



Regulations for the Vermont Certified Local Government Program

The *Regulations for the Vermont Certified Local Government Program* (also known as the “Regulations” or the “State Procedures”) were approved by the National Park Service in 2001. They are incorporated into the Vermont Historic Preservation Act Rules as Rule 3.

The purpose of the *Regulations for the Vermont Certified Local Government Program* is to establish the process by which a municipality can request and maintain Certified Local Government designation, and how to apply for and manage Certified Local Government grants for local historic preservation projects.

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Rule 3. Regulations for the Vermont Certified Local Government Program

3.1 Introduction

- 3.1.1 Statutory background.** The National Historic Preservation Act of 1966, as amended (54 U.S.C. 300101 et seq.) provides for matching grants-in-aid to the states from the Historic Preservation Fund for historic preservation programs and projects. Amendments to the Act passed in 1980 require that at least ten percent of each state's Historic Preservation Fund grant be designated for transfer to certified local governments which apply for the money. Vermont's participation in this federal program is authorized by the Vermont Historic Preservation Act, 22 V.S.A. Chapter 14, which also creates the Vermont Division for Historic Preservation and directs the Division to adopt regulations to carry out the purposes of the Act. These regulations are issued to comply with that statutory directive and to implement a program known as the Certified Local Government, or CLG, program, which creates the opportunity for local governments to apply for CLG status and, once certified, to apply for grants-in-aid under the program.
- 3.1.2 Historic preservation.** Historic preservation is the thoughtful management of the built environment. In some cases, preservation is a tool for economic development. In others, it is a mechanism to maintain a community's unique identity. But beyond these practical and aesthetic considerations, preservation is part of the Vermont ethic: you don't throw something away if it is still useful. It is good common sense in the fullest sense of the Vermont tradition to conserve, use, and improve what you already have. That is the spirit behind the Vermont CLG program and these regulations.
- 3.1.3 Purpose of CLG grants.** Grants to Certified Local Governments will be for activities directly related to the identification, evaluation, or protection of historic and archaeological resources that are eligible for Historic Preservation Fund grant assistance.
- 3.1.4 Cooperation with local governments.** An integral part of the CLG program will be continuation of the Division for Historic Preservation's strong commitment to working cooperatively with local governments on historic preservation programs. Existing grant programs will continue, so that a community is not required to become a CLG in order to receive funds for historic preservation purposes. Grants received through the CLG program, however, will be locally administered. Along with this added local administrative responsibility goes the potential for significantly increased funding from Congress through future grant programs which may be based on CLG status. Local matching funds will be required for all CLG grants.
- 3.1.5 Where to get more information.** Inquiries about the Vermont CLG program should be directed to the Vermont Division for Historic Preservation.

3.2 Definitions. These definitions apply to the Regulations for the Vermont Certified Local Government Program.

3.2.1 "Certified Local Government" or "CLG" means a local government that has been certified by the National Park Service to carry out the purposes of the National Historic Preservation Act, as amended, in accordance with Section 101(c) of the Act.

3.2.2 "Chief elected local official" means the chairman of a board of selectmen in a town, the mayor of a city, the chairman of the board of trustees in a village or any other elected head of a local government.

3.2.3 "CLG share" means the federal funding authorized for transfer to local governments in accordance with Section 103(c) of the National Historic Preservation Act, as amended, and these regulations.

3.2.4 "Commission" means the historic preservation review commission established by a local government in accordance with section 3.3.1(2) of these regulations.

3.2.5 "Comprehensive historic preservation planning" means an ongoing process that is consistent with technical standards issued by the United States Department of the Interior and which produces reliable, understandable, and up-to-date information for decision making related to the identification, evaluation, and protection/treatment of historic resources.

3.2.6 "Council" means the Vermont Advisory Council on Historic Preservation.

3.2.7 "Designation" means the identification and registration of properties for protection that meet criteria established by the State or local government for significant historic and prehistoric resources within the jurisdiction of the local government. Designation includes the identification and registration of resources according to State or local criteria which must be consistent with the Secretary of the Interior's Standards for Identification and Registration.

3.2.8 "Division" means the Division for Historic Preservation as created by the Vermont Historic Preservation Act, 22 V.S.A. Chapter 14.

3.2.9 "Historic Preservation" includes identification, evaluation, recordation, documentation, curation, acquisition, management, stabilization, maintenance, interpretation, conservation, research, protection, restoration, and rehabilitation and education and training regarding the foregoing activities of any prehistoric or historic district, site, buildings, structures, or object significant in American history, architecture, archeology, engineering, or culture.

- 3.2.10 "The Historic Preservation Fund Grants Manual"** means the document that sets forth federal administrative procedures and requirements for activities concerning the federally related historic preservation programs of the states, and certified local governments. This Manual includes requirements and procedures for the administration of the historic preservation grants-in-aid program, which includes the program described in these regulations.
- 3.2.11 "Historic property" or "resource"** means any building, structure, object, district, area or site that is significant in the history, architecture, archeology or culture of this state, its communities or the nation.
- 3.2.12 "Local government"** means a town, city, village, or municipality, the existence of which is authorized by law, or any general purpose political subdivision of the state.
- 3.2.13 "National Register of Historic Places" or "National Register"** means the national list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture, maintained by the United States Secretary of the Interior under the authority of Section 101(a)(1)(A) of the National Historic Preservation Act, as amended.
- 3.2.14 "Protection"** means a local review process under State or local law for proposed demolition of, changes to, or other action that may affect historic properties. The CLG's review process applies only to properties designated pursuant to State or local laws and procedures and does not include properties listed on or determined eligible for the National Register of Historic Places unless such properties were designated under the appropriate State or local process.
- 3.2.15 "Secretary"** means the Secretary of the Interior. Unless otherwise stated in law or regulation, the Secretary has delegated the authority and responsibility for administering the National Historic Preservation program to the National Park Service.
- 3.2.16 "State Historic Preservation Officer" or "SHPO"** means the person appointed under 22 V.S.A. § 722(a), consistent with the requirements of the National Historic Preservation Act for consultation on federal undertakings. Pursuant to 22 V.S.A. § 723(b), the SHPO may delegate to the Deputy SHPO the duties and responsibilities of the SHPO in the SHPO's absence. In addition, the SHPO may delegate duties to such Division staff as are necessary to carry out the purposes of the Division.
- 3.2.17 "Vermont Archaeological Inventory"** means the written, photographic, and/or digital record of archaeological sites that is maintained by the Division as a comprehensive inventory of the state's archaeological resources.

3.2.18 "The Vermont Historic Sites and Structures Survey" means the written, photographic, and/or digital record of historic buildings, districts, structures and objects that is compiled in a standardized format and maintained by the Division as an inventory of the state's resources that are significant for their architectural, historic, or engineering merit and that appear to meet the criteria for the State and National Registers of Historic Places.

3.3 The certification process

3.3.1. Request for certification.

3.3.1.1 Any local government may request certification from the SHPO on forms provided by the Division. A request for certification shall be approved by the SHPO for forwarding to the National Park Service when the local government making the request has submitted written documentation of compliance with the following requirements:

(1) The local government has agreed to enforce, within its jurisdiction, the provisions of the Vermont Planning and Development Act (24 V.S.A. Chapter 117), the Vermont Historic Preservation Act (22 V.S.A. Chapter 14), and any other state or local legislation which may be enacted for the designation and protection of historic properties.

(2) The local government has established by action appropriate to its procedures a historic preservation review commission of not less than three nor more than nine members appointed by the legislative body of the local government. The action establishing the commission shall include the following information:

(A) That the commission be composed of professional and lay members, a majority of which reside within the jurisdiction of the local government.

(B) That all members have demonstrated interest, competence or knowledge in historic preservation.

(C) That to the extent available within the jurisdiction of the local government, at least a majority of the members shall be professionals who meet the "Secretary's Professional Qualifications Standards" published by the National Park Service in 36 CFR 61 including those from the disciplines of history, prehistoric or historic archeology, architectural history,

architecture and historical architecture who meet the requirements of Appendix A. Members representing other historic preservation related disciplines, such as urban planning, American studies, American civilization, cultural geography, or cultural anthropology, and lay members are encouraged.

(D) That all activities of the commission shall be conducted in accordance with the terms of the Vermont Open Meeting Law (1 V.S.A. Chapter 5, Subchapter 3), and that the commission shall take additional steps as it deems appropriate to stimulate public participation in commission activities, such as, publishing its minutes, publishing the procedures by which assessments of potential National Register nominations will be carried out or using public service announcements to publicize commission activities. The commission may withhold from disclosure to the public information about the location, character, or ownership of archaeological resources if such disclosure might risk harm to the resource.

(E) That the commission shall have written rules of procedure, including conflict of interest provisions incorporating the detailed requirements involving conflict of interest set out in the "Historic Preservation Fund Grants Manual."

(F) That the commission shall have the following responsibilities, to be carried out in coordination with and in accordance with format and standards established by the Division:

- (i)** Creation and maintenance of a system for the survey and inventory of historic properties within its jurisdiction that is coordinated with the *Vermont Historic Sites and Structures Survey* and the *Vermont Archaeological Inventory*.
- (ii)** Preparation, for submission to the Division by the legislative body of the local government, of a report concerning properties within its jurisdiction which are under consideration for nomination for inclusion on the National Register. The report shall be prepared in cooperation with the Division and shall be prepared in a manner consistent with the following requirements of the National Historic Preservation Act:

101(c)(2)(A) "Before a property within the jurisdiction

of the certified local government may be considered by the State to be nominated to the Secretary for inclusion on the National Register, the State Historic Preservation Officer shall notify the owner, the applicable chief local elected official, and the local historic preservation commission. The commission, after reasonable opportunity for public comment, shall prepare a report as to whether or not such property, in its opinion, meets the criteria of the National Register. Within sixty days of notice from the State Historic Preservation Officer the chief elected local official shall transmit the report of the commission and his recommendation to the State Historic Preservation Officer. Except as provided in subparagraph (B), after receipt of such report and recommendation, or if no such report and recommendation are received within sixty days, the State shall make the nomination pursuant to section 101(a). The State may expedite such process with the concurrence of the certified local government."

101(c)(2)(B) "If both the commission and the chief elected local official recommend that a property not be nominated to the National Register, the State Historic Preservation Officer shall take no further action, unless within thirty days of receipt of such recommendation by the State Historic Preservation Officer an appeal is filed with the state. If such an appeal is filed, the state shall follow the procedures for making a nomination pursuant to section 101(a). Any report and recommendations made under this section shall be included with any nomination submitted by the state to the Secretary."

(iii) When determined to be appropriate in the discretion of the commission, preparation and submission for approval by the local government's legislative body of grant applications to the Division for funds from the CLG share of the state's annual Historic Preservation Fund (HPF) grant award.

(iv) Advising and assisting the legislative body of the local government, planning commission and other appropriate persons on matters related to historic preservation.

(v) Performance of additional responsibilities in accordance with a mutual written agreement between the Division and the Certified Local Government.

(G) That the commission shall meet no less than four times annually, and maintain an attendance rule for commission members.

(3) The local government has agreed to cooperate with the Division with respect to the Division's monitoring and evaluation of the CLG program.

3.3.1.2 A request for certification will be approved without the minimum of professional persons on the commission if the local government demonstrates to the SHPO that it has made a reasonable effort to fill the positions with persons from appropriate disciplines. When a discipline is not represented on the commission, the commission shall seek expertise in this area from persons meeting the Secretary of the Interior's Professional Qualification Standards when considering National Register nominations.

3.3.2 Approval of certification request by SHPO. The SHPO shall review certification requests from local governments and within forty-five days of receipt issue a letter of approval or disapproval, stating the reasons for the action taken. This review shall be based on compliance with all requirements set forth in Section 3.3.1 of these regulations.

3.3.3 Certification agreement. When a certification request has been approved, the SHPO shall prepare a written certification agreement incorporating the requirements and responsibilities agreed to by the local government in the certification process and the responsibilities of the SHPO and the Division to the CLG as set out in these regulations.

3.3.4 Approval by federal authorities. Within ten business days of receipt of signature of the certification agreement by the chief elected local official and the SHPO, the SHPO shall forward to the United States Secretary of the Interior a copy of the approved certification request, the signed certification agreement and a certification by the SHPO that the CLG application is complete and the local government meets the requirements for CLG status, in a form approved by the NPS. As specified by federal regulations, if the Secretary of the Interior does not take exception to the request within fifteen working days of receipt, the local government shall be regarded as certified.

3.4 Grants to Certified Local Governments (CLGs)

3.4.1 Any CLG may apply to the Division for a grant from the CLG share of Vermont's annual HPF grant award. Applications will be evaluated and grants awarded based on the criteria established in this chapter and the annual grant program priorities established by the Division and the Vermont Advisory Council on Historic Preservation. The Division is not required to award grants if there are no qualifying applications. However, at least ten percent of Vermont's annual HPF allocations shall be designated by the Division for transfer to CLGs, as sub-grantees, which submit applications meeting the criteria of these regulations. In addition, in any year in which the federal HPF grant appropriations for all states exceeds \$65,000,000, one-half of Vermont's share of the excess shall be transferred to CLGs according to procedures to be provided by the United States Secretary of the Interior.

3.4.2 Annually the Division shall notify all CLGs of the current year's deadline for receipt by the Division of grant applications from CLGs. The notice shall be sent no less than sixty days prior to the deadline, unless federally imposed time limits require a shorter notice period. Only applications received prior to the deadline will be considered.

3.4.3 Grant applications shall be on forms prescribed by the Division.

3.4.4 Matching fund requirements. All grants to CLGs shall be matching grants. No grant shall be for more than 60 percent of the aggregate cost of carrying out the proposed project or program except as specifically permitted by federal law, the local share for CLG matching grants shall come from non-federal sources. Grant monies transferred to CLGs shall not be applied as matching share for any other federal grant.

3.4.5 Grant award criteria

3.4.5.1 The following priorities will be used by the Division and the Council in the selection for funding of CLG applicants unless specific priorities are defined for the fiscal year and are made available to all CLGs and local governments whose applications for certification are pending, as part of the annual notice of funds availability:

- (1) Activities contributing to completion within the CLG of the Vermont Historic Sites and Structure Survey or the Vermont Archaeological Inventory.
- (2) Preparation of nominations to the National Register for significant districts, buildings, structures, sites or objects.

- (3) Comprehensive historic preservation planning in communities.
- (4) Activities contributing to a broader understanding and appreciation of historic resources by the general public, such as, educational programs or printed materials concerning historic preservation activities in the community.
- (5) The identification and evaluation of significant features of National Register or National Register eligible properties.
- (6) Pre-development planning, which means the planning necessary for the protection, stabilization, restoration or rehabilitation of a historic property according to federal standards.
- (7) Activities made eligible for funding by future federal legislation or regulations.
- (8) Activities providing integration of historic resources, when appropriate, into community recreation plans or plans for public access or enhancement of cultural resources.

3.4.5.2 For development projects, the following specific priorities will be used by the Division and the Council in selecting among CLG applicants for such projects:

- (1) Projects that provide local, long-term economic impact.
- (2) Projects that promote the best long-term use of historic resources.
- (3) Projects that best preserve the qualities and features of a historic resource that make it eligible for the National Register.
- (4) Projects that are most likely of completion and sustained benefit because of the capabilities of the applicant.

3.4.5.3 Review of applications and selection of applicants for funding shall also be based on the following:

- (1) Funds awarded to each grantee should be sufficient to produce a specific tangible impact and to generate effects directly as a result of the funds transfer. This may not be waived even if the applicant is otherwise eligible.
- (2) To the extent consistent with paragraph 3.4.5.3 of this section, the Division will make reasonable efforts to distribute CLG grants

among the maximum number of CLGs and to ensure a reasonable distribution between urban and rural areas.

(3) No CLG may receive a disproportionate share of the state CLG allocation.

3.4.6 Public access. The Division shall make available to the public, upon request, the rationale for the applicants selected and the amounts awarded.

3.4.7 Minimum requirements for CLGs. The following minimum requirements must be met by a CLG before it may receive a portion of the state CLG share:

(1) The local financial management system shall be maintained in accordance with the standards specified in OMB Circular A-102, Attachment G, "Standards for Grantee Financial Management Systems" and shall be auditable in accordance with General Accounting Office's *Standards for Audit of Governmental Organizations, Programs, Activities, and Functions*.

(2) In its historic preservation activities, the CLG shall adhere to all requirements of the Historic Preservation Fund Grants Manual. Indirect costs may be charged as part of a CLG grant only if the applicant meets the requirements of the Guideline and has a current indirect cost rate approved by the cognizant federal agency.

(3) The CLG must agree to adhere to any requirements which may be mandated by Congress regarding use of CLG funds.

3.4.8 Grant agreements. Before transfer of CLG funds to a successful CLG grant applicant, a written grant agreement prepared by the Division shall be entered into between the Division and the CLG which shall include the minimum requirements set out in this chapter.

3.4.9 Closeout with decertification. When a CLG is decertified, the Division will conduct financial assistance closeout procedures in accordance with the Historic Preservation Fund Grants Manual.

3.5 Training, Monitoring and Evaluation

3.5.1 Training. The Division shall make available to all local historic preservation review commissions orientation materials and training programs designed to provide a working knowledge of the roles and operations of federal, state and local preservation programs.

3.5.2 Financial audit. The Division is responsible, through financial audit, for the proper accounting of Vermont's CLG share monies in accordance with OMB Circular A-133 "Audit Requirements." Accordingly, the Division evaluation of CLG performance which occurs once every four years shall include an assessment of the fiscal management of CLG grant monies.

3.5.3 Monitoring and evaluation

3.5.3.1 The Division is required to inform all CLGs about the contents of the statewide comprehensive historic preservation plan, provide all CLGs with an opportunity to participate in the planning process and monitor CLG performance to ensure consistency and coordination with the statewide comprehensive historic preservation planning process. Accordingly, the Division shall evaluate the performance of each CLG not less often than once every four years.

3.5.3.2 The evaluation shall include a review of CLG program operation and administration by such methods as an annual report (prepared in accordance with Appendix C), site visits, interviews with local commission members, elected officials and citizens, comparison of program progress since the last evaluation and review of CLG financial and program records.

3.5.3.3 The evaluation shall be based on the procedures and guidelines set out in the Historic Preservation Fund Grants Manual, and the Division's Performance Evaluation Checklist (Appendix B to this Rule), on compliance with the terms of the CLG agreement and current grant agreements, and on consistency with the statewide comprehensive historic preservation planning process. The evaluation shall also be based on the following specific factors, among others:

- (1)** Maintenance of qualified commission membership;
- (2)** Number and frequency of commission meetings;
- (3)** Educational activities or programs conducted;
- (4)** Fiscal management of Historic Preservation Fund sub-grants;
- (5)** Consistency and coordination with the state historic preservation planning process.

3.5.3.4 A written report of the evaluation shall be sent to the local historic preservation review commission and the chief elected local official within thirty

days of completion of the evaluation.

3.5.4 Decertification

3.5.4.1 When the Division determines, after evaluation, that the performance of a CLG is inadequate, the Division may recommend to the United States Secretary of the Interior that the CLG be decertified. The recommendation shall contain specific reasons for the decertification request.

3.5.4.2 Before recommending decertification to the Secretary of the Interior, the Division shall notify the CLG of the reasons why its performance is deemed to be inadequate and provide advice and assistance to the CLG to improve its performance. If the Division determines that sufficient improvement has not occurred within ninety days of the notice to the CLG, the decertification recommendation may be made.

3.5.4.3 When a CLG is decertified, the Division will conduct financial assistance closeout procedures in accordance with the Historic Preservation Fund Grants Manual for any CLG funds the CLG received.

3.5.4.4 The SHPO may recommend decertification to the Secretary of the Interior if a CLG requests to be decertified in writing. The SHPO shall forward a copy of the CLG's letter with the SHPO's written request to the Secretary to decertify the CLG. Compliance with the conditions stipulated in sections 3.5.4.1 and 3.5.4.2 above, is not required, if the CLG has requested its own decertification.

Appendix A: Professional Qualifications

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

(a) History. The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency museum, or other professional institution; or
- (2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) Archaeology. The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or clearly related field plus

- (1) At least one year of full-time professional experience or equivalent specialized training in archaeological research, administration, or management;
- (2) At least four months of supervised field and analytic experience in general North American archeology, and
- (3) Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archaeological resources of the historic period.

(c) Architectural History. The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following:

- (1) At least two years of full-time experience in research, writing, or teaching American architectural history, or restoration architecture with an academic institution, historical

organization or agency, museum, or other professional institution; or
(2) Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) Architecture. The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a state license to practice architecture.

(e) Historic Architecture. The minimum professional qualifications in historic architecture are a professional degree in architecture or state license to practice architecture, plus one of the following:

(1) At least one year of graduate study in architectural preservation, American architectural history, preservation planning or closely related field; or

(2) At least one year of full-time professional experience on historic preservation projects.

(3) Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Appendix B: Performance Evaluation Checklist

The following evaluation checklist will be used as part of the Division's evaluation of the CLG, which will be performed at least once every four years. Please refer to Section 3.5.3 of the Regulations for a description of the Monitoring and Evaluation Process. The evaluation checklist will be used by the Division to measure the performance of the CLG. The purpose of appending this checklist to the Regulations is to provide the CLG with an overview of the performance standards it will be expected to maintain.

1. General	Yes	No	N/A
Has the CLG submitted an Annual Report on its activities in accordance with Appendix C of the Regulations?			
Has the CLG acted consistently and in coordination with the state historic preservation planning process?			
Has the CLG conducted educational activities or programs concerning historic preservation in the community?			

2. Survey and Inventory	Yes	No	N/A
Did the commission create and maintain a system for the survey and inventory of historic properties within its jurisdiction that is coordinated with the Vermont Historic Sites and Structures Survey and the Vermont Archaeological Inventory?			
Has the commission maintained the survey in a protected place that is accessible to the public?			
If any properties or sites have been surveyed by the commission, have they been recorded in a standardized format established by the Division and forwarded to the Division?			

3. Grants	Yes	No	N/A
Has the CLG administered Historic Preservation Fund grants according to the requirements of section 3.4 of the Regulations?			

4. Historic Preservation Commission	Yes	No	N/A
Did the CLG maintain a qualified commission per Section 3.3.1.1(2) of the Regulations?			
Do the professional commission members meet the requirements of Appendix A of the Regulations?			
If applicable, were any vacancies on the Commission filled within 90 days?			
If applicable, were vacancies filled with qualified members?			
If applicable, did the CLG forward copies of any new professional members' resumes to the Division?			
Did the commission meet at least four times annually?			
Did commission members attend meetings in accordance with the commission's attendance rule?			
Did the commission conduct all of its activities in compliance with the Vermont Open Meeting Law (3 V.S.A. chapter 5, subchapter 3)?			
Did the commission operate according to its written rules of procedure which include conflict of interest requirements?			
If applicable, when professional expertise was not represented on the commission, did the commission seek expertise in this area from persons meeting the Secretary of the Interior's Professional Qualification Standards when considering National Register nominations and other actions that impacted properties which are normally evaluated by a professional?			
Did the commission maintain a record of any actions taken in advising the legislative body of the local government, the planning commission, or other appropriate groups or persons on matters affecting National Register or surveyed properties, or related to historic preservation in general?			

5. National Register of Historic Places	Yes	No	N/A
Did the CLG transmit reports about the National Register eligibility of properties within its jurisdiction which the Division is considering nominating to the National Register within the 60 day period specified in Section 3.3.1.1(2) (F)(ii)?			
In each report, did the commission objectively apply the National Register criteria for evaluation to the property(ies) under consideration for nomination?			
Did the Vermont Advisory Council on Historic Preservation concur with the commission's report?			

Appendix C: Annual Report Guidelines

The Annual Report is due within 90 days following the close of the CLG's fiscal year. The following questions and topics must be addressed in the Annual Report, as well as any additional requirements specified in the CLG Agreement.

General

1. Indicate the period which report covers.
For example, if your fiscal year ends June 30, the report should address activities undertaken between July 1 of the previous year and June 30 of the present year.
2. Describe any participation in the state historic preservation planning process.
3. Describe educational activities or programs concerning historic preservation sponsored in the community.

Historic Preservation Review Commission

1. Were there any changes in commission membership during this reporting period?
2. Were vacancies on the commission filled within 90 days?
3. Were vacancies filled with qualified members per Section 3.3.I.1(2)(A), (B), (C)?
4. Were resumes of any new professional members forwarded to the Division?
5. Did the commission meet at least four times annually?
6. Are copies of the minutes of all commission meetings attached?
7. How did the commission obtain the necessary expertise when considering National Register nominations and other actions that impacted properties which are normally evaluated by a professional if the expertise was not available among commission members?
8. Did the commission maintain a record of any actions taken in advising the legislative body of the local government, the planning commission, or other appropriate groups or persons on matters affecting National Register or surveyed properties, or related to historic preservation in general? Summarize actions taken or attach copy of the record, if not recorded in commission meeting minutes.

Survey and Inventory

1. Describe how the survey is maintained in a secure place and made accessible to the public.
2. How many properties or sites have been surveyed by the commission? If copies of Division forms have not been completed for these properties or sites and forwarded to the Division, attach them to this report.

National Register

1. List the proposed National Register nominations which the CLG reported on to the Division. Indicate whether the report was transmitted within 60 days of notification by the Division of its intent to nominate.

Grants

1. Describe how the grant reporting requirements, as described in the Grant Agreement, were met.