



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: March 26, 2008

Subject: Status of Grant Request

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

JFO #2318 –\$51,000 grant from the National Parks Service, Historic Preservation Grants Division to the Department of Housing and Community Affairs. These grant funds (with \$51,000 in non-federal match) will be used to create Geographic Information System (GIS) database information for the following eight designated downtowns: Bennington, Brandon, Burlington, Poultney, St. Albans, St. Johnsbury, White River Junction and Winooski. This information will be used in municipal planning, economic development activities and heritage tourism promotion.
[JFO received 02/25/08]

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
Kevin Dorn
John Hall

From: "Boone, Nancy" <Nancy.Boone@state.vt.us>
To: <obie@leg.state.vt.us>
Date: 2/27/2008 4:45 PM
Subject: RE: Questions from Rep. Obuchowski re: JFO #2318

CC: "Rebecca Buck" <rbuck@leg.state.vt.us>, "Lendway, Jane" <Jane.Lendway@st...

Dear Rep. Obuchowski:

Rebecca Buck forwarded your questions to me regarding JFO #2318 (\$51,000 Preserve America grant creating GIS data bases for historic downtowns). Please find the answers below. If I can provide any additional information or clarification, please let me know. Thank you very much.

Nancy Boone

State Architectural Historian / Deputy State Historic Preservation Officer
Vermont Division for Historic Preservation
802-828-3045

1) What were the 17 designated downtowns that had "Preserve America" status?

Barre, Bellows Falls, Bennington, Brandon, Brattleboro, Burlington, Middlebury, Montpelier, Morristown, Poultney, Rutland, St. Albans, St. Johnsbury, Vergennes, White River Jct., Windsor, Winooski

2) How were the 8 communities participating in this grant project selected? Was there a specific selection process?

After the "Digital Downtowns" grant was awarded, the Division for Historic Preservation (DHP) and the Vermont Downtown Program contacted all of the Preserve America communities via e-mail and asked if they had an interest in participating in the project, including the contribution of \$1,000 in local match for the project. The mailing noted that they could express initial interest without committing to eventual participation. Fourteen (14) expressed interest. In the meantime, one more community received Preserve America designation, and was included in subsequent correspondence. We then sent another e-mail asking the 15 communities who could commit to contributing \$1,000, which was a needed part of the project budget. Eight (8) said they could and are participating in the project. They are: Bennington; Brandon; Burlington; Poultney; St. Albans; St. Johnsbury; White River Jct.; and Winooski. In essence, they self-selected. Participation by eight communities was the goal anticipated in the grant application, and budget. The initial e-mail noted "If more than 8 want to participate, we will have to select 8, or find more money to include them." We had begun to search for additional funding, but when only 8 committed to contributing \$1,000, that was unnecessary.

3) Is it standard operating practice to use e-mail to conduct this type of project survey? Are there towns that might have been eligible to participate in this program but perhaps their town clerks don't have e-mail?

The standard operating practice for contacting the Designated Downtowns is by an e-mail distribution list maintained by the Vermont Downtown Program. There are municipal and downtown organization contacts for each community. In addition, we e-mailed the information to preservation commissions in the towns, planners, regional planning commissions, and others. All towns that were eligible were informed.

If you need further clarification on any of the above questions or the JFC process, please don't hesitate to let me know either by phone (X 5969) or e-mail (rbuck@leg.state.vt.us) Please be sure and cc me on your response to Representative Obuchowski (obie@leg.state.vt.us).

From: Rebecca Buck
To: nancy.boone@state.vt.us
Subject: Questions from Rep. Obuchowski re: JFO #2318

Good morning Nancy. Representative Michael Obuchowski has the following questions regarding JFO #2318 (\$51,000 Preserve America grant creating GIS data bases for historic downtowns):

- 1) What were the 17 designated downtowns that had "Preserve America" status?
- 2) How were the 8 communities participating in this grant project selected? Was there a specific selection process?
- 3) Is it standard operating practice to use e-mail to conduct this type of project survey? Are there towns that might have been eligible to participate in this program but perhaps their town clerks don't have e-mail?

If you need further clarification on any of the above questions or the JFC process, please don't hesitate to let me know either by phone (X 5969) or e-mail (rbuck@leg.state.vt.us) Please be sure and cc me on your response to Representative Obuchowski (obie@leg.state.vt.us).

CC: Klein, Steve; Obuchowski, Michael



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

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**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: February 26, 2008

Subject: Grant Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2318 –\$51,000 grant from the National Parks Service, Historic Preservation Grants Division to the Department of Housing and Community Affairs. These grant funds (with \$51,000 in non-federal match) will be used to create Geographic Information System (GIS) database information for the following eight designated downtowns: Bennington, Brandon, Burlington, Poultney, St. Albans, St. Johnsbury, White River Junction and Winooski. This information will be used in municipal planning, economic development activities and heritage tourism promotion.

[JFO received 02/25/08]

The Joint Fiscal Office has reviewed this submission 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 (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like this item held for legislative review. Unless we hear from you to the contrary by March 11 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
Kevin Dorn, Secretary
John Hall, Commissioner

INFORMATION NOTICE

The following item was received by the Joint Fiscal Committee:

JFO #2318 –\$51,000 grant from the National Parks Service, Historic Preservation Grants Division to the Department of Housing and Community Affairs. These grant funds (with \$51,000 in non-federal match) will be used to create Geographic Information System (GIS) database information for the following eight designated downtowns: Bennington, Brandon, Burlington, Poultney, St. Albans, St. Johnsbury, White River Junction, and Winooski. This information will be used in municipal planning, economic development activities, and heritage tourism promotion. [*JFO received 02/25/08*]

JFO#

2318

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the National Park Service to Department of Housing and Community Affairs-Division for Historic Preservation is for creating Geographic Information System (GIS) database information for all the buildings in 8 historic Designated Downtowns.

TITLE: Preserve America Grant- Digital Downtowns: Creating GIS Databases for Historic Downtowns

FEDERAL CATALOG No.: 15-929

GRANTOR / DONOR: National Park Service
Historic Preservation Grants Division
1201 I(eye) Street NW
6th Floor ((org. Code 2256)
Washington DC 20005

DATE: 2/4/08

DEPARTMENT: Housing and Community Affairs

GRANT / DONATION: This project will enable these 8 downtowns to have readily available GIS based information and images of their historic downtown buildings. It should be helpful for municipal planning, economic development and heritage tourism efforts.

AMOUNT / VALUE: \$51,000.00

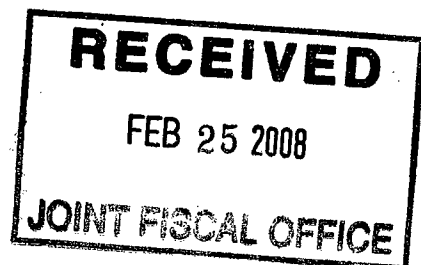
POSITIONS REQUESTED: None

GRANT PERIOD: 9/01/07 to 8/31/09

COMMENTS: The grant award material is attached.

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

(INITIAL) SM
(INITIAL) SM
DATE: 2/20/08



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

FORM AA-1
 (Rev. 9-90)

1. **Agency:** Commerce and Community Development .
2. **Department:** Housing and Community Affairs - Division for Historic Preservation
3. **Program:**
 Digital Downtowns: Creating GIS Databases for Historic Downtowns
4. **Legal Title of Grant:** Preserve America
5. **Federal Catalog Number:** 15-929
6. **Grantor and Office Address:**
 National Park Service
 Historic Preservation Grants Division
 1201 I (Eye) Street, NW
 6th Floor (Org. Code 2256)
 Washington, D.C. 20005

7. **Grant Period:** From: 9/01/07 To: 8/31/09

8. **Purpose of Grant:** (attach additional sheets if needed)
 The project will produce GIS (Geographic Information System) database layers for all the buildings in eight (8) Designated Downtowns - Bennington, Brandon, Burlington, Poultney, St. Albans, St. Johnsbury, White River Junction, and Winooski. New color photographs of the buildings and data about building age, features, materials, style, and history will be linked to interactive detailed computer maps of the downtowns for use in municipal planning, economic development activities, and heritage tourism promotion.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Continued lack of readily available information and images of buildings in Designated Downtowns. Missed opportunities for attracting economic development and supporting tourism.

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services - including staffing	\$ 55,000.00	\$ 37,000.00	\$ 5,000.00
Operating Expenses	\$ 5,000.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 60,000.00	\$ 37,000.00	\$ 5,000.00

REVENUES:

State Funds:

Cash	\$	\$	\$
In-Kind	\$ 8,400.00	\$	\$

Federal Funds:

(Direct Costs)	\$ 51,000.00	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$

Other Funds:

Local Funds	\$ 33,000.00	\$	\$
Local In-kind	1,600.00	7,000.00	1,000.00

TOTAL	\$ 94,000.00	\$ 7,000.00	\$ 1,000.00
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Appropriation Nos.

Amounts

\$
\$
\$

-over-

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 _____

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.

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.

(Signature)

(Date)

1/17/08
1/17/08

Commissioner, Department of Housing and Community Affairs
(Title)

14. Action by Governor:

- Approved
- Rejected

(Signature)

(Date)

2/8/08

15. Secretary of Administration:

- Request to JFO
- Information to JFO

(Signature)

(Date)

2/6/08

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)



Hartrich, Toni

From: Boone, Nancy
Sent: Wednesday, February 20, 2008 4:30 PM
To: Hartrich, Toni
Subject: Grant Acceptance Request for Digital Downtowns

Dear Toni –

As we discussed, here is the explanation of the first page of the AA-1 form for the Digital Downtowns project. It shows all of the in-kind expenditures and revenues so that both sides of the budget balance at \$102,000.

The Expenditures section includes \$84,000 for the GIS computer consultant who will complete the work, and \$18,000 of in-kind expenditures, as follows:

Staffing
 \$2,500 Downtown Program Staff
 900 Agency grant administration
 9,600 Local downtown staff and board members
 Operating expenses
 1,000 DHP handheld computers
 4,000 DHP Database software

The Revenues section includes \$84,000 of federal and local funds, \$8,400 of State in-kind revenues and \$9,600 of Local in-kind revenues. The State in-kind revenues are: \$2,500 Downtown Program staff; \$900 Agency grant administration; \$1,000 DHP handheld computers; and \$4,000 DHP database software. The Local in-kind revenue is \$9,600 of local downtown staff and board member time.

The \$33,000 of Local Funds / Other Revenues is:

\$21,985	Municipal Planning Grants
\$11,015	Local communities

St. Johnsbury, Burlington, and Winooski were awarded \$21,985 in the Municipal Planning Grant program for the Digital Downtowns project, slightly less than requested. Communities participating in the project are also contributing local funds. We initially asked for \$1,000 from each community. Several are now going to contribute more, and we are in the process of confirming exact amounts with them. We will confirm their contributions prior to distributing the RFP for the project, and will issue the RFP for a not-to-exceed figure that matches the total amount of available funds. In the unlikely event that there is less than \$33,000 cash match available, we will ensure that additional in-kind match makes up the difference, so that we meet the 50% match requirement of the federal grant.

Thank you again for your assistance on this Request for Grant Acceptance. Please let me know if I can provide any further information or clarification.

Nancy

Nancy E. Boone
 State Architectural Historian / Deputy State Historic Preservation Officer
 Vermont Division for Historic Preservation
 802-828-3045

2/20/2008

State of Vermont
Department of Housing and Community Affairs
National Life Building, Drawer 20
Montpelier, VT 05620-0501
www.dhca.state.vt.us

[phone] 802-828-3211
[Department fax] 802-828-2928
[Historic Preservation fax] 802-828-3206

*Agency of Commerce &
Community Development*

**TRANSFER MEMORANDUM RE:
REQUEST FOR GRANT ACCEPTANCE**

TO: The Honorable James H. Douglas, Governor of the State of Vermont

FROM: John Hall, Commissioner
Vermont Department of Housing and Community Affairs ("DHCA")

SUBJECT: Request for Grant Acceptance, Form AA-1
Federal funding source: National Park Service, Preserve America Grant
Project: Digital Downtowns: Creating GIS Databases for Historic Downtwns

DATE: January 17, 2008

On behalf of DHCA's Division for Historic Preservation, attached for review is:

1. FORM AA-1 REQUEST FOR GRANT ACCEPTANCE

It's my understanding the Request Form will be forwarded for review to the Secretary of the Agency of Administration and then to the JFO.

If there are any questions concerning this request, your staff can contact any of the following:

- * Jane Lendway, State Historic Preservation Officer,
Ph. 828-3042.
- * Nancy Boone, State Architectural Historian/Deputy State Historic Preservation
Officer, ph. 828-3045.
- * Len Gluck, Agency of Commerce and Community Development, Associate Counsel,
Ph. 828-0034.

Thank you for your assistance in this matter.

REC'D JAN 17 2008



Hartrich, Toni

From: Boone, Nancy
Sent: Friday, January 25, 2008 4:22 PM
To: Hartrich, Toni
Subject: Digital Downtowns - Grant Acceptance Request

Dear Toni-

Thank you again for taking the time last Friday to explain to me the details of the Grant Acceptance Request process. It was very helpful, and I will hopefully do a much better job the next time through (which will be very soon.) As you requested, below is a description of the process that was used to select the 8 communities that are participating in the Digital Downtowns project.

The Preserve America funding source limits their projects to communities that have received the national Preserve America Community designation. Several years ago, the Vermont Downtown Program worked with the state's Designated Downtowns to nominate them as a group for Preserve America designation. When we applied for the Preserve America grant, there were 16 Designated Downtowns that had Preserve America status. After the "Digital Downtowns" grant was awarded, the Division for Historic Preservation (DHP) and the Vermont Downtown Program contacted all of them via e-mail and asked if they had an interest in participating in the project, including the contribution of \$1,000 in local match for the project. Fourteen (14) said yes. In the meantime, one more community received Preserve America designation, and was included in subsequent correspondence. We then sent another e-mail asking the 15 communities who could commit to contributing \$1,000, which was a needed part of the project budget. Eight (8) said they could and are participating in the project. They are: Bennington; Brandon; Burlington; Poultney; St. Albans; St. Johnsbury; White River Jct.; and Winooski. Participation by eight communities was the goal anticipated in the grant application.

If you have more questions or need more information, I will be happy to quickly respond.
Thank you very much.

Nancy Boone
State Architectural Historian / Deputy State Historic Preservation Officer
Vermont Division for Historic Preservation



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

November 28, 2007

Hampton Tucker
Historic Preservation Grants Division
National Park Service
1201 I (Eye) Street, NW
6th Floor (Org. Code 2256)
Washington, D.C. 2005

Re: Preserve America Grant
Digital Downtowns: Creating GIS Databases for Historic Downtowns

Dear Mr. Tucker:

Enclosed please find the following materials related to our Preserve America grant for "Digital Downtowns: Creating GIS Databases for Historic Downtowns":

two signed copies of the Grant Agreement for the project;
signed SF-424 *Application for Federal Assistance*;
signed SF-424B *Non-Construction Assurances*;
signed DI-2010 *Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying*.

We are very excited to get the project underway and have already secured almost all of the matching funds outlined in the project budget. Thank you again for your support. We will keep you informed of our progress.

Sincerely,

A handwritten signature in black ink that reads "Nancy E. Boone". The signature is fluid and cursive.

Nancy E. Boone
State Architectural Historian / Deputy State Historic Preservation Officer
Vermont Division for Historic Preservation





United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

Copy of signature page of grant agreement with all signatures.

IN REPLY REFER TO:

RECEIVED
DEC 7 2007

Preserve America Grant Agreement No. 50-07-PA-3037

BY:.....

Upon signature of both parties below, the National Park Service (NPS) will have obligated with this Grant Agreement the amount of **\$51,000.00** appropriated from the Historic Preservation Fund for the Preserve America Grant Program by Public Law 110-5, which provides Fiscal Year 2007 appropriations to the Department of the Interior. The term of this grant agreement is:

Beginning Date: September 1, 2007

Ending Date: August 31, 2009

In accepting this grant for the project entitled "Digital Downtowns: Creating GIS Databases for Historic Downtowns," evidenced by signature below, the Vermont Division for Historic Preservation, agrees to comply with Department of the Interior regulations and requirements governing Federal grants stipulated in Office of Management and Budget (OMB) Circular A-102 (Administrative Requirements for Grants to State and Local Governments; see 43 CFR 12.42-12.92); Circular A-87 (Cost Principles for Grants to State and Local Governments); and Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations). These requirements are hereby incorporated by reference into this grant agreement. In accordance with 18 U.S.C. 1913, none of these funds may be used for lobbying purposes as defined in the special conditions contained on the following pages. These special conditions are also hereby incorporated into this grant award. The terms and conditions of this grant award shall be extended to subrecipients and subcontractors.

In witness thereof, the parties have executed this grant agreement as of the date entered below:

VERMONT DIVISION FOR HISTORIC PRESERVATION

NATIONAL PARK SERVICE



Authorized Signature



Chief, Historic Preservation Grants Division

11/16/07

Date signed

12/4/07

Date signed

Attachments:

- SF 424 Application for Federal Assistance
- Budget Changes/Special Grant Conditions

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
50-07-PA-3037	September 1, 2007	August 31, 2009

The terms of the grant award include the following special conditions necessary to obtain the objectives of the grant, facilitate administration of the grant, and to protect the interests of the Federal Government. Grantee noncompliance with these terms and conditions and the requirements of Office of Management and Budget (OMB) Circulars A-102 and A-87 will cause disallowance of costs incurred under the grant. In addition to other lawful remedies, in the event of noncompliance with any grant conditions, the grant may be suspended, terminated or annulled pursuant to OMB Circular A-102 (see 43 CFR 12.83-12.84).

The grantee shall not assign or otherwise transfer final responsibility for this Grant Agreement, the grant, or the project to any third party. The execution of subcontracts shall not alter or modify the obligations of the grantee. However, the grantee may subcontract for performance of project-related work summarized in this Grant Agreement. The grantee must administer this grant award free from conflict of interest, bribery, "kickbacks," cost-plus-a-percentage-of-costs contracts, and other procurement practices prohibited by 43 CFR 12.76.

Special Condition #1, Limitations on Grant Expenditures. The term of availability of these grant funds is from September 1, 2007, through August 31, 2009. All costs incurred must be billed to NPS by December 31, 2009. Expenses charged to this grant may not be incurred prior to the beginning date specified above, or subsequent to the grant end date specified above (unless the Grant Agreement's end date is formally extended in writing by NPS). Such expenditures may not exceed the maximum limits shown on this grant award, or amendments subsequently approved in writing by NPS. The grantee assumes fiscal liability, without recourse to NPS, for commitments that exceed the funds provided in the Grant Agreement.

Special Condition #2, Allowable Costs. All costs charged to the grant must be directly related to and necessary for the achievement of the approved objectives and budget of this grant, as specified in Grant Condition #15, below, unless an amendment is approved in writing by NPS. Expenses charged must be incurred only for eligible costs in accordance with OMB Circular A-102 and OMB Circular A-87; and supported by approved contracts, purchase orders, requisitions, bills, or other evidence of liability consistent with generally established purchasing procedures and generally accepted accounting principles.

Special Condition #3, Nonfederal Matching Share. At least \$51,000 in eligible nonfederal matching contributions that are allowable and properly documented in accordance with 43 CFR 12.64 must be used during the grant period to share the costs for this grant. Failure to use the required non-Federal matching share will result in the disallowance of costs reimbursed, and/or the deobligation of remaining unexpended funds.

Special Condition #4, Fundraising Costs: In accordance with OMB Circular A-87, Attachment B, Item 21, costs of fundraising are not eligible costs chargeable to the grant for reimbursement or as eligible nonfederal matching share contributions.

Special Condition #5, Performance Reports. An acceptable Interim Progress Report must be submitted to NPS every six months during the grant period, with the initial Progress Report due not later than March 31, 2008, and the next report due not later than September 31, 2008. An acceptable Final Progress Report must be submitted by August 31, 2009. Failure to submit acceptable progress reports by the dates specified, and in the format prescribed by NPS, may result in suspension of funds or other action. The final progress report must include slides, photographs, copies of publication etc. showing the work accomplished under this grant. Interim Reports and the Final Project Report must include the Standard Form 269A, Financial Status

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
50-07-PA-3037	September 1, 2007	August 31, 2009

Report Short Form, which is used to document financial obligations and outlays during the previous year. The final payment will not be approved until all work is completed and an acceptable Final Progress Report is received by NPS.

The grantee agrees to maintain close liaison with the NPS Grant Awarding Official throughout the grant period. NPS reserves the right to request meetings, upon reasonable notice, with grantee project staff at intervals during the course of project work. The grantee agrees to promptly notify the NPS Grant Awarding Official should any of the following conditions become known to it:

- a) Problems, delays, or adverse conditions that will materially affect the ability of the grantee (or its subcontractors, if any) to attain project objectives, prevent the project from meeting planned timetables, or preclude the completion of approved work;
- b) The need for adjustment (revision) to the project budget; and
- c) The lack of nonfederal matching share to meet the amount required by this Grant Agreement.

Interim and Final Reports should be sent to your grant reviewer's attention at the National Park Service in Washington, DC. Address: 1201 Eye St. NW (2256), 6th Floor, Washington, DC 20005.

Special Condition #6, Prior Approval Requirements. The grantee may not, without written approval by the NPS grant awarding official (that official whose signature/title appears on the grant award document, or his designee), make changes in the approved scope of work or budget that would substantively alter the approved scope of work (43 CFR 12.70).

Special Condition #7, Lobbying Prohibitions. Costs associated with activities or any form of communication designed to influence in any manner a Member of Congress to favor or oppose any legislation or appropriation are unallowable as a charge to this grant. None of the funds awarded may be used to process any grant or contract documents which do not include the text of 18 U.S.C. 1913 prohibiting lobbying with appropriated funds. Recipients shall not use any part of the appropriated funds for any activity or for the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

Special Condition #8, Debarment and Suspension. In accordance with Executive Order 12549 "Debarment and Suspension" the grantee and its subgrantees must not make any award or permit any award (by subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549.

Special Condition #9, Financial Audit. The grantee shall obtain an audit of grant expenditure records in accordance with OMB Circular A-133 which requires a Single Agency Audit for any grantee who expends at least \$500,000 of Federal grant funds (from all sources) in a fiscal year. Financial audits that include costs incurred for this grant (including nonfederal matching share) must be transmitted to the Federal Audit Clearinghouse, Data Preparation Division, U.S. Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132. A reasonable proportion of the costs of an acceptable audit performed in accordance with OMB Circular A-133 may be charged to this grant.

If an audit is required, the grantee must complete and submit one signed copy of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations, SF-SAC, to the National Park Service within 30 days of the grantee's receipt of the completed audit report. The form must be signed by the grantee and auditor state whether the audit was completed, provide information about the

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
50-07-PA-3037	September 1, 2007	August 31, 2009

grantee, the results of the audit, the Employer Identification Number (EIN) and the Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS). A copy of the SF-SAC is acceptable.

Special Condition #10, Record Keeping. The grantee must maintain the property, personnel, financial, procurement and other records and accounts pertinent to the funds awarded by this grant in accordance with 43 CFR 12. The grantee and its contractor's will permit on-site inspections by NPS representatives, and will effectively require employees and board members to furnish such information as, in the judgment of NPS representatives, may be relevant to a question of compliance with grant conditions and directives on the effectiveness, legality and achievements of project work.

Special Condition #11, Access to Records. The Secretary of the Interior and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access for the purpose of financial or programmatic audit and examination to any books, documents, papers, and records of the grantee that are pertinent to the grant at all reasonable times during the period of retention provided for in 43 CFR 12.

Special Condition #12, Publicity and Press Releases: Press releases about this project must acknowledge the grant assistance provided by NPS and copies of the press releases must be provided to NPS. The grantee must transmit notice of any public ceremonies planned to publicize the project or its results in a timely enough manner so that NPS, Department of the Interior, Congressional or other Federal officials can attend if desired.

Special Condition #13, Publications. ~~The grantee must include acknowledgment of NPS grant support and a nondiscrimination statement in all publications and videos assisted with grant monies and/or concerning NPS grant-supported activities. At least three copies of each publication and video concerning NPS grant-assisted activities, or published with NPS grant assistance, must be furnished to the NPS Grant Awarding Official within 30 calendar days of publication. All publications, including video and audio tapes, must contain the following disclaimer and acknowledgement of NPS support: "This material is based upon work assisted by a grant from the Department of the Interior, National Park Service. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior." All consultants hired by the grantee must be informed of this requirement. The National Park Service shall have a royalty-free right to republish any published material generated by this grant.~~

Special Condition #14, Method of Payment. An SF-270, *Request for Advance or Reimbursement*, must be faxed to the NPS Grant Awarding Official for approval of payment requests. After NPS has notified the grantee by fax or e-mail that the payment request is acceptable, the grantee can transmit the payment request on the SMARTLINK payment system. Payment of grant funds will then be made by SMARTLINK electronic transfer of funds to a specified bank account of the grantee.

NPS approval of payment requests is based on satisfaction of grant conditions and documentation that matching funds have been expended at the same rate as federal funds. The final payment request (or approximately 15%) will be held until all grant conditions are met, including submission of an acceptable Final Project Report.

All approved advance payments must be expended within 30 days of the receipt of funds. An SF272, Cash Transaction Report, must be completed and submitted to NPS at the end of the 30 days documenting that the advanced funds have been liquidated.

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
50-07-PA-3037	September 1, 2007	August 31, 2009

Special Condition #15, Approved Budget and Scope of Work. The approved Summary of Objectives and Results to be performed with this grant award in accordance with the *Secretary of the Interior's Standards for Archeology & Historic Preservation* are follows:

1. Organize competitive selection of Preserve America communities to participate in project.
2. Develop *Municipal Planning Grant* application with consortium of selected communities.
3. Identify existing base maps and orthophotos of designated downtowns.
4. Digitize building footprints in GIS data layer and transfer data from National and State Register forms.
5. Gather and enter data on missing or altered structures
6. Link existing photos to building records
7. Install database with interactive query/mapping capability in each participating Preserve America community.
8. Deliver GIS data layers to planning organizations.
9. Link historic database to Vermont travel sites.
10. Train local users

The approved Work/Cost Budget is summarized as follows:

Budget Item	Federal Share	Non-Federal	Total
Personnel + Fringe	\$0.00	\$13,000.00	\$13,000.00
Consultants Fees	\$51,000.00	\$33,000.00	\$84,000.00
Equipment	\$0.00	\$1,000.00	\$1,000.00
Other	\$0.00	\$4,000.00	\$4,000.00
TOTAL GRANT (including non-Federal matching share)	\$51,000.00	\$51,000.00	\$102,000.00

Special Condition #16, Preagreement Costs. Any preagreement costs incurred must be approved in writing by NPS and authorized to be charged to this grant in accordance with OMB Circular A-87. Documentation of these preaward costs must be retained for review by the grantee's financial audit.

Special Condition #17, NPS Concurrence with Selection of Consultants. The grantee must submit resumes and responses to its Requests for Proposals, along with its justification for which consultant(s) it selects for grant-assisted work to the NPS Grant Awarding Official for concurrence by NPS. The consultant(s) must have the requisite experience and training in historic preservation to oversee the construction work to be performed and to manage this complex project. Contractors must be competitively selected. **Maximum hourly rates charged to this grant may not exceed 120% of a Federal Civil Service GS-15, step 10 salary, which in Fiscal Year 2007 is \$82.50 per hour or \$660 per day..** Current salary tables can be found on the Office of Personnel and Management website: www.opm.gov.

APPLICATION AND BUDGET CHANGES/SPECIAL CONDITIONS

GRANT NUMBER:	BEGINNING DATE:	ENDING DATE:
50-07-PA-3037	September 1, 2007	August 31, 2009

Special Condition #18, Compliance with Section 106 of the National Historic Preservation Act.

Pursuant to Section 106 of the National Historic Preservation Act, NPS and the grantee must complete the consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation in 36 CFR 800 prior to the commencement of any construction work or ground disturbance associated with this project. (Note that the NPS must receive a copy of the State Historic Preservation Officer's written approval of the methodology or plan to be used for any archeological testing or ground-breaking prior to conducting such testing or ground-breaking.) NPS has initiated the Section 106 consultation process with the State Historic Preservation Officer (SHPO), by notifying the SHPO of the grant and sending the SHPO a copy of the grant application. Now, to complete the Section 106 review, the grantee must submit plans and specifications for the project to the SHPO. The grantee then must submit to the NPS Grant Awarding Official copies of the following: 1) any written comments grantee receives from the SHPO in response to submission of plans and specifications for the project, including any suggestions for modifying the project, and 2) the SHPO's written concurrence with the project as proposed or as modified. In the event that the grantee and the SHPO cannot reach agreement, the grantee must notify NPS in writing so that NPS may participate in the conclusion of the consultation.

Special Condition #19, Compliance with the Secretary of the Interior's Standards. All grant-assisted construction or ground disturbance must be reviewed by NPS to ensure that it meets the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*. Work that does not comply with these Standards in the judgment of NPS will not be reimbursed, and may cause the grant to be terminated and funds deobligated.

Special Condition #20, NPS Review of Architectural Plans and Specifications. The grantee must submit plans and specifications for any construction or ground disturbance to the National Park Service for its review and approval for compliance with the Secretary of the Interior's *Standards for Archeology and Historic Preservation*, and the Secretary of the Interior's *Standards for the Treatment of Historic Properties*, and with the Conditions listed in this Grant Agreement prior to the beginning of grant-assisted work on the property.

Special Condition #21, Requirement for Copies of Final Products. The grantee must submit 3 copies of any publications, reports, studies, or similar materials which are produced with this grant assistance, including plans and specifications, historic structures reports, and feasibility studies. For items such as interpretive signs or tourism events, photographs of the signs or events must be submitted.

Special Condition #22, Requirement for Project Sign. The grantee must erect and maintain a project sign at the project site, if applicable. This sign must: be of reasonable and adequate design and construction to withstand weather exposure; be of a size that can be easily read from the public right-of-way; and be maintained in place throughout the project term as stipulated in this Grant Agreement. At a minimum, the sign must contain the following statement: "[Name of Project] is being supported in part by a Preserve America grant administered by the National Park Service, Department of the Interior." Additional information briefly identifying the historical significance of the property or recognizing other contributors is encouraged and permissible. Photographs of the sign must be included with the Final Report submitted to NPS. The cost of fabricating and erecting this sign is an eligible cost for this grant.

Standard Form SF 424 Application for Federal Assistance

OMB Approval No. 0348-0043

APPLICATION FOR
FEDERAL ASSISTANCE (SF 424)

1. TYPE OF SUBMISSION: <input type="checkbox"/> Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier SAI Exempt
	4. Date received by Fed. Agency	Federal Identifier 50-07-PA-3037

5. APPLICANT INFORMATION

Vermont Division for Historic Preservation	Organizational Unit:
Address National Life Building, Floor 2 National Life Drive Montpelier, VT 05620-1202	Contact: Nancy E. Boone, State Architectural Historian (802) 828-3045 e-mail: nancy.boone@state.vt.us

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

036000247

DUNS NUMBER
135459159

7. TYPE OF APPLICANT: (enter appropriate letter): A

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify) <u>Non-Profit</u>

8. TYPE OF APPLICATION:

New Continuation Revision

9. NAME OF FEDERAL AGENCY:

National Park Service

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

1 5 - 9 2 9

TITLE: Save America's Treasures

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

2007 Preserve America Grant
Digital Downtowns: Creating GIS Databases for Historic
Downtowns

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)

13. PROPOSED PROJECT:

Start Date
09/1/2007

Ending Date
08/31/2009

14. CONGRESSIONAL DISTRICT OF: VI

Applicant VT - 1

Project VT - 1

15. ESTIMATED FUNDING:

a. Federal	\$ 51,000
b. Applicant	\$ 51,000
c. State	\$
d. Local	\$
e. Other	\$
f. Program Income	
g. TOTAL	102,000

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE

b. NO PROGRAM IS NOT COVERED BY E.O. 12372
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Yes If "Yes" attach an explanation.
 No

I, the undersigned, certify that to the best of my knowledge and belief, all data in this application/preapplication are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

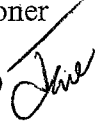
a. Typed Name of Authorized Representative Jane Lendway	b. Title State Historic Preservation Officer	c. Telephone 802-828-3042
d. Signature of Authorized Representative 	e. Date Signed 12/3/07	

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

TO: John Hall, Commissioner
FROM: Jane Lendway, SHPO 
DATE: November 14, 2007
RE: Preserve America Grant Agreement for Digital Downtowns Project

Len Gluck and John Kessler have reviewed and approved the attached two copies of the Preserve America Grant Agreement for the Digital Downtowns project. Can you please sign both copies and return them to me so that we may send them to the National Park Service for their signature?

We are very excited about this project. Eight Designated Downtowns are participating: Bennington; Brandon; Burlington; Poultney; St. Albans; St. Johnsbury, White River Junction; and, Winooski. The project will create GIS datalayers, including photos, for the buildings (old and new) in each of the Designated Downtowns and will be accessible on municipal and RPC GIS systems, as well as via www.VermontVacation.com.

Please feel free to contact Nancy at 828-3045 or me if you have any questions or need further information.

Thank you.





United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

H36(2256)

SEP 19 2007

Ms. Nancy E. Boone
State Architectural Historian
Vermont Division for Historic Preservation
National Life Building, Floor 2
National Life Drive
Montpelier, VT 05620-1202

Project: **Digital Downtowns: Creating GIS Databases for Historic Downtowns**

Dear Ms. Boone:

Enclosed is the Grant Agreement for your Fiscal Year 2007 Historic Preservation Fund (HPF) grant for the Federal Preserve America Program administered by the National Park Service (NPS). To facilitate the timely obligation and availability of these funds, **please have an authorized official sign both copies of the grant agreement, complete the forms listed below, and return all documents to my attention using the address stated.**

1. Two copies of the Grant Agreement for the Fiscal Year 2007 Historic Preservation Fund (HPF) grant for the Federal Preserve America Grant Program administered by the National Park Service (NPS). Both copies of the enclosed agreement must be signed and returned. NPS will then countersign both copies, keep one, and return the other signed copy to you for your files.
2. SF-424 *Application for Federal Assistance.*
3. SF-424B *Non-Construction Assurances.*
4. DI-2010 *Certifications Regarding Debarment, Suspension, and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying.*
5. SF-1199A *Direct Deposit Form* to be signed by your bank and returned to NPS.

For <u>ALL</u> U.S. Postal Service Mail	For FedEx, UPS, and DHL*
Hampton Tucker Historic Preservation Grants Division National Park Service Department of the Interior 1849 C Street, NW (Org. Code 2256) Washington, DC 20240	Hampton Tucker Historic Preservation Grants Division National Park Service 1201 I (Eye) Street, NW 6 th Floor (Org. Code 2256) Washington, DC 20005

*Recommended due to ongoing delays with USPS mail delivery in the Washington, DC area.

Please read the entire grant agreement carefully. Among the major provisions are: Condition #3, the requirement for eligible non-Federal matching share to be contributed during the grant period in an amount equal to the Federal share of the grant award; Condition #5, requiring detailed progress reports every six months during the grant; Condition #15, outlining the NPS-approved scope of work and work/cost breakdown; Condition #17, requiring NPS concurrence with the selection of consultants having adequate preservation experience; Condition #18, requiring compliance with Section 106 of the National

Historic Preservation Act (see details on page 2 of this letter); Condition #22, requiring that a project sign be erected at the site during the project.

This grant may qualify as an "undertaking" under Section 106 of the National Historic Preservation Act. Section 106 mandates that Federal agencies must consult with the appropriate State Historic Preservation Officer (SHPO) to ensure that there is no adverse affect to the historic property. **No grant-funded construction or ground disturbance may proceed until the Section 106 review process has been successfully completed.**

Any plans and specifications for your project must also be reviewed by the National Park Service. This process can take place concurrently with the SHPO review. Plans and specifications should be sent via **private** mail carrier to the person below unless another NPS office has been approved by our office to handle these responsibilities:

Tabitha P. Lewis
Preserve America
National Park Service
1201 Eye Street NW (Stop 2256)
Washington, DC 20005

Upon return of the signed grant agreement, you will receive report forms for interim and final reports to be submitted to NPS. You will also receive the necessary forms to request reimbursements.

The Preserve America grant program is administered by the National Park Service of the United States Department of the Interior, in partnership with other Federal agencies. Please note that all grant documents must be submitted **only** to the National Park Service; plans and specifications, reports, amendments, and payment requests must be submitted to our Washington, DC office unless otherwise approved.

If you have any questions, please contact Tabitha Lewis by phone at 202-354-2071 or by e-mail at tabitha_p_lewis@nps.gov. Thank you in advance for your attention to this letter. We look forward to working with your organization on the successful completion of this grant

Sincerely,



Hampton Tucker
Chief, Historic Preservation Grants Division

Enclosures

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

August 29, 2005

Mr. John Nau, Chair
Advisory Council on Historic Preservation
Old Post Office Building
1100 Pennsylvania Avenue, NW, Suite 809
Washington, DC 20004

Dear Mr. Nau:

The Vermont Division for Historic Preservation, and its Vermont Downtown Program, are pleased to offer the Preserve America applications for all of Vermont's "Designated Downtowns". Since we started the state's downtown revitalization program in the late 1990's, these communities have made tremendous improvements by following the National Trust's Main Street Center approach, which forms the foundation for our state program. Burlington, Vermont's largest city and one of our first Designated Downtowns, was declared a Preserve America in 2004. Today, we seek Preserve America recognition for the remaining 17 Designated Downtowns. Together these communities comprise over 30% of the state's population. We frequently work with all 18 of these communities, and we know from this work of their numerous preservation projects, and of the transformation resulting from these revitalization programs.

The projects highlighted in these applications have all taken place within our Designated Downtowns - a statutory status unique to our state. Because this designation relates so strongly with the Preserve America goals we thought it might be helpful to explain some of the requirements for our preservation-based designation process:

- All designated downtowns must include a district listed on the National Register for Historic Places;
- All designated downtowns must show a planning commitment to their entire downtown - in most cases this is expressed through a design review district in their zoning bylaws, protecting their historic resources;
- All designated downtowns must have a "confirmed planning process" showing that their plan is consistent with state planning goals (including a compact settlement pattern) and is compatible with the regional plan and plans of adjacent towns;
- All designated downtowns must demonstrate, through a 5 year capital plan and budget, the municipality's commitment to critical downtown infrastructure, and must include pedestrian amenities, public spaces, lighting, and parking, along with the more typical focus on water, sewer and streets;



- All designated downtowns must have a dedicated downtown organization, with a 3 year budget and workplan, demonstrating their ability to sustain a comprehensive revitalization program (ie, the Main Street elements of design improvements, economic restructuring, marketing/promotions, and organizational development);
- All designated downtowns must dedicate part of their water and sewer reserve capacity to accommodate growth in downtown, which in practice has been used primarily for the redevelopment of historic buildings.

The State has created several funding programs that are available only to these designated downtowns:

- We have committed \$1,000,000 annually in tax credits for the rehabilitation for downtown building rehabilitation, with a 10% add-on to the RITC, along with more generous credits for elevator and sprinkler installations to put historic upper floors back into use, for code compliance to improve safety, and for façade improvements.
- The state has also committed \$800,000 annually for transportation-related improvements which, along with the expected sidewalk and parking improvements has included things like public park improvements, ADA access to historic storefronts, and visitor's centers – like Poultney's Stonebridge, which is the project submitted as part of that community's Preserve America nomination, and the Wayfinding Center that is part of Windsor's nomination.

The vitality of the state's downtowns has been a substantial policy interest for the past 10 years, resulting in bills that created the Designated Downtown process and benefits, a separate designation for village centers, and improvements to the state's benefits to these designated communities. With this statewide interest, we have brought key partners to the table, including our VT Department of Tourism and Marketing which, through its Cultural and Heritage Tourism Coordinator, has done a lot of work with us and these downtown organizations – including placement on the Department's web page, training on cultural and heritage tourism development, and special recognition on the official state map. Our downtowns have also had a lot of help from our statewide preservation organization – Preservation Trust of Vermont – for downtown legislation, training and technical assistance, and substantial project funding.

Finally, we want to highlight our publicity plans for these downtowns, if recognized by the Preserve America program. Our annual downtown conference will take place on October 13th, with the Governor scheduled to make welcoming comments. If news is received by that date, it would be ideal to have him make the announcement during the conference. If it takes longer, we are working with his press secretary, and the communications director at our Department of Tourism and Marketing, to coordinate strong statewide press coverage, along with the local stories that each of these

designated downtowns can tell. We would request, therefore, that you notify either of us first before contacting the individual communities or the press contacts listed in these applications. This will allow us to better manage the publicity for these nominations.

Our downtown organizations recognize the prominent role that preservation has played in their revitalization program, and every one of them has jumped at the chance to participate in this statewide effort to apply for the Preserve America nominations. We are pleased to join in this effort, and hope you can find them all worthy of this recognition.

Sincerely,

Jane Lendway
State Historic Preservation Officer
Vermont Division for Historic Preservation

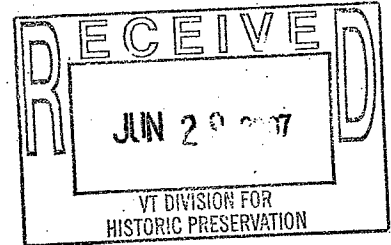
Joss Besse, Director
Vermont Downtown Program

PRESERVE

AMERICA
Explore and Enjoy Our Heritage

June 26, 2007

Ms. Nancy Boone
State Architectural Historian
Vermont Division for Historic Preservation
National Life Building, Floor 2
National Life Drive
Montpelier, VT 05620-1202



Dear Ms. Boone:

On behalf of the U.S. Department of the Interior's National Park Service and the *Preserve America* initiative, it is our pleasure to inform you that Digital Downtowns: Creating GIS Databases for Historic Downtowns will be recognized as a 2007 *Preserve America* Grant recipient at a Capitol Hill ceremony on Thursday, July 12, 2007. Congratulations on being among the new grantees that will be recognized at this national event co-sponsored by the Historic Preservation Caucus of the U.S. House of Representatives.


The ceremony will be held in the Cannon Caucus Room of the Cannon House Office Building located on Independence Avenue and First Street, S.W. in Washington, DC. The doors will open at 8:00am and will close promptly at 8:45am. If you or a representative plans to attend the event, please fax the enclosed form to the Advisory Council on Historic Preservation at 202-606-0321. Travel arrangements and expenses are the responsibility of those attending the event.

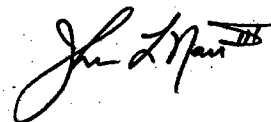
We request that no individual announcements be made to the media or public prior to consolidated release of information. The ACHP and the Department of the Interior will help arrange for a public coordinated national and local release of information on the event. Please indicate on the enclosed form the name of the community public affairs or communications official with whom we should work to arrange for release of information at the appropriate time.

Should you have any questions regarding the grant, please contact Hampton Tucker, National Park Service, at 202-354-2067. If you have any questions regarding the event, please contact Ron Anzalone, ACHP, at 202-606-8523, or at ranzalone@achp.gov.

We look forward to meeting you at the July 12 *Preserve America* event.

Sincerely,


P. Lynn Scarlett
Deputy Secretary
U.S. Department of the Interior


John L. Nau, III
Chairman
Advisory Council on Historic Preservation

ADVISORY COUNCIL ON HISTORIC PRESERVATION

1100 Pennsylvania Avenue NW, Suite 809 • Washington, DC 20004
Phone: 202-606-8503 • Fax: 202-606-8647 • www.PreserveAmerica.gov



FY 2007 *Preserve America*
Historic Preservation Fund Grants to Preserve and
Promote America's Heritage and Cultural Assets

APPLICATION FORM

Please follow the Guidelines and Application Instructions to complete this application. Applicants must submit one (1) signed original and seven (7) copies – a total of 8 – complete application packages, plus one (1) additional photocopy of this page. See additional mailing instructions on the last page of the application form.

1. GENERAL INFORMATION

Project Title (10 words or less) **Digital Downtowns: Creating GIS Databases for Historic Downtowns** _____

Applicant Organization Vermont Division for Historic Preservation _____

Contact Person **Nancy E. Boone** Title **State Architectural Historian** _____

Address National Life Building, Floor 2, National Life Drive _____

City **Montpelier** State Vermont Zip Code **05620-1202**

Telephone (802) 828 - 3045 FAX Number (802) 828 - 3206 E-mail **nancy.boone@state.vt.us**

EIN Number: 036000247 DUNS Number: 135459159

Applicant's Congressional District(s) Vermont U.S. Representative(s) **Vermont**

Type of Applicant (Select all that apply)

Preserve America Community

Preserve America Neighborhood

SHPO

THPO

CLG (must be in the process of applying for *Preserve America* designation or already designated)

Project Category: (Select only one)

Research/Documentation

Interpretation/Education

Marketing

Planning

Training

Amount Requested Federal Share \$ **51,000**

Matching Share \$ **51,000**

Total Costs \$ **102,000**

Is your community in a designated National Heritage Area?

No Yes If so, which NHA _____

Does your community have an active grant or financial assistance through the NHA? No Yes

Is your Resolution of Support included? Yes No N/A

(Note: all cities, counties, towns, neighborhoods, and THPOs must include a resolution of support from their city/town/county councils or appropriate governing body.)

Has your community received a *Preserve America* grant? N/A

No Yes If so, what is the status? _____

SIGNATURE OF AUTHORIZING OFFICIAL (Original copy must have an original signature and be in ink.)

Signature Jane Lendway Joss Besse Date **February 13, 2007**

Print Name and Title Jane Lendway, SHPO Joss Besse, Director, Vermont Downtown Program

2. PROJECT SUMMARY

A. Briefly summarize your project emphasizing the primary objectives and results.

(Your summary must fit in the space provided. Use at least a 10-point font.)

Historic downtowns form the heart of many of Vermont's communities, including 16 that have been designated Preserve America Communities. Through the Vermont Downtown Program, the Division for Historic Preservation [SHPO] assists them in following the National Trust's Main Street Center approach to community vitality, and it's working. The World Travel and Tourism Council has just selected Vermont's downtowns as one of three finalists for their Tourism for Tomorrow awards. All of the downtowns have listed National Register historic districts, and the information contained in the Register nominations is used in many heritage tourism and economic revitalization efforts. This project proposes to make that information readily available and usable by travelers, developers, planners, educators and others by converting it to digital Geographic Information System (GIS) data in a searchable database with interactive maps that can be displayed and downloaded on the internet. The Division anticipates subgranting the Preserve America funds, if awarded, to half of the state's Preserve America communities, eight communities, as a pilot project and model.

Current maps of the designated downtowns vary widely in quality, and most are parcel maps or orthophoto images with crude boundaries. None of the communities have a database of their historic resources. This project will utilize a GIS database program for historic resources that was developed by the Division for Historic Preservation. It will associate information about the history and architecture of a building with its footprint on the map, as well as link to photographic images of the building. The historic data layer generated will be added to town, regional, and state GIS systems, and will be linked to the state's tourism website www.VermontVacation.com, a searchable database operated by the Department of Tourism and Marketing.

3. PROJECT DESCRIPTION AND BUDGET

Applicants are strongly encouraged to provide answers in the spaces provided.

A. Describe the historic resources affected by the project, including whether they are listed in the National Register of Historic Places and/or designated at the State or local level.

Each of the Preserve America communities is a Designated Downtown and has a National Register historic district in its downtown core. Designated Downtown status is a state designation that signifies active commitment to Main Street principles and qualifies downtowns for incentives like state tax credits and grants. (See attached letter from 2005 requesting the joint designation of the Designated Downtowns as Preserve America communities for more information.) In some cases, the Designated Downtown boundary is larger than the National Register historic district boundary and includes additional properties that are listed on the State Register of Historic Places.

The historic districts are characterized by 19th to early 20th century commercial blocks, most often constructed of brick and two to four stories high, with civic, religious, and institutional landmarks arrayed as focal points in the downtown streetscape. The districts have a remarkably high level of integrity – generally 90-plus percent contributing historic resources. Nineteenth century industrial complexes and dense historic residential neighborhoods often border the commercial center and may be included within the Designated Downtown. The Division estimates that Designated Downtowns contain an average of 150 historic buildings.

B. Project Objectives

- **How will the proposed project enhance heritage tourism in the community and help preserve its historic resources and cultural assets?**

In Vermont, heritage tourism can be a continuum of experience for travelers, and not just a series of isolated places. The state is a destination and the impact of this project would be statewide. Tourism is the third largest economic sector in the state, and downtowns support 33% of the state's jobs. Vermont's historic downtowns, including the 16 designated as Preserve America communities, are centers of history, culture and economic activity. This project will help people learn about and visit Preserve America communities by giving travelers a tantalizing look at what awaits them. It will support development by providing information on a ready inventory of buildings in which to locate or expand businesses and the economic incentives available to help facilitate that development.

In the GIS database, users will be able to view a downtown map, click on a building footprint or enter an address, and see photographs, architectural descriptions, historic facts, and statements of significance about the building. They will also be able to query the data layer and depict responses on a map, e.g. 19th century industrial buildings, buildings sorted by date of construction, buildings related to a particular historic theme, buildings eligible for economic incentives like tax credits. The database can accommodate new data – additional photos, website links to buildings open to the public, building assessment reports, etc.- as it is generated.

Communities will be able to use the database information and professional quality maps to respond to day-to-day inquiries about downtown buildings, to develop walking tour brochures, to market downtown buildings, plan for downtown restoration and improvements, and develop school curricula that ties the study of history to the local places where it happened. Because the data will be spatially linked to specific geographic locations, i.e. buildings, it can form the basis for future development of high tech tourism tools like dial-in cell phone tours. Although high resolution Google Earth is not yet available for Vermont, the GIS data created in this project would be a compatible overlay for such a program in the future.

- **Describe how the project meets the goals of the local or statewide preservation plan, heritage tourism plan, or other plan(s) that address heritage tourism and cultural resources. Identify the specific goal(s) and plan(s) and state when they were developed and adopted by the community.**

“Keeping Vermont a Special World: The Vermont Historic Preservation Plan”, October 1997, Vermont Division for Historic Preservation.

The first goal of the statewide Preservation Plan is “Vermont’s citizens and communities will know about and value the state’s historic and archeological resources.” Knowing and valuing historic resources is the foundation for all effective historic preservation work, and the Plan promotes making inventory information “useful and more accessible to individuals and the public” through “innovative computer technologies” and the world wide web, such as will happen in this project. The Plan especially encourages activities that “Enhance appreciation of Vermont’s downtowns”, the focus of this project.

The second goal of the Preservation Plan is “Statewide and community policies and actions will recognize historic and archeological resources as important community assets for economic and community development and encourage re-investment and re-use of existing buildings and infrastructure.” This project will provide an inventory of historic assets that is easy to use and share and that can be utilized in economic development, marketing, business recruitment, planning, heritage tourism and other activities.

- Describe the public-private partnerships involved in the project and how these partnerships will sustain and continue to support the resource(s) after the grant project is complete? Describe/list all entities that are involved with, or affected by, the project. Attach evidence of involvement from partner organizations such as letters of support that specifically state confirmation of their contribution(s). See Supplemental Information in the guidelines for more information regarding partnership documentation. * The Vermont Downtown Program and the Department of Tourism and Marketing are both part of the same state agency as the Division for Historic Preservation – the Agency of Commerce and Community Development.

PARTNER	CONTRIBUTION
• Vermont Downtown Program	Liaison with participating Preserve America Communities and coordination of project with Division for Historic Preservation
• Preserve America Communities	Local support and administration of project
• Department of Tourism and Marketing	Coordination of database link to state tourism website VermontVacation.com
•	

- Explain how will the public be actively involved in the project?

Using databases does not come naturally to many people. Perhaps they have never tried it, or worse yet, tried it and had problems that made them afraid to try it again. Therefore, to enhance use of the GIS databases generated in this project, the budget includes training for local downtown program users. We will invite downtown coordinators, volunteers from the downtown organization boards, interested municipal officials, regional planning commissions, business groups and others to learn how to utilize the historic buildings database for activities in their communities, both for routine daily use and special projects. Through the web interface, any member of the public will be able to access the data.

- C. **Project Activities** -- Describe the project activities necessary to achieve the Project Objectives? List and describe all tasks and products. All grant activities must be accomplished within the grant period (generally 1 to 2 years).

- Organize competitive selection of Preserve America communities to participate in project
- Develop Municipal Planning Grant application with consortium of selected communities
- Secure cash contribution from participating Preserve America Communities
- Identify existing base maps and orthophotos of designated downtowns
- Circulation of RFP(s) for GIS Computer Consultant
- Digitize building footprints in GIS data layer
- Transfer data about each building from National Register and State Register forms
- Gather and enter data on any missing or greatly altered buildings using handheld computers
- Take and link new color digital photos to building records
- Link National Register/ State Register or other photos to building records
- Install database with interactive query/mapping capability in each participating Preserve America community
- Deliver GIS data layers to planning organizations
- Link historic database to VermontVacation.com website
- Train local users

D. **Timeline** -- Show a timeline for all of the above listed activities. The timeline may be attached as a separate page.

See attached sheet.

E. **Personnel & Consultant Qualifications** -- List the project personnel that will administer and any consultants that will be hired to complete the project. Describe their responsibilities and the percentage of time each will dedicate to the project. Describe the criteria that will be used to competitively select consultants for their services. ***All Federal grants require consultants to be competitively selected*** (please see page 3 the guidelines for more information).

See attached sheet.

D. TIMELINE Digital Downtowns: Creating GIS Databases for Historic Downtowns

June-July '07

- Organize competitive selection of Preserve America communities to participate in project

August-September '07

- Develop Municipal Planning Grant application with consortium of selected communities
- Secure cash contribution from participating Preserve America Communities

October '07

- Identify existing base maps and orthophotos of designated downtowns

November-December '07

- Award of Municipal Planning Grant
- Circulation of RFP(s) and Selection of GIS Computer Consultant(s)*
*For efficiency, we may explore a single RFP for the work in the 8 communities

January '08 – January '09

- Digitize building footprints in GIS data layer
- Transfer data about each building from National Register and State Register forms
- Link National Register/ State Register or other photos to building records
- Gather and enter data on any missing or greatly altered buildings using handheld computers
- Take and link new color digital photos to building records
- Install database with interactive query/mapping capability in each participating Preserve America community
- Deliver GIS data layers to planning organizations

February – April '09

- Link historic database to VermontVacation.com website
- Train local users

E. PERSONNEL AND CONSULTANT QUALIFICATIONS

Digital Downtowns: Creating GIS Databases for Historic Downtowns

Nancy E. Boone State Architectural Historian Vermont Division for Historic Preservation	Project Administrator 10%FTE
Joss Besse Director Vermont Downtown Program	Liaison with Preserve America Communities and Division for Historic Preservation 2.5% FTE
Downtown Program Coordinators (Staffperson, usually part-time, for designated downtown program)	Local support and administration of project 2.5% FTE
Diane Ford Department Accountant Agency of Commerce and Community Development	Accounting and contracting for project grant 1.25% FTE
GIS Computer Consultant (To be selected through RFP process) Consultant team expertise and experience in: Geographic Information Systems (GIS); database development; cultural resource inventories; computer mapping; web interface development; training.	Technical development and implementation of database, data entry of National and State Register information, creation of digital maps and mapping function, inventory and photography of additional buildings in designated downtowns, creation of web interface, training. 100% 168 days

The selection process for the GIS Computer Consultant(s) will follow state and federal procurement practices. In formulating the RFP, the Division will seek input from the computer technology and legal staff at the Agency of Commerce and Community Development, the Designated Downtowns, GIS staff at Regional Planning Commissions, and the Vermont Geographic Information Center. For efficiency, the Division may explore a single RFP for the 8 communities. The RFP will be circulated on the State of Vermont Bid website as well as to known computer consultants who might be qualified to offer a proposal.

F. What are the sources of the non-federal match?

List the **secured** sources and amounts of the required dollar-for-dollar non-Federal match, which can be cash, donated services, or use of equipment. Federal appropriations or other Federal grants may not be used for match, except Community Development Block Grants (CDBG) grants from the Department of Housing and Urban Development. All non-Federal match must be used during the grant period to execute the project. If the match is **not secured**, explain how it will be raised.

Municipal Planning Grant (to be submitted 09/07) (State program that supports local planning work, including historic resource identification and protection, and designated downtowns.)	\$25,000
Cash contribution from participating Preserve America communities - \$1,000/community (Anticipate use of state first responder funds towards creation of building footprint maps/ data layer)	\$8,000
In-Kind Match – Downtown Program staff support	\$12,100
state staff - 50 hours @ \$50 + \$2,500	
local staff - 60 hours @ \$20	
x 8 communities \$9,600	
In-Kind Match - State Agency Grant Administration - 20 hours @ \$45	\$900
Use of Equipment - Vermont Historic Database Software and handheld computers (To be provided by Vermont Division For Historic Preservation)	\$5,000
	<hr/>
	\$51,000 Total Match

G. Budget -- Outline the project budget in the form below; add additional lines in a category as needed.

- The budget must be clear, and all work elements must be eligible, reasonable, and directly relevant to the project.
- Each cost item must clearly show how the total charge for that item was determined (example: hours x hourly rate = total cost).
- All major costs must be listed, and all cost items should be explained in the narrative of the application.
- The budget must include at least the minimum required match (e.g., if applying for a \$30,000 grant, the budget must describe a total of \$60,000 in costs/work).
- All non-Federal match must be cash expended or services donated during the grant period (generally 1 to 2 years) and not before.
- If you have any questions about cost categories, or how to formulate some of your budget items, please email NPS_PreserveAmerica@nps.gov.

Applications must be received by 5 PM Eastern Standard Time,
Wednesday, February 14, 2007
This is NOT a postmark deadline

APPLICATION SUBMISSION

Applications must be submitted in hard copy. Faxed applications and applications submitted electronically will not be accepted. Applications not received by the deadline and incomplete applications will not be considered. Additional materials sent separately from the application will not be considered part of the application and will not be included in evaluation of the application.

Application materials will not be returned. All application materials, including photographs, become the property of the National Park Service and may be reproduced by NPS or its partner organizations without permission; appropriate credit will be given for any such use.

YOU MUST SUBMIT:

- (1) original and seven (7) copies – a total of 8 – complete application packages (preferably double-sided).
- One (1) additional photocopy of page one of the application.
- Page one of the application must be the first page in the original and copies. Do not use other cover pages.
- The original must be secured with a binder clip.
- Each copy must be **securely** held together with a staple or binder clip; do **not** use pocket folders, notebooks, or ring binders.

A complete application package includes:

- Application on 2007 form.
- Authorizing Official signature.
- Timeline for project completion.
- Detailed budget.
- Resolution of Support.
- Necessary supplemental information to explain the project (photographs, maps, documentation of public/private partners, etc.)

PLEASE NOTE - Applications should not be submitted through the US Postal Service. All US Postal Service mail to Federal agencies in Washington, D.C. is irradiated, which can damage or destroy materials and lead to a delay in delivery. You must submit your application via an alternate carrier.

SEND APPLICATIONS TO:

(Please address all support letters to the address below, attn: Hampton Tucker; Chief, Historic Preservation Grants Division – they must accompany the grant application or they will not be considered)

Preserve America Grants
National Park Service
1201 "Eye" Street, NW
6th Floor (ORG. 2256)
Washington, DC 20005

**For more information please contact the National Park Service at:
(202) 354-2020**

nps_preserveamerica@nps.gov
www.cr.nps.gov/hps/hpg/preserveamerica



United States Department of the Interior

NATIONAL PARK SERVICE
1849 C Street, N.W.
Washington, D.C. 20240

IN REPLY REFER TO:

Preserve America Grant Agreement No. 50-07-PA-3037

Upon signature of both parties below, the National Park Service (NPS) will have obligated with this Grant Agreement the amount of \$51,000.00 appropriated from the Historic Preservation Fund for the Preserve America Grant Program by Public Law 110-5, which provides Fiscal Year 2007 appropriations to the Department of the Interior. The term of this grant agreement is:

Beginning Date: September 1, 2007

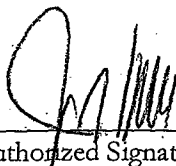
Ending Date: August 31, 2009

In accepting this grant for the project entitled "Digital Downtowns: Creating GIS Databases for Historic Downtowns," evidenced by signature below, the Vermont Division for Historic Preservation, agrees to comply with Department of the Interior regulations and requirements governing Federal grants stipulated in Office of Management and Budget (OMB) Circular A-102 (Administrative Requirements for Grants to State and Local Governments; see 43 CFR 12.42-12.92); Circular A-87 (Cost Principles for Grants to State and Local Governments); and Circular A-133 (Audits of States, Local Governments and Non-Profit Organizations). These requirements are hereby incorporated by reference into this grant agreement. In accordance with 18 U.S.C. 1913, none of these funds may be used for lobbying purposes as defined in the special conditions contained on the following pages. These special conditions are also hereby incorporated into this grant award. The terms and conditions of this grant award shall be extended to subrecipients and subcontractors.

In witness thereof, the parties have executed this grant agreement as of the date entered below:

**VERMONT DIVISION FOR HISTORIC
PRESERVATION**

NATIONAL PARK SERVICE



Authorized Signature

Chief, Historic Preservation Grants Division

11/16/07

Date signed

Date signed

Attachments:

- SF 424 Application for Federal Assistance
- Budget Changes/Special Grant Conditions

Boone, Nancy

From: Kroll, Ann Karlene
Sent: Friday, November 30, 2007 9:35 AM
To: Boone, Nancy
Subject: Emailing: Grants Management -- Intergovernmental Review (SPOC List).htm DOES NOT APPLY TO VERMONT



Intergovernmental Review (SPOC List)

[Click here to review this document in PDF format \(4 pages, 66 kb\)](#)

It is estimated that in 2008 the Federal Government will outlay \$449 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below by clicking on the State name.

States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within a State that does not have a SPOC, you may send application materials directly to a Federal awarding agency.

Contact information for Federal agencies that award grants can be found in Appendix IV of the Catalog of Federal Domestic Assistance.

<p>ARKANSAS Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7th St., Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 Fax: (501) 682-5206 tracy.copeland@dfa.state.ar.us</p>	<p>CALIFORNIA Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 Fax: (916) 323-3018 state.clearinghouse@opr.ca.gov</p>
<p>DELAWARE Jennifer L. Carlson Associate Fiscal and Policy Analyst Office of Management and Budget Budget Development, Planning & Administration Haslet Armory, Third Floor 122 William Penn Street Dover, Delaware 19901 Telephone: (302) 739-4206</p>	<p>DISTRICT OF COLUMBIA Donna Bexley DC Government Office of Partnerships and Grants Development 441 4th Street, NW Washington, DC 20001 Telephone: (202) 727-6437 Fax: (202) 727-1652 Donna.bexley@dc.gov</p>

<p>Fax: (302) 739-5661 jennifer.carlson@state.de.us</p>	
<p>FLORIDA Lauren P. Milligan Florida State Clearinghouse Florida Dept. of Environmental Protection 3900 Commonwealth Blvd. Mail Station 47 Tallahassee, Florida 32399- 3000 Telephone: (850) 245-2161 Fax: (850) 245-2190 Lauren.Milligan@dep.state.fl.us</p>	<p>GEORGIA Barbara Jackson Georgia State Clearinghouse 270 Washington Street, SW, 8th Floor Atlanta, Georgia 30334 Telephone: (404) 656-3855 Fax: (404) 656-7916 gach@opb.state.ga.us</p>
<p>IOWA Kathy Mabie Iowa Department of Management State Capitol Building Room G12 1007 E Grand Avenue Des Moines, Iowa 50319 Telephone: (515) 281-8834 Fax: (515) 242-5897 Kathy.Mabie@iowa.gov</p>	<p>KENTUCKY Lee Nalley The Governor's Office for Local Development 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 Ext. 274 Fax: (502) 573-1519 Lee.Nalley@ky.gov</p>
<p>MAINE Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 (Direct) (207) 287-1461 Fax: (207) 287-6489 Joyce.benson@maine.gov</p>	<p>MARYLAND Linda C. Janey, J.D. Director, Maryland State Clearinghouse For Intergovernmental Assistance 301 West Preston Street, Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 ljaney@mdp.state.md.us</p>
<p>MICHIGAN William Parkus Southeast Michigan Council of Governments 535 Griswold, Suite 300 Detroit, Michigan 48226 Telephone: (313) 961-4266 Fax: (313) 961-4869 mailto:parkus@semcog.org</p>	<p>MISSISSIPPI Janet Riddell Clearinghouse Officer Department of Finance and Administration 1301 Woolfolk Building, Suite E 501 North West Street Jackson, Mississippi 39201 Telephone: (601) 359-6762 Fax: (601) 359-6758 JRiddell@dfa.state.ms.us</p>
<p>MISSOURI Sara VanderFeltz Federal Assistance Clearinghouse Office of Administration Commissioner's Office Capitol Building, Room 125 Jefferson City, Missouri 65102</p>	<p>NEVADA Gosia Sylwesprzak Department of Administration Nevada State Clearinghouse Coordinator/SPOC 209 E. Musser Street, Room 200 Carson City, Nevada 89701 Telephone: (775) 684-0209</p>

<p>Telephone: (573) 751-0337 Fax: (573) 751-1212 sara.vanderfeltz@oa.mo.gov</p>	<p>Fax: (775) 684-0260 clearinghouse@budget.state.nv.us</p>
<p>NEW HAMPSHIRE Amy Ignatius, Acting Director New Hampshire Office of Energy and Planning Attn: Intergovernmental Review Process Mark Toussiant 57 Regional Drive Concord, New Hampshire 03301 Telephone: (603) 271-2155 Fax: (603) 271-2615 amy.ignatius@nh.gov</p>	<p>NORTH DAKOTA Jim Boyd ND Department of Commerce 1600 East Century Avenue, Suite 2 P.O. Box 2057 Bismarck, North Dakota 58502-2057 Telephone: (701) 328-2676 Fax: (701) 328-2308 jboyd@state.nd.us</p>
<p>RHODE ISLAND Joyce Karger Department of Administration One Capitol Hill Providence, Rhode Island 02908 Telephone: (401) 222-6181 Fax: (401) 222-2083 jkarger@doa.state.ri.us</p>	<p>SOUTH CAROLINA Jean Ricard Office of State Budget 1201 Main Street, Suite 870 Columbia, South Carolina 29201 Telephone: (803) 734-1314 Fax: (803) 734-0645 JRicard@budget.sc.gov</p>
<p>TEXAS Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 Fax: (512) 936-2681 Grants@governor.state.tx.us</p>	<p>UTAH Tanielle Young Utah State Clearinghouse Governor's Office of Planning and Budget Utah State Capitol Complex Suite E210, PO Box 142210 Salt Lake City, Utah 84114-2210 Telephone: (801) 538-1570 Fax: (801) 538-1547 Tanielleyoung@utah.gov</p>
<p>WEST VIRGINIA Bobby Lewis Director, Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 Fax: (304) 558-3248 rlewis@wvdo.org</p>	<p>WISCONSIN Division of Intergovernmental Relations Wisconsin Department of Administration 101 East Wilson Street, 10th Floor P.O. Box 8944 Madison, Wisconsin 53708 Telephone: (608) 261-7533 Fax: (608) 267-6917 spoc@wisconsin.gov</p>
<p>AMERICAN SAMOA Pat M. Galea'i Federal Grants/Programs Coordinator Office of Grants Policy/Office of the Governor</p>	<p>GUAM Roland C.P. Villaverde Administrator Guam State Clearinghouse Office of <i>I Segundo na Maga'laha</i> <i>Guåhan</i></p>

<p>Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155/4116 Fax: (684) 633-4195/2269 pmgaleai@yahoo.com</p>	<p>Office of the Governor P.O. Box 2950 Hågatña, Guam 96932 Telephone: (671) 475-9380 ext. 901 Fax: (671) 477-2007 administrator@guamclearinghouse.com</p>
<p>NORTH MARIANA ISLANDS Antonio S. Muna Special Assistant for Management Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2289 Fax: (670) 323-2272 e_macaranas@yahoo.com</p>	<p>PUERTO RICO Ing. David Rodríguez / Luz H. Olmeda Puerto Rico Planning Board Federal Proposals Review Office PO Box 41119 San Juan, Puerto Rico 00940-1119 Telephone: 787-723-6190 Fax: 787-722-6783 Olmeda_L@jp.gobierno.pr</p>
<p>VIRGIN ISLANDS Debra Gottlieb (Acting Director) Director, Office of Management and Budget #41 Norre Gade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 Fax: (340) 776-0069 dbgottlieb@omb.gov.vi</p>	

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to Hai_M._Tran@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Please note: Inquiries about obtaining a Federal grant should not be sent to the OMB e-mail or postal address shown above. The best source for this information is the *Catalog of Federal Domestic Assistance* or CFDA (<http://www.cfda.gov>) and the Grants.gov website (<http://www.grants.gov>).

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration. (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290-dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

U.S. Department of the Interior

**Certifications Regarding Debarment, Suspension and
Other Responsibility Matters, Drug-Free Workplace
Requirements and Lobbying**

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions - **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions - (See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements - Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

**PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters -
Primary Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -
Lower Tier Covered Transactions**

CHECK IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements

CHECK X IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Vermont Division for Historic Preservation, National Life Building, 2nd floor,

National Life Drive, Montpelier, Vermont 05620-0201

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements

CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

**PART E: Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

CHECK IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

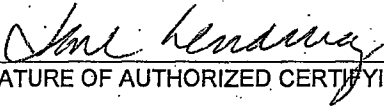
CHECK IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.



SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

Jane Lendway, State Historic Preservation Officer

TYPED NAME AND TITLE

11-28-07

DATE