

## GRANT APPLICATION

**Grant** Davidson County Cemetery Preservation Plan 21-22  
**Department:** HISTORIAL COMMISSION  
**Grantor:** U.S. DEPARTMENT OF INTERIOR  
**Pass-Through**  
**Grantor** TN HISTORICAL COMMISSION  
**Total** \$24,600.00  
**Metro Cash** \$16,400.00  
**Department** Tim Walker, Executive Director  
 862-7970  
**Status** NEW

**Program Description:**

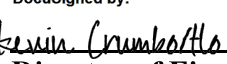
The Metro Historical Commission proposes completion of a comprehensive, countywide cemetery preservation plan for Davidson County, Tennessee. This project will be completed using federal historic preservation grants and thus the consultant and all resulting recommendations must follow the Secretary of Interior's (SOI) Professional Qualifications Standards and SOI Standards for the Treatment of Historic Properties. The project must be completed by September 30, 2022. As Davidson County is home to 500+ rural cemeteries, creation of this plan will be a multi-phase project. The resulting plan will build upon existing documentation and survey records, including the Davidson County Cemetery Survey. The intent is to update survey information for each site, ascertain maintenance needs, and create documentation that can be updated on an ongoing

**Plan for continuation of services upon**

N/A

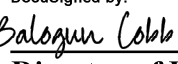
**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

DocuSigned by:  
  
 1/29/2021  
**Director of Finance** **Date** TE

DocuSigned by:  
  
 1/29/2021  
**Metropolitan Attorney** **Date**

**APPROVED AS TO RISK AND INSURANCE:**

DocuSigned by:  
  
 1/29/2021  
**Director of Risk** **Date**  
**Management Systems**

DocuSigned by:  
  
 2/1/2021  
**Metropolitan Mayor** **Date** TE

*(This application is contingent upon approval of the application by the Metropolitan Council.)*

### Grants Tracking Form

Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
Department	Dept. No.	Contact				Phone	Fax
HISTORICAL COMMISSION	011	Tim Walker, Executive Director				862-7970	
<b>Grant Name:</b>		Davidson County Cemetery Preservation Plan (Phase I) 21-22					
<b>Grantor:</b>		U.S. DEPARTMENT OF INTERIOR				<b>Other:</b>	
<b>Grant Period From:</b>		10/01/21		<small>(applications only)</small> Anticipated Application Date:			
<b>Grant Period To:</b>		09/30/22		<small>(applications only)</small> Application Deadline:		02/01/21	
<b>Funding Type:</b>		FED PASS THRU		<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>		TN HISTORICAL COMMISSION		<b>Outside Consultant Project:</b>		<input checked="" type="checkbox"/>	
<b>Award Type:</b>		COMPETITIVE		<b>Total Award:</b>		\$24,600.00	
<b>Status:</b>		NEW		<b>Metro Cash Match:</b>		\$16,400.00	
<b>Metro Category:</b>		New Initiative		<b>Metro In-Kind Match:</b>			
<b>CFDA #</b>		N/A		<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>				<b>Applic. Submitted Electronically?</b>		<input checked="" type="checkbox"/>	
<p>The Metro Historical Commission proposes completion of a comprehensive, countywide cemetery preservation plan for Davidson County, Tennessee. This project will be completed using federal historic preservation grants and thus the consultant and all resulting recommendations must follow the Secretary of Interior's (SOI) Professional Qualifications Standards and SOI Standards for the Treatment of Historic Properties. The project must be completed by September 30, 2022. As Davidson County is home to 500+ rural cemeteries, creation of this plan will be a multi-phase project. The resulting plan will build upon existing documentation and survey records, including the Davidson County Cemetery Survey. The intent is to update survey information for each site, ascertain maintenance needs, and create documentation that can be updated on an ongoing basis (i.e. database, map layer). Survey will be completed using Tennessee Historical Commission survey standards for historic cemeteries. Matching funds will be provided by staff time.</p>							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
N/A							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		40.0%		<b>% of Grant</b>	
						<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
N/A							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		\$16,400.00		<b>Fund</b>		10101	
<b>Is not budgeted?</b>				<b>Business Unit</b>		11105000	
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				<b>Proposed Source of Match:</b>			
				staff time			
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>		0.00		<b>Actual number of positions added:</b>		0.00	
<b>Departmental Indirect Cost Rate</b>		20.94%		<b>Indirect Cost of Grant to Metro:</b>		\$8,585.40	
<b>*Indirect Costs allowed?</b>		<input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b>		0.00%	
				<b>Ind. Cost Requested from Grantor:</b>		\$0.00	
				<b>in budget</b>			
<b>Draw down allowable?</b> <input checked="" type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

Part Two

Grant Budget

Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY22	\$24,600.00	\$0.00	\$0.00	\$16,400.00	10101, 11105000	\$0.00	\$41,000.00	\$8,585.40	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		\$24,600.00	\$0.00	\$0.00	\$16,400.00		\$0.00	\$41,000.00	\$ 8,585.40	\$0.00
<b>Date Awarded:</b>				<b>Tot. Awarded:</b>		<b>Contract#:</b>				
(or) <b>Date Denied:</b>				<b>Reason:</b>						
(or) <b>Date Withdrawn:</b>				<b>Reason:</b>						

[trinity.weathersby@nashville.gov](mailto:trinity.weathersby@nashville.gov)

Contact: [vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)

*VW*

**METRO HISTORICAL COMMISSION  
2021 APPLICATION**

FOR A  
COUNTYWIDE CEMETERY PRESERVATION PLAN

funded by

FEDERAL PRESERVATION GRANTS ADMINISTERED BY THE  
TENNESSEE HISTORICAL COMMISSION

Application Deadline: 2/1/21  
Grant Period: 10/1/2021-9/30/2022  
Federal Funding Request: \$24,600  
Matching Share (In-Kind): \$16,400  
Total Project Cost: \$41,000

## SCOPE for DAVIDSON COUNTY CEMETERY PRESERVATION PLAN

### **Summary**

The Metro Historical Commission proposes completion of a comprehensive, countywide cemetery preservation plan for Davidson County, Tennessee. This project will be completed using federal historic preservation grants and thus the consultant and all resulting recommendations must follow the Secretary of Interior's (SOI) Professional Qualifications Standards and SOI Standards for the Treatment of Historic Properties. The project must be completed by September 30, 2022.

As Davidson County is home to 500+ rural cemeteries, creation of this plan will be a multi-phase project. The resulting plan will build upon existing documentation and survey records, including the Davidson County Cemetery Survey. The intent is to update survey information for each site, ascertain maintenance needs, and create documentation that can be updated on an ongoing basis (i.e. database, map layer). Survey will be completed using Tennessee Historical Commission survey standards for historic cemeteries.

### **SCOPE**

#### **Geographic scope**

The Metro Nashville area is divided into 14 subareas as determined by the Metro Planning Department. The project will likely be completed over four phases. Each phase aims to cover a roughly equivalent number of sites across geographically-proximate subareas. Cemetery and tombstone counts for each subarea are provided below, with proposed phases below the chart.

<b>SUBAREA</b>	<b># CEMETERIES</b>	<b># TOMBSTONES</b>
Subarea 1	19	680
Subarea 2	52	1001
Subarea 3	34	1348
Subarea 4	21	1037
Subarea 5	4	45
Subarea 6	69	714
Subarea 7	5	11
Subarea 8	7	2051
Subarea 9	1	1
Subarea 10	25	73
Subarea 11	11	652
Subarea 12	86	527
Subarea 13	66	582
Subarea 14	65	486
<i>TOTAL</i>	<i>465</i>	<i>12,237</i>

(4 phases averages about 116 cemeteries per phase)

*Phase I:* Subareas 1-4 = 126 cemeteries; 4066 tombstones

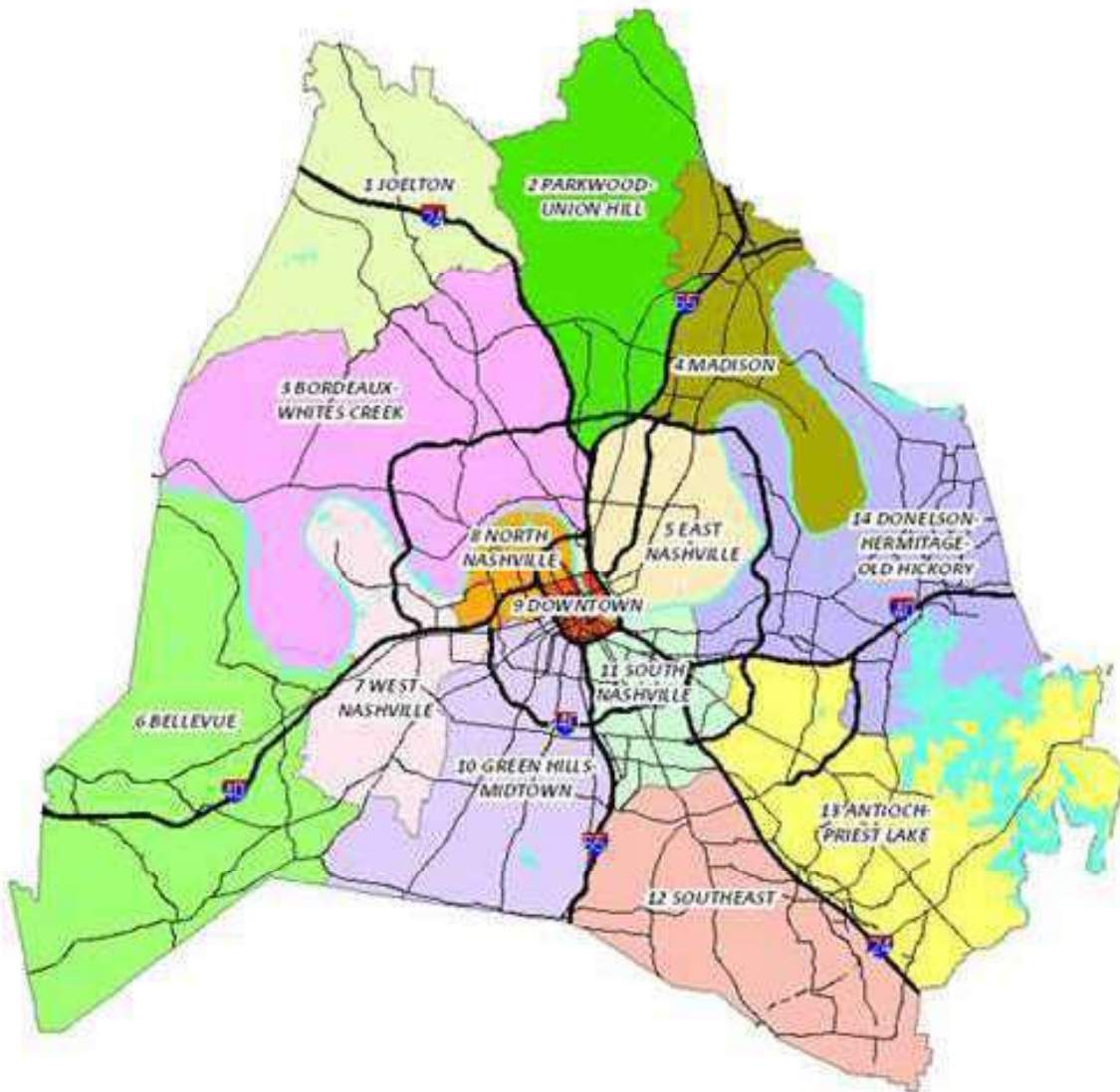
*Phase II:* Subareas 5, 13 and 14 = 135 cemeteries; 1113 tombstones

*Phase III:* Subareas 6, 7 and 10 = 99 cemeteries; 798 tombstones

*Phase IV:* Subareas 8, 9, 11 and 12 = 105 cemeteries; 3231 tombstones

MHC anticipates that initial phases will focus primarily on the survey, documentation and database development/updates. Later phases have reduced site counts to allow for creation of the final plan document. Based on the estimates received, the exact number of sites per phase, or number of phases, may change.

Metro Nashville Subarea Map:



## **Site Recordation:**

Many of Davidson County's rural cemeteries were recorded during the Davidson County Cemetery Survey (launched in 1999)\*. Where possible, these records should be built upon and referenced in the final report and individual site analyses. While new survey forms should be completed for each site, it is expected that the original forms will be referenced during onsite assessments for efficiency. MHC will provide copies of the original survey forms for this purpose. Survey will be completed using Tennessee Historical Commission survey standards for historic cemeteries.

MHC must approve survey forms utilized for the duration of this project. Using these survey forms, the consultant shall document each cemetery's built and landscape features, including grave markers, monuments, plot enclosures, fencing, site furniture and amenities, retaining walls, roadways, pedestrian paths, buildings, etc. Each survey form should address:

- Information that should be recorded on inventory information forms includes, as applicable, type of marker, inscription, symbols, type of stone, and other distinguishing information, such as stone carver or manufacturer's identity. Recordation of gravesites should also include photos of the plot, including markers, enclosure materials, objects, plantings, and other features.
- Identification/categorization of type of features
- Quantification of different types of features
- Documentation/summary of drainage and erosion issues
- Documentation/summary of vegetation, trees, and plantings, including descriptions of types and quantities, analysis of their health, and growth control issues
- Location and boundary information, including location of the cemetery on a local/county map and a site plan showing the cemetery's boundaries, orientation to streets/roads, entrances, roadways and pathways, and major geographical features. Global Positioning System (GPS) technology should be used where available. If unavailable, approximate site boundaries should be delineated and latitude/longitude coordinates provided for the major vertices, the record of which should be attached to or included on the corresponding survey form.
- Note how the cemetery is accessed, as some do not lie adjacent to public streets.
- Note if the cemetery is on property owned by a private individual and if so, provide their contact info; same if access requires you traveling through private property.
- Name any known community groups or individuals who sponsor each site or carry out maintenance.

\*[Link to Davidson County Cemetery Survey Dataset](#)

## **Findings/Reports:**

### *All Phases*

- brief summary report (~5 pages or less) detailing major findings of associated phase and providing updates on the progress of the overall project
- site recordation documentation noted above (survey forms, plot surveys, photos) for all sites surveyed during associated phase
- GPS information for all sites surveyed during associated phase
- database/spreadsheet updates for all sites surveyed during associated phase

### *Final Plan*

The final comprehensive countywide cemetery preservation plan report must include the following:

- Introductory information, including a table of contents, property identification information, including: address, ownership, listing on historic registries, type (city, family, church), etc, and an executive summary, including acknowledgements, why the plan is being done, its current use (active, full, abandoned, etc.), restrictions on use (if applicable), requirements for management or use, etc.
- Terminology, including definitions of features, objects, and vegetation typically found in cemeteries and cited in the descriptive sections of the plan document, including types of grave markers, monuments, plot enclosures, grave offerings, ornamentation, landscape features, etc. To the extent possible, definitions should also include photo or illustration examples of the terminology. This may be achieved via an Appendix.
- References and bibliography of cemetery publications cited in the planning document and/or containing information that more thoroughly addresses cemetery care and treatment issues, cemetery and burial related laws, and information about cemetery symbolism, objects, and burial traditions.

In addition to the site recordation activities noted above, for each cemetery the following will be provided in the respective site's summary/assessment in the final comprehensive report:

- Routine maintenance plan, including recommendations and guidelines for lawn care, plant care, tree pruning, invasive vegetation control, seasonal work projects, such as weeding and special planting, replacement of trees and plants, procedures for minor repairs to landscape features and markers, such as masonry retaining wall repairs, resetting fallen markers, spot roadway maintenance, and trash removal, etc.
- Recommendations for stabilization, repair, conservation, cleaning or restoration treatments, as applicable, for each cemetery's built, landscape,

and other features. Photos of relevant examples should be incorporated. This should also include a list of projects prioritized according to their urgency, projects requiring professional services, and projects that can be accomplished with trained volunteer labor. Recommendations must be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, *Secretary of the Interior's Guidelines for the Treatment of Cultural Landscapes*, *Secretary of the Interior's Standards and Guidelines for Archaeological Documentation*, and other applicable guidance.

- Brief analysis of mapping needs for the cemetery and associated recommendations. Analysis should include adequacy of existing maps, if any, and address accuracy of boundaries, marked and unmarked grave locations and their orientation, locations of landscape and built features, roadways, fencing and gates, etc. Recommendations should also include providing location information of cemetery on local, county, state, and USGS topological maps using Global Positioning System (GPS) coordinates.
- Supplemental information, including additional maps and site plans, photos, aerial photos, and technical reports where available, such as from arborists regarding treatment and health of trees and horticulturalists, botanists, or plant historians regarding plantings.
- Categorize each cemetery, noting those under immediate threat and which require some type of immediate action.

## **DELIVERABLES**

- Brief summary report for each phase as described above
- Final Plan (delivered at last phase of project): five (5) bound printed color copies and one (1) digital copy
- Updated DCCS dataset/spreadsheet (Excel format, must be editable) including GPS coordinates
- Geo-referenced data layer showing cemetery locations with boundaries\* (file type TBD by Metro Planning Dept.)
- Site recordation documentation, including photos, plot surveys, field survey forms for all cemeteries addressed in project (hard copy and scans/digital files, all must be labeled with site name)
- One public presentation to Metro Historical Commission about final plan

\*"Boundaries" refers to boundaries of the cemetery site itself, not the parcel where it is located.



**PROJECT TIMELINE (Phase I)**

May 2021- MHC notified of award

September 2021- MHC/THC grant contract fully executed

October 2021-January 2022- Metro Procurement process, RFQ advertised and proposals accepted/scored

February 2022- contract awarded to consultant

February 2022- initial meetings/work begins

September 30, 2022- all work must be complete

MHC anticipates a similar timeline for subsequent consecutive years for the remaining phases of this project.

**EXISTING DOCUMENTATION**

Davidson County Cemetery Survey: including master spreadsheet, survey forms and photos

[Caring for Davidson County's Cemeteries](#)

[Additional local and state cemetery preservation resources](#)

**Tennessee Historical Commission Grant 2021  
Davidson County Cemetery Preservation Plan**

<b>ITEM</b>	<b>COST</b>	<b>Federal Share (60%)</b>	<b>Matching Funds (MHC)*</b>
Create comprehensive countywide cemetery preservation plan (Phase I)	41,000.00	24,600.00	16,400.00

**\*the required 40% match  
will be provided through  
staff time**

*Federal Funding Requested:* 24,600.00



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

**JOHN COOPER  
MAYOR**

**OFFICE OF THE MAYOR**  
METROPOLITAN COURTHOUSE  
NASHVILLE, TENNESSEE 37201  
PHONE: (615) 862-6000  
EMAIL: [mayor@nashville.gov](mailto:mayor@nashville.gov)

December 15, 2020

Mr. E. Patrick McIntyre, Jr.  
Tennessee Historical Commission  
2941 Lebanon Pike  
Nashville, TN 37214

Dear Mr. McIntyre,

As the Mayor of Nashville and Davidson County, Tennessee, I am writing to voice my strong support of a Survey and Planning (S&P) grant application made by the Metro Historical Commission (MHC) for a comprehensive countywide cemetery preservation plan for Davidson County. Our county is home to over 500 rural cemeteries, the majority of which were last documented by the Davidson County Cemetery Survey (launched in 1999), meaning many records are outdated and some are incomplete.

Creation of this comprehensive cemetery preservation plan will be a multi-phase project. The resulting plan will build upon existing documentation and survey records, including the Davidson County Cemetery Survey. The Metro Historical Commission intends to update survey information for each site, ascertain maintenance needs, and create documentation that can be updated on an ongoing basis through an internal database and GIS map layer. Davidson County's cemeteries are fragile, oft-neglected sites and yet are an extremely important subset of our county's historic resources. This project will provide updated documentation, inform future planning efforts and aid in multiple programs and project reviews under the MHC's jurisdiction. Furthermore, this information will allow the MHC, in partnership with the Metro Historical Commission Foundation, to advocate for protective measures, create maintenance strategies and make informed funding requests for these significant sites. MHC recognizes that this project will reinforce current statewide efforts to document and protect Tennessee's historic cemeteries and I fully support this opportunity to work in tandem with the Tennessee Historical Commission to plan for these historic resources.

Metro Nashville pledges to provide financial support for this project in the amount of \$16,000- the required 40% local matching share. We hope to be able to provide additional funding for subsequent phases of this critically-important initiative. As Nashville is a Certified Local Government, we hope you will give favor to this application, as it strongly meets the Historic Preservation Fund application criteria.

Sincerely,

A handwritten signature in blue ink that reads "John Cooper".

John Cooper  
Mayor



January 8, 2021

Mr. E. Patrick McIntyre, Jr.  
Tennessee Historical Commission  
2941 Lebanon Pike  
Nashville, TN 37214

Dear Mr. McIntyre,

As President of Historic Nashville, Inc. I am writing to voice my strong support of a Survey and Planning (S&P) grant application made by the Metro Historical Commission (MHC) for a comprehensive countywide cemetery preservation plan for Davidson County. This county is home to over 500 rural cemeteries, the majority of which were last documented by the Davidson County Cemetery Survey (launched in 1999), meaning many records are outdated and some are incomplete.

Creation of this comprehensive cemetery preservation plan will be a multi-phase project. The resulting plan will build upon existing documentation and survey records, including the Davidson County Cemetery Survey. The Metro Historical Commission intends to update survey information for each site, ascertain maintenance needs, and create documentation that can be updated on an ongoing basis through an internal database and GIS map layer. Davidson County's cemeteries are fragile, oft-neglected sites and yet are an extremely important subset of our county's historic resources. This project will provide updated documentation, inform future planning efforts and aid in multiple programs and project reviews under the MHC's jurisdiction. Furthermore, this information will allow the MHC, in partnership with the Metro Historical Commission Foundation, to advocate for protective measures, create maintenance strategies and make informed funding requests for these significant sites. MHC recognizes that this project will reinforce current statewide efforts to document and protect Tennessee's historic cemeteries and I fully support this opportunity to work in tandem with the Tennessee Historical Commission to plan for these historic resources.

This project will document and plan for the needs of 500+ rural cemeteries in Davidson County, so I hope there will be additional funding for subsequent phases of this critically-important initiative. As Nashville is a Certified Local Government, I trust you will give favor to this application, as it strongly meets the Historic Preservation Fund application criteria.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Elkins". The signature is written in a cursive, flowing style.

Elizabeth Elkins, President  
Historic Nashville, Inc.