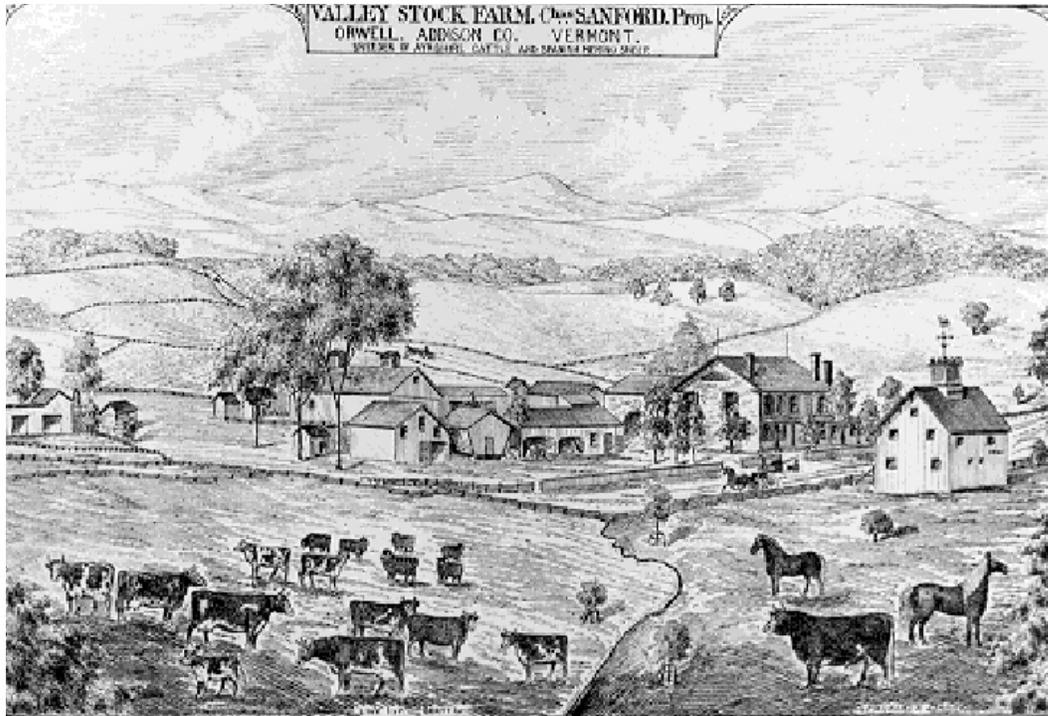


Vermont Historic Barn Preservation Grant Application Manual



Courtesy of VT Historical Society

2017

State of Vermont

Agency of Commerce and Community Development
Department of Housing and Community Development
Vermont Division for Historic Preservation

<http://accd.vermont.gov/historic-preservation/funding/barn-grants>

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Introduction

Established in 1991, this State-funded program helps political subdivisions of the state, non-profit organizations, and individuals maintain and preserve their historic agricultural resources. This year, the Division for Historic Preservation, in cooperation with the Vermont Advisory Council on Historic Preservation, will award \$200,000 in one-to-one matching grants for building improvement projects that preserve these important historic buildings. The maximum grant available in 2017 is \$15,000 and grant requests for less than the maximum amount may be awarded.

Please read this entire manual before completing the application. This is a highly competitive program and only about 30% of the applications submitted receive funding. Applications must be carefully and completely filled out to be considered. The Vermont Advisory Council on Historic Preservation reviews all grant applications and scores each application using the nine Scoring Criteria outlined in this manual.

The Vermont Historic Preservation Grant Program is funded by the taxpayers of the State of Vermont, at the direction of the General Assembly, through the annual Capital Appropriations and State Bonding Act.

Eligibility Requirements

- Eligible applicants are political subdivisions of the State of Vermont (municipalities) tax-exempt non-profit organizations, and individuals.
- Properties must be listed or eligible for listing in the National Register of Historic Places. To determine whether a building that is not currently listed in the National Register of Historic Places is eligible for listing, you may request a *Determination of Eligibility* form from the Division for Historic Preservation by contacting Caitlin Corkins at 802-828-3047.
- Funding is **not** available for rehabilitation work that is complete or begins before the time of application. Starting work on a project before a fully-signed grant agreement is in place may result in the grant being rescinded.
- This is a reimbursement grant program, which means the grant recipient is responsible for paying for the full amount of the project. The state will then reimburse the grant recipient once all the required paperwork is complete and accepted by the Division for Historic Preservation.
- Ineligible projects include those that involve new construction, additions, electrical, plumbing or heating, and code improvement projects. Barns need not be in active agricultural use to qualify, however, adaptively re-used barns must still retain their historic character. Projects that propose to preserve existing historic features or restore documented, missing historic features with similar historic materials are given greater priority than projects that use non-historic materials or obscure historic features.
- Planning projects are generally not eligible for funding. In cases where a small amount of planning is necessary for the success of a project, planning costs may be eligible for funding, but only as a part of the entire project. The owner must share these costs.
- In-town carriage barns built and/or used as garages are not considered agricultural buildings and are NOT eligible for this program.
- Funding to re-erect dismantled barns may be awarded in some circumstances. Consideration will be given to the manner in which the barn was disassembled, including the level of documentation.

Typically, projects that propose to move a barn will not be funded. If a barn has been moved, or must be moved to ensure its preservation, contact the Division for Historic Preservation.

- The Vermont Advisory Council on Historic Preservation reviews all grant applications and scores each application using the nine Criteria outlined in this manual. Projects that propose to preserve existing historic features or to restore documented, missing historic features with similar historic materials are given much greater priority than projects that use non-historic materials.
- Applicants who receive a Barn Preservation Grant are ineligible to receive a second grant in the year immediately following the award of the first grant. If you received a 2016 grant you are not eligible to apply for a 2017 grant. Except in unusual circumstances applicants will not be eligible for a grant if they have not yet completed work funded by a previous grant.

The 2017 Vermont Barn Preservation Grant Application and accompanying 2017 Vermont Barn Preservation Grant Application Manual are available at:

<http://accd.vermont.gov/historic-preservation/funding/barn-grants>

You may request paper copies of the application and this manual by sending an email to debra.sayers@vermont.gov or calling 802-828-3213. Please provide your name, mailing address, zip code, and telephone number.

Program Deadlines

Grant applications must be submitted via email to accd.barngrants@vermont.gov by November 7, 2016.

Applications must be sent to the above email address by midnight of November 7, 2016. The *Required Attachments* detailed in Section 10 on page 10 and any supplemental information may be submitted by e-mail or in hard copy by regular mail or hand delivery. Any materials submitted in hard copy must be postmarked or delivered to the Vermont Division for Historic Preservation (VDHP) office by 4:30, November 7, 2016.

The Vermont Division for Historic Preservation's mailing address is:

Vermont Division for Historic Preservation
Attention: Caitlin Corkins
One National Life Drive
Davis Building, 6th Floor
Montpelier, Vermont 05620-0501

In fairness to all applicants, late or incomplete applications will not be considered!

The Vermont Advisory Council on Historic Preservation (a Governor-appointed board with expertise in various areas of historic preservation) will evaluate all eligible grant applications using the Scoring Criteria on pages 4-5 of this manual at their regularly scheduled meeting in February 2017. A preliminary review round may be required if VDHP receives a larger than usual number of applications in any given year. If so, a committee of staff will score projects using the Scoring Criteria. The Advisory Council reviews and approves the preliminary scoring, evaluates and scores applications, and makes the final selection.

Recipients of 2017 State Barn Preservation Grants are expected to complete their projects and submit their final reimbursement request during 2017. However, the final deadline to complete a 2017 grant project and request reimbursement is **December 31, 2018**.

Grant Selection Criteria

All applicants must meet Criteria One through Three. Criteria Four through Nine will be used to rate and rank each project, using a competitive numerical scoring system. The Advisory Council will evaluate each project by these criteria and assign points. The highest scoring projects will receive funding. The criteria will be weighted as follows:

Criteria 1- 3:	Not Weighted— All projects must meet these criteria
Criterion 4:	10 Points Possible
Criterion 5:	3 Points Possible
Criterion 6:	3 Points Possible
Criterion 7:	3 Points Possible
Criterion 8:	2 Points Possible
Criterion 9:	1 Point Possible

A brief explanation follows for each criterion. Every project must meet the first three criteria.

- 1. THE PROPERTY MUST BE LISTED OR ELIGIBLE FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES IN VERMONT.**
Properties will be evaluated for National Register eligibility by the Advisory Council on Historic Preservation at the time the grant applications are reviewed.
- 2. PROJECT BUILDINGS MUST BE HISTORIC AGRICULTURAL BUILDINGS.**
Please refer to the list of historic agricultural buildings in Section 5 of this manual.
- 3. THE APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A ONE-TO-ONE BASIS.**
Applicants can apply for no more than 50% of the total project cost. **The maximum grant award this year is \$15,000.00.** The applicant's matching share must be in cash and must be in-hand at the time the application is submitted. Projects may utilize donated labor and/or materials but these cannot be counted towards the required match.
Remember: This is a reimbursement grant program, which means the grant recipient is responsible for paying for the full amount of the project and the state will reimburse the grant recipient once the project and all the requirements of the Grant Agreement are met.

The following criteria are weighted: Your project will be scored on how well it meets each of the following criteria.

- 4. PRIORITY WILL BE GIVEN TO PROJECTS THAT PRESERVE HISTORIC BUILDING FEATURES. (10 points possible)**
A project must contribute to preserving the character-defining features of the agricultural building that make it eligible for the National Register. All project work must meet The Secretary of the Interior's [Standards for Rehabilitation](#), which are included as an appendix in this manual. More information on the *Standards for Rehabilitation* and Preservation Briefs that give more detail on how to apply the *Standards for Rehabilitation* are available [online](#). Priority activities might include, but are not limited to, emergency stabilization, foundation repair, sill repair, roof repair, structural frame repair, wall repair, and sash restoration.

Grant projects that propose to replace missing architectural features must be supported by documentation (photographs, architectural drawings, on-site physical evidence), which proves that

the missing elements did exist on the project building at an earlier time. This documentation must be submitted as part of the grant application.

Very few historic buildings appear today as they did when they were first constructed. Rather, most have been added to and changed over time. These changes are a significant part of a building's history and must be recognized and respected. Therefore, funds will generally not be granted to projects that propose to remove historic features, even if they were added after the original construction of the building. If your project includes the removal of historic features, please discuss your plans with the Vermont Division for Historic Preservation before submitting an application.

5. **PRIORITY WILL BE GIVEN TO PROJECTS THAT PRESERVE IMPORTANT EXAMPLES OF HISTORIC AGRICULTURAL BUILDING TYPES. (3 points possible)**

Noteworthy examples of typical kinds of agricultural buildings, examples of rare types of agricultural buildings, and rare survivors, which provide a record of vanished agricultural practices, may receive priority for funding. Please refer to Section 5 of this manual for information on historic agricultural building types.

6. **PRIORITY WILL BE GIVEN TO PROJECTS THAT PROMOTE THE BEST LONG-TERM USE OF THE PROPERTY. (3 points possible)**

Uses that have little impact on the historic features are best. Any changes should be minimized to accommodate a new use. Property owners are encouraged to have a well-defined plan for routine maintenance and long-term preservation of the building and include those plans in the application.

7. **PRIORITY WILL BE GIVEN TO PROPERTIES THAT PROVIDE THE GREATEST BENEFIT TO THE PUBLIC. (3 points possible)**

One of the primary purposes of this program is to promote Vermont's agricultural heritage and provide a benefit to the general public. In many cases this simply means keeping an historic agricultural building the public can easily see as part of the landscape or it may mean preserving a barn that is particularly significant because of its construction, history or preservation. A barn may be important because it is very visible to the public or helps define an agricultural landscape. An agricultural building can be a local landmark and provide public benefit for many reasons - a silo may be used as a common reference in providing directions, a farmstead may be the home of the original family in a town, or a community may simply feel a strong attachment to the building.

8. **PRIORITY WILL BE GIVEN TO APPLICANTS WHO PROVIDE A WELL-PLANNED BUDGET FOR THE PROJECT. (2 points possible)**

Your application may be awarded two (2) points based on descriptions of the proposed work and the estimated project costs you provide, indicating you have considered the full scope of the project and your project budget is based on solid cost projections. Get at least one detailed written estimate for the work you're proposing to undertake from a contractor. Be sure the contractor understands that the project must meet the Secretary of the Interior's *Standards for Rehabilitation* (see Appendix 4 for additional information).

9. **GEOGRAPHIC DISTRIBUTION MAY BE CONSIDERED AS A FACTOR IN PROJECT SELECTION. (1 point possible)**

In an attempt to promote Vermont's agricultural heritage to as wide an audience as possible, the geographic distribution of applications will be considered. Geographic distribution will become a selection factor in instances where applications compete equally in the first eight criteria.

Instructions for Completing the Grant Application

A few application requirements must be attended to well in advance of the application deadline:

- Take the required photographs and save them to a CD (no flash drives please). You will need to check to ensure the images are of good quality, are saved properly and are labeled. Please review *Appendix 5: Photograph Guidelines* for further instructions.
- Obtain **at least one** good written cost estimate to support your application budget from a contractor with experience working on historic buildings. If the project involves very different types of work, such as installing a standing seam roof and replacing a stone foundation, you may need to get an estimate from more than one contractor. Note: Grantees are responsible for obtaining all required state and local permits necessary to undertake their project.
- All applicants must complete Sections 1 through 10 as described below and must use a current application form. *Do not use a form from a previous year.*
- Save the environment! Do NOT bind your application, mount photographs on cardstock or insert pages and/or photographs into plastic sleeves.

Section 1. Applicant Information:

- 1A. Applicant:** Applicants must be the property owner. Be sure to include the applicant's/property owner's name, address (including zip code), daytime phone number and e-mail. An applicant may assign someone else to be the Project Contact Person. If applicable, provide the Project Contact's name, address (including zip code), daytime phone number and e-mail. Note whether the barn is in private ownership, or owned by a municipality or non-profit organization.
- 1B. Farm or Property Name and Location:** The name and address of the farm may be different from the applicant. You may use an historic name or a current name. Be sure to include the official (E-911) numbered street address of the building or property.

Section 2. Grantee Experience:

The State requires granting agencies to conduct a Risk Assessment of all potential grant recipients. The following questions help the Vermont Division for Historic Preservation to complete this Assessment.

- 2A.** Describe any rehabilitation work on this building funded with a State Barn Preservation Grant in the last 5 years. Describe the work that was done, the cost for this work and when it was completed.
- 2B.** Indicate whether the applicant has experience with similar federal or state grant programs. List similar grants received in the last five years, describe the work completed with these grant funds, the funding organization, and when the work was completed.

Section 3. Building Information

- 3A.** List the date(s) of original construction and any additions to the building.
- 3B.** Many agricultural properties in Vermont are protected from future development through easements or a transfer of development rights. Indicate whether your property is enrolled in the Current Use Program or protected in some other way. For more information about the Current Use Program, visit the Department of Forest, Parks and Recreation website at http://fpr.vermont.gov/forest/your_woods/use_value_appraisal.
- 3C-D.** Is the farm or building listed in or been determined eligible for listing in the National Register of Historic Places, or a contributing building in a National Register Historic District?

You can determine whether a building is listed in the State or National Register by looking at VDHP's **Online Research Center**, available at <http://www.orc.vermont.gov/Resource/Show-Resource-Table.aspx> or by contacting Caitlin Corkins at 802-828-3047.

Section 4. Preservation of Historic Features (Criterion 4):

When planning a preservation project, it is critical that the proposed work addresses the cause of the problem, and not simply the symptoms. This section provides applicants with the opportunity to indicate that they have a clear understanding of the nature of the problem(s) that exist in their building and have proposed the appropriate solutions. A common mistake is a proposal to repair water damage to a foundation wall or cellar that does not adequately address the source of the water and the cause of the damage. Further, it is important that the applicant has prioritize repair projects in a logical manner.

Work on grant-funded projects must meet The Secretary of Interior's [Standards for Rehabilitation](#) outlined in Appendix 3. Because this is an historic barn preservation grant program, traditional materials should be repaired or replaced in kind with materials that match the original and are joined in the same way. Under special conditions substitute modern materials may be used. The fewer changes from the original construction the more likely the project is to be funded. For barns being adaptively re-used for a new purpose, changes necessary to support the new use should not require drastic alterations to the barn such as the addition of many large windows or the installation of insulation that obscures the barn's frame.

4A – 4H. Fill in the information for each building component based on the instructions below.

- **Condition:** Use the drop down menu to rate the current the condition of each building feature listed. If using the Word version of this application or a hard copy, insert a rating using the following scale (Excellent, Good, Fair, Poor).
- **Repairs Needed:** For each building feature listed, describe work needed to repair/restore that feature. Include the methods and materials for repairing or restoring the deteriorated elements. If the condition is excellent or good and no work is needed, say so. Do not leave any section blank.
- **Grant Funds Requested:** For each work item for which you are seeking funding, check the box in the corresponding section.

Section 5. Description of Farm or Property (Criterion 5):

Vermont's historic agricultural buildings can be over 200 years old or just over 50 years old. Each generation of buildings has special characteristics. It may be the size of the barn, the way it is framed or how close it is to being original that makes a barn important. Many barns reflect the development of agriculture. Changes in the way farms operate are often reflected in changes to buildings. This is an important part of the building's history. Some building types, such as round barns, are rare and important because of this. Some are much more common and so reflect a general agricultural use. Some are newer, such as the Unadilla barns, and reflect developing construction technology. All are important to the history of Vermont agriculture and can be important examples of agricultural building types.

- 5A.** Briefly describe the history of the property (farm) that includes information on what type(s) of farming were done, how long it has been in the family, how the use has changed, etc. Be sure to include a description of how the property is being used now. Is it being farmed?
- 5B.** Indicate the type of agricultural structure for which you are seeking funding using the drop down menu. You can also select "other" and fill in the blank for less-common building types. Use the list of Agricultural Building Types is below (note this list is not comprehensive).

List of Agricultural Building Types

❖ Apple Barn	❖ Granary Grange	❖ Poultry House
❖ Ash House	❖ Ice House	❖ Pump/Well House
❖ Barns	❖ Machinery Shed	❖ Root Cellar
❖ Canning Factory	❖ Maple Factory	❖ Silo
❖ Carriage Barn *	❖ Maple Sugar House	❖ Slaughterhouse
❖ Cheese Factory	❖ Millhouse	❖ Smokehouse
❖ Corn House/Crib	❖ Milk Processing	❖ Spring House
❖ Creamery	❖ Mink/Fox Shed/ Feed House	❖ Tannery
❖ Fairgrounds	❖ Nursery/Greenhouse	❖ Tobacco Barn
❖ Farm Garage	❖ Piggery	❖ Windmill
❖ Farm Sheds	❖ Potato Warehouse	❖ Wood Shed
❖ Feed Mill/Elevator		❖ Workshop

* In-town Carriage Barns not part of an agricultural complex are not considered eligible for this program

5C. Is the building for which you are seeking funds one of a group of agricultural buildings? Describe any other existing buildings that are part of an agricultural complex.

Section 6. Long Range Plans (Criterion 6):

The planned use of a building can be very important to its continued preservation. Some uses can be destructive of the historic features of a building while others are not. In general, a building that is being put to good use has a better chance of being preserved over time. The goal of this Section is to determine the amount and kind of future work that is needed or planned for the building and how this work will be accomplished in the future.

6A. Please briefly describe the current use of the building.

6B. If the building is rehabilitated, will it have a new use? How will it be used? What changes will be necessary to accommodate the proposed use?

Section 7. Public Benefit (Criterion 7):

As a publicly funded program, it is critical that grant projects have a clear benefit for the people of Vermont. This may be a direct benefit or use of the building or an indirect benefit such as maintaining an important rural landmark that is part of Vermont's working landscape. This grant program partners public funds with funds from private property owners to help preserve Vermont's agricultural heritage for the general public to enjoy and appreciate. This enjoyment and appreciation may be by local citizens, other Vermonters or tourists.

7A. In the space provided please describe how the building is visible, both close-up and from a distance, from public roads, intersections and vistas. Be sure to include pictures from these views. If the building is a local landmark that is well known in the community, describe how. Is it used for directions? You may want to ask people in your town how they would describe your building. If the buildings are generally open to the public describe how accessible they are for a person in a wheelchair.

Section 8. Budget (Criterion 8):

8A. Based on your description of the building's historic features and the condition of those features in Section 4, list each work item for which funding is sought as part of this grant application, with the most critical item listed at the top. Choose your priorities carefully based on the need for the work and the potential for a problem to cause further damage to the building in the future. For each

proposed work item, indicate the estimated cost of the repairs. Include only those items to be funded as part of the proposed grant project. **This list must be itemized** – do not simply provide a lump sum total for all proposed work. Finally, write the total estimated project cost in the last line of this section.

- 8B.** Grant payment will be made on a reimbursement basis **after the work is completed** and the applicant has paid the contractor(s) in full. The requested grant cannot exceed 50% of the total project cost or \$15,000, whichever is less. Based on the total project cost, indicate how much grant money you are requesting. For example, if the total project cost is \$12,000, the maximum grant available is \$6,000.

Costs incurred prior to the project start date are **not** eligible for reimbursement nor may they be used as a match for the grant-assisted work. Grants cannot be awarded retroactively for work completed prior to the execution of the Grant Agreement.

- 8C.** Based on the information in 8B, indicate the source(s) of matching funds for the project. Applicants must have their matching share available at the time the application is submitted and must be prepared to handle cash flow needs throughout the course of the project. In some instances, this may require the use of a short-term bank loan or other source of money with which to pay a contractor prior to grant reimbursement.

Please list each source of the matching share separately. For example, sources may be operating cash or endowment cash of the applicant, a foundation grant (include name of foundation), a grant or loan of public funds (include name of source), or a bank loan. The dollar amounts must equal or exceed the Matching Share listed in Section 8B.

Finally list the total amount of matching funds on hand. For example, if the total cost for a grant project is \$40,000, the maximum grant available is \$15,000. You must have at least \$25,000 in matching funds in-hand at the time of application and, in this example you must have access to the remaining balance of \$15,000 to pay for the entire project prior to requesting reimbursement. The match must be in-hand at the time of application and the match must be in cash – donated labor and/or materials are not allowable as match. However, endowment funds, bank loans and some other grant funds are acceptable cash match.

- 8D.** In many cases, the Total Project Cost will exceed the sum of the grant request and the matching share. In this section, please indicate the source(s) of the additional funds needed to complete the proposed project.
- 8E.** Because of limited funding and the large number of requests anticipated, only exceptional projects will be awarded the full amount. Grant requests for less than the maximum amount may also be awarded. Could you successfully use a partial award to complete a phase of this project? If yes, please describe how the project could be broken up into discrete pieces, which work would be undertaken in each phase, and how much funding would be required.
- 8F.** Use this space to make any additional comments on the budget, matching funds or cash flow.

Section 9. Additional Comments and Information:

Use this Section to supply any additional comments about the project, buildings, farm, or its history that you feel are important in evaluating the application. If the building is not in agricultural use and is open to the public, please state if and how it meets handicapped accessibility requirements.

Section 10. Required Attachments:

Note: An application is ineligible for consideration if it does not have the required attachments.

1. **Project Estimate(s):** Include a copy of at least one detailed, written estimate from a contractor with experience working on historic buildings. The estimate should be as accurate as possible and reflect the kind of work required for preservation projects. If the project involves very different types of work, such as installing a standing seam roof and replacing a stone foundation, you may need to get estimates from more than one contractor. Work on historic buildings demands great care and must follow the Secretary of the Interior's *Standards for Rehabilitation* (see Appendix 4). If funded, all estimates and specifications submitted to the Division will remain confidential until the completion of a grant project.
2. **Location Map:** Provide a simple map (such as a Google Earth map) showing the location of the property. Make sure the map includes enough detail (such as town names, road names, a scale and a north arrow) to provide a context for the property.
3. **Sketch Map:** Provide a simple map of the property upon which the building is located, showing the location of the structure on the site, related structures on the property, and proximity to adjacent buildings, roads or natural features. This map can be hand-drawn but should be labeled and have a key.
4. **Non-Profit Status Certification:** For tax-exempt non-profits, provide a copy of your showing your tax exempt status. IRS 501(c)(3) certification is preferred.
5. **Photographs:** Submit a CD of images of the building, its setting, and the specific need for which you are requesting funds. This is the best way for the Advisory Council to understand your building and your project. **Images must be submitted on a CD in the .jpeg format.**
 - Upon submission to the State, grant applicants relinquish rights to ownership or control over the photographs and digital images submitted to the State and agree that the photographs and digital images shall become the property of the State.
 - Each photo **must** be labeled with the name of the building, the town where it is located and description of the view (for example, "Middleton Congregational Church, Middleton, Deteriorated sill of north side of building.")
 - **Do not** send more than 20 photos to illustrate the proposed project.
 - Scanned or photocopied historic images of the building may be submitted if available.
 - See *Appendix 5* for detailed Photograph Guidelines, tips and directions for labeling.

Section 11. Certification:

Each applicant must complete section A or B.

A. Submitting your application via email: When you submit your application to the Division for Historic Preservation via email you **MUST** check the box in Section 11 to certify your application. By checking the box, you certify the following:

“I am submitting this Application digitally. I am applying for a 2017 Barn Preservation Grant and am authorized to submit this application on behalf of the Applicant. I certify that the information presented in this Application is complete and accurate and I am authorizing the Division for Historic Preservation to accept the submittal for review and potential award. I understand that upon submission to the State, I relinquish sole rights to ownership or control over the photographs and digital images I am submitting and that the photographs shall become the property of the State upon receipt by the State.”

B. Submitting your application by mail or delivering in person: If you need to submit a paper copy of the application (see page 2, *Program Deadlines*) you **MUST** sign the application to certify that all information is correct to the best of your knowledge.

Award Notification

The Vermont Advisory Council on Historic Preservation will review and select grant recipients in February 2017. All applicants will receive written notification of the results after the Advisory Council awards the grants. Remember, **no work** may begin on a project until after a Grant Agreement is signed by the grant recipient and the State of Vermont. Telephone and email inquiries concerning the status of the selection process are discouraged. As soon as all applicants have been notified of the final decisions the Division for Historic Preservation will post the list of grant awards online.

If you have questions about the application process or the grant program in general, contact Caitlin Corkins at caitlin.corkins@vermont.gov or 802-828-3047.

Appendices

The following information is provided to assist you in planning your project and helping you fill out your application.

Appendix 1. Associated Archeological Resources

The archaeological resources that lie in the ground surrounding a historic building may yield important information about the history of the building or about the pre-contact use of the land. For example, an old well will often contain items that indicate the use of the building or the economic status of the occupants. A pre-contact Native American site indicating how past people lived in the area may lie adjacent to a town hall. Any ground-disturbing project has the potential for disturbing or destroying archaeological resources.

Foundation repair or replacement, replacement or reconstruction of a porch and the addition of drainage are examples of the kinds of projects that may impact archaeological resources. The Vermont Division for Historic Preservation (VDHP) will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or pre-contact archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist.

If archaeological concerns are found in the preliminary review by VDHP, Standard 8 of the Secretary of the Interior's *Standards for Rehabilitation* will apply, and the VDHP will work with the Grantee to find a solution that both preserves the archaeological resource and allows the project to proceed.

Appendix 2. National Register of Historic Places Criteria for Evaluation

The quality of significance in American history, architecture, archaeology, engineering and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association and:

- A. that are associated with events that have made a significant contribution to the broad patterns of our history; or
- B. that are associated with the lives of persons significant in our past; or
- C. that embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- D. that has yielded, or may be likely to yield, information important in prehistory or history.

Appendix 3: The Secretary of the Interior's *Standards for Rehabilitation*

The Secretary of the Interior's *Standards for Rehabilitation* are ten basic principles created to help preserve the distinctive character of a historic building and its site, while allowing for reasonable changes to meet new needs.

The Standards (36 CFR Part 67) apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The *Standards* also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.

The *Standards* are applied to projects in a reasonable manner, taking into consideration economic and technical feasibility.

1. A property will be used as it was historically, or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

The Secretary of the Interior's *Standards for Rehabilitation* are also available online at <http://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.

Appendix 4. National Park Service Preservation Briefs

The following "Preservation Briefs" are published by the National Park Service and are available at <http://www.nps.gov/tps/how-to-preserve/briefs.htm>.

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repointing Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Buildings
5. Preservation of Historic Adobe Buildings
6. Dangers of Abrasive Cleaning to Historic Buildings
7. The Preservation of Historic Glazed Architectural Terra-cotta
8. Aluminum and Vinyl Siding on Historic Buildings
9. The Repair of Historic Wooden Windows
10. Exterior Paint Problems on Historic Woodwork
11. Rehabilitating Historic Storefronts
12. The Preservation of Historic Pigmented Structural Glass
13. The Repair and Thermal Upgrading of Historic Steel Windows
14. New Exterior Additions to Historic Buildings
15. Preservation of Historic Concrete: Problems and General Approaches
16. The Use of Substitute Materials on Exteriors
17. Architectural Character: Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving Their Character
18. Rehabilitating Interiors in Historic Houses
19. The Repair and Replacement of Historic Wooden Shingle Roofs
20. The Preservation of Historic Barns
21. Repairing Historic Flat Plaster - Walls and Ceilings
22. The Preservation and Repair of Historic Stucco
23. Preserving Historic Ornamental Plaster
24. Heating, Ventilating and Cooling Historic Buildings: Problems and Recommended Approaches
25. The Preservation of Historic Signs
26. The Preservation and Repair of Historic Log Buildings
27. The Maintenance and Repair of Architectural Cast Iron
28. Painting Historic Interiors
29. The Repair, Replacement, and Maintenance of Historic Slate Roofs
30. The Preservation and Repair of Historic Clay Tile Roofs
31. Mothballing Historic Buildings
32. Making Historic Properties Accessible
33. The Preservation and Repair of Historic Stained and Leaded Glass
34. Applied Decoration for Historic Interiors
35. Understanding Old Buildings: the Process of Architectural Investigation
36. Protecting Cultural Landscapes: Planning Treatment and Management of Historic Landscapes
37. Appropriate Methods for Reducing Lead-paint Hazards in Historic Housing
38. Removing Graffiti from Historic Masonry
39. Holding the Line: Controlling Unwanted Moisture in Historic Buildings
40. Preserving Historic Ceramic Tile Floors
41. The Seismic Retrofit of Historic Buildings: Keeping Preservation in the Forefront
42. The Maintenance, Repair and Replacement of Historic Cast Stone
43. The Preparation and Use of Historic Structure Reports
44. The Use of Awnings on Historic Buildings: Repair, Replacement and New Design
45. Preserving Historic Wooden Porches
46. The Preservation and Reuse of Historic Gas Stations
47. Maintaining the Exterior of Small and Medium Size Historic Buildings

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Appendix 5. Photograph Guidelines

Remember that your application will be one of many under consideration. A well-illustrated application makes a favorable and lasting impression on reviewers. It helps them better understand the importance of your project to the public and why your project is worthy of grant support.

Photographs are a very important part of your application!

- **Be sure that you include views that show the building in its setting.** If there are neighboring buildings, show them; if it stands by itself show the area around the building. If you are taking photos of a barn, be sure to include the house and other associated buildings.
- **Include pictures showing the building from public places.** This may be from a village green, and/or a public road, even the Interstate, or just a pretty view including the building. The public's ability to view a building is an important part of evaluating the public benefit of investing public funds.
- **Take pictures of the building that show all four sides.** If you take a picture at a corner it can cover two sides.
- **Show the specific problems clearly and close up.** Be sure viewers can understand the location of the picture by including some of the surrounding area. It is important to show the leaky roof, broken beams, and rotten wood, failing windows or caved-in foundation. If your roof is failing, don't submit an image with snow covering the roof. If a wall needs to be re-built, don't submit an image with brush and overgrowth concealing the wall.
- If your building has any interesting or unusual features, include a picture, even if these features are not part of your project.
- If you can, take pictures with the sun at your back. Under some conditions overcast days with even light are better than bright sunny days.
- Interior photos in attics and basements are often difficult. Use flash or bright artificial lights. Remember most flashes are only effective for a short distance (15 ft. at the most).
- Take your photos as soon as possible. If they do not turn out well you can retake them in time for the application deadline.
- Be sure to name each picture file with the name of the building, the town and a very short description of the image.
- Most photo-processing facilities can put your pictures on a CD for little or no cost, but be sure the facility you choose uses the .jpeg format. Be sure to label the CD with the applicant name and town using a CD marker. Finally, please do not send digital images on ZIP drives.
- **Do not send more than 20 images per project.**
- **For samples of application photographs, visit our website:**
http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation