government/community-development/historic-preservation/historic-context-statement>

Howe, Kathryn Welch. The Los Angeles Historic Resource Survey Report: A Framework for a Citywide Historic Resource Survey. Los Angeles: Getty Conservation Institute, 2008. https://www.getty.edu/conservation/publications_resources/pdf_publications/la_historic_resource_survey_full.html

Myers, David and Janet Hansen. Inventories and Surveys for Heritage Management Lessons for the Digital Age. Los Angeles: Getty Conservation Institute, 2024. <https://www.getty.edu/publications/inventoriesand-surveys/>

National Park Service

- Archaeology and Historic Preservation: Secretary of the Interior's Standards and Guidelines. Washington, DC: U.S. Department of the Interior. 1983. <https://www.nps.gov/subjects/historicpreservation/upload/standards-guidelines-archeologyhistoric-preservation.pdf>
- How to Apply the National Register Criteria for Evaluation. Washington, DC: U.S. Department of the Interior. 1997a. https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf
- How to Complete the National Register Multiple Property Documentation Form. Washington, DC: U.S. Department of the Interior. 1999. <https://www.nps.gov/subjects/nationalregister/upload/NRB16B-Complete.pdf>
- How to Complete the National Register Registration Form. Washington, DC: U.S. Department of the Interior. 1997b. <https://www.nps.gov/subjects/nationalregister/upload/NRB16AComplete.pdf>



March 3, 2024

Melissa Hafey
 Management Assistant - Arts and Culture
 City of Reno
 1 E. First Street
 Reno, NV 89501

RE: Proposal for Phase II of the Citywide Historic Context Report and Survey Plan for Reno, Nevada

Melissa:

Upon the invitation of the City of Reno, Kautz Environmental Consultants, Inc. (KEC) has prepared a proposal to complete Phase II of the Citywide Historic Context Report, including a phased survey plan, in Reno, Washoe County, Nevada. All work will be performed or directly supervised by ZoAnn Campana, M.P.S., an SOI-qualified Architectural Historian and Historian.

The anticipated cost to complete the tasks outlined above is **\$19,340**. The cost breakdown is below:

Activity	Cost
Kickoff Meeting	\$ 90
Fieldwork – Desktop and Windshield	\$ 6,300
Public Outreach	\$ 900
Draft Report	\$ 9,030
Final Report	\$ 3,020
Anticipated Total	\$ 19,340

1. The *Kickoff meeting* consists of KEC meeting virtually with the City of Reno (COR) and Nevada State Historic Preservation Office (NV SHPO) to kick off the project.
2. *Fieldwork* will consist of KEC conducting field testing (combination of desktop survey and sample windshield reconnaissance) to identify overall development patterns, resource concentration/locational patterns, property types, integrity thresholds, and expected condition of resources throughout Reno.

3. *Public Outreach* will consist of KEC preparing and conducting a presentation to the Historical Resources Commission (HRC) and other interested community members and organizations during a public meeting hosted by the COR.
4. *Draft Report* will consist of KEC compiling the fieldwork results into a single cohesive report featuring a more detailed discussion of the property types identified in Phase I, with example photographs of property types, as well as a discussion of registration requirements, character-defining features, and integrity thresholds for individual properties and contributing properties within potential historic districts. The report will include a survey plan with an overview of survey considerations to create a phased approach to accomplish a citywide reconnaissance-level survey over the next 5 grant cycles. This will identify and prioritize survey areas, presenting higher-priority areas to survey first, as well as noting subdivisions with shared contexts that can be combined as a single phase, and so on. The plan will also recommend approaches for each survey phase (for example, focusing on individual resource types versus potential historic districts, etc.). These recommendations will also account for recently surveyed areas, which should be excluded from the citywide survey plan. COR will create map figures, which will be incorporated into the report by KEC during the design process.
5. *Final Report* will consist of Ms. Campana incorporating revisions requested by the COR, HRC, and NV SHPO in order to finalize the report.

Thank you for the opportunity to provide this proposal. If you have any questions or concerns, please do not hesitate to contact me at zcampana@kecnv.com or by telephone at (775) 829-4411.

Sincerely,

A handwritten signature in black ink, appearing to read 'ZoAnn M. Campana', with a long horizontal flourish extending to the right.

ZoAnn M. Campana, M.P.S.
Architectural Historian

ZOANN M. CAMPANA, M.P.S.
Architectural Historian
Kautz Environmental Consultants, Inc.
1140 Financial Blvd., Suite 100, Reno, NV 89502
P.O. Box 15912, Las Vegas, NV 89114
Phone: (775) 829-4411; Fax: (775) 829-6161; zcampana@kecnv.com

Expertise:

Architectural Historian meeting the Secretary of the Interior's Professional Qualification Standards
Historian meeting the Secretary of the Interior's Professional Qualification Standards

Education:

Tulane University, Master of Preservation Studies, 2014
University of Nevada, Reno, B.A., English Language and Linguistics, 2008

Professional History:

- Kautz Environmental Consultants, Inc., Reno, Nevada, 2016 – Present.
Architectural Historian.
- City of Reno Planning Department, Reno, Nevada, 2015 – 2016.
Community Development Assistant.
- Nevada State Historic Preservation Office, Carson City, Nevada, 2014 – 2016.
Architectural History Contractor.
- Self-Employed, Reno, Nevada, 2014-2016.
Independent Architectural History and Historic Preservation Consultant.

Professional Experience:

ZoAnn M. Campana is an architectural historian with experience in the public and private sector of historic preservation practice. ZoAnn received a Bachelor of Arts in English language and linguistics with a minor in cultural anthropology from the University of Nevada, Reno (2009) and a Master of Preservation Studies from the Tulane University School of Architecture (2014). Her practicum comprised an intensive architectural survey of the 171-acre Newlands Heights neighborhood in Reno, Nevada.

ZoAnn has worked as an architectural historian and historic preservation consultant for the Nevada State Historic Preservation Office, the City of Reno, the City of Las Vegas, and a variety of private entities. As a consultant, she has authored historic structure reports, conducted architectural surveys and historic contexts in advance of redevelopment projects, written National Register nominations, composed Section 106 reports, authored citywide preservation plans, and provided treatment recommendations for historic resources. Additionally, ZoAnn has experience as an architectural reviewer with the SHPO's Review and Compliance department, providing comments and concurrence for Section 106 reports, Section 110 reports, and other technical documents.

ZoAnn is skilled at composing architectural and historic contexts by employing archives, collections, and repositories to uncover primary and secondary source material. She is equally interested and versed in high-style and vernacular architecture in urban and rural settings.