

Vermont Historic Preservation Grant Application Manual



2017

State of Vermont

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

<http://accd.vermont.gov/>

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Introduction

Established in 1987, this State-funded grant program helps municipalities and non-profit organizations maintain and preserve their historic properties. This year, the Vermont Division for Historic Preservation (VDHP), 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 promote the public enjoyment of Vermont's heritage. The maximum grant available for each project in 2017 is \$20,000 and grant requests for less than the maximum amount may also 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 using the ten Scoring 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 greater priority than projects that use non-historic materials.

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.

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.

Eligibility Requirements

- Eligible applicants are political subdivisions of the State of Vermont (municipalities) and tax-exempt non-profit organizations.
- 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 projects, and code improvement projects.
- 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.
- Applicants who receive a Historic Preservation Grant are ineligible to receive a second grant in

the year immediately following the award of the first grant. Therefore, 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.

- Churches or other buildings owned by religious organizations may apply for Historic Preservation Grants. Such applications will be considered on the same criteria as all other applications, including the historic significance of the structure, the need for the repairs, and the benefit to the community. In no event shall grant funds be used for religious worship.

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

<http://accd.vermont.gov/historic-preservation/funding/historic-preservation-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.hpgrants@vermont.gov by October 3, 2016.

Applications must be sent to the above email address by midnight of October 3, 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 hand-delivered to the Division for Historic Preservation (VDHP) office by 4:30, October 3, 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 3-6 of this manual at their regularly scheduled meeting in December 2016. 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 will then review and approve the preliminary scoring, will re-evaluate and score applications, and make the final selection.

Recipients of 2017 State Historic 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. Criterion Four through Ten are used to rate and rank each project, using a competitive numerical scoring system. The Vermont Advisory Council for Historic Preservation evaluates each project by these criteria and assigns points. The highest scoring projects receive funding. The criteria are weighted as follows:

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

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

Criterion 1: **PROPERTY MUST BE OWNED BY A NON-PROFIT ORGANIZATION OR A POLITICAL SUBDIVISION OF THE STATE**

Non-profit organizations must provide proof that they are tax-exempt. Internal Revenue Service 501(c)(3) certification is preferred. State agencies are not eligible. Buildings owned by non-profit development corporations are ineligible if the property is being developed for a commercial, income-producing use. Work on income-producing sections of buildings owned by a non-profit organization are ineligible.

Criterion 2: **PROPERTY MUST BE LISTED ON OR ELIGIBLE FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**

Buildings can be listed or determined eligible either individually or as a contributing resource in a National Register Historic District. To determine whether a property is listed or has been determined eligible, you can search the Online Research Center at <http://www.orc.vermont.gov/Resource/Show-Resource-Table.aspx>.

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. Otherwise, properties not listed in the National Register will be evaluated for National Register eligibility at the time grant applications are reviewed.

Existing or in-process National Register designation may become a positive selection factor in instances where applications compete equally in the other grant criteria.

Criterion 3: **APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A ONE-TO-ONE BASIS**

The applicant can apply for no more than 50% of the total project cost, up to a maximum of \$20,000. 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

materials, but these cannot be counted towards the match. State funds are not eligible for use as match, but Federal funds may be used.

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

Criterion 4: **PRIORITY WILL BE GIVEN TO PROJECTS THAT BEST PRESERVE HISTORIC BUILDING FEATURES (10 points possible)**

A project must contribute to preserving the features of the building that make it eligible for listing in the National Register. All project work must meet the Secretary of the Interior's *Standards for Rehabilitation*.

Grants may be awarded in three categories of preservation work:

1. Stabilization and Immediate Need: Projects in this category involve work on a failed structural component, such as a frame, foundation, or a leaking roof. Work could also address extensive damage or deterioration over a large portion of the building. For example, a masonry building could require extensive repointing work. A project can also seek to rectify serious ongoing deterioration and damage to significant features of a building, such as structural repairs to a seriously leaning bell tower, relaying of a slate roof, installation of a new metal roof, or sill replacement. Immediate need indicates that without repair of the feature, complete deterioration or failure will happen quickly.

2. Necessary Repairs, Corrective Measures and Preventive Maintenance: This category covers projects that restore or repair damaged or deteriorated parts of a building before the deterioration becomes so advanced that the feature must be replaced entirely or before repairs become extremely costly. This can include a single building component or a package of smaller items, which together make up a significant project. It can include corrective measures such as drainage work, or maintenance work such as roof, trim and siding, or porch repair.

3. Enhancement: This category consists of work that is not vital to the physical survival of the building, but instead preserves, restores, and enhances features critical to its architectural and/or historical significance. Examples include restoration of decorative interior painting and restoration of missing decorative features.

Projects in the first category, "Stabilization and Immediate Need," are usually given higher priority for funding. Projects in the other two categories may be awarded funding in cases where the project will preserve critically important historic features or otherwise significantly influence the continued use and preservation of a building.

Grant projects that propose to replace missing architectural features must be supported by documentation (photographs, architectural drawings, on-site physical evidence), which proves that missing elements did exist on the project building at an earlier time.

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 often 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 building features, even if they were added after the original construction of the building. You are encouraged to contact the Division in advance of an application to discuss specific building projects.

Breakdown of Scoring for Criterion 4

A. Need – Is the proposed work: (4 points possible)

- Critical – there is advanced deterioration which has resulted in the failure of the building element or will result in the failure of the building or;
- Serious – there is deterioration, which, if not corrected within 2 to 5 years, will result in the failure of the element or;
- Minor – the deterioration will not have substantive impact within 5 years.

B. Historic Building Features: (4 points possible)

Will the work preserve important character-defining aspects of the building that make it eligible for listing in the National Register?

C. Secretary's Standards: (2 point possible)

Does the work follow the *Standards*? Is it appropriate preservation work?

Projects that are primarily temporary stabilization or routine maintenance (e.g. cleaning, painting, etc.) will **not** be scored highly in this category. Painting is generally considered to be routine maintenance. If a grant request does include painting, the applicant must explain any need for associated preparatory work prior to painting in the application. For example, preparatory work includes any necessary repair to wood damaged through paint failure.

This grant program is for rehabilitation work and limited resources preclude funding any “improvements” even if they are important to the continued use of the building.

Criterion 5: **PRIORITY WILL BE GIVEN TO PROJECTS THAT PROMOTE THE BEST LONG-TERM USE OF THE PROPERTY (2 points possible)**

The preservation of a historic property is more likely to be ensured if the current or proposed use does not require substantial changes to its architectural design or historic character. Property owners are encouraged to have a well-defined plan for routine maintenance and long-term preservation of the building and include those plans with the application.

Criterion 6: **PRIORITY WILL BE GIVEN TO BUILDINGS THAT PROVIDE GREATEST BENEFIT TO THE PUBLIC (4 points possible)**

An important goal of this program is to promote Vermont's architectural heritage to the public. Public benefit can mean but is not limited to:

- A. the building is regularly open to and used by the public;
- B. the building is easily visible from public places;
- C. the building is especially important in the history of a community;
- D. the building is an important community symbol or local landmark; or
- E. the building is an important example of a building type or architectural style.

Criterion 7: **PRIORITY WILL BE GIVEN TO APPLICANTS WHO PROVIDE A WELL-PLANNED BUDGET FOR THE PROJECT (2 points possible)**

Your application may be awarded points under this criteria 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 a 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).

Each project may receive a single point for Criteria 8 through 10:

Criterion 8: **PRIORITY FOR FUNDING WILL BE GIVEN TO FACILITIES THAT ARE ACCESSIBLE TO PERSONS WITH DISABILITIES OR THAT HAVE PROGRAMS THAT ARE ACCESSIBLE (1 point possible)**

Criterion 9: **PRIORITY WILL BE GIVEN TO APPLICANTS WHOSE PROJECT IS LOCATED IN A DESIGNATED DOWNTOWN OR VILLAGE CENTER (1 point possible)**

This designation is a process established in the Downtown Development Act. In order to receive a point under this criteria, the downtown or village center must be officially designated prior to the date when the Advisory Council awards grants and the building must be within the boundary of the downtown or village center. To determine if your building is within a designated area, visit <http://smartgrowth.vermont.gov/> or contact Caitlin Corkins at caitlin.corkins@vermont.gov or 802-828-3047.

Criterion 10: **GEOGRAPHIC DISTRIBUTION MAY BE CONSIDERED AS A FACTOR IN PROJECT SELECTION (1 point possible)**

In an attempt to promote Vermont's heritage to as wide an audience as possible, the geographic distribution of applications may be considered. Geographic distribution will become a selection factor in instances where applications compete equally in the first nine criteria. Points will be given in this category following initial scoring **if needed** to break a tie.

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. The Division cannot provide contractor recommendations. However, you may contact the Preservation Trust of Vermont for guidance on finding contractors with experience on historic preservation projects. 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. *We cannot accept application forms 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 and Contact Information

1A. Applicant: Applicant name (organization or municipality) and contact information.

1B. Person Authorized to Execute Contracts for Applicant: Name, title (if applicable) and contact information for an individual authorized to execute contracts on behalf of the applicant.

1C. Person Authorized to Administer the Project: Name, title (if applicable) and contact information for an individual who will administer the project.

Note: This individual should be available by telephone during normal business hours and should be able to meet on-site periodically. This person should have authority from the owner to make decisions regarding the project and be available for the duration of the project.

1D. Property Owner: Property owner name, contact information and ownership status. In some cases the applicant may be different from the legal owner of a building. The applicant must be a non-profit organization, a municipality, or a representative of one of these groups. Grants are awarded to the Applicant as identified in Section 1. If the applicant is a **non-profit lessee** who rents the property or space within the property from a private lessor, please submit additional information on the terms of the lease and provide evidence of a level of stability that will indicate sustained public benefit from a grant.

1E. Historic Name and Location: Property name and physical address of the building.

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 Historic 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.

2C. Indicate whether the applicant uses a manual or automated accounting system.

Section 3. Building Information

3A. List the date(s) of original construction and any additions to the building.

3B. Identify the original building type from the list given, or select “other” and fill in the building type.

3C. Is the building listed in or been determined eligible for listing in the State Register of Historic Places, or a contributing building in a State Register Historic District?

3D. Is the 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 prioritized repair projects in a logical manner.

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. Long Term Use (Criterion 5):

The preservation of a historic property is more likely to be ensured if there is a use for the building and if the current or future use does not require substantial changes to its architectural design.

5A. Summarize the history of the building. Who designed and/or built it, how has the building been used, what notable events that took place there, etc. What was the original use(s) of the building? What is the current use(s) of the building?

5B. Provide a general description of any substantial work (excluding routine maintenance) done on the building over the last five years. This can include physical work (a new roof, structural repairs) and/or infrastructure upgrades (a new furnace, new wiring).

5C. Future Use. What is the planned use of the building following this project? Will the proposed rehabilitation result in a new use for the building? For example, is the old Town Hall being renovated into a new Library? Describe any changes to the original design of the building made necessary by the current or proposed use. For example, will the floors of the old Town Hall need to be reinforced to support the weight of books in the new Library?

5D. Future Work. What is the overall scope of work planned for the building, and how does a State Grant fit into the long-range plan for rehabilitation of the building? What additional work needs to be done following the completion of this project? Does the applicant have a plan for routine maintenance and long-term preservation of the building?

Section 6. Public Benefit (Criterion 6):

As a publicly funded program, it is critical that grant projects have a clear benefit for the people of Vermont.

6A. Describe how the building is used by the public, who uses it, and how often. If the building is not currently used by the public, describe if and when it will be opened to the public and how the proposed rehabilitation work will allow and/or benefit future public use.

6B. Describe the public benefit of the building. Does it sit at the head of the Town Green? Can it be easily viewed and appreciated by the general public? Does the building represent community values or heritage? Is it recognized as an important component of the history of the community? Is the building a “local landmark?” Is it used to give directions to visitors, (“Turn left after the big white church on the corner”) or as a communal gathering place?

6C. Describe the level of community support for the project. Are other local organizations involved with the application organization and/or in the project? Have previous fundraising campaigns been successful? Would the community notice if the building was gone? Include any announcements or news articles about this project.

Section 7. Budget (Criterion 7):

7A. 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.

7B. 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 \$20,000, 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 grant-assisted work. Grants cannot be awarded retroactively for work completed prior to the execution of the Grant Agreement.

7C. Based on the information in 7B, 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 7B.

Finally list the total amount of matching funds on hand. For example, if the total cost for a grant project is \$45,000, the maximum grant available is \$20,000. 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 \$25,000 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.

7D. 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.

7E. Partial Award. 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 your organization 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.

7F. Use this space to make any additional comments on the budget, matching funds or cash flow.

Section 8. Accessibility (Criterion 8):

It is state law to provide handicapped access to buildings rehabilitated with state funds. Describe how the building is presently accessible. If it is not accessible, describe any plans to make it accessible in the future.

Section 9. Designated Downtowns (Criterion 9):

The 1998 Downtown Development Act states that priority consideration in awarding funds shall be given to projects in downtown and village center districts designated by the Downtown Board. An additional point is awarded to projects located within any officially Designated Downtown or Village Center district. VDHP staff will make this determination prior to the Advisory Council meeting. If you are unsure whether your building is within a designated district, visit <http://smartgrowth.vermont.gov/> or contact Caitlin Corkins at caitlin.corkins@vermont.gov or 802-828-3047.

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.

6. Preservation Plans, Reports & Evaluations (optional): A professional evaluation of the overall condition of the building, the work recommended to correct any problems and a maintenance plan are valuable resources in planning for preservation. Architectural reports, needs assessments, historic structure reports and architectural plans and specifications are good sources for this information. Please include copies of any such reports that have been prepared for your building within the last five years. (This is different from the written estimate for the specific work you are proposing to undertake if awarded a grant. You are required to submit a written estimate; you are not required to submit preservation plans, reports or evaluations.)

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 2016 Historic 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 December 2016. 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 Division 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 Division's review, Standard 8 of the *Secretary of the Interior's Standards for Rehabilitation* will apply, and the Division will work with the Grantee to find a solution that both preserves the archaeological resource and allows the project to proceed. The Division may test a site to determine existence of archaeological resources. The Division will provide this service at no cost to the Grantee.

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.
- **Label your photographs.** The Advisory Council may not be familiar with your building and this will help them to understand your project. This is especially true of details. For example, where is the hole in the foundation or the rotted beam located?
- 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 or flash drives.
- **Please try to send no more than 20 images per project.**

For samples of application photographs, visit our website:

http://accd.vermont.gov/strong_communities/preservation/grants/historic_preservation