



Vermont Barn Preservation Grant Program

Grant Manual



Vermont Department of Housing
and Community Development
Division for Historic Preservation
July 2018

 **VERMONT**
AGENCY OF COMMERCE & COMMUNITY DEVELOPMENT
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

TABLE OF CONTENTS

INTRODUCTION	2
ELIGIBILITY REQUIREMENTS	2
PROGRAM DEADLINES	3
SELECTION CRITERIA	4
INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION	7
SECTION 1: APPLICANT INFORMATION	7
SECTION 2: GRANTEE EXPERIENCE	7
SECTION 3: BUILDING INFORMATION	7
SECTION 4: HISTORY	7
SECTION 5: PRESERVATION OF HISTORIC FEATURES	8
LIST OF AGRICULTURAL BUILDING TYPES	8
SECTION 6: PUBLIC BENEFIT AND LONG-TERM USE	9
SECTION 7: BUILDING SIGNIFICANCE	9
SECTION 8: BUDGET	9
SECTION 9: LEGISLATORS	10
SECTION 10: REQUIRED ATTACHMENTS	10
SECTION 11: CERTIFICATION	11
AWARD NOTIFICATION	11
APPENDICES	12
1. ASSOCIATED ARCHAEOLOGICAL RESOURCES	12
2. NATIONAL REGISTER OF HISTORIC PLACES	12
CRITERIA FOR EVALUATION	
3. SECRETARY OF THE INTERIOR'S <i>STANDARDS</i>	13
<i>FOR REHABILITATION</i>	
4. NATIONAL PARK SERVICE PRESERVATION BRIEFS	14
5. PHOTOGRAPH GUIDELINES	15

This program is supported by Federal funds from the National Park Service. Regulations of the U. S. Department of the Interior strictly prohibit unlawful discrimination in the departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal Assistance should write to: Director, Equal Opportunity Program, U. S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

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 2019 is \$15,000 and grant requests for less than the maximum amount may be awarded.

This Manual and accompanying 2019 Vermont Barn Preservation Grant Application are available at: <http://accd.vermont.gov/historic-preservation/funding/barn-grants>

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 complete to be considered. The Vermont Advisory Council on Historic Preservation reviews all grant applications and scores each application using the *2019 Grant Selection Criteria* outlined in this manual (see pages 4-7).

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.

You may request paper copies of this manual and the application 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.

If you have questions about the application process or the grant program in general, please 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) 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 Devin Colman at 802-828-3043 or devin.colman@vermont.gov. If funded, properties not already listed, will be added to the State Register of Historic Places.
- 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 loss of grant funding.
- This is a reimbursement grant program. 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.
- 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 how 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.
- Applicants who receive a Barn Preservation Grant are ineligible to receive a second grant in the fiscal year immediately following the award of the first grant. If you received a 2018 grant you are not eligible to apply for a 2019 grant. Applicants are also not eligible for a grant if they have not yet completed work funded by a previous grant.

Program Deadlines

Grant applications must be submitted via email to accd.barngrants@vermont.gov by November 5, 2019.

Applications must be sent to the above email address by midnight of November 5, 2019. The *Required Attachments* detailed on page 10 of this manual and any supplemental information may be submitted by either 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 office by 4:30pm, November 5, 2019.

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

Save the environment! Do **NOT** bind your application, mount photographs on cardstock or insert pages and/or photographs into plastic sleeves.

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 *Selection Criteria* on pages 4-6 of this manual at their regularly scheduled meeting in February 2019. A preliminary staff review may be required if the Division for Historic Preservation receives a larger than usual number of applications in any given year. If so, a committee of staff will score projects using the *Selection Criteria*. The Advisory Council will then review and approve the preliminary scoring, re-evaluate and score applications, and makes final the selection.

Recipients of 2019 State Barn Preservation Grants are expected to complete their projects and submit their final reimbursement request during 2019. However, the final deadline to complete a 2019 grant project and request reimbursement is **December 31, 2020**.

Grant Selection Criteria

All applicants/eligible buildings *must* meet Criteria 1 through 4. Criteria 5 through 10 are used to rate and rank each project, using a competitive numerical scoring system. The Vermont Advisory Council for Historic Preservation (Advisory Council) will evaluate each project by these criteria and assigns points. Projects will be funded in rank-order until funding is exhausted. The criteria will be weighted as follows:

<i>Criteria 1-4</i>	<i>All applicants must meet these criteria</i>
<i>Criterion 5</i>	<i>5 points possible</i>
<i>Criterion 6</i>	<i>5 points possible</i>
<i>Criterion 7</i>	<i>2 points possible</i>
<i>Criterion 8</i>	<i>1 point possible</i>
<i>Criterion 9</i>	<i>5 points possible</i>
<i>Criterion 10</i>	<i>1 point possible</i>
<i>Maximum Total Points = 19</i>	

A brief explanation follows for each Criterion. Every project must meet the first four criteria.

- Criterion 1: **THE PROPERTY MUST BE LISTED IN OR ELIGIBLE FOR LISTING IN THE NATIONAL REGISTER OF HISTORIC PLACES**
Buildings can be listed either individually or as a contributing resource in a National Register Historic District. If the status of a property is unknown, applicants should call the Division for Historic Preservation at 802-828-3043. Properties not listed in the National Register will be evaluated by the Advisory Council for National Register eligibility during the scoring process.
- Criterion 2: **PROJECT BUILDINGS MUST BE A HISTORIC AGRICULTURAL BUILDING**
See the page 8 of this manual for more information and a list of agricultural building types.
- Criterion 3: **THE APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A 50/50 BASIS**
Applicants may apply for no more than 50% of the total project cost, up to a maximum of \$15,000. The applicant's *matching* share must be in-hand at the time of application. 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, private foundation grants, or pledges may be used.
- Criterion 4: **AWARDED PROJECTS MUST DEMONSTRATE COMPLIANCE WITH THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**
It is expected that all work completed as part of a Preservation Grant-funded project will meet the Secretary of the Interior's *Standards for Rehabilitation*. Projects where work does not meet the *Standards* are not eligible for funding. If proposed work does not meet the *Standards* but could be brought into compliance, the Advisory Council may, at its discretion fund a project with conditions.
- Criterion 5: **PRIORITY WILL BE GIVEN TO PROJECTS THAT BEST PRESERVE HISTORIC BUILDING FEATURES (5 points possible)**
Applications will be scored on how the project will contribute to preserving the features of the building that make it eligible for listing in the National Register. Grants may be awarded in any of the following three categories of preservation work. This list of project types is not ranked and projects in each category will be evaluated on an equal basis.

1. Stabilization and Immediate Need:

Projects in this category involve work on a failed structural component, such as a frame, foundation, or roof. Work could also address extensive damage or deterioration over a large portion of the building. For example, a stone foundation that requires extensive repointing. A project can also seek to rectify serious ongoing deterioration and damage to significant character-defining features of a building, such as structural repairs to a cupola, relaying of a slate roof, or timber framing repairs. Immediate need indicates that without repair of the feature, complete deterioration or failure will happen quickly.

2. Necessary Repairs, Corrective Measures and Preventive Maintenance:

Projects in this category involve work to 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 important capital projects such as window, trim and siding, or door 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 a distinctive cupola or high-drive. Projects that propose to restore missing architectural features must be supported by documentation (photographs, architectural drawings, on-site physical evidence), that prove 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.

The grant program is for rehabilitation and restoration work and limited resources excludes funding any “improvements” even if they are important to the use of the building. The types of work described above are examples and do not preclude consideration of other projects that meets the intent of one of these three categories.

Projects that are primarily routine maintenance (e.g. cleaning, painting, etc.) will **not** be given high priority. 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 necessary repairs to wood damaged through paint failure.

Repair is always preferable to replacement. If replacement is required, it is almost always best to use the same material. Only in extreme cases will projects utilizing non-historic materials be considered. Substitute materials may be considered if they are compatible with the historic materials in appearance and physical properties, and if they meet performance expectations over a long period of time.

Temporary repairs will be funded only under extraordinary circumstances. Applicants who propose temporary repairs must include a written outline that describes how and when permanent repairs will be undertaken, and how and when funding will be obtained.

Criterion 6:

**PRIORITY WILL BE GIVEN TO PROJECTS THAT PROVIDE THE GREATEST BENEFIT TO THE PUBLIC AND PROMOTE THE BEST LONG-TERM USE OF THE PROPERTY
(5 points possible)**

One of the purposes of the Vermont Barn Preservation Grant program is to promote Vermont's agricultural heritage to the public. Public benefit can be demonstrated if:

- If the barn is open to the public;
- It is easily visible to the public from a public road or public places and it plays an important role in the landscape or as part of a farmstead complex;
- It is important to the history of the community or is an important community symbol or landmark; or
- The project will expand or improve the use of an underutilized barn.

The preservation of a historic property is more likely to be ensured if buildings are in active use. The Council may also consider whether the adaptive re-use of a historic agricultural building is compatible and will not require substantial changes to its architectural design or historic character. Points may be given to projects that expand or improve the use of an underutilized agricultural building, so long as any new or expanded use will not compromise those features of the building that make it eligible for listing in the National Register.

Criterion 7: **PRIORITY WILL BE GIVEN TO PROJECTS THAT PRESERVE IMPORTANT EXAMPLES OF HISTORIC AGRICULTURAL BUILDING TYPES (2 points possible)**

Important 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. Typical buildings that represent an era in Vermont farming can be important as well. To assist the Council in scoring this criterion, applicants may reference documentation such as a National Register nomination that identifies the building as exceptional. Applicants are also encouraged to contact Division staff for additional guidance in locating sources that document the special or unique features and attributes of a specific building.

Criterion 8: **PRIORITY WILL BE GIVEN TO PROJECTS THAT INVOLVE AGRICULTURAL BUILDINGS IN ACTIVE AGRICULTURAL USE OR THOSE THAT PROPOSE TO REPAIR A HISTORIC AGRICULTURAL BUILDING NOT IN ACTIVE USE FOR AGRICULTURAL PURPOSES: (1 point possible)**

Criterion 9: **PRIORITY WILL BE GIVEN TO APPLICANTS WHO PROVIDE A CLEARLY PRIORITIZED PLAN FOR PRESERVATION OF THEIR BUILDING (OR PROPERTY), A WELL-PLANNED BUDGET FOR THE PROJECT, AND DEMONSTRATE A COMMITMENT TO LONG-TERM MAINTENANCE (5 points possible)**

Applicants may be awarded points based on a clear and thoughtful long-term plan for the building, including:

- Prioritization of work needed to put the building into good condition;
- Descriptions of the proposed work and the estimated project costs indicating consideration of the full scope of the project, and a project budget that is well organized and based on solid cost projections; and
- A track record of long-term care of the building, or if a new owner, a solid maintenance plan, including future sources of funding.

A detailed written estimate for the grant project proposed in the application from a qualified contractor is required. It is important that the contractor understands that the project must meet the Secretary of the Interior's *Standards for Rehabilitation*. If multiple methods for repair are suggested, an applicant should choose an option which meets the *Standards*. Applicants are also encouraged to have a well-defined plan for routine maintenance and long-term preservation of the building and include a description of those plans in the application.

Criterion 10: **PRIORITY WILL BE GIVEN TO APPLICATIONS THAT ARE CLEAR, CONCISE AND WELL-WRITTEN, WITH ATTACHMENTS THAT EXCEED THE MINIMUM REQUIREMENTS: (1 point possible)**

Applications should be clear, well-organized and proofread. Photograph

attachments should also be clearly labeled and meet all the documentation requirements (see Appendix 5 on page 15 for additional guidance). Applicants should include additional reports that are applicable to the project, such as building assessments, engineering reports, maintenance plans etc. Extraneous material not pertinent to the application should be avoided. Contact Division staff for additional guidance.

BONUS GEOGRAPHIC DISTRIBUTION MAY BE CONSIDERED AS A FACTOR IN PROJECT SELECTION

(1 point possible)

To promote Vermont's agricultural heritage to as wide an audience as possible, the geographic distribution of applications may be considered. Geographic distribution will become a selection factor when applications compete equally in the first ten criteria. A point may be given in this category following initial scoring if needed to break a tie.

Instructions for Completing the Grant Application

All applicants must complete Sections 1 through 12 as described below and must use a current application form. *We cannot accept forms from a previous year.*

Section 1. Applicant and Contact 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. Note: Answers to these questions are not part of the competitive grant selection criteria.

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. Given the approximate dimensions of the agricultural building that is the subject of the grant application.

3C. 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.

3D-E. Is the farm or building listed in, or has it been determined eligible for listing in the State or National Register of Historic Places, or a contributing building in a State or National Register Historic District?

Note: Properties listed in the National Register are automatically considered listed in the State Register.

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

Properties not listed or determined eligible for listing in the National Register prior to submission of an application will be evaluated for eligibility at the time grant applications are reviewed and scored. If selected for funding, those buildings/properties not already listed, will be entered in to the State Register of Historic Places by vote of the Vermont Advisory Council.

Section 4. History

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, the way it is framed, or that it remains unaltered. 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.

- 4A.** 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. You may reference a National Register nomination but do not attach a full nomination to the application as these are already on file at the Division.
- 4B.** 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. You can use the list of agricultural building types is below (this list is not comprehensive).

List of Agricultural Building Types

<ul style="list-style-type: none"> • Apple Barn • Ash House • Barns • Canning Factory • Carriage Barn * • Cheese Factory • Corn House/Crib • Creamery • Fairgrounds • Farm Garage • Farm Sheds • Feed Mill/Elevator 	<ul style="list-style-type: none"> • Granary Grange • Ice House • Machinery Shed • Maple Factory • Maple Sugar House • Millhouse • Milk Processing • Mink/Fox Shed/ • Feed House • Nursery/Greenhouse • Piggery • Potato Warehouse 	<ul style="list-style-type: none"> • Poultry House • Pump/Well House • Root Cellar • Silo • Slaughterhouse • Smokehouse • Spring House • Tannery • Tobacco Barn • Windmill • Wood Shed • Workshop
---	--	---

** In-town Carriage Barns not part of an agricultural complex are not eligible for funding*

- 4C.** 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 5. Preservation of Historic Features and Building Assessment

When planning a preservation project, it is a good idea to take a wholistic approach, considering the condition of all features of the building, the current and future users and programming of the space, and available funding. 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. Further, it is important that the applicant has prioritize repair projects in a logical manner. 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. Finally, it is critical that the applicant undertakes any building project using a preservation approach, identifying important character-defining features of the building and making efforts to repair and retain these features using the Secretary of the Interior's *Standards for Rehabilitation* (see Appendix 3 on page 13) as a guide.

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.

5A – 5E. 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.

Section 6. Public Benefit and Long-Term Use

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. 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. What is the planned use of the building following this project? Will it have a new or expanded use? Describe any changes that will be made to the building to accommodate a new use and whether these changes will impact any historic features?

6C. Describe the public benefit of the proposed preservation project. Is the building visible, both close-up and from a distance, from public roads, intersections and vistas? If the building is a local landmark that is well known in the community, describe how. Is it used for directions?

Section 7. Building Significance

Briefly describe the architectural and historic significance of the building and/or farm complex. Is it vulnerable or a rare survivor? Is it a rarely found type of agricultural building? Does it have any unusual or unique features that will be preserved as part of the project? Applicants may reference or attach professional documentation that provides evidence of the building's significance. They may also contact the Division for advice on where to find information and how to determine and describe the significance of a specific structure or building feature.

Section 8. Budget

- 8A.** Project Description. Briefly describe the proposed grant project. If estimate(s) included with the application suggest multiple options for completing the project or propose work that is not appropriate, indicate which method is preferred and why, and/or how the project will be modified to meet the Secretary *Standards*.
- 8B.** Budget. List each work item for which funding is sought as part of this grant application, with the most important work items listed in rank order. 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 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 for all proposed work. Finally, write the total estimated project cost in the last line of this section.
- 8C.** Grant Request. Enter the grant amount requested. The request cannot exceed 50% of the total project cost or \$15,000, whichever is less. For example, if the total project cost is \$12,000, the maximum grant available is \$6,000.
- 8D.** Matching Summary. List all source(s) of matching funds for the project separately. Sources may include, but are not limited to, operating cash or applicant savings, an equity line of credit or a bank loan. Finally, list the total amount of matching funds on hand. The dollar amount must equal or exceed the Grant Request listed in Section 8C. For example, if the total cost for a grant project is \$45,000, the maximum grant available is \$15,000. The applicant must have at least \$15,000 in matching funds in-hand at the time of application.
- 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. 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.
- 8E.** Sources of Additional Funds. In many cases, the Total Project Cost will exceed the sum of the grant request and the matching share. List the source(s) of the additional funds that will be used to complete the proposed project. In the example above, a successful applicant will need to access \$30,000 to pay for the entire project prior to requesting reimbursement. In some instances, a grant recipient may need to use a short-term bank loan or other source of money to pay a contractor prior to grant reimbursement. Additional funds do not need to be in hand at the time of application.
- 8F.** Partial Award. Because of limited funding and the large number of requests anticipated, only exceptional projects will be awarded a maximum grant of \$15,000. 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 for each phase of the project.
- 8G.** Additional Work. Describe any additional work that needs to be done following completion of the project. How will these projects be funded? Is there a plan for routine maintenance and long-term preservation of the building? Assessments and Maintenance plans, if applicable, can be attached to this application as evidence of long-range plans.

Section 9. Legislators

Statute requires the Division notify state legislators of the results of annual grant-funding decisions. Please list the State Representatives and Senators who represent your district in the Vermont Legislature.

Section 10. Required Attachments

Note: An application is ineligible for consideration if it does not have the following 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 itemized, thorough and describe the materials and methods to be used. If the project involves very

different types of work, such as installing a standing seam roof and repairing a stone foundation, you may need to obtain an estimate 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 3). If funded, all estimates and specifications submitted to the Division will remain confidential until the completion of a grant project.

2. **Photographs:** Submit a CD or flash drive of labeled photographs 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 or flash drive in the .jpeg format.**
 - Upon submission, grant applicants relinquish rights to ownership or control over the photographs and digital images and agree that the photographs and digital images shall become the property of the State.
 - Historic images of the building may be submitted if available.
 - See *Appendix 5* on page 15 for detailed Photograph Guidelines and tips, and directions for labeling.
3. **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.
4. **Non-Profit Status Certification:** For tax-exempt non-profit organizations, provide documentation showing your tax-exempt status. IRS 501(c)(3) certification is preferred.
5. **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. Include copies of any applicable 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 2019 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 3, *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 2019. 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.

Continuing Obligations

- A. The Grantee shall assume the cost of continued maintenance and repair of the property to preserve the architectural and historical integrity of the features, materials, appearance, workmanship and environment for a period of five (5) years from the date of execution of this Agreement to protect and enhance those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing herein shall prohibit the Grantee from seeking financial assistance from any source available to the Grantee.
- B. Grantee will consult in writing with the State and receive prior approval of any exterior or interior alterations, additions, or major rehabilitation projects relating to the Project for a period of five (5) years from the date of execution of this Agreement. The State's approval will not be unreasonably withheld. Ordinary and necessary repairs and maintenance not materially affecting the Project shall not be considered as alterations. For purposes of this provision, "Project" means the building(s) improved with the Grant Funds provided under this Agreement.
- C. If Grantee sells or otherwise transfers ownership of the property on which the Project is located before these Continuing Obligations have expired, Grantee shall include these Continuing Obligations as a condition of the sale or transfer.



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 specific 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

Compiled and reproduced by the Vermont Division for Historic Preservation by permission of the National Park Service, United States Department of the Interior.

Appendix 5. Photograph Guidelines

Photographs are a very important part of your application! 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.

- **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.
- **Submit 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 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.
- **Include images of specific problems clearly and at close range.** 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.** Be sure to name each picture file with the name of the building, the town and a short description of the image. 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?

Additional Tips

- 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. Similarly, access to a failing roof, tower, or chimney may be challenging. Plan ahead to ensure you can get photographs that cover these details if applicable to your grant request.
- Most photo-processing facilities can put your pictures on a CD or flash drive but be sure the facility you choose uses the .jpeg format. Be sure to label the CD or flash drive with the applicant name and town.
- **Please send no more than 20 images per project.**
- **For samples of application photographs, visit our website:**
<http://accd.vermont.gov/historic-preservation/funding/barn-grants>