Vermont Historic Preservation Grant Program

Grant Manual

Vermont Department of Housing and Community Development
Division for Historic Preservation
2020

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

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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, in cooperation with the Vermont Advisory Council on Historic Preservation, will award $200,000 in one-to-one matching grants for building rehabilitation projects that promote the public enjoyment of Vermont's architectural heritage. The maximum grant available for each project in 2021 is $20,000, and grant requests for less than the maximum amount may also be awarded.

This Manual and the accompanying 2021 Vermont Historic Preservation Grant Application are available online at: http://accd.vermont.gov/historic-preservation/funding/historic-preservation-grants.

Please read this entire manual before completing an 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 using the *2021 Grant Selection Criteria* outlined in this manual (see pages 3-6).

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, 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) 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* from the Division for Historic Preservation by contacting Devin Colman at 802-585-8246 or devin.colman@vermont.gov. If funded, properties not already listed may be formally listed in 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 grant is awarded and a fully signed grant agreement is in place may result in the loss of grant funding.
- This is a reimbursement grant program. Grant recipients are responsible for paying for the full amount of the project. The state will reimburse grant recipients once work is complete and all the required paperwork is submitted 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 rare 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 a larger project. The owner must share these costs.

- Applicants who receive a Historic Preservation Grant are ineligible to receive a second grant in the fiscal year immediately following the grant award. If you received a 2020 grant you are not eligible to apply for a 2021 grant. Applicants are also not eligible for a grant if they have not yet completed work funded by a previous grant.

- Applicants may not receive multiple grants under the Building Communities Grants Programs within the same fiscal year. This consists of five separate programs established and funded by the Vermont Legislature to "help communities preserve important historic buildings and enhance community facilities." Contact Division staff with any questions regarding this eligibility requirement.

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

Program Deadlines

Grant applications must be submitted via email to: accd.hpgrants@vermont.gov by October 5, 2020

Applications must be sent to the above email address by midnight of October 5, 2020. The *Required Attachments* detailed on page 10 of this manual and any supplemental information may be submitted either by e-mail, regular mail. Materials submitted in hard copy must be postmarked to the Division for Historic Preservation by 4:30pm, October 5, 2020.

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! Please submit all application materials digitally if possible, except your CD or flash drive of photographs which should be mailed to the address above. If hard copies are submitted, do **NOT** bind your application, mount photographs on cardstock or insert pages into binders or 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 3-6 of this manual at their regularly scheduled meeting in December 2021 and make the final funding decisions.

Recipients of the 2021 Vermont Historic Preservation Grants are expected to complete their projects and submit their final reimbursement request during 2021. However, the final deadline to complete a 2021 grant project and request reimbursement is **December 31, 2022**.

Grant Selection Criteria

All applicants/eligible buildings *must* meet Criteria 1 through 4. Criteria 5 through 11 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 assign points. Projects will be funded in rank-order until funding is exhausted. The criteria will be weighted as follows:

Criteria 1-4:	*All projects must meet these criteria.*
Criterion 5:	*0-5 Points Possible*
Criterion 6:	*0-5 Points Possible*
Criterion 7:	*0-2 Points Possible*
Criterion 8:	*0-5 Points Possible*
Criterion 9:	*0-2 Points Possible*
Criterion 10:	*1 Point Possible (completed by staff)*
Criterion 11:	*1 Point Possible (completed by staff)*

Maximum Total Points = 21

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

Criterion 1: **THE 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 is not eligible.

Criterion 2: **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 contact the Division for Historic Preservation at 802-828-3043. Properties not listed or determined eligible for listing in the National Register prior to submission of an application will be evaluated by the Advisory Council for eligibility during the scoring process.

Criterion 3: **THE APPLICANT MUST MATCH THE GRANT WITH CASH ON NO LESS THAN A ONE-TO-ONE BASIS**
Applicants may 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-hand/ available 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 donor pledges may be used.

Criterion 4: **AWARDED PROJECTS MUST DEMOSTRATE 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 (0-5 points possible)**

Applications will be scored on how well the project will contribute to preserving the features of the building that make it eligible for listing in the National Register. Applicants must demonstrate a wholistic approach with clear prioritization of work that will ensure long-term preservation of the building and its character-defining features. 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 masonry building could require extensive repointing work. 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 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 and Corrective Measures:**
   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 restoration, or carpentry repairs.

3. **Restoration and Enhancement**:
   This category consists of work that is not vital to the physical survival of the building, but instead preserves, restores, or enhances features critical to its architectural and/or historical significance. Examples include restoration of decorative plaster, murals, stenciling, tile work or woodwork. Projects that propose to replace missing architectural features such as towers, porches or trim details must be supported by photographs, architectural drawings, and/or on-site physical evidence that sufficiently document the missing element(s). This documentation must be submitted as a 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 meet the intent of one of the three categories.

Projects that are primarily routine maintenance will ***not*** be given priority or score highly. Painting is generally considered to be routine maintenance. If a grant request includes 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.

Repair is 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 (0-5 points possible)**

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

- The building is regularly open to and used by the public
- The property is accessible to the public and/or conserved to protect important historic, archaeological, and natural resources
- It is easily visible to the public from public places
- It is important in the history of the community, is an important community symbol or local landmark
- The project will expand or improve use of an underutilized building for the public

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 building is compatible and will not require substantial changes to a building's architectural design or historic character. Points may also be given to projects that expand or improve the use of an underutilized historic building, so long as any new 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 APPLICATIONS THAT ARTICULATE THE ARCHITECTURAL OR HISTORICAL SIGNIFICANCE OF THEIR BUILDING (0-2 points possible)**

Applications for rehabilitation of landmark buildings, exceptional historic resources, rare or unusual building types, or those that propose to repair or restore an unusual building feature will be given priority. To assist the Council in scoring this criterion, applicants should reference documentation such as a National Register nomination which identifies the building and/or feature 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 APPLICANTS WHO PROVIDE A CLEARLY PRIORITIZED PLAN FOR PRESERVATION OF THEIR BUILDING, A WELL-PLANNED BUDGET FOR THE PROJECT, AND DEMONSTRATE A COMMITMENT TO LONG-TERM MAINTENANCE (0-5 points possible)**

Applicants may be awarded points based on a clear and thoughtful long-term plan for their 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 plans for future sources of funding.

A detailed written estimate for the work 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 9: **PRIORITY WILL BE GIVEN TO APPLICATIONS THAT ARE CLEAR, CONCISE AND WELL-WRITTEN WITH ATTACHMENTS THAT MEET OR EXCEED THE MINIMUM REQUIREMENTS (0-2 points possible)**
Applications should be clear, well-organized, and proofread. Photograph attachments should also be clearly labeled and meet all the documentation requirements. 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.

Criterion 10: **PRIORITY WILL BE GIVEN TO FACILITIES THAT ARE ACCESSIBLE TO PERSONS WITH DISABILITIES (1 point possible – scored by staff)**
A point in this category will only be given to those buildings that are fully compliant with the Americans with Disabilities Act at the time of application.

Criterion 11: **PRIORITY WILL BE GIVEN TO PROJECTS LOCATED IN A MUNICIPALITY WITH A DESIGNATED DOWNTOWN OR VILLAGE CENTER (1 point possible – scored by staff)**
The State designation program was established by the Downtown Development Act. To receive a point in this category, the downtown or village center must be officially designated prior to the date of a grant award.

BONUS **GEOGRAPHIC DISTRIBUTION MAY BE CONSIDERED AS A FACTOR IN PROJECT SELECTION (1 point possible)**
To promote Vermont's heritage to as wide an audience as possible, the geographic distribution of applications may be considered. This will become a selection factor when applications compete equally in the first eleven criteria. A point may be given following initial scoring if needed to break a tie.

Instructions for Completing the Grant Application

All applicants must complete Sections 1 through 11 as described below and must use a current application form. *Application forms from a previous year will not be accepted.*

Section 1. Applicant and Contact Information

1A. Applicant: Legal name of non-profit organization or municipality and contact information. This is the entity who will fund and administer the grant project.

1B. Project Contact/Administrator: Name, title (if applicable) and contact information for an individual who will administer the project and be the primary contact for program staff.

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.

1C. 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. This person will sign any legal documents, including the grant agreement with the State of Vermont.

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 as listed in the National Register 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. 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 Vermont Historic Preservation Grant in the last five 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 major additions/alterations to the building.

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

3C-D. Is the building listed in or been determined eligible for listing in the State Register of Historic Places, National Register of Historic Places, or as 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.

To determine whether a building is listed in the State or National Register visit the Division's **Online Resource Center**, available at http://www.orc.vermont.gov/Resource/Show-Resource-Table.aspx or by contacting Devin Colman at devin.colman@vermont.gov or 802-585-8246.

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, may be formally listed in the State Register of Historic Places by vote of the Vermont Advisory Council.

Section 4. History

Please provide a *brief* history of the building, including its architect/builder if known, ownership history, uses, major changes/renovations, and any historic events, people or organizations connected with the building. You may reference a National Register nomination but please do not attach a full nomination to the application as these are already on file at the Division.

Section 5. Preservation of Historic Features and Conditions 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 demonstrate that they have a clear and complete 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 prioritized repair projects in a logical manner. Proposed work should address the cause of the problem(s), and not simply the symptoms. A common mistake is a proposal to repair water damage that does not adequately address the source of the water and the cause of the damage.

Finally, it is critical that the applicant undertake 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 14) as a guide. Applications that propose projects where work does not meet the *Standards* are not eligible for funding. If you are unsure, contact Division staff to determine whether a proposed project will meet the *Standards* and if it does not, how it might be modified to meet this requirement.

5A – 5G. 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. Work proposed should meet the Secretary of the Interior's *Standards for Rehabilitation* (see Appendix 3). 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. 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.

6A. Many historic properties in Vermont are protected from future development or demolition through easements or a transfer of development rights. Indicate whether your property is protected with a preservation easement.

6B. 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 when it will be opened to the public and how the proposed rehabilitation work will allow and/or benefit future public use.

6C. 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.

6D. Describe the public benefit of the building itself. Is it easily visible from public places? Does the building represent community values or heritage? Is it recognized as an important piece of community history? Is the building a local landmark or used as a community gathering place? Does the community support the project? Are other organizations involved in efforts to preserve the building?

Section 7. Building Significance

Briefly describe the architectural and historical significance of the building. Is it vulnerable, or a rare survivor? Does it have unusual or unique features that will be preserved as part of this project? Applicants can reference or attach professional documentation that provides evidence of the building's significance. Applicants may also contact Division staff for additional advice on where to find information and/or how to determine and describe the significance of a specific building, property type, or building feature.

Section 8. Budget

8A. Long-term Planning. Provide a general description of any substantial work (excluding routine maintenance) completed 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). Then describe any additional work that needs to be done following completion of the proposed grant project. How will these projects be funded? Is there a plan for routine maintenance and long-term preservation of the building? Building assessments and maintenance plans, if applicable, can be attached to this application as evidence of long-range plans.

8B. Project Description. Briefly describe the proposed grant project. This is not a comprehensive list of work described in Section 5 but work to be funded by the proposed grant. If estimate(s) included with the application suggest multiple options for completing a 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 for Rehabilitation*.

8C. Budget. List each work item for which funding is sought as part of this grant application, with the most important work items listed first. 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** even if you can only provide a lump sum cost estimate for all proposed work. Finally, write the total estimated project cost in the last line of this section.

8D. Grant Request. Enter the grant amount requested. The requested grant cannot exceed 50% of the total project cost or $20,000, whichever is less. For example, if the total project cost is $12,000, the maximum grant available is $6,000.

8E. Matching Summary. List all sources of matching funds for the project. Sources may include, but are not limited to, operating cash or endowment cash of the applicant, donor pledges, a federal or foundation grant (include name of foundation), a grant or loan of public funds (include name of source), or a bank loan. List the total amount of matching funds on hand. The dollar amount should equal 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 $20,000. The applicant should therefore have access to $20,000 in matching funds at the time of application.

Applicants 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.

8F. Sources of Additional Funds. In many cases, the total project cost will exceed the sum of the grant request and the matching share. List any source(s) of additional funds that will be used to complete the proposed project. In the example above, a successful applicant will need to access $25,000 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 but identifying potential sources will strengthen the application.

8G. Partial Award. Because of limited funding and the large number of requests anticipated, only exceptional projects will be awarded a maximum grant of $20,000. Grant requests for less than the maximum amount may also be awarded. In this section describe how your organization could successfully use a partial award to complete a phase of your project. Indicate 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.

Section 9. Accessibility

It is state law to provide access in buildings rehabilitated with state funds. A point will be awarded to applicants whose buildings is fully compliant with the Americans with Disabilities Act at the time of application. Applicants are also encouraged to complete the ADA checklist for Existing Facilities available online: http://www.adachecklist.org/doc/fullchecklist/ada-checklist.pdf to ensure full compliance with the ADA. If the building is not accessible or fully accessible at the time of application, describe plans to make it fully accessible in the future.

Section 10. Designated Downtowns and Village Centers

The 1998 Downtown Development Act states that priority consideration in awarding funds shall be given to projects in a municipality with a downtown or village center district designated by the Downtown Board. Division staff will award a point in this category prior to the Advisory Council meeting.

If you are unsure whether your building is within a designated district, visit the Vermont Planning Atlas: http://maps.vermont.gov/ACCD/PlanningAtlas/index.html?viewer=PlanningAtlas, or contact Caitlin Corkins at caitlin.corkins@vermont.gov or 802-828-3047.

Section 11. 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 dated and include an itemized scope of work, describing the materials and methods to be used. If the proposed grant project involves very different types of work, such as installing a standing seam roof and repointing 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 the grant project.

2. **Photographs:** Submit a CD or flash drive of labeled photographs of the building, its setting, and the specific issues you plan to address with a grant. This is the best way for the Advisory Council to understand your building and your project. **Images must be submitted by mail 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.

   - Scanned or photocopied historic images of the building may be submitted if available. Digital images are preferred.

   - See *Appendix 5* on page 16 for additional guidelines, tips, and directions for labeling to ensure your application is competitive for funding.

3. **Non-Profit Status Certification:** For tax-exempt non-profit organizations, provide documentation of tax-exempt status. IRS 501(c)(3) certification is preferred.

4. **Preservation Plans, Reports & Evaluations (optional)**: A professional evaluation of the overall condition of the building, list of work priorities, and a maintenance plan are all valuable resources in planning for preservation. Architectural reports, needs assessments, historic structure reports and architectural plans and specifications are sources for this information. Include copies of any applicable reports prepared within the last five years. This is not the same as a written estimate for the specific work you plan to undertake if awarded a grant and is an optional attachment to your application.

5. **Letters of Support (optional):** If your building is currently vacant or underutilized, you may provide 1-2 letters of support with your application. These letters should provide evidence of a commitment for future use/expanded use of the building. This could be from your municipality, an organizational partner, or a future renter/user of the space. DO NOT provide more than two letters of support. Do NOT provide letters of support if the use of your building will not change/expand due to this project.

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 2021 Vermont 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 applications and make funding decisions at their regularly scheduled meeting in December 2021. All applicants will receive written notification of the results following this meeting. Telephone and email inquiries concerning the status of the selection process are discouraged. After 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

All recipients of a State Historic Preservation Grant are subject to the following continuing obligations.

A. Grantees are responsible for 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 years from the date of execution of their grant agreement to protect and enhance those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing shall prohibit Grantees from seeking future financial assistance from any source available to the Grantee.

B. Grantees 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 building for a period of five years from the date of execution of their grant agreement. The State's approval will not be unreasonably withheld. Ordinary and necessary repairs and maintenance not materially affecting the project building shall not be considered as alterations. "Project" means the building(s) improved with the grant funds provided under the State Historic Preservation Grant program.

C. If a Grantee sells or otherwise transfers ownership of the property on which the grant funds were used before these above continuing obligations have expired, the 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

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

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 the Advisory Council. It helps them better understand the importance of your building, the urgency of needed repairs, and why your project is worthy of grant support.

1. **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 outbuildings.

2. **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.

3. **Take pictures of the building that show all four sides.** If you take a picture at a corner it can cover two sides. Do not cut off the roof. Stand back far enough so you see the whole building.

4. **Include images of specific problems to be addressed by a grant 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, do not submit an image with snow covering the roof. If a wall needs to be re-built, do not submit an image with brush and overgrowth concealing the wall.

5. **Label your photographs.** Be sure to name each digital picture file with a short description of the image. Numbering photographs and then using a separate document with descriptions, or annotating photographs digitally is also acceptable. 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. For example, if a contractor accesses the roof to inspect it, have them take a few pictures.

- Most photo-processing facilities can put your pictures on a CD or flash drive for little or no cost Be sure the facility you choose uses the .jpeg format and 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/historic-preservation-grants.