



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: October 15, 2008
Subject: JFO #2338

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2338 — \$85,736.00 grant from the Institute of Museum and Library Services to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant monies will fund inventorying and cataloguing activities at the Calvin Coolidge State Historic Site.

[JFO received 09/15/08]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse, Administrative Assistant
Bill Noyes, Acting Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 16, 2008
Subject: Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from Finance & Management:

JFO #2337 — \$557,769.73 grant from the Federal Emergency Management Agency (FEMA) to the Agency of Transportation – Operations Division. These grant funds will be used to repair public facilities (state, local, and non-profit) in Grand Isle and Lamoille Counties damaged by the storms of June 18, 2008.

[JFO received 09/15/08]

JFO #2338 — \$85,736.00 grant from the Institute of Museum and Library Services to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant monies will fund inventorying and cataloguing activities at the Calvin Coolidge State Historic Site.

[JFO received 09/15/08]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by September 30 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
David Dill, Secretary
Molly Dugan, Acting Commissioner

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This Grant to the Division for Historic Preservation, President Calvin Coolidge State Historic Site is to conduct an inventory and catalog the site's historic collections.

TITLE OF GRANT: Museums for America

FEDERAL CATALOG No.: 45-301

GRANTOR / DONOR: Institute of Museums and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036 5802

DATE: 9/9/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: The inventorying and cataloguing that this grant will fund will allow the Division of Historic Preservation to better promote and interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE: \$85,736.00

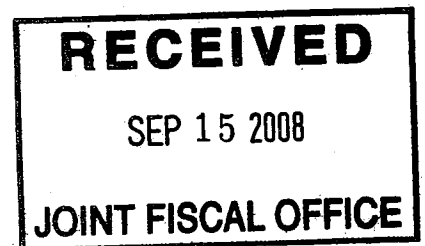
POSITIONS REQUESTED: None

GRANT PERIOD: 11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) gm
(INITIAL) RPI
DATE: 9/14/08



STATE OF VERMONT
Department of Finance and Management
MEMO

TO: Neal Lunderville, Secretary of Administration and Jim Reardon,
Commissioner of Finance and Management
FROM: Toni Hartrich, Budget and Management Analyst
DATE: 9/9/08
SUBJECT: Grant Acceptance Request from the Department of Housing and
Community Affairs- Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

FORM AA-1
(Rev. 9-90)

1. **Agency:** Commerce & Community Development
 2. **Department:** Housing & Community Affairs
 3. **Program:** Division for Historic Preservation / President Calvin Coolidge State Historic Site
 4. **Legal Title of Grant:** Museums for America
 5. **Federal Catalog No.:** 45-301
 6. **Grantor and Office Address:** Institute of Museum and Library Services
 1800 M Street NW, 9th Floor
 Washington, DC 20036 5802

7. **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010

8. **Purpose of Grant:** (attach additional sheets if needed)
 The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the *PastPerfect* collections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote the site.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites.

10. Budget Information:	(1st State FY) FY 2009	(2nd State FY) FY 2010	(3rd State FY) FY 2011
EXPENDITURES:			
Personal Services	\$ 69,445.62	\$ 72,924.70	\$
Operating Expenses	\$ 16,111.13	\$ 13,275.13	\$
Grants	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00
REVENUES:			
<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$ 42,820.75	\$ 43,199.83	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 42,736.00	\$ 43,000.00	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00

Appropriation Nos.
7110025000

Amounts
\$ 85,736.00

-over-

REC'D SEP 02 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Mary Don -

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds: Computer to be purchased with grant funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Mary Don - 8.27.08
(Signature) (Date)
Acting Commissioner
(Title)

14. Action by Governor:

Approved Rejected
[Signature] 9/10/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO Information to JFO
Ronda P. Mox 9/10/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature


(Signature) (Date)

State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211
[fax] 802-828-3206

Agency of Commerce &
Community Development

MEMORANDUM

Date: August 28, 2008
To: Neil Lunderville, Secretary of Administration
From: Molly Dugan, DHCA Acting Commissioner 
Subject: Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer
Phone: 828-3042 E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief
Phone: 828-3051 E-mail: John.Dumville@state.vt.us

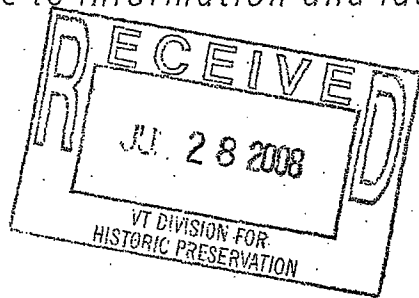
William Jenney, Regional Site Administrator
Phone: 672-3773 E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.



July 22, 2008

William Jenney
Historic Site Administrator
Vermont Division for Historic Preservation
P.O. Box 247
Plymouth Notch, VT 05056



RE: MA-05-08-0024-08

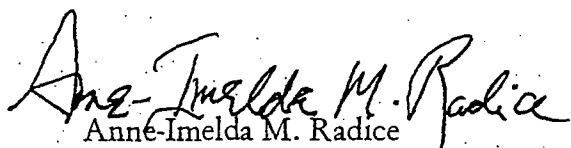
Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at <http://www.imls.gov/news/news.shtml>.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,


Anne-Imelda M. Radice
Director

cc: John Dumville

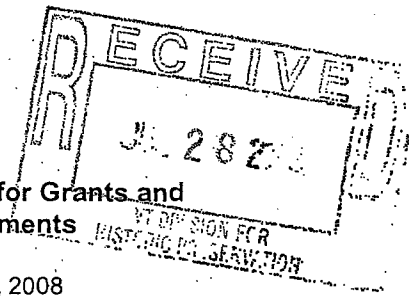
Enclosures



INSTITUTE of
Museum and Library
SERVICES

**Official Award Notification for Grants and
Cooperative Agreements**

Date of Award July 10, 2008



Awardee Name and Address Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building Drawer 20 Montpelier, VT 05620-1201	Museums for America
	MFA-Collections Stewardship
	Award Number MA-05-08-0024-08
Authorizing Official John Dumville National Life Building, Drawer 20 Montpelier, VT 05620-0501	Award Period From November 01, 2008 To October 31, 2010
	Project Director William Jenney P.O. Box 247 Plymouth Notch, VT 05056

Basic Award Information

1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
4. The first request for payment will indicate the grantee's acceptance of the award.
5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official Signature <i>Mary Estelle Kennelley</i>	Name and Title Mary Estelle Kennelley Associate Deputy Director for Museum Services
Accounting code: CFDA Number: 45.301	TIN No. - 036000274 DUNS No. - 137135021

PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): Vermont Division for Historic Preservation

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: National Life Building, 2nd Floor

Street2:

City: Montpelier

County: Washington

State: Vermont

Zip+4/Postal Code: 05620-1201

d. Web Address: <http://www.HistoricVermont.org/Coolidge>

e. Type of Institution (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum ** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History/Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input checked="" type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

- | | | |
|---|--|--|
| <input type="checkbox"/> a. 21 st Century Museum Professionals | <input type="checkbox"/> d. Museum Grants for African American History and Culture | <input type="checkbox"/> g. Native American/Native Hawaiian Library Services |
| <input type="checkbox"/> b. Conservation Project Support | <input type="checkbox"/> e. Museums for America | <input type="checkbox"/> Basic Grant only |
| <input type="checkbox"/> General Conservation Survey | <input type="checkbox"/> Engaging Communities | <input type="checkbox"/> Basic Grant with Education/ Assessment Option |
| <input type="checkbox"/> Detailed Conservation Survey | <input type="checkbox"/> Building Institutional Capacity | <input type="checkbox"/> Enhancement Grant |
| <input type="checkbox"/> Environmental Survey | <input checked="" type="checkbox"/> Collections Stewardship | <input type="checkbox"/> Native Hawaiian Library Services |
| <input type="checkbox"/> Environmental Improvements | <input type="checkbox"/> f. National Leadership Grants | <input type="checkbox"/> h. Native American/Native Hawaiian Museum Services |
| <input type="checkbox"/> Treatment | <i>Select Museum or Library:</i> | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Training | <input type="checkbox"/> Museum | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> with Education Component | <input type="checkbox"/> Library | <input type="checkbox"/> Enhancement of Museum Services |
| <input type="checkbox"/> c. Laura Bush 21 st Century Librarian Program | <i>Select Grant Category:</i> | <input type="checkbox"/> i. Connecting to Collections: Statewide Planning Grants |
| <input type="checkbox"/> Master's-level Programs | <input type="checkbox"/> Building Digital Resources | |
| <input type="checkbox"/> Doctoral-level Programs | <input type="checkbox"/> Library and Museum Community Collaboration Grant | |
| <input type="checkbox"/> Pre-professional Programs | Research and Demonstration: | |
| <input type="checkbox"/> Research (early career development) | <input type="checkbox"/> Research | |
| <input type="checkbox"/> Research (other than early career development) | <input type="checkbox"/> Demonstration | |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Collaborative Planning Grant | |
| <input type="checkbox"/> Programs to Build Institutional Capacity | | |

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of holdings (books, journals, media):
- e. Number of circulation transactions per year:
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
- Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
- FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Non-living Natural history/Anthropology
- Animals, living Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE – “Coolidge Collection Management Project”

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation’s Historic Sites Program is to *“encourage the discovery and appreciation of the state’s rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place.”* The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site’s strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public’s appreciation of its cultural heritage. This continues VDHP’s systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent “Save America’s Treasures” grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the “Heritage ’91 Plan” preparing for Vermont’s bicentennial of statehood. The “Heritage ’91 Plan” was refined and updated for the Coolidge Site in 1996. This update, called “Vision for the Future,” was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The “Vision for the Future” established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington. Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including

administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site – all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections – vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the *PastPerfect* system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

*If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2008 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2008 Through: 10/31/2009

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2		\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accountant	4		\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5		\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$40,000.00	\$29,445.62	\$69,445.62

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00	\$0.00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
SUBTOTALS		\$2,736.00	\$1,000.00	\$3,736.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$42,736.00	\$42,820.75	\$85,556.75

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$42,736.00	\$42,820.75	\$85,556.75
PROJECT COST TOTALS (Excluding Student Support)	\$42,736.00	\$42,820.75	\$85,556.75

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2009 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2009 Through: 10/31/2010

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,357.57	\$4,357.57
W. Jenney/Reg. Admin	2		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accountant	4		\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5		\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$43,000.00	\$29,924.70	\$72,924.70

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$900.00	\$900.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$43,000.00	\$43,199.71	\$86,199.71

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

- Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).
- Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

- Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$43,000.00	\$43,199.83	\$86,199.83
PROJECT COST TOTALS (Excluding Student Support)	\$43,000.00	\$43,199.83	\$86,199.83

ACCD PROJECT APPROVAL FORM

John D

Department: Housing
Division: Historic Preservation
Requestor: William Jenney
Date: July 24, 2008

Project Description and Term

Project Start: November 1, 2008 Project End: October 31, 2010 Report Required? Yes No

Briefly describe the project (if statutory, please cite): An application was made to the IMLS (Institute of Museum & Library Services) *Museums for America* program on November 1, 2008. This grant, the "Coolidge Collection Management Project," will enable VDHP to 1) hire a collections manager (as a consultant) for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer. Notification of the grant award was received on July 23, 2008.

What is the Dept./Division/Agency's responsibility? John Dumville, Historic Sites Operations Chief, will act as project director, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Gilbertson) will provide oversight and guidance throughout the project. This project will be part of the regional administrator's annual work plan. As project on-site overseer, he will assist the collections manager consultant for approximately five hours/week.

Any other Department or Agency involved? Yes No
Other Department/Agency:

How does this serve the Agency Mission? The Coolidge Collection Management Project is part of VDHP's strategic plan and is an important component of fulfilling our mission to preserve and interpret Coolidge Site and to collect materials associated with it. To date, only 10% of the total collection has been catalogued on paper or in electronic format. The project will rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

Can this project serve other Agencies Missions?
Statewide data base for collections

ACCD Staff Involvement and Project Lead

Project Lead: John Dumville (Historic Sites Operations Chief)
Other Staff: William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Site Administrator), Diane Ford (Accountant)

Project Costs

Project Cost: \$ 85,736.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
Expenditure Type (description)
IMLS grant: consultant fees, supplies and materials
VDHP "in kind": staff & volunteer time, volunteer housing, office space, etc.

Sources of Funding: General Fund Special Fund Donations Grant
 Other - Explain:

Has your Business Manager been Notified? Yes No

Project Needs

Space Requirements: Consultant's office space will be provided at the Coolidge Site. *No equipment other than computer - to be purchased with grant - is required*

IT Requirements: None *The computer software - to be purchased with grant - is self-contained & does not require Internet access.*

Other Requirements: Volunteer seasonal housing will be provided at the Coolidge Site. *- Former tourist Cabin. Consultant may choose to stay there, it will be responsible for own housing.*

Sustainability: The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. *The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.*

Approvals

Supervisor Approval:

Saunderman

Date: *July 25, 2008*

Acting Commissioner Approval:

Mary Don

Date: *July 28, 2008*

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Helen Head

From: Nathan Lavery

Date: September 16, 2008

Subject: JFO #2338 (Calvin Coolidge Historic Site Cataloguing)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Rep. Shap Smith
Stephen Klein

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This Grant to the Division for Historic Preservation, President Calvin Coolidge State Historic Site is to conduct an inventory and catalog the site's historic collections.

TITLE OF GRANT: Museums for America

FEDERAL CATALOG No.: 45-301

GRANTOR / DONOR: Institute of Museums and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036 5802

DATE: 9/9/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: The inventorying and cataloguing that this grant will fund will allow the Division of Historic Preservation to better promote and interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE: \$85,736.00

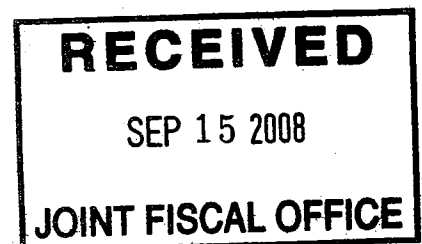
POSITIONS REQUESTED: None

GRANT PERIOD: 11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) gm
(INITIAL) RPI
DATE: 9/11/08



STATE OF VERMONT
Department of Finance and Management
MEMO

TO: Neal Lunderville, Secretary of Administration and Jim Reardon,
Commissioner of Finance and Management
FROM: Toni Hartrich, Budget and Management Analyst
DATE: 9/9/08
SUBJECT: Grant Acceptance Request from the Department of Housing and
Community Affairs- Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:** Commerce & Community Development
 2. **Department:** Housing & Community Affairs
 3. **Program:** Division for Historic Preservation / President Calvin Coolidge State Historic Site
 4. **Legal Title of Grant:** Museums for America
 5. **Federal Catalog No.:** 45-301
 6. **Grantor and Office Address:** Institute of Museum and Library Services
 1800 M Street NW, 9th Floor
 Washington, DC 20036 5802

7. **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010

8. **Purpose of Grant:** (attach additional sheets if needed)
 The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the *PastPerfect* collections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote the site.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites.

10. Budget Information:	(1st State FY) FY 2009	(2nd State FY) FY 2010	(3rd State FY) FY 2011
EXPENDITURES:			
Personal Services	\$ 69,445.62	\$ 72,924.70	\$
Operating Expenses	\$ 16,111.13	\$ 13,275.13	\$
Grants	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00
REVENUES:			
<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$ 42,820.75	\$ 43,199.83	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 42,736.00	\$ 43,000.00	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00

Appropriation Nos.	Amounts
7110025000	\$ 85,736.00
	\$
	\$

-over-

REC'D SEP 02 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Mary Ann -

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds: Computer to be purchased with grant funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Mary Ann - 8.27.08
 (Signature) (Date)
Acting Commissioner
 (Title)

14. Action by Governor:

Approved
 Rejected

[Signature] 9/10/08
 (Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

Ronda P. Mox 9/10/08
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature


 (Signature) (Date)

State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211
[fax] 802-828-3206

Agency of Commerce &
Community Development

MEMORANDUM

Date: August 28, 2008
To: Neil Lunderville, Secretary of Administration
From: Molly Dugan, DHCA Acting Commissioner 
Subject: Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer
Phone: 828-3042 E-mail: Jane.Lendway@state.vt.us

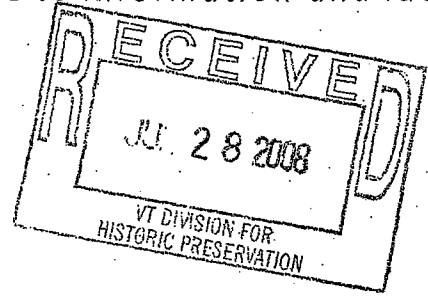
John Dumville, Historic Sites Operations Chief
Phone: 828-3051 E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator
Phone: 672-3773 E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.







July 22, 2008

William Jenney
Historic Site Administrator
Vermont Division for Historic Preservation
P.O. Box 247
Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

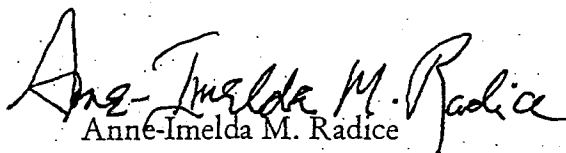
Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at <http://www.imls.gov/news/news.shtml>.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,


Anne-Imelda M. Radice
Director

cc: John Dumville

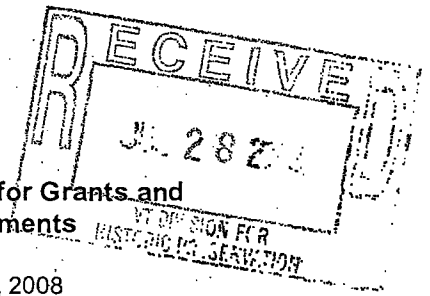
Enclosures



INSTITUTE of
Museum and Library
SERVICES

Official Award Notification for Grants and
Cooperative Agreements

Date of Award July 10, 2008



Awardee Name and Address Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building Drawer 20 Montpelier, VT 05620-1201	Museums for America
	MFA-Collections Stewardship
	Award Number MA-05-08-0024-08
Authorizing Official John Dumville National Life Building, Drawer 20 Montpelier, VT 05620-0501	Award Period From November 01, 2008 To October 31, 2010
	Project Director William Jenney P.O. Box 247 Plymouth Notch, VT 05056

Basic Award Information

1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
4. The first request for payment will indicate the grantee's acceptance of the award.
5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official

Signature

Mary Estelle Kennelley

Name and Title

Mary Estelle Kennelley
Associate Deputy Director for Museum Services

Accounting code:

CFDA Number: 45.301

TIN No. - 036000274

DUNS No. - 137135021

PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): Vermont Division for Historic Preservation

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: National Life Building, 2nd Floor

Street2:

City: Montpelier

County: Washington

State: Vermont

Zip+4/Postal Code: 05620-1201

d. Web Address: <http://www.HistoricVermont.org/Coolidge>

e. Type of Institution (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum ** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History/Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input checked="" type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

a. 21st Century Museum Professionals

d. Museum Grants for African American History and Culture

g. Native American/Native Hawaiian Library Services

b. Conservation Project Support

e. Museums for America

Basic Grant only

General Conservation Survey

Engaging Communities

Basic Grant with Education/ Assessment Option

Detailed Conservation Survey

Building Institutional Capacity

Enhancement Grant

Environmental Survey

Collections Stewardship

Native Hawaiian Library Services

Environmental Improvements

f. National Leadership Grants

h. Native American/Native Hawaiian Museum Services

Treatment

Select Museum or Library:

Programming

Training

Museum

Professional Development

with Education Component

Library

Enhancement of Museum Services

c. Laura Bush 21st Century Librarian Program

Select Grant Category:

i. Connecting to Collections: Statewide Planning Grants

Master's-level Programs

Building Digital Resources

Doctoral-level Programs

Library and Museum Community Collaboration Grant

Pre-professional Programs

Research and Demonstration:

Research (early career development)

Research

Research (other than early career development)

Demonstration

Continuing Education

Collaborative Planning Grant

Programs to Build Institutional Capacity

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of holdings (books, journals, media):
- e. Number of circulation transactions per year:
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
 - Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
 - FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Non-living
- Animals, living
- Natural history/Anthropology
- Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE – “Coolidge Collection Management Project”

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation’s Historic Sites Program is to *“encourage the discovery and appreciation of the state’s rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place.”* The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site’s strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public’s appreciation of its cultural heritage. This continues VDHP’s systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent “Save America’s Treasures” grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the “Heritage ’91 Plan” preparing for Vermont’s bicentennial of statehood. The “Heritage ’91 Plan” was refined and updated for the Coolidge Site in 1996. This update, called “Vision for the Future,” was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The “Vision for the Future” established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

~~The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington.~~ Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including

administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site – all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections – vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the *PastPerfect* system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

*If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2008 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2008 Through: 10/31/2009

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2		\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accountant	4		\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5		\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$40,000.00	\$29,445.62	\$69,445.62

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00	\$0.00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
SUBTOTALS		\$2,736.00	\$1,000.00	\$3,736.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$42,736.00	\$42,820.75	\$85,556.75

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$42,736.00	\$42,820.75	\$85,556.75
PROJECT COST TOTALS (Excluding Student Support)	\$42,736.00	\$42,820.75	\$85,556.75

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2009 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2009 Through: 10/31/2010

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,357.57	\$4,357.57
W. Jenney/Reg. Admin	2		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accountant	4		\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5		\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$43,000.00	\$29,924.70	\$72,924.70

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham..	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$900.00	\$900.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$43,000.00	\$43,199.71	\$86,199.71

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$43,000.00	\$43,199.83	\$86,199.83
PROJECT COST TOTALS (Excluding Student Support)	\$43,000.00	\$43,199.83	\$86,199.83

ACCD PROJECT APPROVAL FORM

John D

Department: Housing
Division: Historic Preservation
Requestor: William Jenney
Date: July 24, 2008

Project Description and Term

Project Start: November 1, 2008 Project End: October 31, 2010 Report Required? Yes No

Briefly describe the project (if statutory, please cite): An application was made to the IMLS (Institute of Museum & Library Services) *Museums for America* program on November 1, 2008. This grant, the "Coolidge Collection Management Project," will enable VDHP to 1) hire a collections manager (as a consultant) for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer. Notification of the grant award was received on July 23, 2008.

What is the Dept./Division/Agency's responsibility? John Dumville, Historic Sites Operations Chief, will act as project director, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Gilbertson) will provide oversight and guidance throughout the project. This project will be part of the regional administrator's annual work plan. As project on-site overseer, he will assist the collections manager consultant for approximately five hours/week.

Any other Department or Agency involved? Yes No
Other Department/Agency:

How does this serve the Agency Mission? The Coolidge Collection Management Project is part of VDHP's strategic plan and is an important component of fulfilling our mission to preserve and interpret Coolidge Site and to collect materials associated with it. To date, only 10% of the total collection has been catalogued on paper or in electronic format. The project will rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

Can this project serve other Agencies Missions?
Statewide data base for collections

ACCD Staff Involvement and Project Lead

Project Lead: John Dumville (Historic Sites Operations Chief)
Other Staff: William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Site Administrator), Diane Ford (Accountant)

Project Costs

Project Cost: \$ 85,736.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
Expenditure Type (description)
IMLS grant: consultant fees, supplies and materials
VDHP "in kind": staff & volunteer time, volunteer housing, office space, etc.

Sources of Funding: General Fund Special Fund Donations Grant
 Other - Explain:

Has your Business Manager been Notified? Yes No

Project Needs

Space Requirements: Consultant's office space will be provided at the Coolidge Site. *No equipment other than computer - to be purchased with grant - is required*

IT Requirements: None *The computer software - to be purchased with grant - is self-contained & does not require Internet access.*

Other Requirements: Volunteer seasonal housing will be provided at the Coolidge Site. *- Former tourist cabin. Consultant may choose to stay there, it will be responsible for own housing.*

Sustainability: The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. ~~The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.~~

Approvals

Supervisor Approval: _____

Date: July 25, 2008

Acting Commissioner Approval: _____

Date: July 28, 2008

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.

JFO # 2338

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This Grant to the Division for Historic Preservation, President Calvin Coolidge State Historic Site is to conduct an inventory and catalog the site's historic collections.

TITLE OF GRANT: Museums for America

FEDERAL CATALOG No.: 45-301

GRANTOR / DONOR: Institute of Museums and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036 5802

DATE: 9/9/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: The inventorying and cataloguing that this grant will fund will allow the Division of Historic Preservation to better promote and interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE: \$85,736.00

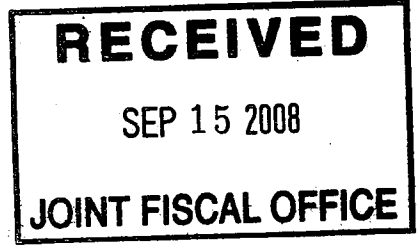
POSITIONS REQUESTED: None

GRANT PERIOD: 11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) gm
(INITIAL) RPI
DATE: 9/14/08



STATE OF VERMONT
Department of Finance and Management
MEMO

TO: Neal Lunderville, Secretary of Administration and Jim Reardon,
Commissioner of Finance and Management
FROM: Toni Hartrich, Budget and Management Analyst
DATE: 9/9/08
SUBJECT: Grant Acceptance Request from the Department of Housing and
Community Affairs- Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

**FORM AA-1
(Rev. 9-90)**

1. **Agency:** Commerce & Community Development
 2. **Department:** Housing & Community Affairs
 3. **Program:** Division for Historic Preservation / President Calvin Coolidge State Historic Site
 4. **Legal Title of Grant:** Museums for America
 5. **Federal Catalog No.:** 45-301
 6. **Grantor and Office Address:** Institute of Museum and Library Services
 1800 M Street NW, 9th Floor
 Washington, DC 20036 5802

7. **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010

8. **Purpose of Grant:** (attach additional sheets if needed)
 The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the *PastPerfect* collections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote the site.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites.

10. Budget Information:	(1st State FY) FY 2009	(2nd State FY) FY 2010	(3rd State FY) FY 2011
EXPENDITURES:			
Personal Services	\$ 69,445.62	\$ 72,924.70	\$
Operating Expenses	\$ 16,111.13	\$ 13,275.13	\$
Grants	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00
REVENUES:			
<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$ 42,820.75	\$ 43,199.83	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 42,736.00	\$ 43,000.00	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00

<u>Appropriation Nos.</u>	<u>Amounts</u>
7110025000	\$ 85,736.00
	\$
	\$

-over-

REC'D SEP 02 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Mary Ann -

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds: Computer to be purchased with grant funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Mary Ann - 8.27.08
(Signature) (Date)
Acting Commissioner
(Title)

14. Action by Governor:

Approved
 Rejected
[Signature] 9/10/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO
Ronda P. McV... 9/10/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)
 Request to be placed on JFC agenda
 Approved (not placed on agenda in 30 days)
 Approved by JFC
 Rejected by JFC
 Approved by Legislature


(Signature) (Date)

State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211
[fax] 802-828-3206

Agency of Commerce &
Community Development

MEMORANDUM

Date: August 28, 2008
To: Neil Lunderville, Secretary of Administration
From: Molly Dugan, DHCA Acting Commissioner 
Subject: Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer
Phone: 828-3042 E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief
Phone: 828-3051 E-mail: John.Dumville@state.vt.us

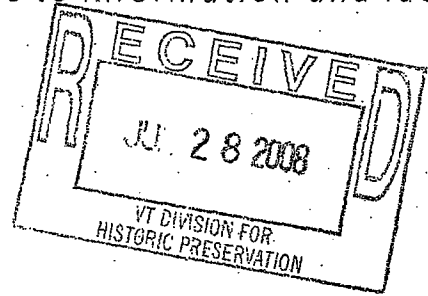
William Jenney, Regional Site Administrator
Phone: 672-3773 E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.





Connecting People to Information and Ideas



July 22, 2008

William Jenney
Historic Site Administrator
Vermont Division for Historic Preservation
P.O. Box 247
Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

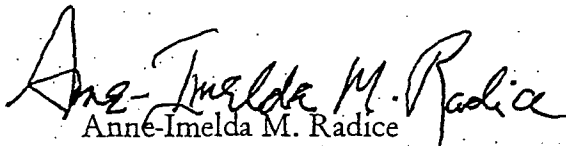
Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at <http://www.ims.gov/news/news.shtml>.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,


Anne-Imelda M. Radice
Director

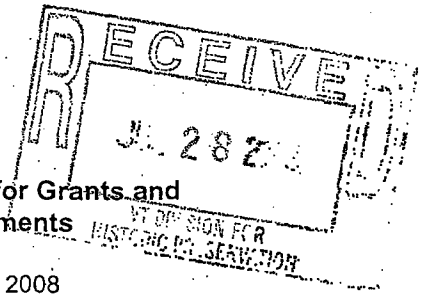
cc: John Dumville

Enclosures



Official Award Notification for Grants and
Cooperative Agreements

Date of Award July 10, 2008



Awardee Name and Address Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building Drawer 20 Montpelier, VT 05620-1201	Museums for America
	MFA-Collections Stewardship
	Award Number MA-05-08-0024-08
Authorizing Official John Dumville National Life Building, Drawer 20 Montpelier, VT 05620-0501	Award Period From November 01, 2008 To October 31, 2010
	Total Award Amount \$ 85,736.00 07/10/2008 \$85,736.00 Original Award
Project Director William Jenney P.O. Box 247 Plymouth Notch, VT 05056	

Basic Award Information

1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
4. The first request for payment will indicate the grantee's acceptance of the award.
5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official Signature <i>Mary Estelle Kennelly</i>	Name and Title Mary Estelle Kennelly Associate Deputy Director for Museum Services
Accounting code: CFDA Number: 45.301	TIN No. - 03600274 DUNS No. - 137135021

PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): Vermont Division for Historic Preservation

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: National Life Building, 2nd Floor

Street2:

City: Montpelier

County: Washington

State: Vermont

Zip+4/Postal Code: 05620-1201

d. Web Address: <http://www.HistoricVermont.org/Coolidge>

e. Type of Institution (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum ** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History/Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input checked="" type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

- | | | |
|---|--|--|
| <input type="checkbox"/> a. 21 st Century Museum Professionals | <input type="checkbox"/> d. Museum Grants for African American History and Culture | g. Native American/Native Hawaiian Library Services |
| b. Conservation Project Support | e. Museums for America | <input type="checkbox"/> Basic Grant only |
| <input type="checkbox"/> General Conservation Survey | <input type="checkbox"/> Engaging Communities | <input type="checkbox"/> Basic Grant with Education/ Assessment Option |
| <input type="checkbox"/> Detailed Conservation Survey | <input type="checkbox"/> Building Institutional Capacity | <input type="checkbox"/> Enhancement Grant |
| <input type="checkbox"/> Environmental Survey | <input checked="" type="checkbox"/> Collections Stewardship | <input type="checkbox"/> Native Hawaiian Library Services |
| <input type="checkbox"/> Environmental Improvements | f. National Leadership Grants | h. Native American/Native Hawaiian Museum Services |
| <input type="checkbox"/> Treatment | <i>Select Museum or Library:</i> | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Training | <input type="checkbox"/> Museum | <input type="checkbox"/> Professional Development |
| <input type="checkbox"/> with Education Component | <input type="checkbox"/> Library | <input type="checkbox"/> Enhancement of Museum Services |
| c. Laura Bush 21st Century Librarian Program | <i>Select Grant Category:</i> | <input type="checkbox"/> i. Connecting to Collections: Statewide Planning Grants |
| <input type="checkbox"/> Master's-level Programs | <input type="checkbox"/> Building Digital Resources | |
| <input type="checkbox"/> Doctoral-level Programs | <input type="checkbox"/> Library and Museum Community Collaboration Grant | |
| <input type="checkbox"/> Pre-professional Programs | Research and Demonstration: | |
| <input type="checkbox"/> Research (early career development) | <input type="checkbox"/> Research | |
| <input type="checkbox"/> Research (other than early career development) | <input type="checkbox"/> Demonstration | |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Collaborative Planning Grant | |
| <input type="checkbox"/> Programs to Build Institutional Capacity | | |

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of holdings (books, journals, media):
- e. Number of circulation transactions per year:
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
 - Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
 - FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Non-living
- Animals, living
- Natural history/Anthropology
- Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE – “Coolidge Collection Management Project”

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation’s Historic Sites Program is to *“encourage the discovery and appreciation of the state’s rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place.”* The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site’s strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public’s appreciation of its cultural heritage. This continues VDHP’s systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent “Save America’s Treasures” grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the “Heritage ’91 Plan” preparing for Vermont’s bicentennial of statehood. The “Heritage ’91 Plan” was refined and updated for the Coolidge Site in 1996. This update, called “Vision for the Future,” was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The “Vision for the Future” established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

~~The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington.~~
Most of Vermont is within a two-hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including

administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site – all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections – vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the *PastPerfect* system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

*If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
- b. Requested Grant Period from: 11/1/2008 Requested Grant Period Through: 10/31/2010
- c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2008 Through: 10/31/2009

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2		\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accountant	4		\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5		\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$40,000.00	\$29,445.62	\$69,445.62

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00	\$0.00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
SUBTOTALS		\$2,736.00	\$1,000.00	\$3,736.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$42,736.00	\$42,820.75	\$85,556.75

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$42,736.00	\$42,820.75	\$85,556.75
PROJECT COST TOTALS (Excluding Student Support)	\$42,736.00	\$42,820.75	\$85,556.75

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2009 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2009 Through: 10/31/2010

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,357.57	\$4,357.57
W. Jenney/Reg. Admin	2		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg. Admin	3		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accountant	4		\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5		\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$43,000.00	\$29,924.70	\$72,924.70

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$900.00	\$900.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$43,000.00	\$43,199.71	\$86,199.71

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B). Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$43,000.00	\$43,199.83	\$86,199.83
PROJECT COST TOTALS (Excluding Student Support)	\$43,000.00	\$43,199.83	\$86,199.83

ACCD PROJECT APPROVAL FORM

John D

Department: Housing
Division: Historic Preservation
Requestor: William Jenney
Date: July 24, 2008

Project Description and Term

Project Start: November 1, 2008 Project End: October 31, 2010 Report Required? Yes No

Briefly describe the project (if statutory, please cite): An application was made to the IMLS (Institute of Museum & Library Services) *Museums for America* program on November 1, 2008. This grant, the "Coolidge Collection Management Project," will enable VDHP to 1) hire a collections manager (as a consultant) for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer. Notification of the grant award was received on July 23, 2008.

What is the Dept./Division/Agency's responsibility? John Dumville, Historic Sites Operations Chief, will act as project director, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Gilbertson) will provide oversight and guidance throughout the project. This project will be part of the regional administrator's annual work plan. As project on-site overseer, he will assist the collections manager consultant for approximately five hours/week.

Any other Department or Agency involved? Yes No
Other Department/Agency:

How does this serve the Agency Mission? The Coolidge Collection Management Project is part of VDHP's strategic plan and is an important component of fulfilling our mission to preserve and interpret Coolidge Site and to collect materials associated with it. To date, only 10% of the total collection has been catalogued on paper or in electronic format. The project will rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

Can this project serve other Agencies Missions?
Statewide data base for collections

ACCD Staff Involvement and Project Lead

Project Lead: John Dumville (Historic Sites Operations Chief)
Other Staff: William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Site Administrator), Diane Ford (Accountant)

Project Costs

Project Cost: \$ 85,736.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
Expenditure Type (description)
IMLS grant: consultant fees, supplies and materials
VDHP "in kind": staff & volunteer time, volunteer housing, office space, etc.

Sources of Funding: General Fund Special Fund Donations Grant
 Other - Explain:

Has your Business Manager been Notified? Yes No

Project Needs

Space Requirements: Consultant's office space will be provided at the Coolidge Site. *No equipment other than computer - to be purchased with grant - is required*

IT Requirements: None *The computer software - to be purchased with grant - is self-contained & does not require Internet access.*

Other Requirements: Volunteer seasonal housing will be provided at the Coolidge Site. *- Former tourist cabin. Consultant may choose to stay there, it will be responsible for own housing.*

Sustainability: The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. *The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.*

Approvals

Supervisor Approval:

Sawler

Date: *July 25, 2008*

Action Commissioner Approval:

Mary Don

Date: *July 28, 2008*

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.

JFO # 2338

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This Grant to the Division for Historic Preservation, President Calvin Coolidge State Historic Site is to conduct an inventory and catalog the site's historic collections.

TITLE OF GRANT: Museums for America

FEDERAL CATALOG No.: 45-301

GRANTOR / DONOR: Institute of Museums and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036 5802

DATE: 9/9/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: The inventorying and cataloguing that this grant will fund will allow the Division of Historic Preservation to better promote and interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE: \$85,736.00

POSITIONS REQUESTED: None

GRANT PERIOD: 11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) gm
(INITIAL) RPM
DATE: 9/14/08



STATE OF VERMONT
Department of Finance and Management
MEMO

TO: Neal Lunderville, Secretary of Administration and Jim Reardon,
Commissioner of Finance and Management
FROM: Toni Hartrich, Budget and Management Analyst
DATE: 9/9/08
SUBJECT: Grant Acceptance Request from the Department of Housing and
Community Affairs- Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. **Agency:** Commerce & Community Development
 2. **Department:** Housing & Community Affairs
 3. **Program:** Division for Historic Preservation / President Calvin Coolidge State Historic Site
 4. **Legal Title of Grant:** Museums for America
 5. **Federal Catalog No.:** 45-301
 6. **Grantor and Office Address:** Institute of Museum and Library Services
 1800 M Street NW, 9th Floor
 Washington, DC 20036 5802

7. **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010

8. **Purpose of Grant:** (attach additional sheets if needed)
 The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the *PastPerfect* collections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote the site.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites.

10. Budget Information:	(1st State FY) FY 2009	(2nd State FY) FY 2010	(3rd State FY) FY 2011
EXPENDITURES:			
Personal Services	\$ 69,445.62	\$ 72,924.70	\$
Operating Expenses	\$ 16,111.13	\$ 13,275.13	\$
Grants	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00
REVENUES:			
<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$ 42,820.75	\$ 43,199.83	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$ 42,736.00	\$ 43,000.00	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$	\$	\$
TOTAL	\$ 85,556.75	\$ 86,199.83	\$ 0.00

<u>Appropriation Nos.</u>	<u>Amounts</u>
7110025000	\$ 85,736.00
	\$
	\$

-over-

REC'D SEP 02 2008

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Mary Ann -

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds: Computer to be purchased with grant funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Mary Ann - 8.27.08
(Signature) (Date)
Acting Commissioner
(Title)

14. Action by Governor:

Approved
 Rejected

[Signature] 9/10/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

[Signature] 9/10/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature


(Signature) (Date)

State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211
[fax] 802-828-3206

Agency of Commerce &
Community Development

MEMORANDUM

Date: August 28, 2008
To: Neil Lunderville, Secretary of Administration
From: Molly Dugan, DHCA Acting Commissioner 
Subject: Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

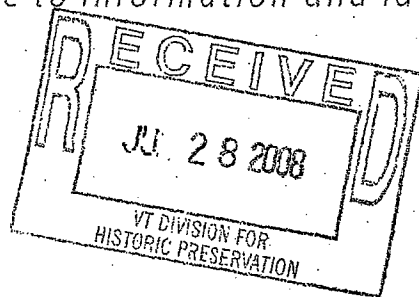
Jane Lendway, State Historic Preservation Officer
Phone: 828-3042 E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief
Phone: 828-3051 E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator
Phone: 672-3773 E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.





July 22, 2008

William Jenney
Historic Site Administrator
Vermont Division for Historic Preservation
P.O. Box 247
Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

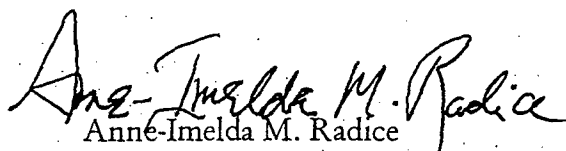
Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at <http://www.imls.gov/news/news.shtm>.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,



Anne-Imelda M. Radice
Director

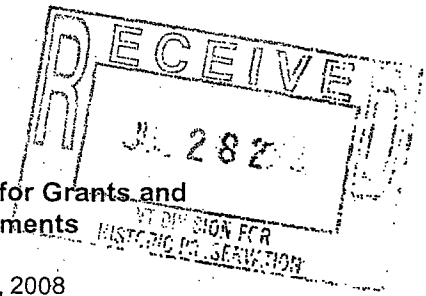
cc: John Dumville

Enclosures



Official Award Notification for Grants and
Cooperative Agreements

Date of Award July 10, 2008



Awardee Name and Address Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building Drawer 20 Montpelier, VT 05620-1201	Museums for America
	MFA-Collections Stewardship
	Award Number MA-05-08-0024-08
Authorizing Official John Dumville National Life Building, Drawer 20 Montpelier, VT 05620-0501	Award Period From November 01, 2008 To October 31, 2010
	Total Award Amount \$ 85,736.00 07/10/2008 \$85,736.00 Original Award
Project Director William Jenney P.O. Box 247 Plymouth Notch, VT 05056	

Basic Award Information

1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
4. The first request for payment will indicate the grantee's acceptance of the award.
5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official

Signature

Name and Title

Mary Estelle Kennelly
Associate Deputy Director for Museum Services

Accounting code:

CFDA Number: 45.301

TIN No. - 036000274

DUNS No. - 137135021

PROGRAM INFORMATION SHEET – PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): Vermont Division for Historic Preservation

b. Organizational unit (if different from Legal Name) :

c. Organizational Unit Address

Street1: National Life Building, 2nd Floor

Street2:

City: Montpelier

County: Washington

State: Vermont

Zip+4/Postal Code: 05620-1201

d. Web Address: <http://www.HistoricVermont.org/Coolidge>

e. Type of Institution (Check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Academic Library | <input type="checkbox"/> Library Association | <input type="checkbox"/> School Library or School District applying on behalf of a School Library or Libraries |
| <input type="checkbox"/> Aquarium | <input type="checkbox"/> Library Consortium | <input type="checkbox"/> Science/Technology Museum |
| <input type="checkbox"/> Arboretum/Botanical Garden | <input type="checkbox"/> Museum Library | <input type="checkbox"/> Special Library |
| <input type="checkbox"/> Art Museum | <input type="checkbox"/> Museum Services Organization/ Association | <input type="checkbox"/> Specialized Museum ** |
| <input type="checkbox"/> Children's/Youth Museum | <input type="checkbox"/> Native American Tribe/Native Hawaiian Organization | <input type="checkbox"/> State Library |
| <input type="checkbox"/> Community College | <input type="checkbox"/> Natural History/Anthropology Museum | <input type="checkbox"/> State Museum Agency |
| <input type="checkbox"/> Four-year College | <input type="checkbox"/> Nature Center | <input type="checkbox"/> State Museum Library |
| <input type="checkbox"/> General Museum* | <input type="checkbox"/> Planetarium | <input type="checkbox"/> Zoo |
| <input type="checkbox"/> Graduate School of Library and Information Science | <input type="checkbox"/> Public Library | <input type="checkbox"/> Institution of higher education other than listed above |
| <input checked="" type="checkbox"/> Historic House/Site | <input type="checkbox"/> Research Library/Archives | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Historically Black College or University | | |
| <input type="checkbox"/> History Museum | | |

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly defined discipline (e.g., textiles, maritime, ethnic group)

2. Grant Program or Grant Category

a. 21st Century Museum Professionals

d. Museum Grants for African American History and Culture

g. Native American/Native Hawaiian Library Services

b. Conservation Project Support

e. Museums for America

Basic Grant only

General Conservation Survey

Engaging Communities

Basic Grant with Education/ Assessment Option

Detailed Conservation Survey

Building Institutional Capacity

Enhancement Grant

Environmental Survey

Collections Stewardship

Native Hawaiian Library Services

Environmental Improvements

f. National Leadership Grants

h. Native American/Native Hawaiian Museum Services

Treatment

Select Museum or Library:

Training

Museum

with Education Component

Library

c. Laura Bush 21st Century Librarian Program

Select Grant Category:

Master's-level Programs

Building Digital Resources

Doctoral-level Programs

Library and Museum Community Collaboration Grant

Pre-professional Programs

Research and Demonstration:

Research (early career development)

Research

Research (other than early career development)

Demonstration

Continuing Education

Collaborative Planning Grant

Programs to Build Institutional Capacity

Programming

Professional Development

Enhancement of Museum Services

i. Connecting to Collections: Statewide Planning Grants

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native American Library Services Grants only)

- a. Number of hours per week the library collection is accessible to patrons:
- b. Number of staff dedicated full-time to library operations:
- c. Number of staff with part-time library duties:
- d. Number of holdings (books, journals, media):
- e. Number of circulation transactions per year:
- f. Does library staff have access to the Internet? Yes No
- g. Does the library provide public access to the Internet? Yes No
- h. Amount of operating budget for library services in most recently completed fiscal year:
- i. Identify which of the following activities will be supported by grant funds (check all that apply):
 - Expand services for learning and access to information and educational resources.
 - Develop library services that provide all users with access to information.
 - Provide electronic and other linkages between and among all types of libraries.
 - Develop public and private partnerships with other agencies and community-based organizations.
 - Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
 - Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.
- j. Maintenance of Effort (check the appropriate response):
 - FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
 - FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
 - Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection

- Non-living
- Animals, living
- Natural history/Anthropology
- Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE – “Coolidge Collection Management Project”

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation’s Historic Sites Program is to *“encourage the discovery and appreciation of the state’s rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place.”* The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site’s strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public’s appreciation of its cultural heritage. This continues VDHP’s systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent “Save America’s Treasures” grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the “Heritage ’91 Plan” preparing for Vermont’s bicentennial of statehood. The “Heritage ’91 Plan” was refined and updated for the Coolidge Site in 1996. This update, called “Vision for the Future,” was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The “Vision for the Future” established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

~~The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington.~~
Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including

administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site – all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections – vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the *PastPerfect* system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

*If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2008 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: 11/1/2008 Through: 10/31/2009

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2		\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg.Admin	3		\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accountant	4		\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5		\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$40,000.00	\$29,445.62	\$69,445.62

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00	\$0.00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
SUBTOTALS		\$2,736.00	\$1,000.00	\$3,736.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$42,736.00	\$42,820.75	\$85,556.75

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

- Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).
- Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

- Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$42,736.00	\$42,820.75	\$85,556.75
PROJECT COST TOTALS (Excluding Student Support)	\$42,736.00	\$42,820.75	\$85,556.75

BUDGET FORM – PAGE ONE

- a. Legal name (5a from Face Sheet): Vermont Division for Historic Preservation
 b. Requested Grant Period from: 11/1/2009 Requested Grant Period Through: 10/31/2010
 c. If this is a revised budget, indicate application/grant number:

Section A: Detailed Budget

a. Year: 1 2 3 4 b. Budget Detail for the Period From: **11/1/2009** Through: **10/31/2010**

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1		\$0.00	\$4,357.57	\$4,357.57
W. Jenney/Reg. Admin	2		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg.Admin	3		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accountant	4		\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5		\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6		\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		\$0.00	\$2,400.00	\$2,400.00
SUBTOTALS			\$43,000.00	\$29,924.70	\$72,924.70

2. Fringe Benefits

Rate	% of	\$ Salary Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
	% of				
	% of				
	% of				
SUBTOTALS			\$0.00	\$0.00	\$0.00

3. Consultant Fees

Name or Type of Consultant	No. of Days	Daily Rate of Compensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
SUBTOTALS			\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$ Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham..	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
SUBTOTALS					\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$900.00	\$900.00

6. Services

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
SUBTOTALS		\$0.00	\$0.00	\$0.00

8. Other Costs

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
SUBTOTALS		\$0.00	\$8,700.00	\$8,700.00

9. Total Direct Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
TOTALS (Add subtotals of items 1 - 8)	\$43,000.00	\$43,199.71	\$86,199.71

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested:

Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

Item A: Name of federal agency:

Expiration Date:

Proposal Date:

Item B:

Rate	\$ Base	\$ Grant Funds	\$ Cost Sharing	\$ Total
% of				
% of				
% of				
SUBTOTALS				

11. Total Project Costs

	\$ Grant Funds	\$ Cost Sharing	\$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)	\$43,000.00	\$43,199.83	\$86,199.83
PROJECT COST TOTALS (Excluding Student Support)	\$43,000.00	\$43,199.83	\$86,199.83

ACCD PROJECT APPROVAL FORM

Apply
John D

Department: Housing
Division: Historic Preservation
Requestor: William Jenney
Date: July 24, 2008

Project Description and Term

Project Start: November 1, 2008 Project End: October 31, 2010 Report Required? Yes No

Briefly describe the project (if statutory, please cite): An application was made to the IMLS (Institute of Museum & Library Services) *Museums for America* program on November 1, 2008. This grant, the "Coolidge Collection Management Project," will enable VDHP to 1) hire a collections manager (as a consultant) for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer. Notification of the grant award was received on July 23, 2008.

What is the Dept./Division/Agency's responsibility? John Dumville, Historic Sites Operations Chief, will act as project director, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Gilbertson) will provide oversight and guidance throughout the project. This project will be part of the regional administrator's annual work plan. As project on-site overseer, he will assist the collections manager consultant for approximately five hours/week.

Any other Department or Agency involved? Yes No
Other Department/Agency:

How does this serve the Agency Mission? The Coolidge Collection Management Project is part of VDHP's strategic plan and is an important component of fulfilling our mission to preserve and interpret Coolidge Site and to collect materials associated with it. To date, only 10% of the total collection has been catalogued on paper or in electronic format. The project will rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

Can this project serve other Agencies Missions?
Statewide data base for collections

ACCD Staff Involvement and Project Lead

Project Lead: John Dumville (Historic Sites Operations Chief)
Other Staff: William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Site Administrator), Diane Ford (Accountant)

Project Costs

Project Cost: \$ 85,736.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
Expenditure Type (description)
IMLS grant: consultant fees, supplies and materials
VDHP "in kind": staff & volunteer time, volunteer housing, office space, etc.

Sources of Funding: General Fund Special Fund Donations Grant
 Other - Explain:

Has your Business Manager been Notified? Yes No

Project Needs

Space Requirements: Consultant's office space will be provided at the Coolidge Site. *No equipment other than computer - to be purchased with grant - is required*

IT Requirements: None *The computer software - to be purchased with grant - is self-contained & does not require Internet access.*

Other Requirements: Volunteer seasonal housing will be provided at the Coolidge Site. *- Former tourist cabin. Consultant may choose to stay there, it will be responsible for own housing.*

Sustainability: The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.

Approvals

Supervisor Approval:

Sawler

Date: *July 25, 2008*

Acting Commissioner Approval:

Mary Day

Date: *July 28, 2008*

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.