

Vermont State Historic Preservation Grant Manual



2008

State of Vermont

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

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NOTE: Applicants who received a grant are ineligible the year immediately following receipt of that grant. If you received a grant in 2007 you are ineligible to apply in 2008.

Introduction

In the twenty-second year of this State-funded program to assist communities and non-profit organizations to maintain and preserve their historic properties, the Division for Historic Preservation, in cooperation with the Vermont Advisory Council on Historic Preservation, will be awarding \$180,000 in matching grants for building improvement projects that will promote the public enjoyment of Vermont's heritage. Properties must be listed on or be eligible for listing on the National Register of Historic Places. Eligibility for listing will be determined by the Vermont Advisory Council on Historic Preservation. The maximum grant available in 2008 is \$15,000. Because of the limited funding and the large number of requests only exceptional projects will be awarded the full amount. Grants less than the request may be awarded.

The Vermont State 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.

The Advisory Council on Historic Preservation will select the grant projects, using the eleven Eligibility Criteria that are outlined in this manual. Projects that propose to preserve existing historic features or to restore documented, missing historic features with similar historic materials, are given much greater priority than projects that use non-historic materials. **New additions, code improvements, and utility systems work are not eligible for funding.** Grant payments are made on a reimbursement basis.

Please read the entire manual before completing the application. This is a highly competitive program with about 1/4 to 1/3 of the applications receiving funding. Applications that are complete and carefully filled out are more likely to be funded. Please pay special attention to the section on photographs. Good pictures are the best way to promote your project. If after reading this manual and before filling out the application, you have questions please call the Division at 802-828-3043 and leave a message and your call will be returned.

Good luck!

Program Schedule

Application deadline is **4:30 p.m. on October 2, 2007**, or postmarked by **September 29, 2007**. Late applications will be **INELIGIBLE**. The Division's office is located in the National Life Building, North Building, 2nd Floor, National Life Drive, Montpelier, Vermont. The Division's mailing address is Division for Historic Preservation, National Life Bldg., 2nd Floor, Montpelier, VT 05620-1201. **Applications that are faxed or e-mailed will not be considered.**

The Division will notify towns of receipt of any grant application for buildings within a town's boundaries. Towns may comment on the application if they wish.

A committee of Division staff will score the projects, using the scoring criteria listed below, in a preliminary review round. The Vermont Advisory Council on Historic Preservation, a governor-appointed council with expertise in various areas of historic preservation will make the final selection. The Advisory Council will review and approve the preliminary scoring and will re-evaluate, re-score and select the grant recipients from among those projects which received the highest scores in the preliminary round. Grants will be awarded in late February 2008.

All applicants will receive written notification of the result of the review process. Notification will be sent as soon as the final decisions are made. Telephone inquiries about the status of the selection process are discouraged.

UNDER NO CIRCUMSTANCES MAY PROJECT WORK BEGIN BEFORE PERMISSION IS GIVEN FROM THE DIVISION. Projects, that are started before approval may not be funded.

State Historic Preservation Grant Selection Criteria

All applicants must meet Criteria One through Four. Criteria Five through Eleven will be used to rate and rank each project, using a competitive numerical scoring system. Projects will be evaluated by these criteria and assigned points. The highest scoring projects will receive funding. The criteria will be weighted as follows: Each Advisory Council member can award up to 16 points for criteria 5-7 and the scores will be totaled for each project. For criteria 8-11 the Council will award a point by consensus.

Criterion 1 thru 4 - **All applicants must meet these criteria.**

Criterion 5 - 10 points possible

Criterion 6 - 2 points possible

Criterion 7 - 4 points possible

Criterion 8 - 1 point possible

Criterion 9 - 1 point possible

Criterion 10 - 1 point possible

Criterion 11 - 1 point possible

A brief explanation follows for each criterion.

All applicants must meet Criterion 1 -4

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 non-profit organizations is ineligible.

2. THE PROPERTY MUST BE LISTED ON OR BE ELIGIBLE FOR LISTING ON THE NATIONAL REGISTER OF HISTORIC PLACES IN VERMONT, EITHER INDIVIDUALLY OR AS A CONTRIBUTING PART OF A NATIONAL REGISTER HISTORIC DISTRICT.

If you are uncertain whether or not your property is listed on the National Register, call the Division for Historic Preservation at 828-3046 and leave a detailed message about the location and/or name of your property and your call will be returned. Properties not listed on the National Register will be evaluated for National Register eligibility at the time the grant applications are reviewed. Existing or in-process National Register designation may become a positive selection factor in instances where applications compete equally in the other grant criteria. Please refer to the GRANT APPLICATION INSTRUCTIONS SECTION (page 12, Section 17) of this manual.

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

The applicant can apply for no more than 50% of the total project cost. The applicant's matching share must be in cash and must be in-hand at the time the application is submitted. The maximum grant available in 2008 is \$15,000. State funds are not eligible for use as match. Federal funds may be used.

4. THE PROJECT MUST BE ENSURED OF COMPLETION AND SUSTAINED BENEFIT THROUGH THE CAPABILITIES OF THE OWNER.

The project must be well planned and have a responsible administrator. Property owners are encouraged to have a well-defined plan for routine maintenance and long-term preservation of the building and include those plans in the application.

Criteria 5-7 are weighed and scored by each member of the Advisory Council.

5. PRIORITY WILL BE GIVEN TO PROJECTS THAT BEST PRESERVE HISTORIC BUILDING FEATURES. (10 points possible)

A project must contribute to preserving the features of the building which make it eligible for the National Register. All project work must meet "The Secretary of the Interior's Standards for Treatment of Historic Properties." A list of the appropriate Standards for Rehabilitation appears on page 8 of this manual. More information on the Standards is available upon request.

Grants may be awarded in three categories of preservation work: Stabilization and Immediate Need, Necessary Repairs, and Enhancement. Generally, projects in the first category will be given higher priority for funding. Projects in the other two categories may be awarded grants in cases where the project will preserve critically important historic features or otherwise significantly influence the continued use and preservation of a building.

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

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

Projects which are primarily routine maintenance (e.g. cleaning, painting) will **not** be given high priority.

Painting is generally considered to be routine maintenance. If a grant request is for 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.

Insulation, storm windows, plumbing, wiring, handicap access and other similar improvements are not eligible for funding.

Remember this grant program is for restoration work: Limited funding precludes funding any "improvements" even if they are important to the use of the building.

C. 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 are decorative interior painting and restoration of missing decorative features, based on documentation.

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

Generally, funds will not be granted to projects that propose to replace historic building features, which are not original to the building with earlier features, even if the earlier features are documented. Changes that have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance must be recognized and respected.

The types of work described above are examples and do not preclude consideration of other work that meets the intent of one of the three categories.

6. PRIORITY WILL BE GIVEN TO PROJECTS THAT PROMOTE THE BEST LONG-TERM USE OF THE PROPERTY. (2 points possible)

The preservation of a property is more likely to be ensured if its use does not require substantial change to its architectural design or historic character.

7. PRIORITY WILL BE GIVEN TO BUILDINGS THAT GIVE GREATEST BENEFIT TO THE PUBLIC. (4 points possible)

One of the purposes of this program is to promote Vermont's heritage to the public. The Vermont Historic Preservation Plan has identified Public Education and Awareness about historic resources as a top priority. Public benefit can mean but is not limited to:

- a. the building is regularly open to and used by the public;
- b. the building is easily visible to the public from a public way;
- c. the building is especially important in the history of the community or;
- d. the building is an important community symbol or local landmark.

For Criteria 8-11 each project can receive a single point for each Criteria.

- 8. PRIORITY FOR FUNDING WILL BE GIVEN TO FACILITIES THAT ARE ACCESSIBLE FOR PERSONS WITH DISABILITIES OR THAT HAVE PROGRAMS THAT ARE ACCESSIBLE. (1 point possible)**
- 9. PRIORITY WILL BE GIVEN TO APPLICANTS WHOSE PROJECT IS LOCATED IN A DESIGNATED DOWNTOWN. (1 point possible)**

This designation is a process established in the Downtown Development Act. In order to receive the one (1) point the downtown must be officially designated prior to the date when the Advisory Council awards the grants. The Division will make the determination if projects are in designated downtowns before the meeting. The following downtowns have been designated: Barre, Bellows Falls, Bennington, Brattleboro, Brandon, Burlington, Middlebury, Montpelier, Morristown, Poultney, Randolph, Rutland, St. Albans, St. Johnsbury, Springfield, Vergennes, Windsor, and Winooski.

- 10. PRIORITY WILL BE GIVEN TO APPLICANTS WHO DEMONSTRATE A GREATER FINANCIAL NEED. (1 point possible)**

Those applicants who can clearly show a greater financial need will be awarded one (1) point in the selection process. This 1 point will only be awarded to applicants who make a strong case for financial need.

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

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

Important Additional Guidance

Repair is preferable to replacement. If replacement is required, it is almost always best to use traditional historic materials. Only in extreme cases will projects that include replacement elements consisting of **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 which describes how and when permanent repairs will be undertaken, and how and when funding will be obtained.

New construction work, additions, new ramps or stairways, code improvement or utility systems work are not eligible for grant funding under this program.

Interior work on religious structures where access to the general public is limited or denied is **ineligible**. In religious structures where public access for meetings, social functions and viewing is allowed, interior work will be considered. Interior projects must enhance internal spaces that are of state or national significance and that are important to the historic architectural character of the building.

Planning projects are ineligible. In cases where a small amount of pre-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. Planning includes architectural design, plans/specifications, and engineering design/evaluations.

Application Instructions

It is important that you read the entire manual before completing your application. **Please address the specific questions asked within the text of each application question.** The following information is intended to clarify specific sections in the application form.

All applicants must complete sections 1 through 16.

If the project building is **not listed** on the National Register, section 17 **must be completed**.

Section 1: Property name; current and any known historic names.

Section 2: The building must be owned by a non-profit organization or a municipality.

Section 3: 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 "Applicants."

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.

The person responsible for administering the project 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.

Section 4: Fill in the basic information on the building. If you are uncertain whether your property is listed on the National Register of Historic Places, contact the Division. If the Division has previously reviewed your non-listed property and found it to be eligible for the Register, attach the letter from the Division that confirms eligibility, and **do not** complete Section 18. You **must complete** Section 18 only if your property is not listed in the National Register and the Division has not reviewed it previously.

Documentation from an existing National Register nomination may enable the Advisory Council on Historic Preservation to better understand your property and to make a more informed decision on your application.

Section 5 A: BUDGET In this section the applicant is asked to list each work item discussed above, along with its realistic cost estimate, in order of **PRIORITY**. Please choose your priorities carefully based on the need for the work and the potential for the problem to cause further damage to the building in the future. List the most important work first. More detailed descriptions should appear in Section 7.

Section 5 B: BUDGET The requested grant cannot exceed 50% of the total project cost or \$15,000 whichever is less. The maximum grant available is \$15,000. No costs incurred prior to the project start date are eligible for reimbursement, nor may they be used as a match for the grant-assisted work. Grants cannot be awarded retroactively.

Section 5 C: BUDGET Grant payments are made on a reimbursement basis, after the Division approves the completed project work. Applicants must not only have their matching share available at the time the application is submitted but also must be prepared to handle cash flow needs throughout the course of the project. In some instances this may require the use of a short-term bank loan or other source of money with which to pay a contractor prior to grant reimbursement.

Please list each source of the matching share separately. For example, sources may be operating cash or endowment cash of the applicant, a foundation grant (name of foundation), a grant or loan of public funds (name of source), or a bank loan. The dollar amounts must equal the Matching Share listed in Section 5C, page 2 in the application.

Section 5 D: BUDGET In many cases the Total Project Cost will exceed the sum of the grant request and the matching share. In this section, please indicate the source or sources of the additional funds needed to complete the proposed project. The information provided here relates to Criterion 4, page 3.

Section 6: FINANCIAL NEED: It is the applicant's responsibility to supply the information that best expresses the financial need for the proposed project. Those applicants who can show a greater financial need will be awarded up to one (1) point in the application process. The basic question is: "Why can't your municipality or organization pay for this project?" The grant process is very competitive. In this section, applicants are encouraged to provide information describing additional efforts undertaken to accomplish the proposed project. For example, if an applicant is a municipality, has the town asked voters for funds before submitting a grant request for a project on a town-owned structure? If so, what were the results of that vote? What other sources of funding have been pursued? With what result?

Section 7: PRESERVATION OF HISTORIC FEATURES: When planning a preservation project, it is critical that the proposed work addresses the cause of the problem, and not simply the symptoms. This section provides applicants with the opportunity to indicate that they have a clear understanding of the nature of the problem(s), which exist in their building and have proposed the appropriate solutions. A common mistake is a proposal to repair water damage to a foundation wall or cellar that does not adequately address the source of the water.

If funding is being sought for several important needs in a single building, please **PRIORITIZE** those work items in the description of the proposed project. The most critical need of a building should be listed as the highest priority. Indicate if the proposed grant funded work is part of a larger project, and if so, describe that project.

The information provided on pages 3-5 of the application will enable the Advisory Council to evaluate your project for Criterion 5.

On page 3 (SECTION 7) give a short overview of the project and why it is important to saving the building.

It is important that the entire building be examined when planning a preservation project. This section calls for an evaluation of major building components. This need not be a professional evaluation but does need to show that all components of the building have been carefully examined as part of developing the project.

The description of the building’s conditions, problems and failures and the specific work that is proposed to repair the problems are major factors in rating your application.

This is a critical part of your application: You must evaluate each part of the building even if you are not seeking funding. If the roof is leaking describe where the leaks are and if possible the damage that is being done. Then describe how the problem will be fixed. If the roof is in good condition say so --- don’t leave it blank.

You need to have clear and not necessarily long descriptions.

For example:

“The metal roof is 75 years old, rusty and is leaking in at least 5 places.”

“It will be replaced with a standing seam metal roof.”

The problems you describe in this section must be illustrated in the photographs.

See pages 2-5, B-J of application – Fill in the information for each building component based on the instructions below.

- If the condition is other than “*Excellent*” or “*Good*” describe the problems and the extent of damage that has or will occur to the building if the problem is not corrected. If the roof leaks say so. For how long? How many places? Why? If the frame is rotten or broken say so. How badly? How many places? It is important that you be as clear and specific as possible particularly for the areas covered in your grant request.
- Describe the methods and materials to be used in repairing or restoring the components in need of repair. How are you going to fix the roof, frame or other components? Are you going to use the same materials and workmanship that are now in place? If there is a change say why the use of the same materials and workmanship is not possible? *See the Secretary of Interior’s Standards* on page 8 of the manual.
- *Cost*: Detailed bids are not recommended for the application but estimates should be as accurate as possible and reflect the kind of work required for preservation projects. Work on historic buildings demands great care and attention to the Secretary of the Interior’s Standards for Historic Preservation Projects (see page 8) and for further information on specific items look in Preservation Briefs (see page 18). For example, in repointing a brick building, a mason will be expected to match repair work to the existing mortar joints in appearance and strength of mortar. On the other hand, the replacement of a standing-seam metal roof, assuming there is no damage to the roof structure, may be as straightforward as for new construction.

Section 8: PRESERVATION PLANS AND REPORTS; A written evaluation of the condition of the building and the work recommended to correct any problems, is a valuable resource in planning for preservation. Architectural reports, needs assessments, historic structure reports and architectural plans and specifications are good sources for this information. This information will be used to help evaluate Criteria 5 and 6.

Section 9: PROPERTY USE: This is the place for basic information on the use of the building. : The information that you provide here will enable the Council to evaluate your application in regard to Criterion 6, which addresses the long-term use of the building.

Section 10: RECENT WORK: This is to give the Division good information on work done the building over the last 5 years.

Section 11: The goal of this question is to determine the amount and kind of work that is needed or planned for the building and how this work will be accomplished under your organization's long-range plans. The Advisory Council will use this information to evaluate Criteria 5 and 6.

Section 12: Public Benefit: It is critical that the project have a clear benefit for the people of Vermont since the grants are public funds. The information you provide here will enable the Council to evaluate your application in regard to Criterion 7, which states that priority will be given to properties that benefit the public.

Applications from Certified Local Government municipalities (Bennington, Brandon, Burlington, Fayston, Hartford, Montpelier, Rockingham, Shelburne, Stowe, Waitsfield, Warren, Williston, and Windsor) must include comments from the local historic preservation commission as an attachment.

Section 13: Accessibility: It is state law and policy to provide handicapped access where state funds are used.

Section 14: Downtowns: The Downtown Development Act passed in 1998 states that priority consideration in awarding funds shall be given to projects in downtown development districts designated by the Downtown Board (For information on the Vermont Downtown Program call Joss Besse at 828-5212). In order to carry out this policy one (1) additional point shall be awarded to projects located in any officially designated downtown district. The Division will make a determination just prior to the Advisory Council meeting. As of September 22, 2004 the following Downtowns have been designated: Barre, Bellows Falls, Bennington, Bradford, Brandon, Brattleboro, Bristol, Burlington, Middlebury, Montpelier, Morristown, Poultney, Randolph, Rutland, St. Albans, St. Johnsbury, Springfield, Vergennes, Waterbury, White River Junction, Windsor and Winooski. If your project is in a designated downtown a letter from the Downtown Organization must be included as an attachment to the application.

Section 15: We will accept slides, photos, or digital images. The required attachments are very important for review of your application. **SLIDES, PHOTOS OR IMAGES ARE A VERY IMPORTANT PART OF YOUR APPLICATION: IF YOU USE DIGITAL IMAGES BE SURE TO INCLUDE PRINTS AND THE IMAGES ON A DISK.** These images are shown to the seven members of the Advisory Council in the awarding of grants. The images are used to assist the council in determining if the work is important and whether the building is deserving of a grant. It is important to clearly illustrate the building in its setting and the specific problems included in the application.

Section 16: The person authorized to sign for the Applicant should sign the application.

Section 17: This section must be completed if the building is not listed on the National Register of Historic Places. In order to be eligible for a grant award, a property that is not listed on the National Register must be determined to be eligible for the Register by the Division and the Advisory Council on Historic Preservation. Eligibility will be determined during the grant application review process, so it is extremely important that you provide full and accurate information. Eligibility will be determined according to the "National Register of Historic Places Criteria for Evaluation" below. Buildings are nominated to the National Register on the basis of national, state and local significance. Please review the Criteria carefully and address them as much as possible in your responses to Section 17 on the application.

General information on some types of historic buildings (e.g. libraries, town halls, and barns) is available from the Division. Also available is a worksheet on determining architectural significance. These materials may provide a context for evaluating the significance of your building in section 17C.

Administering the Grant Grant Agreement

Once the Division approves the scope and methods of work, the Division will prepare a Grant Agreement that includes the Project Description, to be signed by the grantee. **GRANTEES MAY NOT BEGIN PROJECT WORK UNTIL THE GRANT AGREEMENT IS EXECUTED OR APPROVAL IS GIVEN BY THE DIVISION.** This document is essentially a contract for the grantee to perform the work as approved and to abide by the stated requirements of the grant program. In return, the Division will make a grant payment by check when the project is completed and all requirements of the Grant Agreement are met. In general, the requirements of the Grant Agreement state that the grantee will perform the work according to the approved Project Description, complete the project by the deadline, provide financial documentation, and maintain the property for five years from the date of execution of the Grant Agreement. All grant-funded work should be completed within eighteen months from the date of the award.

In the effort to maintain the architectural integrity of the building for five years, the grantee will advise the Division of any proposed alterations, additions, or major rehabilitation projects. Involvement in the planning stages of a project will allow the Division to provide design and technical input and to assist the owners as they work to preserve the historic features of the building as well as to meet contemporary needs.

Project Plans and Specifications

After projects are selected for funding, Division personnel will discuss with the project administrator details of the grant program to determine what plans and/or specifications will be necessary for the project. The Division must approve a Scope of Work, which will define the work to be performed, and the methods and materials to be used. All projects must meet the Secretary of the Interior's Standards (see page 18). The Division will write a specific Project Description, which will be included in the Grant Agreement between the grantee and the Division. The project description or a revised description submitted by the applicant after the site visit will be used in the grant agreement.

Procurement Requirements

Because the funding for the grants is public money there must be an open selection process. After receiving a grant, owners must follow specific procurement procedures in selecting a contractor to do the work. In order to provide free and open competition for grant-assisted projects, grantees whose total project cost will be less than \$75,000 must solicit proposals from at least three contractors with experience in similar projects. Generally, the proposal with the lowest cost is accepted. The grantee is only required to solicit proposals from three sources, not to obtain three proposals. If there is no response to a request and the grantee is satisfied with the remaining proposal or proposals, it is not necessary to solicit further proposals. In some cases it may be useful to put a short notice in the newspaper to solicit proposals.

For all projects with a total cost of \$75,000 or more, the work must be advertised in the local newspaper. Grantees may also invite proposals or bids from specific contractors. The lowest qualified proposal/bid will generally be accepted. Costs incurred for project advertisements are eligible for reimbursement.

The Division will provide grantees with further guidance about procurement on an individual basis.

All prospective contractors must understand that the project must follow the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings. Proposals should reflect a historic preservation approach to the project.

Project Publicity

Any newspaper, radio, television, etc., publicity initiated by the grantee must credit the State of Vermont and Division for Historic Preservation. Please send copies of newspaper clippings about the project to the Division.

Grant Payment

The grantee will be sent a reimbursement check when the project work is complete and all the requirements of the Grant Agreement are met to the complete satisfaction of the Division.

Upon completion of the work phase of the project, and Division approval, grantees are required to submit financial documentation on the project's total cost. Required documentation includes photocopies of all supporting invoices dated and marked "paid" by the contractor, canceled checks, or a bank statement showing that your check to the contractor has cleared. and before and after pictures of the project. All costs should be recorded on the Accounting Report Form (to be provided by the Division to each grantee). The Division cannot issue grant checks until these materials are received. Incomplete documentation will delay the issuance of the grant check.

Total grant payment will be equal to 50% of the total project cost, or the full amount of the grant award, whichever is less. Generally the check will be issued approximately 10-15 days after final Division approval. The grantee should be prepared to handle cash flow needs throughout the course of the project.

APPENDICES

The following documents are provided to help you with your grant application and project. They are referred in the application and other sections of the manual.

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 to 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 have yielded, or may be likely to yield, information important in prehistory or history.

Although it is not mandatory for properties that are selected for this grant program to be actually nominated to the National Register, owners are strongly urged to follow through with the nomination process. An outline of this process is contained in "The National Register in Vermont", available from the Division. As noted in the explanation of Criterion 2, the thorough documentation which is contained in existing National Register nominations does aid the Advisory Council on Historic Preservation in evaluating a property and may become a grant selection criteria in some situations.

Associated Archaeological 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 prehistoric 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 prehistoric 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 prehistoric 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's Standards (see page 18) 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.

Photo & Image Guidelines

PHOTOS OR IMAGES 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 to saving the building.

Here are some suggestions:

- **Be sure that you include views that show the building in its setting.** If there are neighboring buildings show them; if it stands by itself show the area around the building. If you are taking photos of a barn be sure to include the house and other associated buildings.
- **Include pictures showing the building from public places.** This may be from a village green, and/or a public road, even an Interstate, or just a pretty view including the building. The public's ability to view a building is an important part of evaluating the public benefit of investing public funds.
- **Take pictures of the building that show all 4 sides.** If you take a picture towards a corner it can cover two sides.
- **Show the specific problems clearly and close up.** Be sure viewers can understand the location of the picture by including some of the surrounding area. It is important to show the leaky roof, broken beams, rotten wood, failing windows or caved in foundation.
- If your building has any interesting or unusual features, include a picture.
- If you can, take pictures with the light at your back. Under some conditions overcast days with even light are better than bright sunny days.
- If you have an adjustable camera, take additional pictures with your light meter showing both a little higher and a little lower than the ideal. Then choose the best shot.
- Interior photos in attics and basements are often difficult. Use flash if you have it or bright artificial lights. Remember most flashes are only effective for a short distance. (15 ft. at the most).
- Take your photos as soon as possible. If they do not turn out well you can retake them in time for the application deadline.

The "one time use" cameras may be useful for pictures needing flash.

Be sure to write the name of the building, the town and a very short description of the view on each and every slide, photo or digital image. (if you use digital images write on the print.) Projects using digital images must include a print.

Do not send more than 20 images per project. Photos or digital images are preferred. If you have slides it is OK to use them. If you use digital images please include prints and a disk. Do not send digital images on ZIP drives. Use CDs or 3.5 floppy disks.

The Secretary of The Interior's Standards For Rehabilitation of Historic Buildings

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.

VERMONT DIVISION FOR HISTORIC PRESERVATION

DRAFT

October 28, 1996

It is the policy of the Division for Historic Preservation that preservation projects under the legal jurisdiction of the Division meet the Secretary of the Interior's Standards for the Treatment of Historic Properties. When the Division refers to the "The Secretary of Interior's Standards" or "The Secretary of the Interior's Standards for Historic Preservation Projects" they are referring specifically to The Secretary of the Interiors Standards for the Treatment of Historic Properties (36 CFR Part 68) as published in the July 12, 1995 Federal Register (Vol. 60 # 133) as a revision of the December 7, 1978 and July 1, 1981 codification of the Standards.

This is a clarification of past policy and practice. The principals of the Standards have not changed since they were first published in 1978, but the wording of the Standards has been revised and the National Park Service has written new guidelines from time-to-time. While the Standards have evolved the appropriate application of any of the earlier versions of the Standards or Guidelines to a building will produce the same results. Most of the projects under the Division's jurisdiction are defined as "rehabilitation" and, in the past, National Park Service publications on the Standards have focused on the rehabilitation treatment for historic properties.

The following four publications by the National Park Service set forth, illustrate and interpret the Standards:

- a. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Revised 1983).
- b. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* (Revised 1990). This is an unillustrated version that the DHP reproduces to fill requests for the Standards.
- c. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (1992). Published by the National Park Service. Government Printing Office stock number 024-005-01091. (\$9.00)
- d. The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings* (1995). This latest National Park Service publication on the Standards by Kay D. Weeks and Anne E. Grimmer contains the most information about applying the Standards. Government Printing Office stock number 024-005-01157-9. (\$12.00)

Note: Another regulation, 36 CFR Part 67, focuses on "certified historic structures" as defined by the IRS code of 1986. The "Standards for Rehabilitation" cited in 36 CFR 67 should be used when property owners are seeking certification for the Rehabilitation Investment Tax Credits. When applied to a project, these Standards will produce the same results as the above documents.

Publications by the National Park Service are available from: The Superintendent of Documents, P.O. Box 371954, Pittsburgh, PA 15250-7959. Telephone (202) 512-1800. To the extent possible, the Division for Historic Preservation will also have the above documents available.

PRESERVATION BRIEFS

Following is a list of "Preservation Briefs" published by the National Park Service are available from the Division for Historic Preservation or available on the web: www2.cr.nps.gov/tps/briefs/presbhom.htm

1. The Cleaning and Waterproof Coating of Masonry Buildings
2. Repainting Mortar Joints in Historic Brick Buildings
3. Conserving Energy in Historic Buildings
4. Roofing for Historic Building
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

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SAMPLE PICTRUES



The deteriorated trim on this porch is easy to see in this image.



The red building is the Roxbury Community Center and this image shows its setting along the highway and next to the railroad station.



This image shows the wooded setting, the color of the building and the appearance of two sides.



This image shows the stark setting of this church in Lunenburg and the neighboring building.



This image shows the downtown setting and surrounding buildings for this church in Windsor.