

## HPF24 SUBGRANT APPLICATION ROUND 2

### APPLICATION COVER

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

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

Project Title: \_\_\_\_\_ Citywide Historic Context, Phase I \_\_\_\_\_

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**Project Description (brief):**

The City of Reno will engage a consultant(s) to create a citywide historic context statement that identifies and describes development periods, relevant associated historical themes, and associated resource types from Reno's founding in 1868 through 1980. This report will guide future eligibility evaluations for historic-age properties throughout the city.

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**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).

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

**HPF24 SUBGRANT APPLICATION ROUND 2**

**APPLICATION COVER**

**Project Budget Summary:**

A. Requested Federal Share:	\$21,000	_____
B. Non-Federal Share:	\$16,000	_____
B.1 Cash	\$14,000	_____
B.2 In-Kind	\$2,000	_____
C. Grand Total:	\$37,000	_____

**For SHPO use only**

Received: June 30, 2025

Initials: C.C.

Delivered By: Hand Delivered

Postmarked: \_\_\_\_\_



NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF24 SUBGRANT APPLICATION ROUND 2**  
**APPLICATION COVER**

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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:

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8. How much time will Applicant need to complete the project? 9 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

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

**HPF24 SUBGRANT APPLICATION ROUND 2**

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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 NHPA, NEPA, and ADA.

Melissa Hafey, who is the contact person for the proposed project in this application, is currently managing the most 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 (project is in progress) and a small grant from Nevada Humanities. Management duties include tracking expenses and staff time, facilitating the selection of consultants, 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.

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## HPF24 SUBGRANT APPLICATION ROUND 2

### APPLICATION COVER

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

**2024 – Phase II: East 4<sup>th</sup> Street National Register Historic District Nomination** supports the completion of a National Historic District designation for a portion of East 4<sup>th</sup> Street in Reno. reconnaissance-level

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

**2023 – NAPC 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 NAPC 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.

**15. 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: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

(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: \_\_\_\_\_

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

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## HPF24 SUBGRANT APPLICATION ROUND 2

### APPLICATION COVER

16. Are any of the workers who assist the contractor in performance of his/her duties employees of the State of Nevada?  
Yes ☒ No
17. 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
18. 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
19. 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
20. Please include a list of the final products to be completed with the subgrant (i.e., surveys, reports, architectural plans, videos, brochures, etc., ):
- The Phase I project will produce approximately 50% of a citywide historic context report for Reno, NV, from the city's founding in 1868 through 1980. The Phase I portion of the report will include archival research, review and synthesis of previous completed historic context statements for the City of Reno, identification and description of themes and subthemes of development and history, and a description of the property types that may be associated with these themes.
- This partial report will be a standalone document that describes Reno's historic context but does not identify potential historic districts or individually significant properties. These aspects will be conducted during a second phase and incorporated into the Phase I report.
21. 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

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

## HPF24 SUBGRANT APPLICATION ROUND 2

### APPLICATION COVER

**Applicant Organization** – City of Reno

(Must match name of registered UEI #)

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

Applicant's Vendor #: T40266000 D

Mailing Address: 1 E 1<sup>st</sup> Street Dept/Agency: City Manager's Office – Arts & Culture Department

City: Reno County: Washoe ZIP: 89501

Authorized Signatory: Megan Berner Title: Arts & Culture Manager

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

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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 Department, Policy & Strategy Director

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Proposed Start Date: 10/01/2025 Proposed End Date: 07/31/2026

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In addition to filling out pages 1 through 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)  
**HPF24 SUBGRANT APPLICATION ROUND 2**  
APPLICATION COVER

☒ I HAVE READ THE 2024 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 2024** AND CERTIFY THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**Applicant's authorized signature:**

  
Megan Berner (Jun 30, 2025 10:44 PDT)

Name (*please print*): Megan Berner

Title: Arts and Culture Manager

Date: 06/30/2025



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

**HPF SUBGRANT APPLICATION FY24 ROUND 2**

**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

\_\_\_\_\_  
Assistant City Manager  
Title

\_\_\_\_\_  
City of Reno  
Applicant/Organization

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
PO Box 1900 Reno NV 89505  
Applicant/Organization Mailing Address

\_\_\_\_\_  
Bureau or Office Extending Assistance

NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FY24 ROUND 2**  
**AFFIDAVIT FOR MATCHING FUNDS**

**STATE OF NEVADA**  
**COUNTY OF WASHOE**

WHEREAS, City of Reno, hereinafter referred to as Subgrant, in the interest of the historic preservation project commonly known as: Phase I: Citywide Historic Context, 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 \$ 21,000 in Historic Preservation funds from the United States government, Subgrant will have available an acceptable match in the amount of \$ 16,000 as funds set aside for the project named above.



Subgrant Signature



Date

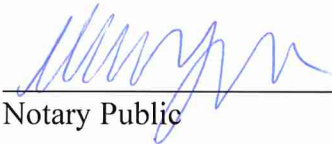
Melissa Hafey

Subgrant Name (please print)

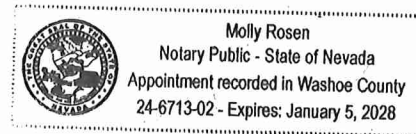


Date

SUBSCRIBED AND SWORN TO before me this 26th day of June, 2025.



Notary Public



NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FY24 ROUND 2**  
**AFFIDAVIT FOR MATCHING FUNDS**

**STATE OF NEVADA**  
**COUNTY OF WASHOE**

WHEREAS, City of Reno, hereinafter referred to as Subgrant, in the interest of the historic preservation project commonly known as: Phase I: Citywide Historic Context, 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 \$ 21,000 in Historic Preservation funds from the United States government, Subgrant will have available an acceptable match in the amount of \$ 16,000 as funds set aside for the project named above.

  
Megan Berner (Jun 30, 2025 10:44 PDT)

Subgrant Signature

06/30/2025

Date

Megan Berner

Subgrant Name (please print)

Date

SUBSCRIBED AND SWORN TO before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## 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.

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**PART C: Certification Regarding Drug-Free Workplace Requirements**

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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.

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**PART D: Certification Regarding Drug-Free Workplace Requirements**

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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.

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

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*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.

  
Megan Berner (Jun 30, 2025 10:44 PDT)

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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Megan Berner, Arts & Culture Manager

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TYPED NAME AND TITLE

06/30/2025

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DATE



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

**HPF SUBGRANT APPLICATION FY24 ROUND 2**

**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. 6101 et. 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.

  
Megan Berner (Jun 30, 2025 10:44 PDT)  
\_\_\_\_\_  
Signature of Authorized Certifying Official

Arts & Culture Manager  
\_\_\_\_\_  
Title

City of Reno  
\_\_\_\_\_  
Applicant/Organization

06/30/2025  
\_\_\_\_\_  
Date Submitted

PO Box 1900 Reno NV 89505  
\_\_\_\_\_  
Applicant/Organization Mailing Address

\_\_\_\_\_  
Bureau or Office Extending Assistance

NEVADA HISTORIC PRESERVATION FUND (HPF) THROUGH THE NATIONAL PARK SERVICE (NPS)  
HPF24 SUBGRANT APPLICATION  
BUDGET FORM

Applicant: City of Reno

**1. Personnel:**

	Position Title	Hours	Hourly Rate (HR)	Does this include Fringe Benefits	% of HR that is fringe benefit	Amount of fringe benefit	Total Amt	Federal Share	Non-Federal Share
a.	Management Assistant	49	40.5			0.00	2,000		2000
b.						0.00	0.00		
c.						0.00	0.00		
d.						0.00	0.00		
e.						0.00	0.00		
f.						0.00	0.00		
g.						0.00	0.00		
h.						0.00	0.00		
i.						0.00	0.00		
j.						0.00	0.00		
<b>Sub-total:</b>							<b>\$2,000</b>	<b>\$0.00</b>	<b>\$2,000</b>

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

		Rate	Miles/ or # of days	Total Amount	Federal Share	Non-Federal Share
a.	<b>Mileage</b>					
	1. Person #1-			0.00		
	2. Person #2-			0.00		
b.	<b>Per Diem (Breakfast)</b>			0.00		
	<b>Per Diem (Lunch)</b>			0.00		
	<b>Per Diem (Dinner)</b>			0.00		
c.	<b>Transportation costs (parking fees,</b>			0.00		
d.	<b>Lodging</b>					
	1. Weeknight (Sun-Th)			0.00		
	2. Weekend (Fri-Sat only)			0.00		
e.	Other:			0.00		
f.	Other:			0.00		
<b>Sub-total:</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



HPF24 BUDGET FORM

3. Contractual Services: (Attach quotes )

	Contractual Service	Total Amount	Federal Share	Non-Federal Share
a.	Labor - Research		7,000.00	7,000.00
b.	Labor - Writing		14,000.00	7,000.00
c.				
d.				
e.				
f.				
Sub-total:		\$0.00	\$21,000.00	\$14,000.00

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			0			
b.	Film and Processing						
c.	Maps						
d.	Postage						
e.	Telephone						
f.	Utilities						
g.	Supplies (specify):						
h.	Other (specify):						
i.	Other (specify):						
Sub-total:					\$0.00	\$0.00	\$0.00

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

HPF24 BUDGET FORM

6. Section #1- 5 Subtotals:

		Total Amounts	Federal Share	Required Match
1.	Personnel	2,000.30	0.00	2,000.00
2.	Travel	0.00	0.00	0.00
3.	Contractual Services	0.00	21,000.00	14,000.00
4.	Operating	0.00	0.00	0.00
5.	Other	0.00	0.00	0.00
Sub-total:		\$2,000.30	\$21,000.00	\$16,000.00

7.	Requested Federal ShareTotal:	Subtotal:	\$21,000.00
8.	Required Non-Federal 40% Match	Subtotal:	\$14,000.00
9.	Actual Non-Federal Share (s/b 40% or more )	Subtotal:	\$16,000.00
10.	Proposed Project Costs Grand Total:		\$37,000.00

NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FOR FY24**  
**Planning Proposals Only**

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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.**

There are nearly 30,000 properties in the city of Reno with a construction date before 1980.<sup>1</sup> Only about 11% of these have been evaluated for eligibility to be added to a historic register.<sup>2</sup> The City of Reno, as a Certified Local Government, has a responsibility to “maintain a system for survey and inventory of historic resources within [the] jurisdiction.”<sup>3</sup> 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.<sup>4</sup> 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

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<sup>1</sup> Information provided by the Washoe County Assessor's Office, June 2025.

<sup>2</sup> Nevada Cultural Resource Information System (NVCRIS).

<sup>3</sup> Nevada Certified Local Government Handbook, last updated 2023.

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

NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FOR FY24**  
**CONTINUATION SHEET**

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*Planning Proposal*

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

The proposed project will initiate a phased approach to developing a citywide historic context for Reno, Nevada, that describes the overall development of the city from its founding in 1868 through 1980. Citywide historic context statements provide a broad basis for evaluating properties that are near or nearing historic age while allowing for a methodical approach to conducting targeted intensive studies in the future. The final product of this project will be a living document that is updated and added to periodically.

Funding will support hiring a preservation consultant who meets the professional qualification standards outlined in the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation for a historian or architectural historian as set forth in CFR Part 61, Appendix A. The consultant will assemble existing information about the historic context of the city, including information about historic properties such as prior surveys, inventory entries in NVCRIS, National and State Historic Register forms, Section 106 reports, oral histories, previously published books, thesis/dissertation research, and other sources of information about Reno's prehistory and history. A previous project funded through an HPF Subgrant from the State Historic Preservation Office created a catalog of previously conducted surveys, which will be a valuable resource to the consultant for this project.<sup>1</sup>

The consultant will also engage local organizations and groups with knowledge and expertise related to Reno's history or the identification and preservation of historic resources, including the staff of the Special Collections and University Archives Department at the University of Nevada, Reno, the Nevada Historical Society, the Historic Reno Preservation Society, and the City of Reno Historical Resources Commission. Engagement with these and other groups will help define the context and identify sources of additional information. Finally, the consultant will synthesize this information into a comprehensive report that consolidates existing historic context statements and other information about Reno's history, identifies important themes and development periods, and describes related resource types. This project will span approximately nine months and conclude Phase One of the historic context project.

Phase Two of this project will involve a reconnaissance-level survey of historical properties and potential historic districts to be incorporated into the Phase One historical narrative. The second phase is intended to follow Phase One immediately and will produce a cohesive citywide historic context statement that will provide a roadmap for the identification of historic properties in the future by listing property types, character-defining features, and registration requirements for both individually eligible properties and historic districts. An example of the intended finished report after the products of the two phases are combined is the City of Monrovia, California's [Citywide Historic Context Statement](#), completed in 2018.<sup>2</sup>

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<sup>1</sup> Campana, ZoAnn. "City of Reno Historic Resource Survey Catalog." Kautz Environmental Consultants, March 2024.

<sup>2</sup> Davis, Shannon, et al. "Final City of Monrovia Historic Context Statement." ASM Affiliates, Inc., March 2018  
<https://www.monroviaca.gov/your-government/community-development/historic-preservation/historic-context-statement>

NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FOR FY24**  
**CONTINUATION SHEET**

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The final products from Phase One (historic narrative and identification of themes) and Phase Two (survey and description of associated property types) will be seamlessly combined to produce a citywide historic context statement that complies with guidance from the National Register of Historic Places and will be used to support the designation of historic resources at the National, State, and Local levels.

This project supports the State of Nevada Preservation Plan and the City of Reno Master Plan. From the State Historic Preservation Office Nevada Preservation Plan<sup>3</sup>:

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 statement 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 statement is the first stage of this plan. The strategy will support the City of Reno Master Plan, [ReImagine Reno](#), adopted in 2017.<sup>4</sup> 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 description of the city's development and its significant historical themes.

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<sup>3</sup> Nevada Historic Preservation Plan, 2020-2028. Department of Conservation and Natural Resources, State Historic Preservation Office.

<sup>4</sup> ReImagine Reno Master Plan, 2017, <https://www.reno.gov/government/departments/development-services/master-plan>.



NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FOR FY24**  
**CONTINUATION SHEET**

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Additional References:

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](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. [getty.edu/publications/inventories-and-surveys/](https://www.getty.edu/publications/inventories-and-surveys/)

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- *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-archeology-historic-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](https://www.nps.gov/subjects/nationalregister/upload/NRB-15_web508.pdf)
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<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/NRB16A-Complete.pdf>

NEVADA HISTORIC PRESERVATION FUND (HPF)  
THROUGH THE NATIONAL PARK SERVICE (NPS)  
**HPF SUBGRANT APPLICATION FOR FY24**  
**CONTINUATION SHEET**

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*Planning Proposal*

**Scope of Work and Timeline**

<b>Description of Activity</b>	<b>Due Date</b>
City Council Approval of Grant Agreement	09/24/2025
Publish Request for Qualifications (RFQ)	09/29/2025
RFQ closes.	10/30/2025
Historical Resources Commission to recommend consultant from among RFQ proposals.	11/13/2025
Kick off meeting with SHPO, City of Reno, and selected consultant.	11/26/2025
Consultant to provide summary of the kick-off meeting and research methodology.	12/05/2025
Consultant to provide outline for context statement narrative to City of Reno for feedback.	03/30/2026
City of Reno (including the Historical Resources Commission) feedback regarding outline provided to consultant.	04/30/2026
Research period, including archival research and stakeholder engagement.	05/01/2026
Consultant to complete draft of historic context and share with City of Reno.	06/01/2026
City of Reno to provide feedback on draft.	06/29/2026
Consultant to incorporate feedback and continue revisions.	07/30/2026
Final draft of historic context narrative statement complete and shared with City of Reno and SHPO (digital file and printed copy to each).	07/31/2026






# Affidavit\_for\_Matching\_Funds\_\_\_Civil\_Rights\_Assurance\_Signature\_Pages

Final Audit Report

2025-06-30

Created:	2025-06-30
By:	Melissa Hafey (hafeym@reno.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAy1fVJu4oKzL4ZEDxEP9P2bu3aUsWUzgn

## "Affidavit\_for\_Matching\_Funds\_\_\_Civil\_Rights\_Assurance\_Signature\_Pages" History

-  Document created by Melissa Hafey (hafeym@reno.gov)  
2025-06-30 - 5:14:53 PM GMT
-  Document emailed to Megan Berner (bernerm@reno.gov) for signature  
2025-06-30 - 5:18:34 PM GMT
-  Email viewed by Megan Berner (bernerm@reno.gov)  
2025-06-30 - 5:43:37 PM GMT
-  Document e-signed by Megan Berner (bernerm@reno.gov)  
Signature Date: 2025-06-30 - 5:44:37 PM GMT - Time Source: server
-  Agreement completed.  
2025-06-30 - 5:44:37 PM GMT



# 7.5

## Protect and preserve Reno's heritage and historic assets.

### 7.5A: COMPOSITION, POWERS, AND DUTIES OF THE HISTORIC RESOURCES COMMISSION

Clarify the Historic Resources Commission's role as advisor to the City Council on matters relating to history, historic preservation, and planning.

### 7.5B: IDENTIFICATION OF HISTORIC PROPERTIES

Identify, recognize, and increase historic resources by encouraging and incentivizing the addition of properties to the City, state, and national registers.

### 7.5C: PROTECTION OF HISTORIC RESOURCES

Reinforce the Historic Resource Commission's regulatory processes and its role as historic preservation advisor to the City Council.

### 7.5D: EDUCATION

Provide educational resources on historic preservation, the City Register of Historic Places, and methods for preserving historic structures.

### 7.5E: ECONOMIC DEVELOPMENT AND HERITAGE PRESERVATION


Emphasize the economic benefits of historic preservation and its role in economic development, sustainability, and heritage tourism.

### 7.5F: ORDER OF PREFERENCE

Minimize impacts as part of future development to maintain integrity of historical context. As a first priority, encourage the preservation or adaptive reuse of historic resources on the City Register of Historic Places. If alterations to historic resources on the City Register are proposed, they should be analyzed with the intention of minimizing impacts to significant features and maintaining the integrity of the historic resource. Support mitigation measures (e.g. relocation) in lieu of demolition when reuse is not deemed feasible.



Strategy	Responsibility	Timing	Resources
<b>IMP-7.4c.</b> Work to increase funding for arts and culture by: <ul style="list-style-type: none"> <li>Evaluating the feasibility of linking funding for arts and culture to population or some other factor; and</li> <li>Exploring mechanisms to increase funds allocated to the Public Art Grant Fund.</li> </ul>	<b>Lead:</b> City Manager's Office <b>Partners:</b> Reno Arts and Culture Commission	Near-term	Staff time, Outside support/funding
<b>IMP-7.4d.</b> Include arts and culture in City messaging regarding Reno's creative economy, revitalization efforts, and quality of life.	<b>Lead:</b> City Manager's Office <b>Partners:</b> Communication and Technology, Reno Arts and Culture Commission	Ongoing	Staff time
<b>IMP-7.4e.</b> Regularly update the Americans for the Arts economic impact study.	<b>Lead:</b> City Manager's Office <b>Partners:</b> Reno Arts and Culture Commission	Ongoing	Outside support/funding
<b>IMP-7.4f.</b> Encourage service and special event organizations that receive City funding to include educational offerings related to their event.	<b>Lead:</b> City Manager's Office <b>Partners:</b> Reno Arts and Culture Commission	Near-term	Staff time
<b>7.5: Protect and preserve Reno's heritage and historic assets.</b>			
<b>IMP-7.5a.</b> Work with the SHPO to: <ul style="list-style-type: none"> <li>Maintain the City's Certified Local Government (CLG) status in order to continue securing funds for historic preservation activities;</li> <li>Provide training to members of the Historical Resources Commission on their role in city government, applicable legal frameworks, and planning policy procedures; and</li> <li>Promote the Federal Rehabilitation Tax Credit program for eligible commercial properties listed in the National Register of Historic Places.</li> </ul>	<b>Lead:</b> Community Development <b>Partners:</b> Historical Resources Commission, State Historic Preservation Office	Ongoing	Staff time
<b>IMP-7.5b.</b> Regularly update the inventory of potentially eligible historic properties and associated survey forms using available funds, such as annual Historic Preservation Fund grant funding through SHPO.	<b>Lead:</b> Community Development <b>Partners:</b> Historical Resources Commission, State Historic Preservation Office	Ongoing	Staff time, Outside support/funding
<b>IMP-7.5c.</b> Develop a mechanism to identify and rank historic-age properties in a non-regulatory manner and make this information available via a public-facing GIS viewer to: <ul style="list-style-type: none"> <li>Provide enhanced resources to property owners, developers, architects, and City staff;</li> <li>Assist the Historical Resources Commission and City staff in pursuing the addition of properties to the City Register;</li> <li>Assist the Historical Resources Commission in identifying historically important buildings in need of rehabilitation and entice preservation developers; and</li> <li>Ensure survey information relating to historic resources in the City is available to the public and other interested parties.</li> </ul>	<b>Lead:</b> Community Development <b>Partners:</b> Historical Resources Commission, Historic Reno Preservation Society	Long-term	Staff time, Outside support/funding

Strategy	Responsibility	Timing	Resources
<p><b>IMP-7.5d.</b> Review and update the Annexation and Land Development Code to:</p> <ul style="list-style-type: none"> <li>• Revise and clarify the powers and duties of the Historical Resources Commission to assist in reconfirming the commission's purpose;</li> <li>• Modify the composition of the Historical Resources Commission to include representation of other professionals and the public;</li> <li>• Revise and simplify the City Register designation process, clarify the eligibility criteria, and include historical integrity as a consideration;</li> <li>• Develop an administrative certificate of appropriateness (COA) process to streamline the review of minor exterior modifications to properties on the City Register;</li> <li>• Develop a demolition by neglect provision and clarify findings to obtain a demolition certificate for properties on the City Register;</li> <li>• Integrate the goals of the Historical Resources Commission with broader adaptive reuse policy to incentivize the use and preservation of existing buildings stock in new and creative ways;</li> <li>• Revise incentives available to properties listed on the City Register to further encourage addition of properties;</li> <li>• Develop incentives for properties listed on the City Register to assist property owners in the protection of historic character in neighborhoods and to developers as tools to redevelop valuable historic building stock, such as a revolving loan fund;</li> <li>• Develop a process to review the effects development projects may have on nearby historic resources included in the Historic Register; and</li> <li>• Develop mitigation measures deemed appropriate to lessen the impact on the public as a result of the loss or alteration of an historic resource.</li> </ul> <p> PI-B</p>	<p><b>Lead:</b> Community Development</p> <p><b>Partners:</b> Historical Resources Commission, State Historic Preservation Office, City Council, Planning Commission</p>	Near-term	Staff time, Outside support/funding
<p><b>IMP-7.5e.</b> Develop design guidelines for the COA process.</p>	<p><b>Lead:</b> Community Development</p> <p><b>Partners:</b> Historical Resources Commission, State Historic Preservation Office</p>	Near-term	Staff time

Strategy	Responsibility	Timing	Resources
<p><b>IMP-7.5f.</b> Develop a near-term strategic plan for the Historical Resources Commission that identifies actions the HRC can take to address historical resource issues, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Advocate for the reinstatement of an annual budget for the Historical Resources Commission and increased staff time to assist the historic preservation program;</li> <li>• Strive to protect historic resources that are City-owned property;</li> <li>• Expand the Historic Resources Commission's annual award program to encourage and recognize excellence in historic preservation in the community;</li> <li>• Develop a historic marker program to interpret, educate, and promote the region's history and to foster heritage tourism;</li> <li>• Increase understanding of historic preservation goals in non-historic preservation-related departments and commissions;</li> <li>• Actively pursue new listings to the City Register through outreach to private property owners of potentially eligible properties listed in the National Register of Historic Places;</li> <li>• Actively reach out to private developers to promote and facilitate investment in historic rehabilitation, especially in commercial buildings;</li> <li>• Develop and make available educational materials about preservation principles and techniques, the Secretary of the Interior Standards for Historic Preservation, the City Register of Historic Places, and other historic preservation programs;</li> <li>• Develop and distribute a preservation toolkit explaining a variety of preservation techniques and preservation policies unique to the City of Reno;</li> <li>• Monitor best practices across the wide array of programs that support historic preservation, from the Historical Resources Commission's technical preservation responsibilities to community planning, communications, the arts, tourism, and interpretive preservation; and</li> <li>• Establish heritage partnerships and networks with local, state, and national historic preservation and tourism organizations.</li> </ul>	<p><b>Lead:</b> Historical Resources Commission</p> <p><b>Partners:</b> Community Development, Historic Reno Preservation Society, State Historic Preservation Office, EDawn, RSCVA</p>	Near-term	Staff time, Outside support/funding, Regional collaboration
<b>7.6: Improve the quality of the public realm (e.g. parks, public spaces, streets) through context-sensitive design, targeted investment, and regular maintenance.</b>			
<p><b>IMP-7.6a.</b> Support reducing the number of billboards within city limits and periodically review standards for electronic signs.</p>	<p><b>Lead:</b> Community Development</p> <p><b>Partners:</b> Planning Commission</p>	Ongoing	Staff time
<p><b>IMP-7.6b.</b> Review and update design standards for signs within defined centers and corridors to promote signs oriented to the pedestrian scale rather than automobiles.</p>	<p><b>Lead:</b> Community Development</p> <p><b>Partners:</b> Planning Commission</p>	Near-term	Staff time, Outside support/funding
<p><b>IMP-7.6c.</b> Develop maintenance and improvement plans for parks, plazas, and other significant public spaces that are managed or maintained by the City. Ensure that, where possible, such plans acknowledge and incorporate special considerations for or take advantage of any unique site features or characteristics, such as historic resources.</p>	<p><b>Lead:</b> Public Works, Parks, Recreation, and Community Services</p> <p><b>Partners:</b> Community Development, Planning Commission</p>	Longer-term	Staff time, Outside support/funding
<p><b>IMP-7.6d.</b> Review crime statistics to identify City-owned or managed public spaces that are hot-spots for crime. Conduct safety audits of these locations and evaluate the potential for implementing crime prevention through environmental design (CPTED) or other crime prevention design features or principles through future upgrades or maintenance of the public space. Ensure users of these sites or locations are included in the process.</p>	<p><b>Lead:</b> Community Development</p> <p><b>Partners:</b> Police; Planning Commission; Public Works; Parks, Recreation, and Community Services</p>	Longer-term	Staff time, Outside support/funding



## Carla Cloud

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**From:** Melissa Hafey <HafeyM@reno.gov>  
**Sent:** Tuesday, July 15, 2025 3:27 PM  
**To:** Carla Cloud  
**Cc:** Megan Berner  
**Subject:** FW: City of Reno Historic Context

**WARNING** - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Carla,

I reached out to three firms on the City of Reno's list of qualified consultants for historic preservation projects. I have received a response from one of the firms confirming that the proposed project cost for the project described in my grant application for Round 2 funding is realistic (see correspondence below).

Please let me know if I can provide any additional information.

Thank you,

Melissa



**Melissa Hafey**  
([She/Her/Hers](#))

*Management Assistant - Arts & Culture*  
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**From:** ZoAnn Campana <zcampana@kecnv.com>  
**Sent:** Monday, July 14, 2025 1:02 PM  
**To:** Melissa Hafey <HafeyM@reno.gov>  
**Subject:** RE: City of Reno Historic Context

Melissa,

I crunched the numbers, and I believe that Phase 1 of this project can be done for \$35,000. It will be tight, but assuming the consultant is well-acquainted with Reno's history – as well as the resources that exist and their limitations (i.e., which “known” facts need to be verified with additional archival research, where to find those archival sources, and which community individuals have deep knowledge of the many aspects of Reno's history) – the budget should be sufficient to create this historic context.

Let me know if you have any questions!

ZoAnn

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**From:** ZoAnn Campana  
**Sent:** Monday, July 14, 2025 12:36 PM  
**To:** Melissa Hafey <[HafeyM@reno.gov](mailto:HafeyM@reno.gov)>  
**Subject:** RE: City of Reno Historic Context

Thanks, Melissa! I will work up a budget and let you know before our meeting this afternoon. I was out of the office from Friday afternoon until this morning after being in Winnemucca last Wednesday and Thursday – my apologies for the delay!

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**From:** Melissa Hafey <[HafeyM@reno.gov](mailto:HafeyM@reno.gov)>  
**Sent:** Thursday, July 10, 2025 9:15 AM  
**To:** ZoAnn Campana <[zcampana@kecnv.com](mailto:zcampana@kecnv.com)>  
**Subject:** RE: City of Reno Historic Context

Hi ZoAnn,

Thanks for getting back to me so fast!

I just need to demonstrate that the budget is adequate so I can respond to SHPO and they can proceed with evaluating my grant application.

Thank you!



**Melissa Hafey**  
([She/Her/Hers](#))

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**From:** ZoAnn Campana <[zcampana@kecnv.com](mailto:zcampana@kecnv.com)>  
**Sent:** Thursday, July 10, 2025 7:51 AM  
**To:** Melissa Hafey <[HafeyM@reno.gov](mailto:HafeyM@reno.gov)>  
**Subject:** Re: City of Reno Historic Context

Hi Melissa,

This looks like a wonderful project, and one that would be extremely useful to the City of Reno, the HRC, and other historic preservation folks. Plus it would be really fun to pull together all the strands of Reno's history into a single context. Thanks for sending this!

I have a question about Monday's deadline - is that just to address whether the budget is adequate for the project, or are you requesting a bid proposal by then?

Thanks!

ZoAnn

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**From:** Melissa Hafey <[HafeyM@reno.gov](mailto:HafeyM@reno.gov)>  
**Sent:** Wednesday, July 9, 2025 11:02:54 AM  
**Cc:** Megan Berner <[BernerM@reno.gov](mailto:BernerM@reno.gov)>  
**Subject:** City of Reno Historic Context

Hello,

I support the historic preservation program for the City of Reno. I am contacting you to request a written bid for a proposed project at the City of Reno.

I have submitted an application to the State Historic Preservation Office for a Historic Preservation Fund Sub-grant to fund the hiring of a historic preservation consultant to complete the first phase of a city-wide historic context study for the City of Reno. This project is envisioned as the first of two phases to produce a comprehensive historic context statement that will aid in identifying historic properties and districts that may be eligible for listing on the National, State, or City of Reno Register of Historic Places. The context statement will identify and describe development periods, relevant associated themes, and associated resource types from Reno's founding in 1868 through 1980 in order to support future survey work and the evaluation of resources for historic designation.

This first phase will involve conducting archival research and creating a narrative history of Reno's development. This narrative will describe eligibility criteria, important themes, sub-themes, events, and development periods throughout Reno's history to produce a framework for evaluating properties for potential historic designation.

The second phase, which is outside the scope of the current proposed project, will require a citywide reconnaissance survey to identify development patterns, architectural styles, general neighborhood characteristics, and potential historic districts. Survey data will be incorporated into the Phase 1 product to produce the historic context report. An example of a similar completed project representative of the intended outcome of these two phases can be found in the [Monrovia, CA, citywide historic context](#). More information about the project from the grant application is attached.

The total project cost for Phase 1 of this project includes a consultant fee of \$35,000. The SHPO HPF Subgrant evaluation committee has requested information to support this budget. Your firm is on the City of Reno's qualified consultant list for historic preservation. **Can you provide confirmation that this is a realistic budget for the described project? Your response is needed by July 14<sup>th</sup>.**

Please do not hesitate to contact me if you have any questions. Thank you for your assistance with this request.

Regards,

Melissa



**Melissa Hafey**  
([She/Her/Hers](#))

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