

B. Funding Issues:

1. The Town should solicit funds for improvements to individual plots from those families it can reach. Failing contact, inability or unwillingness to pay, the Town should undertake repairs. The Town should also pursue private donations to the cemetery to accomplish repairs, including organizations, special interest groups and private individuals.
2. The Town should establish and maintain a separate Cemetery Fund to accept these contributions. Funds should be earmarked for specific projects.
3. The Town of Chapel Hill should initiate efforts to obtain special funding assistance for the restoration and capital improvements projects. Contact should be made with the Department of Cultural Resources, State of North Carolina, to determine the available types of funding available. Funds may also be obtained through special legislative appropriations. Contact should be made with the local representatives to the General Assembly.

C. Management Issues:

1. Centralize the management of the cemetery in a single department.
2. The General Services Division should assume cemetery functions presently performed by the Engineering Division. Such functions would include selling plots, staking sites, supervision of grave openings/closings and marker placement. Record keeping tasks should also be centralized in General Services Division.
3. The Director of the General Services Division should coordinate the Grounds Program Section and accept responsibility to administer and manage any new restoration and capital improvements projects.
4. Provide adequate staffing and support to achieve established service standards.
5. Organize the grounds maintenance program so that it is consistent with service objectives. Appropriate job reclassifications should be made to acknowledge progressively higher job skills and responsibilities required of grounds maintenance personnel.

D. Operations

1. Upgrade current service level status from Acceptable to Good. Provide necessary funds for increased responsibilities. Following is a description of these service levels:
 - a) Acceptable (current) - Grounds generally are adequately maintained through non-peak periods. Some problems are obvious, especially during high growth periods. Some deficiencies exist relative to lighting, etc. The overall appearance falls short of being generally attractive, yet is somewhat better than "poor".

April 23, 1991

Mr. Richard Terrell
General Services Division
Public Works Department
Town of Chapel Hill
306 N. Columbia Street
Chapel Hill, NC 27514

RE: Old Chapel Hill Cemetery
Outline for the Fundraising Campaign

Dear Richard:

Prior to submission of a formal proposal, I would like to submit a few thoughts and ideas regarding what might be involved in such a Campaign.

Introduction

The Town of Chapel Hill will initiate a Fundraising Campaign for the general improvements to the Old Chapel Hill Cemetery.

Findings

- a) That the general improvements to the Old Chapel Hill Cemetery have been or are being accomplished for the public elements such as the implementation of the irrigation, walkways, gazebo, stone wall renovation, signage, etc. The "private" elements of the Cemetery remaining to be completed include the restoration and preservation of the grave markers and the walls around the grave sites.
- b) Many of the grave markers at the Old Chapel Hill Cemetery are in a state of deterioration, and further time and exposure to the elements will continue this deterioration.
- c) The Old Chapel Hill Cemetery represents a site of historical significance to the community. The Master Plan has expressed a high priority in restoring the markers.
- d) The current general maintenance practices will not be adequate to restore the markers. More specialized assistance will be required.
- e) Many family members of the deceased are either not available or financially not prepared to completely restore the markers.

Goal

To provide private and alternate sources of funding to collaborate with Town expenditures of public funds toward the restoration of markers and gravesites and general improvements at the Old Chapel Hill Cemetery.

Objectives

- 1) Establish the Old Chapel Hill Cemetery Preservation Fund to be administered by the Town of Chapel Hill. The purpose of this fund is to create an endowment for the long term preservation and restoration of the Old Chapel Hill Cemetery.
- 2) Private sources of funding will be solicited towards augmenting the Town's commitment and effort to restore the Old Chapel Hill Cemetery. It must be clear that the restoration effort will be contracted with a professional and that funds solicited will be used for the overall general improvement within the cemetery, and not earmarked to a specific project.
- 3) Various techniques for fundraising should be devised and implemented:
 - a. Memorial/dedication plaque to be located at the Gazebo or Directory.
 - b. Education and Awareness. Provide information as to the status of the process and the technical resource information available for marker restoration. It is important that the public be informed that the restoration effort must be implemented with professional and proper techniques.
 - c. Encourage involvement of individual families to increase pride in the restoration effort.
- 4) Identify sources for information and possible means of soliciting funding:
 - a. Old Chapel Hill Cemetery Committee - Separate funding through the Town General Fund to be earmarked for restoration and preservation of the Cemetery.
 - b. Chapel Hill Historic Preservation Society.
 - c. Local churches and other societies.
 - d. Funeral homes and interested members of the business community.
 - e. The University.
 - f. Local media through public information and advertising to the general public.
 - g. Individual family members with current interest in the Old Chapel Hill Cemetery.
 - h. State and federal grants specifically to be earmarked for the restoration efforts. These grants may be matching funds to be matched with monies from the above sources.

Mr. Richard Terrell
April 23, 1991
Page 3

I have attached an Agreement for Services for your review outlining the scope of work. As this type of work is rather unusual for a landscape architect, I may need some assistance with some of the tasks. However, as you are aware, my interest in this project remains very high. I am very much looking forward to helping you with this project.

Please do not hesitate to call if you have any questions.

Sincerely,

David Swanson

ochc/cemfund

MEMORANDUM

TO: Mayor and Council
FROM: W. Calvin Horton, Town Manager
SUBJECT: Fund-raising for Old Chapel Hill Cemetery
DATE: August 24, 1992

The attached resolution would authorize use of a consultant to establish a campaign to solicit funds for capital improvements at the Old Chapel Hill Cemetery.

Background

The Town Council approved a master plan for improvements to the Old Chapel Hill Cemetery on October 12, 1987. One of its provisions related to creation of a fund from private donations for funding improvements at the cemetery. The intent of creating the fund was to provide the opportunity for private sources (including surviving family members, interested groups and individuals) to contribute to the care and restoration of certain features of the cemetery. Possible uses of the funds include the restoration and/or installation of markers and monuments, stone walls, fences and landscaping.

Discussion

We believe that a consultant should be employed to coordinate the creation of the fund. The consultant would collect information to determine possible sources of funds for work at the cemetery. Such sources could include national and State agencies, historical groups, family members with relatives interred at the cemetery and other private sources. Once this information is gathered, the consultant would prepare a system for establishment of the fund and would work with Town staff to set up the mechanisms for soliciting funds. The consultant would also prepare a brochure for the Old Chapel Hill Cemetery that would provide information about the cemetery and about the fund-raising program. Finally, as a follow-up, the consultant would solicit contributions from interested parties. (See attached outline of Scope of Work for additional information.)

We recommend using a consultant because we have limitations on existing staff time. We recommend the firm of Swanson & Associates, because they were involved with the original master plan and subsequent implementation. Their most recent work included the development of the directory of the cemetery, which involved significant research in identifying those interred. They also developed information concerning family and organizational

associations of those interred.

The consultant's work should be completed in about six to nine months. The project expenses would be covered in a fixed price contract of \$5,000, plus reimbursements not to exceed \$500. Funds for this work are included in the current Capital Improvements Program - Cemetery Beautification.

In order to establish this fund-raising campaign, we have held preliminary discussions with various community groups, including the Dialectic and Philanthropic Society and the Chapel Hill Preservation Society. This latter group has pledged to contribute \$10,000 to initiate the proposed fund raising drive.

Attached for your information are letters from the co-chairs of the Old Chapel Hill Cemetery Task Force supporting this process. Also attached are letters from the Chapel Hill Preservation Society and Ms. Mary Arthur Stoudemire supporting the fund-raising program.

Recommendation: That the Town Council adopt the attached resolution authorizing the Manager to contract with Swanson & Associates to establish a fund for improvements at the Old Chapel Hill Cemetery as anticipated in the master plan adopted in October, 1987.

Attachments:

1. Resolution
2. Scope of Work
3. Letter from Ms. Eunice Brock and Ms. Rebecca Clark
4. Letter from Ms. Virginia Young, President of the Chapel Hill Preservation Society
5. Letter from Ms. Mary Arthur Stoudemire

A RESOLUTION AUTHORIZING THE CREATION OF A FUND FOR IMPROVEMENTS AT THE OLD CHAPEL HILL CEMETERY (92-8-24/R-9)

WHEREAS, the Town Council approved a master plan for improvements to the Old Chapel Hill Cemetery on October 12, 1987; and

WHEREAS, the master plan called for the creation of a fund for improvements using funds from various sources; and

WHEREAS, the firm of Swanson & Associates was involved in the development of the original master plan and subsequent implementation;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Manager is authorized to enter into an agreement with Swanson & Associates to coordinate the creation of a fund for improvements at the Old Chapel Hill Cemetery, create a brochure about the cemetery and the fund drive, and directly solicit contributions.

This the 24th day of August, 1992.

August 17, 1992

Mayor and Council
306 N. Columbia Street
Chapel Hill, North Carolina 27516

Dear Mayor Broun and Council Members:

We understand that you will be considering a resolution which authorizes a fund for improvements at Old Chapel Hill Cemetery. We further understand that you are considering use of Swanson and Associates for assistance in setting up this fund.

We wholeheartedly endorse this action. We support the intended uses of the funds privately donated for improvements to the Old Chapel Hill Cemetery. Furthermore, we have been pleased with past work Mr. Swanson has provided in assisting the Town and private citizens' efforts in maintaining this historic property in a manner in which we all can take pride.

We have been pleased with work completed since the cemetery master plan was approved in 1987. We especially appreciate the following improvements at the cemetery:

- * drainage improvements
- * installation of new bollards
- * interior/exterior sidewalk improvements
- * replacement of gazebo
- * overall improvements to the landscaping at the site

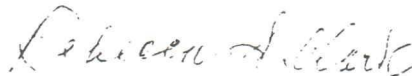
We hope that you will approve the matter before you on August 24, 1992, and that you will proceed to establish this fund so that improvements can supplement on-going efforts as soon as possible.

Thank you for your consideration and support.

Sincerely,
Co-Chairs, Old Chapel Hill Cemetery Task Force



Eunice M. Brock



Rebecca Clark

EMB:rdf



THE CHAPEL HILL PRESERVATION SOCIETY
610 E. ROSEMARY ST. • CHAPEL HILL, NORTH CAROLINA 27514
942-7818

August 17, 1992

The Mayor and Council
Town of Chapel Hill
306 North Columbia Street
Chapel Hill NC 27516

Dear Mayor Broun and Members of the Council:

The Chapel Hill Preservation Society attaches such importance to the preservation and restoration of the Old Chapel Hill Cemetery that we have authorized a contribution of \$10,000 for this purpose. We are making this project one of the focal points of current fund raising.

We would greatly appreciate a positive vote on your authorization to provide a consultant to establish a campaign to raise funds to restore the Old Chapel Hill Cemetery.

Thank you for your consideration.

Yours sincerely,

Virginia C. Young

Virginia Young
President

MARY ARTHUR STOUDEMIRE
712 Gimghoul Road
Chapel Hill, North Carolina 27514

Mayor and Council
306 North Columbia Street
Chapel Hill NC 27516

Dear Mayor Broun and Council Members:

I have been a member of the Old Cemetery Task Force since its establishment and have worked in many ways to further the preservation of the historical graveyard.

I feel it absolutely necessary that we have someone who is in charge of fund raising and to direct the implementation of these funds. David Swanson has been active in this project since the beginning. He is both knowledgeable and capable of producing the results needed. The Chapel Hill Preservation Society has already contributed \$10,000. Direction and implementation of this and other funds is needed.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Arthur Stoudemire".

Mary Arthur Stoudemire

11/2/92

OCHC FUNDRAISING MEETING MAY 15.

QUALITY OF MARKER RESTORATION PROJECT
IS QUESTIONABLE - 'DYNER' WORKMANSHIP POOR.
\$192000 +/- SPENT THUS FAR.

DAVID S. & CURTIS & M.A.S. WILL OVERSEE
FUTURE WORK.

* PRINGLE HOUSE LANDSCAPE CONSENT (TENNEY HOUSE)

- EAST END - IVY NEEDS REMOVAL
- DIRECTORIES IN TOWN & UNC LIBRARY
ALICE COTTON - UNC - WILSON LIBRARY
NC. COLLECTION
- NEED LIGHTING PLAN / STUDY ROOM

WROUGHT IRON FENCES - \$100/FT. (NEW)
BUY A FOOT. ?

REPAIRS ~~NEW~~ MORE \$

NEED REGULAR UPDATES ON PROJECT FROM
TASKS

**TOWN OF CHAPEL HILL
NORTH CAROLINA**

306 N. Columbia St., Chapel Hill, NC 27516
(919) 968-2700

Date 09 NOV 1992

"FUNDRAISING"

(DIRECTORY,
BROCHURE,
FUNDRAISING)

S H I P T O	PUBLIC WORKS 1099 AIRPORT RD CHAPEL HILL NC 27516 ATTN: RICHARD TERRELL Dept. PW Div. FO/LANDSCAPE
	V E N D O R No. 8697 SWANSON AND ASSOCIATES 431 W FRANKLIN STREET SUITE 13 CHAPEL HILL NC 27514

PURCHASE ORDER

Req. No. NOV

Account No.

664108204

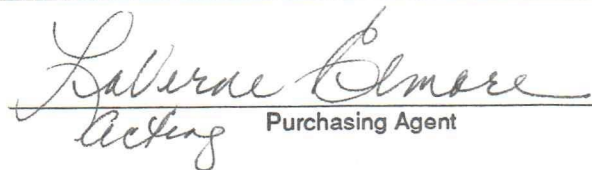
\$ 5500.00

5500.00

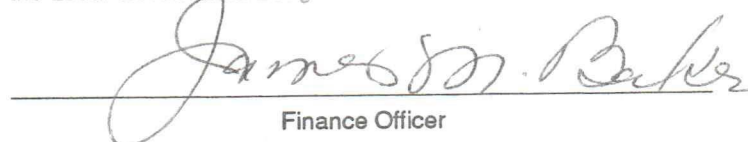
DESCRIPTION	QTY/UNIT	UNIT PRICE	TOTAL PRICE
FUND RAISING CAMPAIGN FOR THE GENERAL IMPROVEMENTS TO THE OLD CHAPEL HILL CEMETERY PER AGREEMENT FOR PROFESSIONAL SERVICES DATED NOV., 1992	1.00/EA.	5000.0000	5000.00
REIMBURSEABLE EXPENSES NOT TO EXCEED \$500.00	1.00/EA.	500.0000	500.00
TOTAL AMOUNT:			5500.00

IMPORTANT

1. MAIL INVOICES AND STATEMENTS TO ACCOUNTS PAYABLE, TOWN OF CHAPEL HILL, 306 N. COLUMBIA ST., CHAPEL HILL, NC 27516.
2. SUBMIT INVOICE IN DUPLICATE FOR EACH PURCHASE ORDER.
3. TERMS AND CONDITIONS REGULATING THIS DOCUMENT ARE PRINTED ON THE REVERSE HEREOF.
4. PURCHASE ORDER NUMBER AND COMPLETE "SHIP TO" ADDRESS MUST APPEAR ON INVOICE AND ALL SHIPPING LABELS.
5. ANY APPLICABLE TAXES MUST BE STATED SEPARATELY ON INVOICE.
6. IF ALL CONDITIONS SET FORTH IN THIS ORDER CANNOT BE MET, PLEASE NOTIFY PURCHASING IMMEDIATELY.


Laverne Elmore
Acting Purchasing Agent

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


James M. Baker
Finance Officer

AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement entered into this _____ day of _____, 1992 by and between the **Town of Chapel Hill** (hereinafter called the "Owner") and **Swanson and Associates, Landscape Architects** (hereinafter called the "Consultant").

W I T N E S S E T H

ARTICLE I. Scope

The Owner does hereby employ the Consultant to render professional services for assistance with fund raising and general publicity for improvements to the Old Chapel Hill Cemetery.

ARTICLE II. Services

The Consultant agrees to provide the services which are described within the "Scope of Work" section of this Agreement.

ARTICLE III. Payment

The Owner agrees to pay the Consultant for services rendered according to the terms described within the "Fees of Scope of Work" section of this Agreement. The fees shall be set as a fixed sum not to exceed Five Thousand Dollars (\$5,000.00), with reimbursable expenses not to exceed Five Hundred Dollars (\$500.00).

ARTICLE IV. Extra Work

If during the progress of the fund raising efforts, the Owner finds it necessary or desirable to cause the Consultant to perform additional services, other than those described within the "Scope of Work" section, the Owner shall pay the Consultant for additional services at the hourly rates defined within the "Fees for Scope of Work" section of this Agreement. Upon receipt of a written notice from the Owner, the Consultant will perform the additional services.

ARTICLE V. Abandonment of Project

If the Owner finds it necessary to abandon the Project, the Consultant shall be compensated for all work completed within Article II, according to the schedule of fees defined within Article III. Services described within the "Scope of Work" section of this Agreement not completed prior to abandonment, but upon which services have been rendered, shall be paid by the Owner based upon the estimated extent of completion, as supplied to the Owner in writing by the Consultant.

ARTICLE VI. Other Parties

- A) It is mutually agreed that this Agreement is not transferable by either signatory to a third party without the written consent of the other principal party.
- B) The products of this work as developed in the performance of the Agreement are the property of the Owner. The use of the work, as developed by the Consultant, by any person or entity, for any purpose other than the Project as defined within this

Agreement, shall be at the full risk of such person or entity, and the Owner shall indemnify and hold the Consultant harmless from all liability including claims from personal loss or injury, property damage or death as a result of the unauthorized use of the work by such person or entity.

ARTICLE VII. Acts of God

The Consultant shall not be held liable for any Acts of God which occur within the timeframe of the project and other delays which are beyond the control of the Consultant, which cause disruption to the delivery of services to the Owner. The Consultant shall not be denied payment for services rendered toward completion of the project due to Acts of God which occur within the timeframe of the project.

ARTICLE VIII. Termination

- A) This Agreement shall be terminated at any time by the Owner or the Consultant upon giving fifteen (15) days written notice. Termination by the Owner shall comply with Article V.
- B) This Agreement, unless previously terminated, shall terminate upon the completion of all work described within the "Proposed Services" section of this Agreement, and upon final payment to the Consultant.

ACCEPTANCE

Having read and understood the terms set forth in this Agreement for the assistance with the fund raising for the general improvements to the Old Chapel Hill Cemetery, and finding such terms acceptable, the parties hereunto sign this Agreement this 12th day of November, 1992.

CONSULTANT:

David Swanson
Swanson and Associates
November 5, 1992
Date

Attest: Maggie H. Burnett
Title: Office Manager
Address: 1099 Airport Rd.
Chapel Hill, NC 27516
Phone: (919) 968-2796

TOWN OF CHAPEL HILL:

Bruce A. Hegler
Public Works Director
W. Calvin Horton
Town Manager
John W. [Signature]
Town Clerk



Approved as to Form this 10 day of Nov, 1992.

Ralph D. Karpino
Town Attorney

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

James M. Baker
Finance Director

SCOPE OF WORK

A. Information Gathering and Research:

1) **PURPOSE:** It will be necessary to collect information on current possible funding sources such as Federal and State agencies, private Historical Societies, the University and private individuals and family members for the purpose of targeting the fundraising effort.

2) **METHODOLOGY:**

a) **Research of Existing Documents and Sources of Information.**

The Consultant will review the existing records as provided by the Engineering Dept., Town of Chapel Hill and the OCHC Directory to obtain the names of existing family members. An attempt will be made to generate a list of the living families with an interest in the Old Chapel Hill Cemetery.

The sources for obtaining the individuals and addresses of family members with an interest in the Cemetery include the following:

Family members - known by asking knowledgeable sources or available through public information sources such as tax records and the telephone book. For those family members not residing in the Chapel Hill area, we will explore area directories.

The list of letters and documents as found in the record of burial rights and "ownership" of sites as found in the records within the Engineering Dept.

Funeral Home Records.

Local Churches and other social organizations.

Local Preservation Societies and Sons of Confederacy, Daughters of American Revolution, etc.

The University of North Carolina.

Publicity through the local media.

b) **Inventory of other sources of information such as Grant Application Submission Requirements.**

The Consultant will investigate the various grants which may be available to assist the Town. The Consultant will assemble the documentation from other sources of possible funding.

c) **Coordination.**

The Consultant will coordinate and facilitate the gathering of survey information with other individuals and parties with an interest in the Cemetery such as Mr. John Sanders, Institute of Government and Mrs. Mary Arthur Stoudemire and other members of the Chapel Hill Historic Preservation Society. The Consultant will copy and process all information through the Town staff responsible for the administration of this contract.

3) PRODUCTS:

- a) List of Prominent Family members and addresses.
- b) Gather relevant federal and state documents for historic preservation grants and funding sources.
- c) Identify and make contacts with various funeral homes, local churches, etc. The Consultant shall coordinate outreach efforts in utilizing members of the Cemetery Task Force such as Rebecca Clark, Frances Hargraves and others willing to assist in seeking information.

B. Establishment of the Old Chapel Hill Preservation Fund

- 1) **PURPOSE:** To establish the Old Chapel Cemetery Preservation Fund to be administered by the Town of Chapel Hill. The purpose of this fund is to create an endowment for the long term preservation and restoration of the Old Chapel Hill Cemetery. The Town Finance Department will establish appropriate accounts for the purpose of managing the funds received for the restoration efforts. This system will manage the long term maintenance of the Old Chapel Hill Cemetery. It is anticipated that the fund shall be set aside for general improvements. The Consultant shall perform the necessary research to determine if contributions would be exempt from state and/or federal taxes.
- 2) **METHODOLOGY:**
 - a) The Town staff will work with the Finance Dept. to work out the logistics of setting up this special fund. The Consultant will provide assistance when needed.
 - b) The Consultant will establish a solicitation method in the form of various documents to use to allow prospective donors the means in which to make their contributions. The Town attorney should provide assistance with the review and approval of these documents.
- 3) **PRODUCTS:**
 - a) Format for obtaining solicitations in form of appropriate legal documents to be generated through the Town Attorney's office.

C. Brochure

- 1) **PURPOSE:** A brochure developed specifically for the Old Chapel Hill Cemetery will provide a graphic informational handout for this important and historical site. The users, the general public, will benefit from the availability of such a document. It is intended that the brochure would be designed to inform the public about the historical significance of the cemetery along with providing a key to the graphic directory map located near the gazebo.
- 2) **METHODOLOGY:** The Consultant shall provide the Owner with camera ready artwork to be used for the printing of the brochure. The Consultant shall provide the text, a key index to the directory map, and a small reduction of the map for use as a guide to the cemetery.

The Consultant will consult with a graphics/printing company to assure that the graphics will be compatible with the desired finished products.

3) PRODUCTS:

- a) Finished artwork and map reduction for the brochure.
- b) The brochure will be designed to fit within the directory map and is expected to be 4" x 8 1/2" folded.
- c) Preliminary Cost Estimate for printing 1000 copies of the brochure.

D. Direct Fund Raising Solicitation

1) PURPOSE: To provide direct fund raising solicitation with family members and other interested parties with the intent of seeking a followup to the letters and media publicity. It is felt that by seeking direct contact, a greater opportunity to achieve private funding will be realized.

2) METHODOLOGY:

a) Utilize list of addresses of living family members and other individuals with an interest in the Cemetery to identify appropriate individuals to contact. Prepare a letter announcing the fund raising campaign which can be used to inform and solicit interest and seek contributions to the Preservation Fund.

b) Meet with selected individuals to review the master plans and improvements to the cemetery. This shall be treated as an information dissemination review session.

c) Provide the interested parties with the appropriate documents and means to make contributions.

d) Utilize churches, Preservation Society, and other organizations to assist in the dissemination of information and seek direct solicitation.

e) Utilize press releases and the local media for generating publicity toward informing the general public about the goal of raising private funding for the preservation and restoration efforts. The Owner will review and approve all press releases.

3) PRODUCTS:

a) List of interested individuals, family members, and other groups with an interest in the Cemetery.

b) Preparation of a letter and information packet describing the intent and request for contribution. Additionally, the service shall include a publicity campaign in the form of press releases and direct contact with the media.

c) Direct meetings and solicitation lasting approximately 1 hour each with a given number of selected individuals and group representatives.

PROJECT SCHEDULE

A. Estimated Project Timeframe.

- 1) The Consultant agrees to provide the above described Services as described within six to nine months from written notification to proceed. The Consultant is committed to working diligently and efficiently to complete the project within the deadlines defined.
- 2) A preliminary timetable has been established and is outlined as follows:

<u>ITEM DESCRIPTION</u>	<u>EST. TIME ALLOWED</u>	<u>EST. COMP. DATE</u>
A. Information Gathering		
1. List of individuals with addresses	1 month	Dec. 15, 1992
2. Gathering of Grant Applications, etc.	1 month	Dec. 15, 1992
3. Research and Coordination	Ongoing Process	
B. Establishment of Preservation Fund		
1. Preparation of Documents	1 month	Jan. 15, 1993
C. Brochure		
1. Preparation of artwork	3 Weeks	Jan. 30, 1993
2. Coordination with printers	3 weeks	Feb. 21, 1993
3. Preliminary Cost Estimate		Feb. 28, 1993 2
D. Direct Solicitation		
1. Preparation of Fund Raising letters		
2. Press releases and meetings with local media	1 month	March 15, 1993
3. Set-up of Meetings with individuals		
4. Direct Solicitation Meetings - 20 total	8 Weeks	March - May
5. Coordination with other members of Comm.	Ongoing Process	
6. Follow-up	Ongoing Process	

FEES of SCOPE of WORK

A. Information Gathering Phase		
1. List of Family Members with addresses:	Research	16 hours @ \$45./hr.
	Administrative	5 hours @ \$25./hr.
2. Gathering Grant Documents	Research	8 hours @ \$45./hr.
	Administrative	2 hours @ \$25./hr.
B. Preservation Fund Setup		
1. Assistance with document preparation		2 hours @ \$45./hr.
2. Administrative and General Coordination		8 hours @ \$45./hr.

C. Brochure

1. Preparation of Artwork
2. General Coordination and Estimates

16 hours @ \$45./hr.
8 hours @ \$45./hr.

D. Direct Solicitation Meetings and Fund Raising

1. Preparation of letter and Press releases, etc.
2. Set-up of Meetings and general upfront coordination
3. Meetings with press and individuals
4. Follow-up and coordination meetings

10 hours @ \$45./hr.
6 hours @ \$45./hr.
25 hours @ \$45./hr.
8 hours @ \$45./hr.


Total Fixed Sum:

\$5,000.00

The reimbursable expenses associated with this project will be billed at cost. It is anticipated that they will not exceed \$500.00. Additional services as requested will be billed at the hourly rates as indicated. These additional services shall be in writing to the Consultant from the Town.

Memorandum

TO: W. Calvin Horton, Town Manager

FROM: Bruce Heflin, Public Works Director 

SUBJECT: Grant Application - Old Chapel Hill Cemetery

DATE: January 29, 1993

I request approval to submit an application to North Carolina Division of Archives and History for \$6,000 as part of their "survey and planning grant application" program. Existing funds in our Capital Improvements Fund for Old Chapel Hill Cemetery would be used for the required local match of \$6,000. David Swanson, our consultant for the cemetery fund raising campaign, is checking to see if the Chapel Hill Preservation Society is willing to provide the \$6,000 matching funds from their existing allocation of \$10,000 for improvements at Old Chapel Hill Cemetery.

We learned of the availability of these funds on January 27, 1993. The deadline for submitting a prospectus is January 31, 1993. David Swanson, advised us that such funds were available and that our restoration program here is likely to qualify for funding.

The attached forms have been completed for your signature. If the project initially is accepted, then we could prepare an agenda item for submittal to the Council for approval. This initial phase does not involve any commitment by either the Town or the State; however, it establishes our intent to follow-up with a request for the funding if the State accepts our proposal.

Basically, these funds would be used to help fund the following:

- application for pursuit of "National Register Nomination" (we already have successfully completed the first phase)
note: if we successfully qualify, funding sources may become available for use at Old Chapel Hill Cemetery
- professional evaluation of existing markers, with recommendations for restoration
- workshop related to cemetery restoration (with specific focus on Old Chapel Hill Cemetery), conducted by national expert(s)

I apologize for this short notice; however, we just learned about the likelihood that we qualify for such intergovernmental assistance.

Please advise if you have questions.

BH:rbb

attachment

1993 CLG SURVEY AND PLANNING GRANT APPLICATION FORM
State Historic Preservation Office
North Carolina Division of Archives and History

I. PROJECT INFORMATION (Please type or print with black ink)

Project title: OLD CHAPEL HILL CEMETERY

Project Type: Archaeological Survey: Architectural Survey:
National Register Nominations: X Other (specify): Evaluation/Assessment
Conditions/Report
Local Matching Funds: (non-federal) Attach separate list if necessary Workshop

Donor: Town of Chapel Hill Public Works Department

Source: General Fund

Date Available: Upon request, contingent upon Town Council approval.

Kind (cash/other): check Amount: \$6,000.00

II. APPLICANT INFORMATION

Contact Person: Richard Terrell Title: Field Operations Administrator,
Public Works Department

Address: Town of Chapel Hill, 306 N. Columbia St., Chapel Hill NC 27514

Telephone: 919/968-2796 FAX: 919/932-2900

Applicant Organization or Agency: Town of Chapel Hill Public Works Department

Certified Local Government (date application/certification): -- 1990

Local Project Coordinator: David Swanson

Address: The Courtyard, Suite 13 / 431 W. Franklin St., Chapel Hill NC 27516

Telephone: 919/967-3355

SIGNATURE AND TITLE: Officer of Sponsoring Organization Jan. 29, 1993
DATE

III. ABSTRACT OF PROPOSED PROJECT:

On a separate sheet, please describe in one well developed paragraph exactly what will be accomplished with the grant and matching funds, including in-kind. Applications for architectural surveys should include an estimate of the number of acres and properties to be surveyed. Historic Preservation Office staff are available for assistance in developing the project description, including an estimated budget.

The Abstract may also include one or two other paragraphs describing methods to be employed or information on how the proposed project fits into an overall plan of preservation activities for your community. For example, if this is Phase II of a four-phased action plan, what was Phase I and when was it completed, and how will Phases III and IV build on Phases I and II? PLEASE LIMIT THE ABSTRACT TO THREE DOUBLE SPACED TYPEWRITTEN PAGES.

1993 CLG SURVEY AND PLANNING GRANT APPLICATION FORM
Page Two

IV. BUDGET: AN ESTIMATE OF PROJECT COSTS *

Line Items	Grant Funds	(1) Cash Match	(2) In-Kind Match	Total
Principal Consultant / Investigator	\$ <u>3,000.00</u>	<u>3,000.00</u>	<u> </u>	<u>6,000.00</u>
Secretary	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Project Coordinator	<u>500.00</u>	<u>500.00</u>	<u> </u>	<u>1,000.00</u>
Other Personnel (specify)	<u>1,500.00</u>	<u>1,500.00</u>	<u> </u>	<u>3,000.00</u>
<u>National Register Nomination</u>				
Office Space	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Telephone	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Travel and Per Diem	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u> miles @ <u> </u> /mile	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u> days @ <u> </u> /day	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Film and Developing	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Office Supplies/Maps	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Advertising Costs	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Camera (purchase/rental)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Printing and Copying	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other (specify)	<u>1,000.00</u>	<u>1,000.00</u>	<u> </u>	<u>2,000.00</u>
<u>Related workshop costs</u>				
TOTALS	<u>6,000.00</u>	<u>6,000.00</u>	<u> </u>	<u>12,000.00</u>

* Budget Notes: (1) Cash funds must be available for payment of salaries, travel, film and developing. Be sure that grant funds are matched with sufficient non-federal cash match to meet this requirement. (2) In-kind contributions could include office space, telephone costs, photocopying, supplies, indirect costs and project coordination, provided they are essential to the project and properly documented. Matching funds must constitute 50% of actual costs.

Send by January 31, 1993: (With Equal Opportunity Statement) to:
Lloyd Childers, State Historic Preservation Office,
N.C. Division of Archives and History,
109 E. Jones Street, Raleigh, NC 27601-2807

BACKGROUND

The Old Chapel Hill Cemetery is a seven acre site located at the main entrance to the University of North Carolina at Chapel Hill on a rise of land near the intersection of NC 54 (Raleigh Road) and Country Club Road. The cemetery serves as a physical landmark and an open space for the University. The cemetery is historically significant as a final resting place for well-known University figures and Chapel Hill citizens, and as a culturally important physical landscape.

The Town of Chapel Hill, in assuming responsibility and ownership in 1988, began an extensive renovation and restoration project. A master plan was prepared for physical improvements and restoration of common elements; specifications and plans were drafted for implementation of specific improvements; and a database directory/inventory was prepared for each marker in the Cemetery (approximately 1,800) to be used for evaluating marker restoration. Several improvements to the common elements have been implemented; future plans include conservation and restoration of the markers, fences and stone walls, and the preparation of an informational brochure about the cemetery. The current fund raising campaign is intended to raise additional public and private monies for the restoration efforts with direct fund raising solicitation.

III. ABSTRACT OF PROPOSED PROJECT

- A. The Town of Chapel Hill and the Chapel Hill Preservation Society are interested in pursuing the National Register nomination for the cemetery. Assistance would be required in preparing the nomination application, which would involve researching the history of the cemetery and the significance of the cemetery to the history of the Town, the University, and the State. The purpose of the National Register nomination is to make the cemetery eligible for grants and other private funding sources for archeological inventory and physical stone restoration.

B. The Town of Chapel Hill and the Chapel Hill Preservation Society are interested in the restoration of certain elements of the cemetery; in particular, the conservation and restoration of certain endangered grave markers. As a necessary step in evaluating the needs and exact work to be accomplished, a conditions study and assessment report of the grave markers is required. The purpose of the project and grant assistance is to retain a qualified stone restoration specialist and artisan to prepare this assessment. This detailed stone assessment will be the basis for bidding and performing the actual stone conservation work and architectural stonework restoration.

C. The Chapel Hill Preservation Society, in conjunction with the Town of Chapel Hill and other organizations, would like to be involved as a participant and possibly as a sponsoring group for conducting an Historic Cemetery Preservation Workshop and follow-up to the Burial Documentation and Preservation Techniques Symposium which was held in Beaufort, NC in April 1990. This workshop would have a format designed to attract citizens within the community as well as broad interest groups and individuals in historic preservation throughout the region and state. The workshop format would encourage participation and involvement and an intent to educate, inform and disseminate the latest knowledge of the various conservation and preservation techniques for historic cemeteries.

The benefit to the community would be as a main kick-off to the Fund Raising Campaign and would serve to attract broader interest and awareness of the efforts to preserve and restore the cemetery. The cemetery has many of the same problems and concerns as other cemeteries throughout the state, and it is our hope that the information and solutions gathered at the symposium will be shared to benefit all the participants. The exposure of Chapel Hill's efforts can serve as a model in developing a process for graveyard preservation.

STATE HISTORIC PRESERVATION OFFICE
DIVISION OF ARCHIVES AND HISTORY
NORTH CAROLINA DEPARTMENT OF CULTURAL RESOURCES

Addendum to Subgrant Applications

EQUAL OPPORTUNITY STATEMENT

THE NORTH CAROLINA HISTORIC PRESERVATION PROGRAM RECEIVES FEDERAL FINANCIAL ASSISTANCE FOR IDENTIFICATION AND PRESERVATION OF HISTORIC PROPERTIES. UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE UNITED STATES DEPARTMENT OF THE INTERIOR PROHIBITS DISCRIMINATION ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, RELIGION, AGE, OR HANDICAP IN ITS FEDERALLY-ASSISTED PROGRAMS. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST IN ANY PROGRAM, ACTIVITY, OR FACILITY, AS DESCRIBED ABOVE, OR IF YOU DESIRE FURTHER INFORMATION, PLEASE WRITE TO: OFFICE OF EQUAL OPPORTUNITY, UNITED STATES DEPARTMENT OF THE INTERIOR, WASHINGTON, DC 20240.

Signed: _____

Title: _____

Date of Signing: _____

Project: Old Chapel Hill Cemetery
Chapel Hill, North Carolina

Note: Acknowledgement of the Equal Opportunity Statement above shall accompany each application for federal funding. Receipt of this signed and dated statement will fulfill this requirement.



STONE FACES
RESTORATION STONEWORK

LYNETTE STRANGSTAD

P. O. BOX 21090

CHARLESTON SC 29418-1090

(803) 762-6025

February 4, 1993

David Swanson
Swanson and Associates
The Courtyard, Suite 13
431 West Franklin Street
Chapel Hill NC 27516

Dear David,

Enclosed is the proposal we discussed. Ken already gave you some rough figures over the phone; these are slightly different and represent the actual cost.

As I understand it, the markers identified in the survey by entries in the central column and on the map by color-coded circles are the ones you are asking us to assess. The survey and the map are both excellent and were a pleasure for me to review. However, I still have reservations about how easy it will be for us to locate the stones, keeping in mind that the more time it takes us to find a stone, the less time we have to analyze its condition. Markers in Sections A, B, and the western part of Section 1 are identified only by a grid, which I assume is not actually marked in the yard. The eastern part of Section 1 and all of Sections 2 and 3 are identified by plot number and may be relatively easy to find once we've oriented ourselves. Would it be practical for someone to identify the markers with survey flags? Please remember that we have never seen the site before and are interested in using our time there as efficiently as possible.

I'd be happy to take part in a workshop. If you decide to go ahead with one, let me know your focus, in what way you would like me to participate, and when you expect the workshop to be held. If you'd like assistance in developing the program, give me a call. I generally need plenty of lead time to prepare, and also to get lists of required tools/materials to you to distribute to people wishing to attend. If you're interested, I'll prepare a proposal and we can discuss timing.

If you hope to proceed with the assessment this spring, I will need to know as quickly as possible, since my schedule tends to fill quickly.

I look forward to hearing from you.

Sincerely,

Lyn Strangstad
Lynette Strangstad

PROPOSAL FOR CONDITIONS ASSESSMENT

February 4, 1993

FROM:

Lynette Strangstad
Stone Faces
P.O. Box 21090
Charleston SC 29413
(803) 762-6025

SUBMITTED TO:

David Swanson
Swanson and Associates
The Courtyard, Suite 13
431 West Franklin Street
Chapel Hill NC 27516
(919) 967-3355

Stone Faces agrees to conduct an on-site inspection of not more than 150 gravemarkers at the Old Chapel Hill Cemetery as identified by the sponsor and outlined in the Specifications for Gravestone Cleaning, Resetting and Repair for the Old Chapel Hill Cemetery, and to prepare a stone-by-stone conditions assessment based on that inspection

for the sum of \$4500.00, including travel and lodging


\$2250.00 due prior to travel to site; \$2250.00 due upon receipt of assessment.

Copyright for all material offered remains with the author.

Work is tentatively scheduled for Spring 1993.

All agreements contingent upon weather, accidents or delays beyond our control.

Respectfully submitted,


Lynette Strangstad
for Stone Faces

This proposal may be withdrawn if not accepted in 30 days.

=====

ACCEPTANCE OF PROPOSAL

The above specifications, conditions, and prices are satisfactory and are hereby accepted. You are authorized to proceed as outlined above. Payment will be made as specified.

(signature)

(date)

(title)

EXPLANATION OF ESTIMATED COSTS

6 days' field work (2 people x 3 days)	\$2400.00
6 days' report preparation	1200.00
report expenses incl. photos	50.00
mileage (600 miles roundtrip)	200.00
per diem 4 days, 2 people	<u>650.00</u>
TOTAL	\$4500.00*

*If sponsor provides acceptable hotel, motel, or bed and breakfast lodging, per diem is \$200.00 and total becomes \$4050.00

CONDITIONS FOR WORK

Stone Faces requires that a liaison be named who has decision-making authority. All information including any changes in the work will be handled by this person.

Stone Faces reserves the right to cancel or postpone any and all work at a site where any unsafe condition is perceived to exist. This includes but is not limited to the presence of other work crews and potentially dangerous animals and plants.

Stone Faces requires unhindered access to the work site. If the site is kept locked, copies of keys are required which will be returned to the sponsor upon completion of work.

Stone Faces requires that they be informed in advance of any involvement of the media.

If the sponsor is planning to publicize the event or invite groups to the site while work is in progress, Stone Faces must be notified in advance.

Expenses incurred because of any changes in the scope of work or any undue hindrance imposed on the work by the sponsor will be added to the estimated cost of the project.

If Stone Faces personnel have traveled to a work site and found that they are unable to work because of conditions under the control of the sponsor, travel time and expenses will be charged even if no work is done.

4-190

ADDENDUM TO AGREEMENT FOR CONDITIONS ASSESSMENT AT OLD CHAPEL
HILL CEMETERY

The following additions are being included in the contract dated October 4, 1993 as stipulated by the North Carolina Department of Cultural Resources:

A. OVERSIGHT AND REVIEW:

The North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office, shall maintain the right of review and comment on the final report prior to project clearance.

B. PROJECT STANDARDS:

The Contractor agrees that all activities undertaken in fulfillment of this agreement will be done in compliance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties (rev. 1992)".

C. NONDISCRIMINATION ASSURANCES:

In consideration of the signing of the Agreement for the performance of work and furnishing of labor and materials as set forth herein, the parties hereto for themselves, their agents, officials, and employees or servants agree not to discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation, or national origin with reference to the subject matter of this Agreement, no matter how remote. This provision is hereby incorporated into this Agreement for the benefit of the Contractor and may be enforced by action for specific performance, injunctive relief, or other remedy as by law provided.

D. SUBGRANT AGREEMENTS:

The Contractor agrees to all stipulations contained in the attached "Appendix for Subgrant Agreements" (Exhibit "B").

E. This addendum does not change the existing payment schedule or the time for completion of the contract.

This the 9th day of February, 1993.

TOWN OF CHAPEL HILL

W. Calvin Horton
TOWN MANAGER

Colin For [Signature]
TOWN CLERK

Approved as to Form: Ralph D. Karpino
TOWN ATTORNEY

STONE FACES
P.O. BOX 21090
CHARLESTON, SC 29413

Synode Shengstad
TITLE: owner

ATTEST: George Perry
TITLE: Restoration Technician

This instrument has been preaudited in a manner required by the
Local Government Budget and Fiscal Control Act.

Bruce A. Hepler
PUBLIC WORKS DIRECTOR

James M. Baker
FINANCE DIRECTOR

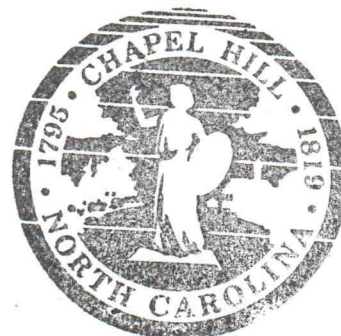


EXHIBIT B

APPENDIX for SUBGRANT AGREEMENTS

The following stipulations apply to all subgrant projects funded in part by federal Historic Preservation Fund (HPF) monies awarded to the North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office (HPO), by the U. S. Department of the Interior, National Park Service.

Questions about the application of these conditions to specific projects are available from the HPO project specialists or from Lloyd D. Childers, Grants Administrator, State Historic Preservation Office, 109 East Jones Street, Raleigh, NC 27601-2807. Telephone: (919) 733-4763, FAX: (919) 733-8653.

1. **PROCUREMENT:** Subgrantees must forward to the HPO evidence of compliance with Federal competitive procurement requirements for professional services and subcontracts prior to reimbursement, if applicable.
2. **RETENTION OF RECORDS:** Acceptable federal and nonfederal share supporting documentation must be submitted prior to reimbursement, if applicable. Documentation includes: copies of contract, timesheets, front and back of canceled checks (or computer printouts), invoices, etc.
3. **CHANGES IN SCOPE:** The approved scope of work, products, budget and performance/reporting milestones included in the contract cannot be changed without prior written approval from the HPO.
4. **LOBBYING PROHIBITED:** Subgrantees must conform with the following text of 18 U.S.C. 1913, which prohibits the use of the subgrant funds for lobbying: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a Member of Congress, to favor or oppose by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communication to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

5. **NONFEDERAL AUDIT:** Subgrantees are responsible for obtaining audits in accordance with the Single Audit Act of 1984 for State or local governments, or the audit requirements of OMB Circular A-110 for universities and nonprofit organizations. The audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.

6. **PUBLICATIONS:** Acknowledgment of federal grant assistance should be made in connection with the publication of any material based on, or developed under, any activity supported by HPF grant funds, as follows: The activity that is the subject of this (type of publication) has been financed (in part/entirely) with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

NOTE: The design and content of any publication produced from a survey of architectural or archaeological resources must be reviewed and approved by the HPO prior to its printing.

7. **SUSPENSION OR TERMINATION OF SUBGRANT:** Voluntary and involuntary suspension or termination of the subgrant, in whole or in part, by either the State or subgrantee may occur at any time prior to the date of project completion.
8. **STANDARDS FOR FINAL PRODUCTS:** Final products which do not conform to the terms and conditions of the grant agreement or which do not meet the applicable Secretary of the Interior's "Standards" will not be reimbursed.
9. **EQUAL OPPORTUNITY:** Subgrantee must comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.
10. **OTHER REQUIREMENTS:** In addition to the terms detailed in this Subgrant Agreement, all federal requirements governing grants are applicable. (OMB Circulars A-87 or A-121, A-102 or A-110, and A-128)

ADDENDUM TO AGREEMENT FOR CONDITIONS ASSESSMENT AT OLD CHAPEL
HILL CEMETERY

The following additions are being included in the contract dated October 4, 1993 as stipulated by the North Carolina Department of Cultural Resources:

A. OVERSIGHT AND REVIEW:

The North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office, shall maintain the right of review and comment on the final report prior to project clearance.

B. PROJECT STANDARDS:

The Contractor agrees that all activities undertaken in fulfillment of this agreement will be done in compliance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties (rev. 1992)".

C. NONDISCRIMINATION ASSURANCES:

In consideration of the signing of the Agreement for the performance of work and furnishing of labor and materials as set forth herein, the parties hereto for themselves, their agents, officials, and employees or servants agree not to discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation, or national origin with reference to the subject matter of this Agreement, no matter how remote. This provision is hereby incorporated into this Agreement for the benefit of the Contractor and may be enforced by action for specific performance, injunctive relief, or other remedy as by law provided.

D. SUBGRANT AGREEMENTS:

The Contractor agrees to all stipulations contained in the attached "Appendix for Subgrant Agreements" (Exhibit "B").

E. This addendum does not change the existing payment schedule or the time for completion of the contract.

This the 9th day of February, 1994.

TOWN OF CHAPEL HILL

W. Blumfort
TOWN MANAGER

Cheryl Jenkins
TOWN CLERK

STONE FACES
P.O. BOX 21090
CHARLESTON, SC 29413

Lynette Sherry
TITLE: owner

ATTEST: George Berry
TITLE: restoration technician

Approved as to Form: Ralph D. Karpinos
TOWN ATTORNEY

This instrument has been preaudited in a manner required by the
Local Government Budget and Fiscal Control Act.

Bruce A. Neplein
PUBLIC WORKS DIRECTOR

James M. Baker
FINANCE DIRECTOR



EXHIBIT B

APPENDIX for SUBGRANT AGREEMENTS

The following stipulations apply to all subgrant projects funded in part by federal Historic Preservation Fund (HPF) monies awarded to the North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office (HPO), by the U. S. Department of the Interior, National Park Service.

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1. **PROCUREMENT:** Subgrantees must forward to the HPO evidence of compliance with Federal competitive procurement requirements for professional services and subcontracts prior to reimbursement, if applicable.
2. **RETENTION OF RECORDS:** Acceptable federal and nonfederal share supporting documentation must be submitted prior to reimbursement, if applicable. Documentation includes: copies of contract, timesheets, front and back of canceled checks (or computer printouts), invoices, etc.
3. **CHANGES IN SCOPE:** The approved scope of work, products, budget and performance/reporting milestones included in the contract cannot be changed without prior written approval from the HPO.
4. **LOBBYING PROHIBITED:** Subgrantees must conform with the following text of 18 U.S.C. 1913, which prohibits the use of the subgrant funds for lobbying: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a Member of Congress, to favor or oppose by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communication to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

5. **NONFEDERAL AUDIT:** Subgrantees are responsible for obtaining audits in accordance with the Single Audit Act of 1984 for State or local governments, or the audit requirements of OMB Circular A-110 for universities and nonprofit organizations. The audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.
6. **PUBLICATIONS:** Acknowledgment of federal grant assistance should be made in connection with the publication of any material based on, or developed under, any activity supported by HPF grant funds, as follows: The activity that is the subject of this (type of publication) has been financed (in part/entirely) with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

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10. **OTHER REQUIREMENTS:** In addition to the terms detailed in this Subgrant Agreement, all federal requirements governing grants are applicable. (OMB Circulars A-87 or A-121, A-102 or A-110, and A-128)

ROUTING SLIP

Document: ADDENDUM TO AGREEMENT FOR CONDITIONS AGREEMENT ATCCHL

	Date Received	Date Forwarded	Please Initial
1. Department Head			
2. Contractor or other party(ies) (if applicable) for signature and attesting			
3. Department Head	<u>2/3/94</u>	<u>2/3/94</u>	<u>JA</u>
4. Purchasing Agent	<u>2/4/94</u>	<u>2/4/94</u>	<u>XL</u>
5. Finance Director (per Budget Act)	<u>2/4/94</u>	<u>2/4/94</u>	<u>JMP</u>
6. Legal-form		<u>2/7</u>	<u>EDIC</u>
7. Assistant Town Manager		<u>2/7</u>	<u>AL</u>
8. Manager	<u>2/8</u>	<u>2/9</u>	<u>Cal</u>
9. Clerk (attest)	<u>2/9</u>	<u>2/9</u>	<u>Q</u>
10. Purchasing Agent (for mailing, distribution of copies)	<u>2/9</u>	<u>2/9</u>	<u>XL</u>

REQUESTED DATE FOR FULL EXECUTION: 2/12/94

DEADLINE FOR SIGNING: _____

NOTES/EXPLANATION:

THIS ADDENDUM WAS STIPULATED BY THE NC. DEPT. OF CULTURAL
RESOURCES. THIS CONTRACT UTILIZES MATCHING FUNDS FROM
THAT DEPARTMENT.

ADDENDUM TO AGREEMENT FOR CONDITIONS ASSESSMENT AT OLD CHAPEL
HILL CEMETERY

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This the 9th day of February, 1993.

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W. Calum Horton
TOWN MANAGER

Don J. Gaskins
TOWN CLERK

Approved as to Form: Ralph D. Karpino
TOWN ATTORNEY

STONE FACES
P.O. BOX 21090
CHARLESTON, SC 29413

Lynda Stangland
TITLE: owner

ATTEST: Georg Berry
TITLE: restoration technician

This instrument has been preaudited in a manner required by the
Local Government Budget and Fiscal Control Act.

Bruce A. Hepler
PUBLIC WORKS DIRECTOR

James M. Baker
FINANCE DIRECTOR

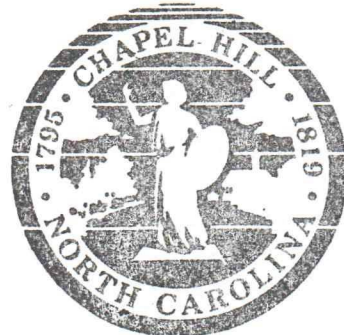


EXHIBIT B

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4. **LOBBYING PROHIBITED:** Subgrantees must conform with the following text of 18 U.S.C. 1913, which prohibits the use of the subgrant funds for lobbying: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a Member of Congress, to favor or oppose by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communication to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

5. **NONFEDERAL AUDIT:** Subgrantees are responsible for obtaining audits in accordance with the Single Audit Act of 1984 for State or local governments, or the audit requirements of OMB Circular A-110 for universities and nonprofit organizations. The audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.

6. **PUBLICATIONS:** Acknowledgment of federal grant assistance should be made in connection with the publication of any material based on, or developed under, any activity supported by HPF grant funds, as follows: The activity that is the subject of this (type of publication) has been financed (in part/entirely) with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

NOTE: The design and content of any publication produced from a survey of architectural or archaeological resources must be reviewed and approved by the HPO prior to its printing.

7. **SUSPENSION OR TERMINATION OF SUBGRANT:** Voluntary and involuntary suspension or termination of the subgrant, in whole or in part, by either the State or subgrantee may occur at any time prior to the date of project completion.
8. **STANDARDS FOR FINAL PRODUCTS:** Final products which do not conform to the terms and conditions of the grant agreement or which do not meet the applicable Secretary of the Interior's "Standards" will not be reimbursed.
9. **EQUAL OPPORTUNITY:** Subgrantee must comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.
10. **OTHER REQUIREMENTS:** In addition to the terms detailed in this Subgrant Agreement, all federal requirements governing grants are applicable. (OMB Circulars A-87 or A-121, A-102 or A-110, and A-128)

ADDENDUM TO AGREEMENT FOR CONDITIONS ASSESSMENT AT OLD CHAPEL
HILL CEMETERY

The following additions are being included in the contract dated October 4, 1993 as stipulated by the North Carolina Department of Cultural Resources:

A. OVERSIGHT AND REVIEW:

The North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office, shall maintain the right of review and comment on the final report prior to project clearance.

B. PROJECT STANDARDS:

The Contractor agrees that all activities undertaken in fulfillment of this agreement will be done in compliance with the Secretary of the Interior's "Standards for the Treatment of Historic Properties (rev. 1992)".

C. NONDISCRIMINATION ASSURANCES:

In consideration of the signing of the Agreement for the performance of work and furnishing of labor and materials as set forth herein, the parties hereto for themselves, their agents, officials, and employees or servants agree not to discriminate in any manner on the basis of age, handicap, sex, race, color, creed, sexual orientation, or national origin with reference to the subject matter of this Agreement, no matter how remote. This provision is hereby incorporated into this Agreement for the benefit of the Contractor and may be enforced by action for specific performance, injunctive relief, or other remedy as by law provided.

D. SUBGRANT AGREEMENTS:

The Contractor agrees to all stipulations contained in the attached "Appendix for Subgrant Agreements" (Exhibit "B").

E. This addendum does not change the existing payment schedule or the time for completion of the contract.

This the _____ day of _____, 1993.

TOWN OF CHAPEL HILL

STONE FACES
P.O. BOX 21090
CHARLESTON, SC 29413

TOWN MANAGER

TITLE:

TOWN CLERK

ATTEST:

TITLE:

Approved as to Form: _____

TOWN ATTORNEY

This instrument has been preaudited in a manner required by the
Local Government Budget and Fiscal Control Act.

FINANCE DIRECTOR

PUBLIC WORKS DIRECTOR

EXHIBIT B

APPENDIX for SUBGRANT AGREEMENTS

The following stipulations apply to all subgrant projects funded in part by federal Historic Preservation Fund (HPF) monies awarded to the North Carolina Department of Cultural Resources, Division of Archives and History, State Historic Preservation Office (HPO), by the U. S. Department of the Interior, National Park Service.

Questions about the application of these conditions to specific projects are available from the HPO project specialists or from Lloyd D. Childers, Grants Administrator, State Historic Preservation Office, 109 East Jones Street, Raleigh, NC 27601-2807. Telephone: (919) 733-4763, FAX: (919) 733-8653.

1. **PROCUREMENT:** Subgrantees must forward to the HPO evidence of compliance with Federal competitive procurement requirements for professional services and subcontracts prior to reimbursement, if applicable.
2. **RETENTION OF RECORDS:** Acceptable federal and nonfederal share supporting documentation must be submitted prior to reimbursement, if applicable. Documentation includes: copies of contract, timesheets, front and back of canceled checks (or computer printouts), invoices, etc.
3. **CHANGES IN SCOPE:** The approved scope of work, products, budget and performance/reporting milestones included in the contract cannot be changed without prior written approval from the HPO.
4. **LOBBYING PROHIBITED:** Subgrantees must conform with the following text of 18 U.S.C. 1913, which prohibits the use of the subgrant funds for lobbying: No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designated to influence in any manner a Member of Congress, to favor or oppose by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its Department or agencies from communication to Members of Congress on the request of any Member or to Congress, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

5. **NONFEDERAL AUDIT:** Subgrantees are responsible for obtaining audits in accordance with the Single Audit Act of 1984 for State or local governments, or the audit requirements of OMB Circular A-110 for universities and nonprofit organizations. The audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.

6. **PUBLICATIONS:** Acknowledgment of federal grant assistance should be made in connection with the publication of any material based on, or developed under, any activity supported by HPF grant funds, as follows: The activity that is the subject of this (type of publication) has been financed (in part/entirely) with federal funds from the National Park Service, Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

NOTE: The design and content of any publication produced from a survey of architectural or archaeological resources must be reviewed and approved by the HPO prior to its printing.

7. **SUSPENSION OR TERMINATION OF SUBGRANT:** Voluntary and involuntary suspension or termination of the subgrant, in whole or in part, by either the State or subgrantee may occur at any time prior to the date of project completion.

8. **STANDARDS FOR FINAL PRODUCTS:** Final products which do not conform to the terms and conditions of the grant agreement or which do not meet the applicable Secretary of the Interior's "Standards" will not be reimbursed.

9. **EQUAL OPPORTUNITY:** Subgrantee must comply with Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973.

10. **OTHER REQUIREMENTS:** In addition to the terms detailed in this Subgrant Agreement, all federal requirements governing grants are applicable. (OMB Circulars A-87 or A-121, A-102 or A-110, and A-128)

S W A N S O N A N D A S S O C I A T E S
L A N D S C A P E A R C H I T E C T S

The Courtyard, Suite 13
431 West Franklin Street
Chapel Hill, North Carolina 27516
(919) 967-3355

S T A T E M E N T

TO: Town of Chapel Hill - Public Works Dept. JOB NAME: Old Chapel Hill Cemetery
1099 Airport Road JOB NUMBER: TOCH PO #11015
Chapel Hill, NC 27516 PROJECT: Fundraising
ATTN.: Mr. Richard Terrell DATE: April 5, 1993

Professional Services:	Fee: \$5,500.00	For the period 11/9/92 - 3/15/93
------------------------	-----------------	----------------------------------

	<u>Scheduled Value</u>	<u>% Complete</u> <u>This Period/To Date</u>	<u>Amount Due</u>
A. <u>Information Gathering and Research</u>			
- Prepare list of prominent family members and addresses.			
- Gather federal and state documents on historic preservation grants and funding sources; assist in processing National Historic Register Study application.			
- Contact churches, funeral homes, Cemetery Task Force, Preservation Society and other societies, UNC and media.	31 hours - \$1,255.00	30%	\$ 376.50
B. <u>Old Chapel Hill Cemetery Preservation Fund</u>			
- Assist in researching and formatting solicitation method for Town-administered preservation fund.	10 hours - \$ 450.00	100%	\$ 450.00
C. <u>Brochure</u>			
- Provide camera-ready artwork and cost estimate for handout brochure, including text, key index, and map.	24 hours - \$1,080.00	20%	\$ 216.00
D. <u>Direct Fundraising Solicitation</u>			
- Prepare list of interested individuals and groups.			
- Prepare contribution information packet for individuals and groups, and press releases for local media.			
- Conduct solicitation meetings with individuals and group representatives.	49 hours - \$2,205.00	20%	\$ 441.00
SUBTOTAL:			\$1,483.50
Reimbursables:			
Reproducibles			\$ 50.00
Postage			\$ 50.00
Mileage			\$ 50.00
SUBTOTAL:			\$ 150.00

Total Amount Due: \$1,633.50

052529

TOWN OF CHAPEL HILL • CHAPEL HILL, NORTH CAROLINA

DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	AMOUNT OF INVOICE	DISCOUNT	NET AMOUNT
OLD CHAPEL HILL CEMETERY	11015	4-23	1633.50		1633.50
052529	23 APR 93		1633.50	0.00	1633.50

6/28/93

Comments regarding the proposal for services from Stone Faces for providing an assessment of stone cemetery markers at the Old Chapel Hill Cemetery.

Recommend that the "not more than 150 gravemarkers" be changed to "approximately 150". This will provide a more firm number of stones to be assessed.

Add "and recommendations for repair" following "and to prepare a stone-by-stone conditions assessment". Isn't it the intention of this project for the consultant to provide recommendations for repair in addition to the assessment of condition?

Number of copies of the final report provided by the consultant should be stated. A minimum of one original copy should be provided to the SHPO.

A completion date for the submission of the final report needs to be included.

The copyright phrase is bothersome in that I do not know the ramifications. The sample archaeological testing contract reads that all material compiled under a contract become the property of the owner. (See sample archaeological contract.)

As this is a pre-development project, no project sign will be necessary.

F. Mitchener Wilds
June 28, 1993



STONE FACES
RESTORATION STONEWORK

LYNETTE STRANGSTAD

P. O. BOX 21090

CHARLESTON SC 29418-1090

(803) 762-6025

July 13, 1993

Richard Terrell
Town of Chapel Hill
306 North Columbia Street
Chapel Hill NC 27514

Dear Mr. Terrell,

David Swanson called recently and informed me that you are interested in going ahead with the Old Chapel Hill Cemetery conditions assessment.

He also asked that several changes be made in the proposal submitted to his office on February 4, 1993. I have updated the proposal and made the changes he requested and now submit the new proposal for your approval. If the conditions of the proposal are acceptable to you, please sign and return one copy to serve as our contract.

As I understand it, the November 12 and 13 conference is still in the planning stages and will be similar to the conference held in Beaufort several years ago. The obvious advantage of scheduling the assessment to coincide with the conference would be the savings in mileage and per diem. If the two can be done on the same trip, roundtrip mileage will be split between the city and the conference sponsors, and per diem will be adjusted accordingly. The current proposal, however, is not dependent on the conference proposal. If you feel that the assessment should be done before November, we can discuss scheduling it for an earlier date.

Please write or call if you have questions or need more information.

Sincerely,


Ken Shaw
Office Manager

PROPOSAL FOR CONDITIONS ASSESSMENT

July 13, 1993

FROM:

Lynette Strangstad
Stone Faces
P.O. Box 21090
Charleston SC 29413
(803) 762-6025

SUBMITTED TO:

Richard Terrell
Town of Chapel Hill
306 North Columbia Street
Chapel Hill NC 27514
(919) 968-2796

Stone Faces agrees to conduct an on-site inspection of approximately 150 gravemarkers at the Old Chapel Hill Cemetery as identified by the sponsor and outlined in the Specifications for Gravestone Cleaning, Resetting and Repair for the Old Chapel Hill Cemetery and to prepare a stone-by-stone conditions assessment based on that inspection which will assess current conditions and recommend treatments

for the sum of \$4500.00, including travel and lodging

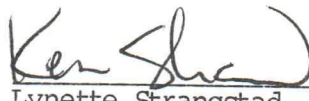
\$2250.00 due prior to travel to site; \$2250.00 due upon receipt of assessment.

Author retains ownership of all copyright rights to the assessment; author grants to the Town of Chapel Hill the right to make use of the assessment for any bona fide organizational purposes provided that appropriate credit is given to the author and that the material is not reprinted for sale.

Site visit is tentatively scheduled for Fall 1993, possibly to coincide with conference being held November 12 and 13. Four copies of completed conditions assessment due to sponsor within six weeks of site visit.

All agreements contingent upon weather, accidents or delays beyond our control.

Respectfully submitted,

for 
Lynette Strangstad
for Stone Faces

This proposal may be withdrawn if not accepted in 30 days.

=====

ACCEPTANCE OF PROPOSAL

The above specifications, conditions, and prices are satisfactory and are hereby accepted. You are authorized to proceed as outlined above. Payment will be made as specified.

(signature)

(date)

(title)

EXPLANATION OF ESTIMATED COSTS

6 days' field work (2 people x 3 days)	\$2400.00
6 days' report preparation	1200.00
report expenses incl. photos	50.00
mileage (600 miles roundtrip)	200.00
per diem 4 days, 2 people	<u>650.00*</u>
TOTAL	\$4500.00*

*If sponsor provides acceptable hotel, motel, or bed and breakfast lodging, per diem is \$200.00 and total becomes \$4050.00

CONDITIONS FOR WORK

Stone Faces requires that a liaison be named who has decision-making authority. All information including any changes in the work will be handled by this person.

Stone Faces reserves the right to cancel or postpone any and all work at a site where any unsafe condition is perceived to exist. This includes but is not limited to the presence of other work crews and potentially dangerous animals and plants.

Stone Faces requires unhindered access to the work site. If the site is kept locked, copies of keys are required which will be returned to the sponsor upon completion of work.

Stone Faces requires that they be informed in advance of any involvement of the media.

If the sponsor is planning to publicize the event or invite groups to the site while work is in progress, Stone Faces must be notified in advance.

Expenses incurred because of any changes in the scope of work or any undue hindrance imposed on the work by the sponsor will be added to the estimated cost of the project.

If Stone Faces personnel have traveled to a work site and found that they are unable to work because of conditions under the control of the sponsor, travel time and expenses will be charged even if no work is done.

TO: Mayor and Council

FROM: Florentine A. Miller, Acting Town Manager

SUBJECT: Request for State funding of improvements to the Old Chapel Hill Cemetery

DATE: July 29, 1993

We understand from the General Assembly's Fiscal Research staff that the bill to appropriate \$7,500 for improvements at this cemetery was not adopted.

However, the General Assembly allocated \$1 million in the State's capital budget for grants to non-profit entities and local governments for historical purposes. The State Department of Cultural Resources will develop guidelines for allocating these grant funds and will make decisions on grant applications.

The \$1 million allocation occurred as an alternative to consideration of numerous individual bills introduced by legislators seeking funds for individual historical projects.

We will contact the Department of Cultural Resources and pursue the possibility of applying for funds meeting the grant criteria to be developed.

Post-It™ routing request pad 7664
BRAND

ROUTING - REQUEST

Please

☐ READ

☒ HANDLE

☐ APPROVE

and

☐ FORWARD

☐ RETURN

☐ KEEP OR DISCARD

☐ REVIEW WITH ME

Date

8/2

To

Richard

for follow up

From

BM

MEMORANDUM

To: Tim Blake, Purchasing Agent
From: Curtis Brooks, Landscape Superintendent/Urban Forester *CB*
Date: September 2, 1993
Subject: Old Chapel Hill Cemetery Consultant Contracts

On May 10, 1993 the Town Council approved a resolution authorizing acceptance of \$4,500 in grant funds from the North Carolina Division of Archives and History for work related to the Old Chapel Hill Cemetery. The local matching contribution of \$4,500 is in previously appropriated CIP funds (Cemetery Beautification). On June 16, 1993 the Town Manager entered into a subgrant agreement with the Division of Archives and History to encumber these funds.

The total of \$9,000 is to be used for the following purposes (intended consultant in paranthesis):

\$4,500	Consultant services for a study of marker condition and restoration recommendations (Lynette Stangstad),
\$3,000	Consultant services for the preparation of nomination documentation for the National Historic Register (Ruth Little), and
\$1,500	Consultant services for project coordination (David Swanson).

We propose negotiating non-competitive contracts with David Swanson and Lynette Strangstad due to the very specialized nature of the work. Mr. Swanson has worked with us very successfully on a number of cemetery projects in the last several years and is uniquely qualified to coordinate these new consultant services. Ms. Strangstad was recommended by the State Division of Archives and History to be utilized on a non-competitive contract basis because she is is considered to be the premier cemetery restorationist in our region. For the National Historic Register consultant contract we sent out five RFP's and received three proposals. I met with Bev Kawalac and David Swanson and reviewed these proposals and we unanimously agreed to recommend Ruth Little for this contract. If you would like a more detailed review of our selection process I will be glad to provide it.

Please let me know if you need any additional information.



STONE FACES
RESTORATION STONEWORK

LYNETTE STRANGSTAD

P. O. BOX 21090

CHARLESTON SC 29418-1090

(803) 762-6025

September 14, 1993

Curtis Brooks
Town of Chapel Hill
306 North Columbia Street
Chapel Hill NC 27514

Dear Mr. Brooks,

Enclosed are the four signed copies of the contract for the site assessment at Old Chapel Hill Cemetery. I have no problem with the contract except to clarify that work will take place between January 1994 and September 1994 and also to clarify that a payment of \$2250 is due prior to our departure for the site. As we discussed, I anticipate that the site visit will take place in January.

Please send me a copy of the final contract when it has been accepted, so that I may reserve time for the work.

One question has arisen which unfortunately has become a question lately at a number of sites where I have worked. It is this: Chapel Hill, a town I have never visited, but which, from all reports sounded like a lovely place to be, has recently been in the news as having become a place of random violence. I must ask how safe the cemetery and surrounding area are, and if the area is at all questionable, I must ask that you provide whatever is necessary as security while we are on site. I am sure you understand my concern, and I hope we don't have to anticipate any problems.

The documentation we have already received is excellent. I believe, however, for the site work, it will be useful to have a copy of the complete inventory at hand in case we come upon additional markers in need of repair or comment which are in sections we do not already have documentation for. In addition, if further plans, histories, historical photographs or other research have been done, it would be useful to us to at least be aware of them when we begin our work.

I look forward to working with you in the preservation of Chapel Hill's historic cemetery.

Sincerely,


Lynette Strangstad

NORTH CAROLINA

306 N. Columbia St., Chapel Hill, NC 27516
(919) 968-2700

015985
PURCHASE ORDER NO.

Page 1

IMPORTANT

1. MAIL INVOICES AND STATEMENTS TO ACCOUNTS PAYABLE, TOWN OF CHAPEL HILL, 306 N. COLUMBIA ST., CHAPEL HILL, NC 27516.
2. SUBMIT INVOICE IN DUPLICATE FOR EACH PURCHASE ORDER.
3. TERMS AND CONDITIONS REGULATING THIS DOCUMENT ARE PRINTED ON THE REVERSE HEREOF.
4. PURCHASE ORDER NUMBER AND COMPLETE "SHIP TO" ADDRESS MUST APPEAR ON INVOICE AND ALL SHIPPING LABELS.
5. ANY APPLICABLE TAXES MUST BE STATED SEPARATELY ON INVOICE.
6. IF ALL CONDITIONS SET FORTH IN THIS ORDER CANNOT BE MET, PLEASE NOTIFY PURCHASING IMMEDIATELY.



Special Instructions:

VENDOR

STONE FACES
P.O. BOX 21090

CHARLESTON. SC

29413-1090

SHIP TO

PUBLIC WORKS
1099 AIRPORT ROAD
CHAPEL HILL
NC

27516

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	SHIP VIA
09/24/93	11548	09/24/93	

DEPARTMENT
BURNETT

copy

LN	DESCRIPTION/PART NO.	UNIT	EXT. PRICE
01	42830 80100 LAND IMPROVEMENT		
02	GRAVE MARKER CONDITION ASSESSMENT PER		4.500.00
03	PROPOSAL DATED JULY 13. 1993		
Total			4.500.00

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Timothy C. Blake
Purchasing Agent

James M. Baker
Finance Officer

10/9/93

STATE OF NORTH CAROLINA
COUNTY OF ORANGE

AGREEMENT FOR CONDITIONS
ASSESSMENT AT OLD CHAPEL
HILL CEMETERY

This Agreement, made and entered into by and between the Town of Chapel Hill, North Carolina herein "TOWN" and Stone Faces, P.O. Box 21090, Charleston, South Carolina 29413, herein "CONTRACTOR" for services as hereinafter described for the Town of Chapel Hill.

W I T N E S S E T H

That for and in consideration of mutual promises and conditions set forth below, the CONTRACTOR agrees:

A. Duties of the Contractor: Contractor agrees to provide services as described in EXHIBIT A and incorporated herein by reference;

B. Duties of the Town: The Town shall pay for Contractor's services as set forth in EXHIBIT A (not to exceed \$4,500.00 as shown in the original proposal dated July 13, 1993).

C. Billing and Payment: Contractor shall submit an invoice upon completion of all work under the terms of this agreement. Contractor shall bill and the Town shall pay at the rates set forth herein (according to the prices and quotation set forth in EXHIBIT A). Payment will be made by the Town within thirty (30) days of receipt of an accurate invoice.

D. Amendment: This Agreement may be amended in writing by mutual agreement of the Town and Contractor.

This the 4th day of October, 1993.

TOWN OF CHAPEL HILL

STONE FACES
P.O. BOX 21090
CHARLESTON, SC 29413


W. C. Calhoun
TOWN MANAGER

John G. Gubert
TOWN CLERK

* accepted as noted below
Lynette Shengstall
TITLE: owner

ATTEST: B. J. Bess
TITLE: registration

Approved as to Form: Ralph D. Karpino
TOWN ATTORNEY

This instrument has been preaudited in a manner required by the Local Government Budget and Fiscal Control Act.

James M. Baker
FINANCE DIRECTOR

Bruce A. Hepler
PUBLIC WORKS DIRECTOR

* Work to take place between January 1994 and September 1994. Payment of \$2250 due prior to travel to site; balance due upon receipt of report.

PROPOSAL FOR CONDITIONS ASSESSMENT

July 13, 1993

FROM:

Lynette Strangstad
Stone Faces
P.O. Box 21090
Charleston SC 29413
(803) 762-6025

SUBMITTED TO:

Richard Terrell
Town of Chapel Hill
306 North Columbia Street
Chapel Hill NC 27514
(919) 968-2796

Stone Faces agrees to conduct an on-site inspection of approximately 150 gravemarkers at the Old Chapel Hill Cemetery as identified by the sponsor and outlined in the Specifications for Gravestone Cleaning, Resetting and Repair for the Old Chapel Hill Cemetery and to prepare a stone-by-stone conditions assessment based on that inspection which will assess current conditions and recommend treatments

for the sum of \$4500.00, including travel and lodging

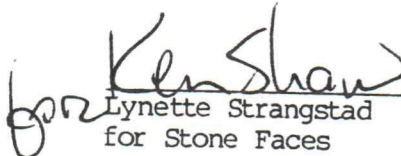
\$2250.00 due prior to travel to site; \$2250.00 due upon receipt of assessment.

Author retains ownership of all copyright rights to the assessment; author grants to the Town of Chapel Hill the right to make use of the assessment for any bona fide organizational purposes provided that appropriate credit is given to the author and that the material is not reprinted for sale.

Site visit is tentatively scheduled for Fall 1993, possibly to coincide with conference being held November 12 and 13. Four copies of completed conditions assessment due to sponsor within six weeks of site visit.

All agreements contingent upon weather, accidents or delays beyond our control.

Respectfully submitted,


Lynette Strangstad
for Stone Faces

This proposal may be withdrawn if not accepted in 30 days.

=====

ACCEPTANCE OF PROPOSAL

The above specifications, conditions, and prices are satisfactory and are hereby accepted. You are authorized to proceed as outlined above. Payment will be made as specified.

(signature)

(date)

(title)

EXPLANATION OF ESTIMATED COSTS

6 days' field work (2 people x 3 days)	\$2400.00
6 days' report preparation	1200.00
report expenses incl. photos	50.00
mileage (600 miles roundtrip)	200.00
per diem 4 days, 2 people	<u>650.00*</u>
TOTAL	\$4500.00*

*If sponsor provides acceptable hotel, motel, or bed and breakfast lodging, per diem is \$200.00 and total becomes \$4050.00

CONDITIONS FOR WORK

Stone Faces requires that a liaison be named who has decision-making authority. All information including any changes in the work will be handled by this person.

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Stone Faces requires unhindered access to the work site. If the site is kept locked, copies of keys are required which will be returned to the sponsor upon completion of work.

Stone Faces requires that they be informed in advance of any involvement of the media.

If the sponsor is planning to publicize the event or invite groups to the site while work is in progress, Stone Faces must be notified in advance.

Expenses incurred because of any changes in the scope of work or any undue hindrance imposed on the work by the sponsor will be added to the estimated cost of the project.

If Stone Faces personnel have traveled to a work site and found that they are unable to work because of conditions under the control of the sponsor, travel time and expenses will be charged even if no work is done.

Suite 13 · The Courtyard
431 West Franklin Street
Chapel Hill, North Carolina 27516
(919) 967-3355

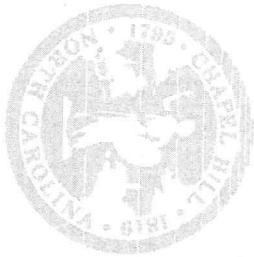
JOB NAME Old Chapel Hill Cemetery
JOB NUMBER: TOCH PO#11015
PROJECT: Fundraising
DATE: November 1, 1993

Professional Services:	Fee: \$5,500.00	For the period 3/15/93-10/30/93		
		% Complete		
	<u>Scheduled Value</u>	<u>This Period/To Date</u>		<u>Amount Due</u>
A. <u>Information Gathering and Research</u>				
- Prepare list of prominent family members/addresses.				
- Gather federal and state documents on historic preservation grants and funding sources; assist in processing National Historic Register Study Application.				
- Contact churches, funeral homes, Cemetery Task Force, Preservation & other Societies, UNC, media.	31 hours-\$1,255.00	25%	55%	\$ 313.75
B. <u>OCHC Preservation Fund</u>				
- Assist in research and format of solicitation method for Town-administered preservation fund.	10 hours-\$ 450.00		100%	\$ 0.00
C. <u>Brochure</u>				
- Provide camera-ready artwork & cost estimate for handout brochure, including text, key index, map.	24 hours-\$1,080.00	80%	100%	\$ 864.00
D. <u>Direct Fundraising Solicitation</u>				
- Prepare list of interested individuals and groups.				
- Prepare contribution information packet for individuals and groups, and press releases for local media.				
- Conduct solicitation meetings with individuals and group representatives.	49 hours-\$2,205.00	20%	40%	\$ 441.00
		SUBTOTAL:		\$1,618.75
Reimbursables :				
Reproduceables	\$50.00			
Postage	\$50.00			
Mileage	\$50.00			
		SUBTOTAL:		\$ 150.00
Total Amount Due:				\$1,768.75

TOWN OF CHAPEL HILL • CHAPEL HILL, NORTH CAROLINA

006361

INVOICE DATE	INVOICE NO.	GROSS AMOUNT	P.O. NO.	NET AMOUNT
01/20/94 1-21		1,768.75	FO11015	1,768.75
COMM: OLD CHAPEL HILL CEMETERY		42830 60000		



00006361 TOTAL 008697 SWANSON AND ASSOCIATES 1,768.75

TOWN OF CHAPEL HILL

306 NORTH COLUMBIA STREET
CHAPEL HILL, NORTH CAROLINA 27516

December 15, 1993

Telephone (919) 968-2700

Ms. Lynette Strangstad
Stone Faces
P.O. Box 21090
Charleston, SC 29413

Dear Ms. Strangstad,

As we discussed over the phone yesterday, the North Carolina Department of Cultural Resources has requested an addendum to our contract. I've attached four copies of this addendum. Please sign and attest each of these copies on the tabbed page but do not date the agreement. We will date all four copies of the agreement when they are returned for the Town signatures. If you have any questions feel free to call me at 919-968-2796.

I've also included your copy of the executed contract. Prior to sending your initial payment we will need to receive an invoice for the amount due. Once you have determined your schedule, I recommend that you invoice the Town promptly to assure that your payment is received prior to your travel to Chapel Hill. I checked with the University of North Carolina and their spring break is scheduled for March 6 - March 14. If this works with your schedule, it would be a particularly convenient and pleasant time to be undertaking site work at the Old Chapel Hill Cemetery. I look forward to working with you.

Sincerely,



Curtis Brooks
Landscape Superintendent



— STONE FACES

LYNETTE STRANGSTAD

P.O. BOX 21090

CHARLESTON SC 29413-1090

(803) 762-6025

December 22, 1993

Curtis Brooks, Landscape Supt.
Town of Chapel Hill
306 N. Columbia St.
Chapel Hill NC 27516

Dear Mr. Brooks,

Enclosed are the four copies of the addendum requested by the Dept. of Cultural Resources. I have signed them with the following understanding regarding Exhibit B:

Point No. 1, Procurement, does not apply to this contract.

Point No. 2, Retention of Records, allows for acceptance of copies of contract and invoices for this contract, since timesheets and other documents are not relevant to a fixed sum contract.

Point No. 5, Nonfederal Audit, does not apply.

If I am incorrect regarding these points, we will need to discuss them further so that I may understand what is required of Stone Faces.

The assessment will most likely take place the first or second week of March, but I will confirm that date with you after Christmas.

I look forward to working on this project and I'll be in touch again shortly after Christmas.

Happy Holidays!

Sincerely,


Lynette Strangstad



— STONE FACES

LYNETTE STRANGSTAD

P.O. BOX 21090

CHARLESTON SC 29413-1090

(803) 762-6025

January 24, 1994

Curtis Brooks, Landscape Supt.
Town of Chapel Hill
306 N. Columbia St.
Chapel Hill NC 27516

Dear Mr. Brooks,

I am planning to arrive in Chapel Hill late on February 28 to begin the conditions assessment of Old Chapel Hill Cemetery on March first. I anticipate working on site through March third.

As stated in the proposal, I will need a check for \$2250.00 here in Charleston prior to travel (invoice enclosed).

Could you provide us with directions to the cemetery and perhaps a local map?

Will you be meeting us there at the cemetery? I know you indicated there will be some work crew members on site, which will help to assure our safety. Of course, since school will be in progress then, that may not be a real concern. We can proceed from the map and specifications you sent us, but it will be much easier if someone is on hand at least to help us get oriented.

Since we are working in Savannah most of the time now, you can reach us there at (912) 234-3897 or leave a message at the Charleston number.

Sincerely,

Lynette Strangstad
Lynette Strangstad



— STONE FACES

LYNETTE STRANGSTAD

P.O. BOX 21090

CHARLESTON SC 29413-1090

(803) 762-6025

INVOICE

DATE: January 24, 1994

TO: Town of Chapel Hill
306 N. Columbia Street
Chapel Hill NC 27516

In accordance with the provisions of the Proposal for Conditions
Assessment dated July 13, 1993 and accepted by the Town of
Chapel Hill October 4, 1993:

Advance payment due prior to travel to site	\$2250.00
--	-----------

TOTAL DUE	\$2250.00
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Work is scheduled to begin March 1, 1994

Purchase Order #015985 (copy attached)

TOWN OF CHAPEL HILL

306 NORTH COLUMBIA STREET
CHAPEL HILL, NORTH CAROLINA 27516

February 10, 1994

Telephone (919) 968-2700

Ms. Lynette Strangstad
Stone Faces
P.O. Box 21090
Charleston, SC 29413

Dear Ms. Strangstad,

I received your letter and have routed the invoice through the Town's Purchasing Department. You should receive your payment soon. I am enclosing a map of the Chapel Hill area for your use. The Old Chapel Hill Cemetery is located at the intersection of Raleigh Road and Country Club Road adjacent to the Paul Green theatre (see #15 on the map insert). If you have not made previous lodging arrangements I can recommend the Carolina Inn adjacent to the University of North Carolina campus. It is within walking distance of the cemetery as well as the shops and restaurants on Franklin Street. If you would like any additional information please feel free to call. I look forward to working with you.

Sincerely,



Curtis Brooks
Landscape Superintendent



— STONE FACES

LYNETTE STRANGSTAD

P.O. BOX 21090

CHARLESTON SC 29413-1090

(803) 762-6025

April 21, 1994

Curtis Brooks
Landscape Superintendent
Town of Chapel Hill
306 N. Columbia St.
Chapel Hill NC 27516

Dear Curtis,

Enclosed are three copies of the Comprehensive Conditions Assessment of Selected Markers for Old Chapel Hill Cemetery, and one copy of the individual marker assessment sheets. Also enclosed is an invoice for the balance due.

If you have any questions or need more information, please feel free to write or call.

Thank you, again, for your help while we were in Chapel Hill.

Sincerely,

Ken Shaw
Office Manager



— STONE FACES

LYNETTE STRANGSTAD

P.O. BOX 21090

CHARLESTON SC 29413-1090

(803) 762-6025

INVOICE

DATE: April 21, 1994

TO: Town of Chapel Hill
306 N. Columbia Street
Chapel Hill NC 27516

In accordance with the provisions of the Proposal for Conditions Assessment dated July 13, 1993 and accepted by the Town of Chapel Hill October 4, 1993:

\$4500.00 Total amount of contract

-2250.00 Advance payment 2/22/94

\$2250.00 BALANCE DUE

The on-site inspection was completed March 2, 1994. Three copies of the comprehensive conditions assessment and one copy of the individual marker assessment sheets were submitted on April 21, 1994.

Purchase Order #015985 (copy attached)

TOWN OF CHAPEL HILL

306 NORTH COLUMBIA STREET
CHAPEL HILL, NORTH CAROLINA 27516

April 28, 1994

Telephone (919) 968-2700

Mr. Mitch Wilds
North Carolina Department of Cultural Resources
Division of Archives and History
109 East Jones Street
Raleigh, NC 27601-2807

Dear Mitch,

Enclosed is the Conditions Assessment Report prepared by Stone Faces along with a copy of their invoice to the Town of Chapel Hill. As you requested I am also including a copy of the contract dated October 4, 1993 and the contract addendum dated February 9, 1994. It is my understanding that I should wait to process the invoice until you have approved the submitted report and that you will send an official acknowledgement of approval and "the financial documentation form" at that time. I look forward to hearing from you.

Sincerely,



Curtis Brooks
Landscape Superintendent/Urban Forester

cc David Swanson, ASLA



North Carolina Department of Cultural Resources

James B. Hunt, Jr., Governor
Betty Ray McCain, Secretary

Division of Archives and History
William S. Price, Jr., Director

May 2, 1994

Mr. Curtis Brooks
Landscape Supervisor
Town of Chapel Hill
306 North Columbia Street
Chapel Hill, NC 27516

Chapel Hill Cemetery NRN

Project: Cemetery Conditions Assessment/Workshop

Balance: \$1,500 (NRN) \$3,000 (Assessment/Workshop)

MEMORANDUM

TO: Historic Preservation Fund Grantees
FROM: Lloyd Childers, Grants Administrator *[Signature]*
RE: Federal Budget Closeout, Fiscal Year Ending 6/30/94

We have been informed by the Department of Cultural Resources Business Office that closeout of federal budgets for the state fiscal year ending June 30, 1994 will occur in early June. For projects funded by federal Historic Preservation Fund grants including those to Certified Local Governments (CLG), this means that any requests for grant funds received after June will be held for payment in July or early August, after the beginning of the new fiscal year 1994-95. Therefore, if you have any unclaimed project expenses and would like reimbursement from your federal grant, please submit the request for payment by May 20 so that we can process the request in time for payment before the June cutoff date. Otherwise, payment cannot be made until late in July.

In certain cases involving contracted work in progress, an advance of federal grant funds may be made by the Business Office in order to avoid cash flow problems during the two-month changeover period from one fiscal year to the next. If your project falls into this special category, and you will need funds for contractual payments during June and July, 1994, please explain the situation in a letter and submit the request for advanced funds by May 20, 1994. Each request will be handled on an individual basis and must be approved by the Department of Cultural Resources. Advanced funds should apply only to project costs for the period June 1 to July 31, 1994. Project expenses which occur after that time will be reimbursed as usual.

If you have any questions about reimbursement of your federal grant, please feel free to call me at (919) 733-4763.

LDC:ro

cc: Linda Edmisten
Mitch Wilds



North Carolina Department of Cultural Resources

James B. Hunt, Jr., Governor
Betty Ray McCain, Secretary

Division of Archives and History
William S. Price, Jr., Director

May 31, 1994

Mr. Curtis Brooks
Town of Chapel Hill
306 North Columbia Street
Chapel Hill, NC 27516

Re: Old Chapel Hill Cemetery
Conditions Assessment Study

Dear Curtis,

Thank you for the copy of Lynette Strangstad's report assessing the conditions of selected markers within the Old Chapel Hill Cemetery. The report appears to be a very professional and usable document which should mesh well with the past reports and studies. Rather than merely addressing the conservation needs of the markers, she has also commented on broader issues including landscaping and other preservation needs required for the long-term preservation of the cemetery.

I furnished a copy of the report to John Clauser of the Office of State Archaeology for his comment and he is also satisfied with the content.

Reimbursement of grant will require a letter requesting reimbursement to Lloyd Childers and documentation of payment to Stone Faces. I have passed along to Lloyd photocopies of the report and the invoice from Stone Faces. Attached is a copy of a sample reimbursement request letter.

I look forward to working with you as the town goes forward with implementation of the recommendations within the report. When I may be of additional assistance, please do not hesitate to call. My office telephone number is 919/733-6547.

Sincerely

F. Mitchener Wilds
Senior Restoration Specialist
State Historic Preservation Office



Donated labor must include separate time sheets for each individual donating the service; these sheets must be signed by the donor and by the project coordinator. A person donating time to a project should value his or her contribution at *minimum wage* for a general laborer in the project area, unless he/she is professionally skilled in the work performed. A historian doing historical research or a licensed electrician contributing electrical services, for example, may charge the wage rate normally paid for the performance of those services. However, a historian who helps with the bookkeeping for the project would receive credit for services at only minimum wage, unless he/she was also a trained bookkeeper.

Sample Letter for Requesting Payment of Grant Funds

(Date)

Ms. Lloyd D. Childers, Grants Administrator
State Historic Preservation Office
N.C. Division of Archives and History
109 East Jones Street
Raleigh, NC 27601-2807

Dear Ms. Childers:

This letter is the second request for funds from the grant awarded to XYZ Historical Society for the rehabilitation of the train depot. A total of \$8,138 in actual project costs was expended during the period October 1 to December 31. Therefore, we request payment of \$4,069 in grant funds.

Enclosed is a list of actual expenses, along with copies of invoices, canceled checks, and statements of in-kind contributions for project costs during this period. Please make the check payable to the XYZ Historical Society, and send it to 432 West Smith Street, Nona, NC 27567.

Thank you for your prompt attention to this matter.

Sincerely yours,

Naomi Jones, Treasurer
XYZ Historical Society

Paid

Suite 13 · The Courtyard
431 West Franklin Street
Chapel Hill, North Carolina 27516
(919) 967-3355

TO: Town of Chapel Hill-Public Works Dept.
1099 Airport Road
Chapel Hill NC 27516

ATTN: Richard Terrell

JOB NAME Old Chapel Hill Cemetery
JOB NUMBER: TOCH PO#11015
PROJECT: Fundraising
DATE: July 1, 1994

		% Complete		
	Scheduled Value	This Period/To Date		Amount Due
A. <u>Information Gathering and Research</u>				
- Prepare list of prominent family members/addresses.				
- Gather federal and state documents on historic preservation grants and funding sources; assist in processing National Historic Register Study Application.				
- Contact churches, funeral homes, Cemetery Task Force, Preservation & other Societies, UNC, media.	31 hours-\$1,255.00	45%	100%	\$ 564.75
B. <u>OCHC Preservation Fund</u>				
- Assist in research and format of solicitation method for Town-administered preservation fund.	10 hours-\$ 450.00		100%	\$ 0.00
C. <u>Brochure</u>				
- Provide camera-ready artwork & cost estimate for handout brochure, including text, key index, map.	24 hours-\$1,080.00		100%	\$ 0.00
D. <u>Direct Fundraising Solicitation</u>				
- Prepare list of interested individuals and groups.				
- Prepare contribution information packet for individuals and groups, and press releases for local media.				
- Conduct solicitation meetings with individuals and group representatives.	49 hours-\$2,205.00	60%	100%	\$1,323.00
SUBTOTAL:				\$1,887.75
Reimbursables :				
Reproduceables	\$50.00			
Postage	\$50.00			
Mileage	\$50.00			
SUBTOTAL:				\$ 150.00
Total Amount Due:				\$2,037.75

011931

TOWN OF CHAPEL HILL • CHAPEL HILL, NORTH CAROLINA

INVOICE DATE	INVOICE NO.	GROSS AMOUNT	P.O. NO.	NET AMOUNT
08/12/94	812	1,500.00	PO:015986 42830 80100	1,500.00
COMM:				
08/12/94	812A	2,037.75	PO:011015 42830 60000	2,037.75
COMM:				
# 00011931 TOTAL 008697 SWANSON AND ASSOCIATES				3,537.75





North Carolina Department of Cultural Resources

James B. Hunt, Jr., Governor
Betty Ray McCain, Secretary

August 1, 1994

Division of Archives and History
William S. Price, Jr., Director

Mr. Curtis Brooks
Landscape Supervisor
Town of Chapel Hill
306 North Columbia Street
Chapel Hill, NC 27516

Project: Chapel Hill Cemetery NRN/ Conditions
Grant Balance: \$ 4,500 Assessment

MEMORANDUM:

TO: Recipients of 1993 Historic Preservation Fund Grant Awards

FROM: Lloyd D. Childers, Grants-in-Aid Administrator *LC*
State Historic Preservation Office

RE: Deadline for Grant Activities: September 30, 1994

The 1993 Historic Preservation Grant listed above will end on September 30, 1994. At that time, all grant-related activities should be completed. Project expenses incurred after September 30 will not be reimbursable from grant or matching funds. Unfortunately, no exceptions can be made to this deadline. If you have any questions about what needs to be accomplished before that time, please contact me or the staff specialist assigned to your project.

Enclosed is some information about completing your grant project. Financial documentation on your actual project expenditures is due by October 31, 1994. Please include copies of invoices and either canceled checks or computer printouts, along with your completed Financial Documentation Form showing the project budget. If you cannot be certain of receiving canceled checks back from your bank in time to meet the October 31 deadline, please make final project expense payments by certified or bank checks. In-kind services contributions to final project costs or counted as part of the matching share of your grant should be substantiated with evidence of the amount of use and length of service for each item, or, in the case of labor, with time sheets signed by the donor and supervisor.

Thank you for your contribution to the success of our grant program. Please call me at (919) 733-4763 if you have any questions.

LDC:ro

Enclosure

cc: Beverly Kawalec

Completing a Grant Project

Historic Preservation Fund grants, including those to Certified Local Governments (CLGs), officially end on September 30 of the year following the grant award. At that time, all grant-related activities should be completed. Project expenses incurred after the September 30 deadline will not be reimbursable from grant or matching funds. Unfortunately, no exceptions can be made to this deadline.

The Survey and Planning Grant is completed when the following occurs:

- * project activities are finished
- * the "product" (such as an inventory, nominations to the National Register, design guidelines, etc.) in the Memorandum of Agreement has been submitted and approved by the State Historic Preservation Office
- * payment has been made for all project costs
- * invoices, canceled checks or computer print-outs, and documentation of in-kind services have been collected and organized by the budget categories in the approved contract budget
- * a summary of project costs on the Financial Documentation Form has been submitted to the State Historic Preservation Office (see below)
- * all grant funds have been received

Final Financial Report

The final financial report of a Survey and Planning grant project consists of a completed Financial Documentation Form. This is the same form that summarizes project expenses each time grant payments are requested. When grant payments are requested, one of the numbered columns on the Financial Documentation Form is filled in to reflect project expenses for the period of reimbursement. Then, at the end of the project, the expenses listed in each numbered column are added to provide the Total Cost of the project.

Documentation of In-Kind Services

In-kind service or donations, such as office space, volunteer time, or use of equipment, may be counted as project expenses in your summary of project costs provided it is listed in the contract budget. Verification of in-kind services should include the date and value of the donation, the basis of value, length of use, and the signature of the project coordinator. Sample forms for use in donating equipment, materials, and labor are included in this section. In the case of donations by a local government, such as use of office space, a statement from a government official is sufficient documentation, provided it includes the information mentioned above.

Donated labor must include separate time sheets for each individual donating the service, signed by the donor and by the project coordinator. A person donating time to a project should value his or her contribution at minimum wage for a general laborer in the project area, unless he/she is professionally skilled in the work performed. An historian doing historical research or an archaeologist performing an archaeological investigation, for example, may charge the wage rate normally paid for the performance of this professional service. However, an archaeologist who helps with the bookkeeping for the project would only receive credit for services at minimum wage, unless he or she was also a trained bookkeeper.

TOWN OF CHAPEL HILL
NORTH CAROLINA

306 N. Columbia St., Chapel Hill, NC 27516
(919) 968-2700

015985
PURCHASE ORDER NO.

Page 1

IMPORTANT

1. MAIL INVOICES AND STATEMENTS TO ACCOUNTS PAYABLE, TOWN OF CHAPEL HILL, 306 N. COLUMBIA ST., CHAPEL HILL, NC 27516.
2. SUBMIT INVOICE IN DUPLICATE FOR EACH PURCHASE ORDER.
3. TERMS AND CONDITIONS REGULATING THIS DOCUMENT ARE PRINTED ON THE REVERSE HEREOF.
4. PURCHASE ORDER NUMBER AND COMPLETE "SHIP TO" ADDRESS MUST APPEAR ON INVOICE AND ALL SHIPPING LABELS.
5. ANY APPLICABLE TAXES MUST BE STATED SEPARATELY ON INVOICE.
6. IF ALL CONDITIONS SET FORTH IN THIS ORDER CANNOT BE MET, PLEASE NOTIFY PURCHASING IMMEDIATELY.



Special Instructions:

V
E
N
D
O
R

STONE FACES
P.O. BOX 21090
CHARLESTON, SC

29413-1090

S
H
I
P
T
O

PUBLIC WORKS
1099 AIRPORT ROAD
CHAPEL HILL
NC

27516

DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	SHIP VIA	TERMS	DEPARTMENT
09/24/93	11548	09/24/93			MAGGIE BURNETT
LN	DESCRIPTION/PART NO.	UNIT	QTY.	COST EA.	EXT. PRICE
01	42830 80100				
	LAND IMPROVEMENT				
02	GRAVE MARKER CONDITION ASSESSMENT	PER			4.500.00
03	PROPOSAL DATED JULY 13. 1993				
				Total	4.500.00

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Timothy C. Blake

James M. A. B.

TO: Curtis Brooks, Town of Chapel Hill Public Works Dept.
FROM: David and Terri Swanson, Swanson and Associates
SUBJECT: Status Report on Fundraising, Old Chapel Hill Cemetery
DATE: November 8, 1994

This report reviews the status of services provided to the Town of Chapel Hill by the consultant, Swanson and Associates, as outlined in two separate contracts.

The following scope of work is as outlined in the November 5, 1992 contract regarding fundraising and general publicity:

A. Information Gathering: Research and compile list of all known owners or contacts for each plot. Gather grant documents for restoration funding.

Status - Complete.

1. Research of existing documents and sources of information. A database printout has been given to the Town of Chapel Hill showing all recorded interments, and, where known, the contact person or owner of each plot. This document will be copied and given to groups and individuals who may assist in the fundraising process.
2. Inventory of other sources of information such as grant application submission requirements and other sources of funding. In the early stages of this work, sources of public grant funding agencies were identified as well as private foundations and other private sources for possible funding. These sources are in the Town's files.

More recently, documents have been obtained from the State Preservation Office for submitting a request for funds for physical restoration of the markers. In a phone conversation with Lloyd Childers of the State Preservation Office on 11-7-94, she expressed the opinion that a request for funds for this project would have a good chance of acceptance.

B. Establishment of Preservation Fund: Assist with document preparation, administration, and general coordination.

Status - Complete.

1. Coordination provided with Town Finance Department in setting up the Line Item Fund.

C. Brochure: Gather information, prepare artwork, obtain printing cost estimates, help coordinate printing and distribution.

Status - Complete.

1. 2,000 brochures were printed late last year in time for the Cemetery Preservation Workshop. The remainder of the brochures were given to the Chapel Hill Preservation Society for future distribution.

D. Direct Solicitation: Prepare fundraising letter and press releases. Set up meetings, assist with general upfront coordination. Meet with media and individuals. Assist in follow up and coordination meetings.

Status - In Process.

1. Funding sources have been identified.
2. The Chapel Hill Preservation Society has set aside \$10,000 to be used for marker restoration. These funds are available immediately.
3. Grant monies have been acquired from the State Preservation Office, and additional funding is being pursued to assist with the implementation of the restoration of the markers.
4. Fundraising letter and press releases.
5. Meetings, coordination and direct solicitation.
6. This past summer, Roland Giduz broadcast a half-hour show on the local cable channel regarding the cemetery restoration project. Several articles have appeared in the Chapel Hill News and the Chapel Hill Herald regarding the project.

The following scope of work is as outlined in the November 24, 1993 contract for coordination of marker restoration and Historic Register nomination between the Town of Chapel Hill and the Consultant, Swanson and Associates:

E. Assistance and coordination with the National Register Nomination.

Status - Complete.

1. Provided administration and coordination assistance for marker study performed by Ruth Little of Longleaf Historical Resources. This study was required for submittal of the registration form to place the cemetery on the National Register of Historic Places.
2. In July 1994, the Old Chapel Hill Cemetery was recommended for inclusion on the National Register of Historic Places. This qualifies the Town to request a grant for physical restoration of the markers (see A.2 above).

F. Assistance and coordination with the Conditions and Assessment Study.

Status - Complete.

1. Provided administration and coordination assistance for marker conditions assessment performed by Lynette Strangstad of Stone Faces. The results of this assessment will be used as the basis for prioritizing and carrying out restoration of the markers.

G. General administration.

Status - Complete.

1. Attended Grants Review Session.
2. Provided coordination with Curtis Brooks and other consultants.

Mr. Curtis Brooks
November 8, 1994
Page 5

H. Provide assistance with Fall Cemetery Workshop.

Status - Complete:

1. The Cemetery Preservation Workshop "Grave Affairs" was held at the UNC Institute of Government in November 1993.

We need to send invoice to NC. Dept of Cultural Resources Attn: Ms. Lloyd Childers (see attached letter for address) to get our matching grant money. This was to be done with previous contract for National Register Nomination (Ms. Ruth Little) for \$1,500. The matching grant money reimbursement should be put back into the Cemetery Beautification CIP account.

When sending the invoice to NC Dept of Cultural Resources we need to provide a computer printout or other proof of payment.

Thanks,

Curtis Brooks

SURVEY AND PLANNING GRANTS - FINANCIAL DOCUMENTATION

PROJECT OLD CHAPEL HILL CEMETERY
MARKER CONDITIONS ASSESSMENT

Grant	\$	<u>2,250.00</u>
Match	\$	<u>2,250.00</u>
TOTAL	\$	<u>4,500.00</u>

Line Items	Project Budget		Documented Expenses				Total Cost
	Initial	Revised	1	2	3	4	
Personal Services							
Principal Investigator	<u>4,500.00</u>	<u>(1)</u>					
Secretary							
Project Coordinator							
Other (specify)							
Office Expenses							
Office Space							
Telephone							
Travel/Per Diem							
Mileage @ _____ /mile							
Per Diem @ _____ /day							
Supplies and Materials							
Film & Developing							
Office Supplies							
Maps							
Equipment							
Cameras							
Other (specify)							
Printing/Binding							
Other (specify)							
TOTALS	<u>4,500.00</u>						

Notes:

(1) All inclusive contract

MEMORANDUM

RE: List of individuals with a past and current interest of the Old Chapel Hill Cemetery

Original Old Chapel Hill Cemetery Task Force

Eunice Brock, Co-Chair
Rebecca Clarke, Co-Chair
Frances Hargraves
Mary Arthur Stoudemire
Charles Hooker
Thelma Boyd

Others

Wallace Womble, Walkers Funeral Home
Mary Morrow, Chapel Hill Preservation Society
John Fox, UNC Properties Office
Dr. John Sanders, Institute of Government
Bob Stipe, Assisting with the Photographic Inventory

Organizations/Other Institutions

Chapel Hill Public Library
UNC Wilson Library, Southern Historical Collection, North Carolina Collection
Dept. of Cultural Resources, Archives and History, Cemetery Survey
Chapel Hill Preservation Society
Chapel Hill Historical Society
Local churches

OLD CHAPEL HILL CEMETERY

This binder is intended to be used by those with an interest in the Old Chapel Hill Cemetery. The documents contained in this binder provide information on the history of the cemetery, results of studies and surveys, and a listing of all known interments.

The documents consist of the following:

National Register of Historic Places Registration Form

The Old Chapel Hill Cemetery has been nominated and certified to be registered in the National Register of Historic Places. This report is the official form submitted to the State Department of Cultural Resources and the U.S. Department of Interior, National Park Service, and was prepared by Ruth Little of Longleaf Historical Resources. It contains a history of the cemetery, along with descriptions of significant features.

Comprehensive Conditions Assessment of Selected Markers

This report was prepared in March 1994 by restoration expert Lynette Strangstad of Stone Faces. This report documents her on-site survey earlier this year and contains her recommendations for restoration of the markers.

Ownership List

This database printout contains information gathered to date on all known interments and (where known) the contact person or owner.

Old Chapel Hill Cemetery Brochure

This brochure was prepared in 1993 to be used as a guide to the cemetery. Copies are available through the Chapel Hill Preservation Society.

OWNERSHIP LIST

The attached listing is a record of all known interments in the Old Chapel Hill Cemetery, along with what information has been gathered to date regarding ownership or contact persons for each plot in the cemetery. Since a comprehensive listing of ownership information did not exist prior to the creation of this Ownership List, information was gathered from whatever sources were available.

The data on the names, dates of birth and death, and burial location was gathered directly from a review of the markers and from field surveys. This data is believed to be complete and accurate as of 1993.

The data on the owner or contact person for each plot was gathered in part from Town records from the 1950's, from surveys prepared at the times of cemetery expansions, and from direct inquiries of local citizens. In many cases, this information is missing or may no longer be accurate, since many plots have been subdivided and sold to other parties over the years.

The database printout will be maintained and updated by the Town of Chapel Hill. The records show all recorded interments, and, where known, the contact person or owner of each plot. The location of each grave plot is identified and keyed into the map. The records indicate if the plot has any interment currently occupying the plot as well as if the plot is currently empty, in which case the owner has been identified (where known).

This document will be copied and given to groups and individuals who may assist in the fundraising process and in updating the ownership list. Information which can be legally documented to correct the information within this report should be directed to the Public Works Department, Town of Chapel Hill.

How to Use This Information

There are two types of listings in this database. One listing is alphabetical, by the last name of the person interred. The other listing is by section. Both of these lists contain the same information, except that the sectional listing also gives, where known, the name and address of the plot's owner or contact person.

When using these lists to look something up, in some cases it will be more convenient to refer to the alphabetical list; in other cases, the sectional list will be easier to use.

Using the Alphabetical Listing:

This listing is helpful to quickly look up the name of a person interred in the cemetery. All known interments are listed alphabetically by family name, along with their dates of birth and death, if known. Each entry also shows the section of the cemetery where the plot is located. For Sections A, B and most of Section 1, the locations are shown on a grid. For a small part of Section 1, and all of Sections 2, 3 and 4, the locations are designated by lots. The "Comments" section contains brief information about the

person - relationship to other family members buried in the plot, the person's profession, etc. This information was gathered for use in the Old Chapel Hill Cemetery brochure and has been included in the Ownership list as a point of interest and reference. It is not intended to be a complete record of all that is known about the person.

Using the Sectional Listing:

This listing is grouped by plot. The interments are listed by section (1, 2, 3, 4, A and B), according to the map. For example, in Section 1, the first two entries (for Bradshaw and Moxley) are listed under "003". This refers to Lot 003 of Section 1. This listing also has information on the owner or contact person for each plot, if known. In most cases, the family name listed in the "Owner or Contact" column has been taken from Town records from the 1950's; the ownership may since have changed. Where known, the name and address of a contact person is also listed. This information was taken from many sources; Town records, survey maps, or, in several instances, by speaking to local residents. The data on the name, dates, and comments on the person interred is identical to the Alphabetical Listing.