

## **Applicant Instructions During the COVID-19 Health Emergency: Shipstead-Luce Act Submissions**

Due to the COVID-19 public health emergency, the U.S. Commission of Fine Arts has made several changes to its project submission procedures. Applicants continue to be encouraged to consult with the staff as early as possible after a design project is initiated, as well as during the development of the design.

To determine whether a prospective construction project requires review, or for specific questions regarding these modified submission procedures, contact the Shipstead-Luce Act staff architect at [cfastaff@cfa.gov](mailto:cfastaff@cfa.gov) or [sbatcheler@cfa.gov](mailto:sbatcheler@cfa.gov). Please provide the address and the square and lot numbers of the project site, as well as a brief description of the scope of work.

### **Modified Shipstead-Luce Act Submission Procedures (updated 5/14/20)**

- Email a completed [CFA referral form](#) and submission materials to the DC Historic Preservation Office (HPO) at [historic.preservation@dc.gov](mailto:historic.preservation@dc.gov) by the submission [deadline](#).
  - o Submission requirements can be found on the Shipstead-Luce Act page of the CFA website [here](#). If you have any questions about what is needed for a complete submission, please contact the Shipstead-Luce Act staff architect at [cfastaff@cfa.gov](mailto:cfastaff@cfa.gov) or [sbatcheler@cfa.gov](mailto:sbatcheler@cfa.gov).
  - o For permit applications, a building permit application must be filed at DCRA *prior to* submitting for CFA review. DCRA accepts applications electronically and more information can be found on their website here: <https://dcra.dc.gov/>.
- After the submission deadline, staff will contact applicants via email to request additional information or clarifications, as necessary, and will notify applicants whose submissions will be placed on the agenda for presentation in the public meeting. Agenda cases mostly involve new construction, large renovation and addition projects, and/or highly prominent locations.
- Public meetings of the CFA will likely be held virtually until further notice; click [here](#) for information on upcoming meetings. Following the CFA meeting, staff will return submissions to HPO electronically for permitting.
- For members of the public wishing to comment on submissions, CFA accepts written comments through the public comment page on the [CFA website](#) or via email at [cfastaff@cfa.gov](mailto:cfastaff@cfa.gov). Presentations for agenda cases are made public on the CFA website two days before a scheduled CFA meeting. Comments will be shared with the Commission members before the meeting and entered into the public record.