



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Daniel Dickerson, Fiscal Analyst *DWD*
Date: May 18, 2018
Subject: Grant and Limited-Service Position Request #2915

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Secretary of State's office. **The Secretary of State has requested expedited review of this grant and position request by the JFC.** Members will be contacted by May 25, 2018 for a decision unless the member has responded prior to that time.

JFO #2915 – \$40,000 from the National Archives and Records Administration to the VT Secretary of State (SoS). *One (1) limited-service position is associated with this request.* If the grant and position are approved the SoS would transition an existing employee, currently the VT Historical Records Program (VHRP) Coordinator, from a temporary (0.62 FTE) position to a full-time limited-service position. The VHRP Coordinator will be tasked with developing a technical assistance program to assist repositories of Vermont historical records meet today's administrative, management, preservation and access needs; and will provide the VT Historical Records Advisory Board with recommendations for continuing the technical assistance program in future years.

The grant funding will support a portion of the costs for the limited-service position. The remainder of the costs would be covered by State (non-general fund) dollars. The SoS has allocated funding for the cost-share in its FY19 budget and can also cover any costs incurred during the remainder of FY18. The SoS is planning to apply for the grant for a second year, which would allow for the position to continue through State FY2020. However, the position is currently only fully-funded through FY2019, assuming approval of this grant and full SoS funding in the FY19 state budget when enacted.

[JFO received 5/17/18]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; ddickerson@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by May 25, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.



State of Vermont
Office of the Secretary of State
128 State Street
Montpelier, VT 05633-1101

[phone] 802-828-2853
[fax] 802-828-2496
www.sec.state.vt.us

James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary

To: Dan Dickerson
Fiscal Analyst
Joint Fiscal Office

Date: May 18, 2018

From: Marlene Betit MB
Director of Admin Services &
Corporations/Business Services

Subject: Request for Expediting
NHPRC Grant & Conversion to LTD
Position

Please note we are requesting the expediting of our NHPRC Grant and the conversion of a .62 FTE temporary to a 1 FTE limited position. We have been on a quest for approval of the position conversion from temporary to limited since February 12, 2018. Yesterday, May 17th, the Joint Fiscal Office (JFO) received the documents for approval.

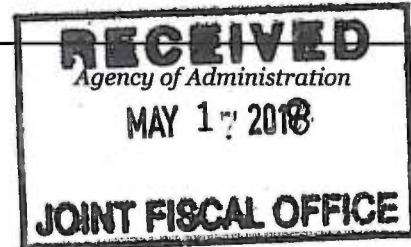
Although the untoward delays were not due to the JFO, we respectfully ask for expediting on behalf of the employee, who has been anxiously awaiting confirmation of the position for three months.

Thank you for your assistance with this matter. Please contact me at marlene.betit@sec.state.vt.us or 828-2477 if you have any questions.

cc: Secretary of State Jim Condos

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

[phone] 802-828-2376
 [fax] 802-828-2428



**STATE OF VERMONT
 FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		To improve public access to, and engagement with, VT historical records and improve collaborative efforts among VT historical records repositories.			
Date:		5/4/2018			
Department:		Secretary of State - 2230010000			
Legal Title of Grant:		National Historical Publications and Records Grants			
Federal Catalog #:		89.003			
Grant/Donor Name and Address:		National Archives and Records Administration, 700 Pennsylvania Ave, NW, Washington DC 20408-0001			
Grant Period:	From:	6/1/2018	To:	6/1/2019	
Grant/Donation		\$40,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$3,334	\$36,666	\$	\$40,000	
Position Information:		# Positions	Explanation/Comments		
		1	Limited Service Archivist II to fulfill purpose of grant.		
Additional Comments:					
Department of Finance & Management		AMG		(Initial)	
Secretary of Administration		BJA		(Initial)	
Sent To Joint Fiscal Office		5/16/18		Date	

5/14/18



STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Vermont Secretary of State			
2. Department:	Vermont State Archives & Record Administration			
3. Program:	Vermont Historical Records Program			
4. Legal Title of Grant:	National Historical Publications and Records Grants			
5. Federal Catalog #:	89.003			
6. Grant/Donor Name and Address:	National Archives and Records Administration 700 Pennsylvania Avenue, NW Washington, DC 20408-0001			
7. Grant Period:	From:	6/1/2018	To:	6/1/2019
8. Purpose of Grant:	The purpose of this grant is to improve public access to, and engagement with, Vermont historical records and encourage and facilitate collaborative efforts among Vermont historical records repositories. Each state is eligible for grant money on an annual basis pursuant to 36 C.F.R. part 1206 if they have an active program coordinator to carry out these duties. The grant will be utilized to offset the LTD position expense and we are in the process of submitting another grant proposal for next year for the same amount.			
9. Impact on existing program if grant is not Accepted:	If the grant is not accepted, the Vermont Historical Records Program will not have a coordinator to carry out provide the services currently offered to historical records repositories throughout the State of Vermont (225+ institutions). Services provided by the coordinator include training, emergency preparedness planning, grant writing, consulting, program development, and outreach. The position is maximized to reduce the need to duplicate effort and costs for the same services across multiple repositories. Without this grant, historical records repositories will have limited resources to carry out their missions.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 18	FY 19	FY	
Personal Services	\$4,167	\$45,833	\$	
Operating Expenses	\$	\$	\$	
Grants	\$	\$	\$	
Total	\$4,167	\$45,833	\$	
Revenues:				
State Funds:	\$833	\$9,167	\$	NOT GENERAL FUND
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$3,334	\$36,666	\$	

MAY 04 2018

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

Total	\$4,167	\$45,833	\$
Appropriation No:	2230010000	Amount:	\$40,000
			\$
			\$
			\$
			\$
			\$
		Total	\$40,000

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.
 Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Archivist II
Total Positions	1	

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: <i>James Condes</i>	Date: <i>5/4/18</i>
Title: <i>Vt Sec. of State</i>	
Signature:	Date:
Title:	

14. SECRETARY OF ADMINISTRATION

Approved: _____ (Secretary or designee signature) _____ Date: *5/3/18*

15. ACTION BY GOVERNOR

Check One Box:
 Accepted _____ (Governor's signature) _____ Date: *5/15/18*
 Rejected

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)

Daniel Dickerson

From: Betit, Marlene <marlene.betit@sec.state.vt.us>
Sent: Friday, May 18, 2018 8:50 AM
To: Daniel Dickerson
Subject: NHPRC Grant & Limited Position

Good morning Dan:

Please note the table below I originally created to determine the additional cost of 1FTE vs. our currently state funded (non-general fund) .62 FTE Temporary. The additional annual expense increase is \$46,209. We rounded up on the grant form, \$40,000 annually from the federal NHPRC grant, and an additional \$10,000 from state funds.

I think the memo to you from Deputy Secretary of State Chris Winters that shows a \$25,000 increase may have been based on the salaries only, i.e. from \$38,933 (.62 FTE Temp) to \$62,795 1 FTE (LTD) (\$23,862 difference rounded up to \$25,000) and did not include benefit expense or grant offset. Please let me know if this information satisfies your questions regarding the difference between the memo and grant form. Also, I want to reiterate that we openly recruited for the temporary who is currently in the position we are requesting be converted to LTD. The individual we hired, Ms. Rachel Onuf, has two Master's degrees and the following experience;

- Director of Archives at the Historical Society of Pennsylvania,
- Massachusetts Roving Archivist, and
- Adjunct Professor for Simmons School of Library and Information Science.

I am working on the expediting memo, please let me know if you need anything further from me.

Thank you so much for your assistance.

Marlene

<u>Archivist II Annual Cost</u>	<u>Annual Expense @ 30.19 hrly</u>	<u>FICA/M</u>	<u>Health</u>	<u>Dental</u>	<u>Life</u>	<u>EAP</u>	<u>Retire.</u>	
Current - Temporary .62 FTE:	\$38,933	\$2,978	\$0	\$0	\$0	\$0	\$0	\$
Proposed LTD at 1 FTE:	\$62,795	\$4,804	\$8,445	\$812	\$264	\$30	\$10,970	\$

Net annual expense increase: \$23,862 \$1,825 \$8,445 \$812 \$264 \$30 \$10,970 \$

Assumptions:

- 1) FY19 Benefit rate information utilized
- 2) SelectCare Single plan used for Health
- 3) No increase in space fee, workspace, computer, phone, or other operating costs.

Marlene Betit, M.B.A.

Director - Divisions of Administrative Services & Corporations/Business Services Vermont

Secretary of State

Phone: (802)-828-2477

Fax: (802)-828-2496

**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Vermont State Archives and Records Administration (VSARA) Date: 1/19/2018

Name and Phone (of the person completing this request): Tanya Marshall, State Archivist, 802-828-0405

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

National Historical Publications and Records Commission (NHPRC)
 State Board Programming Grant (RC-100259)

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Archivist II	1	VSARA	February 2018-February 2019

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

The Vermont Historical Records Program (VHRP) is a collaborative effort of the Vermont Historical Records Advisory Board and VSARA to provide programming and services to Vermont's historical records repositories and support efforts pursuant to 36 CFR part 1206 for the purposes of improving public access and engagement with historical records of the state.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Tanya Marshall
 Signature of Agency or Department Head 1/31/18
Date

[Signature]
 Approved/Denied by Department of Human Resources 3/21/18
Date

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

Comments:

This Limited Service Position will need to be recruited for, approved and authorized.

MAR 23 2018



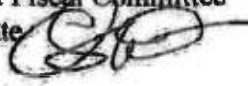


State of Vermont
Office of the Secretary of State

James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary

Vermont State Archives & Records Administration
1078 US Route 2, Middlesex
Montpelier, VT 05633-7701
(802) 828-3700

Tanya Marshall, State Archivist

To: Jason Aronowitz, Budget Analyst; Finance & Management
Daniel Dickerson, Fiscal Analyst; Joint Fiscal Committee
From: Chris Winters, Deputy Secretary of State 
RE: Limited Service Position Request
Date: February 12, 2018

The Vermont State Archives and Records Administration (VSARA) respectfully requests transitioning an existing temporary position to a limited service position (LSP) to continue the responsibility of fulfilling the position of Vermont Historical Records Program Coordinator. This position provides assistance to the Vermont Historical Records Advisory Board (VHRAB) which, pursuant to 36 CFR Chapter 12, is charged with improving public access to, and engagement with, Vermont historical records and encouraging and facilitating collaborative efforts among Vermont historical records repositories.

This proposal aggregates state and federal funding sources to support a full-time LSP:

- \$25,000 plus benefits, funded by the Office of Secretary of State
- \$40,000, funded by the National Historical Records and Publications Commission (Grant Award No. RC-100259)

In 2016, VHRAB established the Vermont Historical Records Program (VHRP) to more effectively and efficiently provide services to Vermont historical records repositories, specifically not-for-profit historical societies and museums. The VHRP Coordinator works collaboratively with the Board and its chair, the State Archivist, to develop and implement a technical assistance program within VHRP to help provide and preserve Vermont historical records, which is divided into three phases.

This LSP position will allow the completion of the first phase and start of the second with the opportunity to seek additional grant funding for the completion of the second phase and start of the third. Please see the attached Limited Service Position Request form, position justification, and supporting Request for Reclassification materials.

Thank you for your review of this request.



NATIONAL ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

December 6, 2017

Tanya Marshall
State Archivist
Vermont State Archives and Records Administration
1078 US Route 2, Middlesex
Montpelier, VT 05633-7701

Dear Ms. Marshall,

The National Historical Publications and Records Commission has reviewed the application of Vermont State Archives and Records Administration for its project "Vermont Board Programming Grant" (NHPRC Application No. RC-100259) and recommended to the Archivist of the United States that the project be funded. The Archivist approved an amount up to \$40,000, which is \$40,000 less than the amount requested in your application. Due to the limited funding available, the Commission was only able to recommend funding for the first year of your application.

We ask that you complete the following steps:

1. Return the offer acknowledgement form (available at <http://archives.gov/nhprc/administer/offerform.pdf>). It must be signed by the Project Director and the Authorized Representative, agreeing to comply with all applicable Federal grants management and NHPRC rules and regulations. These are specified on our web site at <http://www.archives.gov/nhprc/administer/index.html#regulations>; and in the Code of Federal Regulations (36 CFR 1206-1212).
2. Verify your organization's current registration in the System for Award Management (<https://sam.gov>). A current registration is necessary to receive federal funds.
3. Before grant funds will be released to your organization, the NHPRC Accounting System and Financial Capability Questionnaire and accompanying financial statements must be returned. This form is available at

NATIONAL ARCHIVES and
RECORDS ADMINISTRATION
700 PENNSYLVANIA AVENUE, NW
WASHINGTON, DC 20408-0001
www.archives.gov

<http://archives.gov/nhprc/administer/capability.pdf>. It can be downloaded, completed, signed by the authorized official and saved. Please email with your application number clearly indicated to NHPRC@nara.gov or fax it to 202-357-5914.

Because indirect costs are included in your project budget, indicate your current indirect cost rate on the acknowledgement form and when it is due to expire. In addition, include a copy of the indirect cost agreement for our files.

You must complete these steps by January 17, 2018. If you do not meet this deadline the Commission reserves the right to reconsider your application. Nothing stated in this letter should be construed as an obligation of federal funds.

Your program officer will be sending you draft performance objectives for you to review, and will also keep you updated about when the Commission receives an appropriation and can begin to distribute grant funds.

On our website, there are suggestions on how you can publicize your grant once we have finalized its budgets and goals (<http://archives.gov/nhprc/administer/publicity.html>); it also provides contact information for Keith Donohue, Director for Communications. If the NHPRC can help you in anyway, please let us know.

Congratulations on reaching this next stage in your funding application to the Commission. If you have any questions, do not hesitate to contact your program officer (daniel.stokes@nara.gov, 202-357-5487).

Sincerely,



Lucy Barber
Deputy Director

NHPRC Offer Acknowledgement

NHPRC Application No. RC-100259 (please complete)

On behalf of Vermont State Archives and Records Administration, we agree to comply with all applicable Federal grants management and NHPRC rules and regulations.

If indirect cost rates are included in your budget, please indicate the rate and when it is due to expire:

Indirect Cost Rate: n/a

Authorizing Federal Agency: n/a

Expiration Date: n/a

Please sign and date:

Tanya Marshall

Digitally signed by Tanya Marshall

Date: 2018.01.08 08:06:19 -05'00'

Authorized Representative

Date

Tanya Marshall

Digitally signed by Tanya Marshall

Date: 2018.01.08 08:06:34 -05'00'

Project Director

Date

Additional Remarks:

Indirect cost rates ARE NOT included in our budget.

Please complete this form and return it to the NHPRC no later than six weeks after receipt via fax (202-357-5914) or email to your program officer.

State Board Programming Grant
Vermont Historical Records Advisory Board
June 2017
Project Narrative

OVERVIEW

The Vermont Historical Records Program (VHRP) is a collaborative effort of the Vermont Historical Records Advisory Board and the Vermont State Archives and Records Administration (VSARA), a division within the Vermont Office of the Secretary of State, to provide continuity in programming and services to Vermont's historical records repositories and support efforts to improve the preservation of, and access to some of the State's most valuable records. In the spring of 2017, the Vermont Secretary of State provided a one-time appropriation to VSARA for the purpose of funding a temporary, part-time VHRP Coordinator through the end of June 2018 to start the first phase of this programming initiative and launch into the second (see pages 5-8).

For additional support for the second phase, the Board and VSARA are pleased to submit this State Board Programming Grant proposal to continue and expand upon the current work of the VHRP Coordinator beginning in January 1, 2018 through December 31, 2019. We are requesting \$80,000 in funding from the National Historical Publications and Records Commission (NHPRC) to support the VHRP Coordinator in (1) developing and implementing a Technical Assistance Program to help repositories meet administrative, management, preservation, and access needs; and (2) providing recommendations to the Board for continuing the Technical Assistance Program into the future.

Vermont Historical Records Program (VHRP)

Under the leadership, guidance, and direction of the Board and the State Archivist, the Vermont Historical Records Program (VHRP) strives to provide Vermont historical records repositories and their constituents with seamless, meaningful access to historical records by:

- Ensuring repositories are in communication with information professionals knowledgeable in archival functions, processes, and documentation;
- Facilitating the processing of Vermont repositories' historical records in a meaningful manner consistent with archival principles and practices to ensure the records' authenticity and integrity while promoting their accessibility and use;
- Preparing presentations, articles, guides, finding aids, and related methods of outreach for repositories to provide background and additional information about Vermont's historical records;
- Increasing participation in existing historical records programming and outreach initiatives and proposing new projects; and
- Providing a technical assistance program for repositories that is continuously improving and meets or exceeds public demands and expectations.

This project is intended to extend and improve public access to and engagement with Vermont historical records, and to encourage and facilitate collaborative efforts among Vermont historical records repositories. It also strives to answer the question posed by a consulting archivist in

2012: "How can VHRAB create an ongoing presence that provides continuing help and encouragement to those charged with the care and use of historical records?"¹

VHRP is largely modeled after the Vermont Judicial Records Program (VJRP), which initially started in 2004 as a voluntary and cooperative effort of the Vermont Court Administrator's Office (CAO) and the Vermont Office of the Secretary of State to preserve and provide access to the State of Vermont's archival judicial records. VJRP was staffed by a part-time consultant who was charged with developing and implementing a Technical Assistance Program over the course of 18-months using a one-time \$50,000 appropriation from the Vermont Legislature. By the end of the funding period, VJRP's reports and recommendations provided the necessary groundwork for sweeping changes in how Vermont preserved and provided access to not only archival judicial records, but to archival records of the legislative and executive branches as well.²

The VJRP project provides a proven qualitative research model from which VHRP can build upon for other Vermont historical records. The defunct Vermont Museum and Gallery Alliance had provided support to historical societies, too, and their programs will be reviewed to see if they should be revived. In addition, two NHPRC-funded projects in other states – the Massachusetts Roving Archivist Program³ and the similar New York State Archives

¹ Michael Sherman, "Report on the Recent Surveys of Vermont Records and Repositories and on the Current Economic/Social Climate of Vermont." July 7, 2012:

https://www.sec.state.vt.us/media/88017/vhrab_surveyreport2012.pdf

² VJRP ultimately led to a complete revision of the State of Vermont records management and archival laws and the creation of the Vermont State Archives and Records Administration (VSARA). VJRP also served as the basis for VSARA's successful NHPRC-funded court records project (RP50057-11).

³ Massachusetts Roving Archivist Program: <http://www.sec.state.ma.us/arc/arcpdf/Institutional%20Application-for-Roving-Archivist-Services.pdf>

Documentary Heritage Program⁴ – offer additional models related to statewide technical assistance programming that VHRP will draw upon as well.

VHRP Coordinator

In May 2017, the part-time, temporary VHRP Coordinator position was filled using the State of Vermont Archivist II job class.⁵ Rachel Onuf, the part-time Roving Archivist for Massachusetts, was the successful applicant. She brings direct knowledge of Massachusetts' program to Vermont, as well as twenty years of professional experience as a practicing archivist, educator, and archival consultant.

Funding from the NHPRC will allow Ms. Onuf's position to transition to a full-time, limited-service position with benefits during the course of the grant period, thus stabilizing VHRP and services provided to Vermont's historical records repositories beyond its current one-time appropriation. If funded, the VHRP Coordinator, VSARA, and VHRAB will work to further sustain VHRP by seeking a full-time permanent state position supported by Vermont's Office of the Secretary of State to be created by the time the grant ends.

Although the State of Vermont has a long standing freeze on the creation of new state positions, VSARA and the Vermont Office of the Secretary of State were able to evolve a limited-service NHPRC-funded position into a permanent, full-time state position in 2014. VSARA hopes to do the same again and, as a permanent, full-time position, the VHRP

⁴ New York Documentary Heritage Program: http://www.archives.nySED.gov/grants/grants_dhp.shtml

⁵ It is important to note that an existing State of Vermont job specification must be used; neither the Board nor VSARA can create a job specification for a VHRP Coordinator. Within the State of Vermont, however, job specifications are more general than the actual job descriptions that are used to develop and recruit for specific positions. As a result, there is great flexibility within the State of Vermont's hiring process to develop job descriptions with more specific and detailed requirements and qualifications than the State of Vermont's Archivist II job specification itself.

Coordinator would be able to sustain and expand on the grant's goals and outreach efforts for many years to come.

Phase I: Immersion in Vermont's Historical Records Environment (June-December 2017)

The VHRP Coordinator, working part-time, will be spending the next seven months gathering and analyzing previous project and grant information, engaging with staff and volunteers at historical records repositories, and promoting the Vermont Historical Records Program. To better understand the outcomes of past and current projects and initiatives relating to historical records, reports of earlier NHPRC-funded Board projects will be reviewed.⁶ In the wake of Tropical Storm Irene, VHRAB focused its efforts on bolstering the emergency preparedness of historical records repositories across the state; these communities will be revisited.⁷ Data collected during the Vermont Connecting to Collections planning grant (awarded to the Vermont Historical Society in 2009 by the Institute of Museum and Library Services) is also being aggregated. As part of this effort, the Coordinator will also gather new information following site visits to expand upon what is already known and documented about historical societies and museums and their specific needs.

Phase I outreach will focus on Vermont historical societies and museums that are active, registered non-profit organizations managed primarily by volunteers and/or one paid staff member.⁸ This is largely because one of the key objectives of VHRP is ensuring that these "lone

⁶ VHRAB received NHPRC funding for regrant programs in the late 1990s and early 2000s and subsequent funding to reconnect with those institutions in 2012 (NHPRC Project #RC-10121-12).

⁷ "Vermont Prepares" (NHPRC Project #RC-10171-13).

⁸ There are approximately 170 active not-for-profit historical societies and museums registered with the Vermont Office of the Secretary of State. The Coordinator may engage with town clerks and people responsible for historical records at Vermont colleges, corporations, and other venues if opportunities arise, but those records will not be the focus during the initial outreach and pilot phases of this program.

arrangers” or “citizen archivists” have communication with and access to an information professional knowledgeable in archival functions, processes, and documentation. Understanding the need and value of having an information professional (like a “roving archivist”) consistently available to support small historical records repositories in carrying out these activities is an important aspect of this phase.

The Coordinator will design an action plan for the assessment of the historical records environment within the State of Vermont, based on connecting directly with the people who work and volunteer for these institutions. In the field, the VHRP Coordinator will focus on identifying technical assistance needs as they relate to: (1) administration; (2) management; (3) preservation; and (4) access. A standard survey form, based on one developed for the VJRP, will be completed by the Coordinator during each site visit.

In addition to allowing the Coordinator to gather valuable information about specific repositories and to start to identify statewide priorities, these site visits and other points of contact will be a great opportunity to expand awareness of VHRP as well as other programming and outreach initiatives focused on preserving and providing access to historical records. The VHRP Coordinator, in collaboration with the Board, will strive to increase the number of historical societies and museums participating in these existing programs:

Vermont Historical Records Advisory Board Project Narrative (continued)

<i>Program</i>	<i>Lead Institution</i>	<i>Objective</i>
Vermont Archives Month	Vermont Historical Records Advisory Board	Highlight the importance of and increase public awareness of and appreciation for archives.
Vermont Continuing Issues	Vermont State Archives and Records Administration	Uses historical records to help provide context for online public dialogue on the continuing issues of Vermont government and governance.
Civics Education Program	Vermont Office of the Secretary of State	Provides a variety of tools and resources help students and citizens understand the history of the state of Vermont and significance of being a citizen.
League of Local Historical Societies & Museums Annual Meeting & Conference	Vermont Historical Society	Offers opportunities to network and exchange information and ideas on a daylong conference setting coupled with professional workshops.
Vermont Archive Movie Project	Vermont International Film Foundation	Discovers, promotes and preserves Vermont's motion picture legacy.
Vermont Landscape Change Program	University of Vermont	Provides an interdisciplinary look at the past and present of the Vermont landscape through an online repository of historic landscape imagery.
Vermont Speakers Bureau	Vermont Humanities	VHRAB is partnering with Vermont Humanities to include speakers who use historical records in their research and talks.
<i>Green Mountain Digital Archive (in development)</i> ⁹	<i>Middlebury College</i>	<i>Promote archival records through a centralized online repository for digitized historical records.</i>

⁹ Listed for reference purposes only, as implementation date is not yet available.

By the time Phase I is completed, it is expected that the VHRP Coordinator will recognize historical records challenges and opportunities common among many if not all Vermont historical societies and museums, and be able to develop and implement a Technical Assistance Program. The VHRP Coordinator will also draw upon her experience as the Massachusetts Roving Archivist and the similar New York State Archives Documentary Heritage Program in planning the Technical Assistance Program pilot project. Toward the end of Phase I, the Board will receive a formal report that includes an analysis of findings and key issues and lays out the implementation plan for a comprehensive Technical Assistance Program.

Phase II: Technical Assistance Program Implementation Pilot (January 2018 – December 2019)

With NHPRC's financial assistance, the VHRP Coordinator will provide the administrative and programmatic support needed to implement the pilot Technical Assistance Program recommended at the conclusion of Phase I. By the time Phase II starts, the VHRP Coordinator will have established working relationships with a variety of historical societies and museums and is therefore in a position to independently plan, direct, organize, execute, and evaluate the Technical Assistance Program pilot project. Within this phase, the VHRP Coordinator will prepare written program materials that are informative and persuasive while delivering information, updates, and programming advice to a wide range of stakeholders across the state through ongoing site visits as well as regional conferences and workshops.

The specifics of the implementation pilot will necessarily be influenced by the information the Coordinator collects over the previous year. The overarching charge will be to

help historical records repositories develop meaningful connections with their communities. The dearth of younger people (generously defined as folks in their 60s or younger) interested in getting involved in local historical societies and museums is a major concern. If able to better demonstrate their relevance and also promote their resources, historical societies and museums are better positioned to offer more to their constituents and generate greater support and interest in their causes. Thus all of the specific activities included in the Technical Assistance Program will be geared toward the larger goal of helping these historical records repositories engage with the general public, increasing the likelihood that they can be sustained over time.

At this preliminary stage, the following activities seem likely candidates for inclusion in the Technical Assistance Program: (1) starting a roving archivist program; (2) presenting workshops and trainings at every opportunity; (3) developing an online directory that can include collection descriptions; (4) helping historical records repositories connect more directly with their communities; and (5) enhancing student and citizen engagement with historical records across the State of Vermont. The emphasis in all of these activities will be on providing practical advice and simple tools. The VHRP Coordinator and the Community Outreach Coordinator at the Vermont Historical Society will work together to make sure that their efforts are complementary.

(1) Roving Archivist Program

The Coordinator will continue to contact historical societies and museums directly, offering site visits and publicizing the opportunity for these institutions to request a visit. This roving archivist program is based on the program in the Commonwealth of Massachusetts, with a

couple adjustments. Unlike that program, institutions will not have to apply for the roving archivist, they just need to request a visit. And initially, at least, all visits will be an “institutional assessment and program review.” When scheduling visits, the Coordinator will try to get as many of the town’s historical societies and museums together as possible. This helps participants determine ways in which they might work together to preserve and provide access to the historical records within their broader community.

The discussions and resulting report will articulate challenges and opportunities and provide concrete ideas about how to move forward. Like the Massachusetts program, the Coordinator will be available for consultation at any time after the site visit. This ongoing accessibility to expertise is one of the most important aspects of the VHRP. Many people respond well to having individualized attention from a professional archivist. After that initial connection is made, they are far more likely to get in touch with questions or concerns.

(2) Workshops and Training Sessions

Workshops and training sessions are another valuable strategy for connecting with people and enhancing their knowledge of a specific topic. More efficient than one-on-one visits, they also bring people together. Group activities and generous breaks allow people to get to know each other better. A long-term goal of the Technical Assistance Program is to incubate and encourage regional networks and communities of practice, identifying people and organizations willing and able to serve as experts for their localities. These gatherings will help the

Coordinator identify which of the eleven regions in the state would be the most likely to develop supportive networks so she can focus her efforts.¹⁰

Specific workshop and training topics will depend on what the Coordinator learns about the needs of historical societies and museums over the next several months. They may range from “Good Governance for Non-profits” to “How to Think Like an Archivist” to “How to Create and Maintain a Facebook Page” to “How to use dPlan to create a disaster plan.”¹¹ In addition to scheduling workshops in every region of the state, the Coordinator will present or be present at the annual meetings of the League of Local Historical Societies and Museums (LLHSM), the Vermont Library Association (VLA), the Vermont Alliance for the Social Studies (VASS), and any other gatherings of VHRP collaborators and constituents to assure there is statewide coordination of educational offerings related to historical records.

(3) Online Directory

Providing a free, easy to use tool that allows historical societies and museums and their collections to be discovered online is another priority of this pilot phase. The Commonwealth Historical Collaborative (CHC) developed in Massachusetts (chc.library.umass.edu) will serve as a model. Based on WordPress blogging software, the CHC is a statewide directory of cultural heritage repositories. In addition to basic information about each repository, collection-level descriptions of holdings can be listed in a “catablog;” linked to more detailed inventories or finding aids; and linked to a website, social media accounts, and to digital objects, if they exist

¹⁰ The VHRP will use the eleven regions identified by the Vermont Association of Planning and Development Agencies (VAPDA), since communities are already accustomed to those groupings.

¹¹ Thanks to a grant from the Mellon Foundation, the Northeast Document Conservation Center will be updating this valuable tool.

and are stored in an accessible place. Users are also able to search *across the collection descriptions of all contributors*, making it easier, or in some cases possible for the first time, for researchers to locate information.

Promoting the use of a Vermont version of the CHC and providing training in how to use the WordPress template will be important aspects of this phase. Vermont historical societies and museums would be able to edit their own pages or seek help from the VHRP Coordinator. Face-to-face training, written documentation, and video tutorials will all be made available. Any institutions visited or participating in workshops and training will be added to the directory, along with basic information about their holdings. This site can also provide a space where staff and volunteers from different historical societies and museums can learn more about the collections held by their peers. For repositories that do not have a website, the site can be that online foothold.

(4) *Connecting with Communities*

Promoting the Coordinator as an accessible, responsive, resource will start in 2017 and will continue to be key to helping historical records repositories develop meaningful connections with their communities. An emphasis of this “soft” activity will be on getting staff and volunteers at historical records repositories to unhesitatingly reach out to the Coordinator as someone who can either assist them directly or put them in touch with someone or something that can help. The Coordinator will serve as a conduit, promoting existing resources like the excellent “Connecting to Collections Care” webinars.¹² She will also be proactive, checking in

¹² See <https://www.connectingtocollections.org/>.

with people she has met through the other activities of the Technical Assistance Program, offering encouragement and gentle nudges. Discussions of programming and outreach efforts will be a part of every site visit and the topic of workshops.

(5) *Student and Citizen Engagement*

The Vermont Office of the Secretary of State has long hosted a civics education program for students and citizens, connecting them to a variety of tools and resources to not only understand the history of the state of Vermont but the significance of being a citizen. A new committee within the Office, one that includes the VHRP Coordinator, is already working to expand and evolve the current civics education program. Under this Phase, the Coordinator will serve as the primary liaison to historical records repositories, citizen groups, and educators, including the Vermont Agency for Education, to develop curriculum and educational and outreach programs based on primary source materials that enhance student and citizen engagement with historical records.

The implementation pilot in Phase II is purposely designed to be iterative and is expected to change and adapt over the course of this phase as program activities are tested and vetted. Being able to identify potential issues or problems will allow the VHRP Coordinator and Board to prevent a problem from escalating and modify the Technical Assistance Program plan as needed. Meanwhile, being able to accomplish a critical milestone or goal during this trial period will reaffirm and validate the value of the program. Ultimately, this phase will answer the following questions as well as many more:

1. Is the Board and VHRP ready for a full-scale implementation of its Technical Assistance Program?
2. Do historical societies and museums staffed by volunteers and/or only one paid staff member react positively to the program? Is the Technical Assistance Program, as designed, a good fit for Vermont?
3. What are the true needs of the Technical Assistance Program in terms of both time and resources, including future programming costs? Do they match the initial recommendations?
4. Is the Board prepared and ready to measure the long-term effects and success of the Technical Assistance Program?

During the implementation pilot, the VHRP Coordinator will provide the Board with monthly reports of preliminary findings and key issues including interim recommendations for sustaining and continuing the Technical Assistance Program after its initial funding period. One month prior to the completion of the grant period, the VHRP Coordinator will provide the Board with a final report of findings and recommendations.

PRODUCTS

The products that will be produced for the completed project include written reports, which will be created for and shared with each site the Coordinator visits. All presentations and handouts for workshops and training sessions will be distributed to attendees and made available on the VHRP site. "How to" documentation and tutorials for entering data in the statewide WordPress directory and catablog will also be widely shared and posted online. Any primary

source sets or other civics education materials developed in partnership with repositories and educators will be made available online as well.

Those products should in turn lead to a couple other products: an up to date, dynamic directory of Vermont historical societies and museums, complete with collection-level descriptions, and a resource-rich website for the VHRP that becomes the go-to site for Vermonters with responsibility for historical records.

Internally, a database of historical societies and museums that are active, registered non-profit organizations will be created and any data that was gathered through the Connecting to Collections survey or other past projects will be added to their records. Contact with staff and volunteers will be logged and tallied. This database will help the Coordinator plan and reach out to historical societies and museums more efficiently and effectively. A final report of findings and recommendations for the Board will be drafted to consolidate and supplement the information shared during VHRAB's monthly meetings.

PUBLICITY

Publicity is crucial to the success of this program. To reach staff and volunteers of cultural heritage repositories and the general public, we will use a wide range of tools, including our website, various social media outlets, and more traditional news channels. As the program gets established and when workshops are scheduled, press releases will be drafted and sent to news outlets; the Coordinator will see if Vermont Public Radio would like to do a segment on the program. The Coordinator will contribute regularly to the Vermont Historical Society's Local History e-newsletter. Pictures will be taken during site visits and published on Twitter,

Instagram, and the VHRP Facebook page. Sites visited will be encouraged to create press releases and to write about the visits in their society and town newsletters. Researchers will be asked to give talks based on what they have discovered in the collections of local historical societies.

The Coordinator will seek to publicize this project within the professional archival community and local history communities as well, through proposals to present at conferences and submitting articles for the newsletters of the Society of American Archivists, American Association for State and Local History, and New England Archivists.

PLAN OF WORK

The VHRP Coordinator is responsible for developing and implementing a Technical Assistance Program that will help preserve and provide public access to historical records. It is anticipated that all of the program's activities will move forward simultaneously. The rhythm of the seasons will come into play; many historical societies and museums are closed for the winter. The Coordinator's winter work will be more office-based: report writing, planning, data entry, workshop development. The rest of the year, she will expect to be on the road a good deal, roving to sites and conducting workshops and training sessions.

Activity: Roving Archivist Program

<i>Year</i>	<i>Timeline</i>	<i>Description</i>
2018	January-March	Schedule site visits, write reports from previous season
2018	April-November	VHRP Coordinator visits at least 25 sites before winter sets in; publicizes visits, writes reports

Vermont Historical Records Advisory Board Project Narrative (continued)

<i>Year</i>	<i>Timeline</i>	<i>Description</i>
2018-2019	December-March	Finish reports; line up visits for the next season
2019	April-December	Visit at least 25 sites, publicize visits, write reports

Activity: Workshops and Training Sessions

<i>Year</i>	<i>Timeline</i>	<i>Description</i>
2018	January-March	Develop and schedule workshops
2018	April-November	VHRP Coordinator promotes and presents workshops in at least 6 regions of Vermont
2018	October	Participate in League of Local Historical Societies and Museums Annual Conference (LLHSM)
2018-2019	December-March	Develop and schedule workshops for the next season
2019	April-November	Promote and present workshops in the other 5 regions of Vermont
2019	October	Participate in LLHSM Conference
2019	December	Develop and schedule workshops for the next season

Activity: Online Directory

<i>Year</i>	<i>Timeline</i>	<i>Description</i>
2018	January-March	VHRP Coordinator develops WordPress site and enters directory information for sites already visited (or helps them do so). Where possible, adds collection descriptions. Creates "how to" documentation and tutorials
2018	April-November	Incorporate directory and catablog promotion and training into site visits and workshops
2018-2019	December-December	Continue to work with historical societies and museums to get directory and collection information entered

Activity: Connecting with Communities & Student and Citizen Engagement

<i>Year</i>	<i>Timeline</i>	<i>Description</i>
2018	January-March	VHRP Coordinator identifies sites visited while roving that have an interest in using primary sources to engage with communities
2018-2019	April-March	Work with Vermont's Civics Education Committee and sites to develop primary source-driven educational materials and programs
2019	April-November	Promote existence of educational materials and support historical societies and museums doing original programming
2019	December	Start to work with Vermont's Civics Education Committee and sites to develop educational tools and programming relating to the 2020 elections
2018-2019	January-December	Get involved in discussions about creating the Green Mountain Digital Archive

STAFF QUALIFICATIONS

Tanya Marshall, Vermont State Archivist and director of the Vermont State Archives and Records Administration, is chair of the Vermont Historical Records Advisory Board and will serve as the Project Director. Marshall has a M.L.S. degree from the University of Maryland, where she also completed coursework toward a doctorate in information science. She served as President of the National Association of Government Archives and Records Administrators (NAGARA) from 2014-2015 and was also on the Board of the Council of State Archivists (CoSA) from 2012-2015. Marshall is the 2013 recipient of the Society of American Archivist's (SAA) Emerging Leader Award.

Rachel Onuf is uniquely qualified to serve as VHRP Coordinator. She has been the part-time Roving Archivist for the Massachusetts SHRAB since 2014. To date, she has made 143 site visits to 89 repositories, giving her a deep knowledge of the issues facing cultural heritage repositories in a neighboring state, many of which are likely shared by Vermont historical societies and museums. Onuf has taught archives, preservation, and cultural heritage courses for Simmons School of Library Science for the past dozen years. She also regularly teaches workshops on a wide range of topics, from archival basics to ArchivesSpace, to both professionals and nonprofessionals. She has worked at several research libraries, including the Historical Society of Pennsylvania, where she was Director of Archives.

PERFORMANCE OBJECTIVES

Over the course of the two-year grant:

- The Coordinator, as roving archivist, will visit at least 50 historical societies and museums, drafting a custom actionable report for each one.
- The Coordinator will give at least 22 workshops and training sessions (2 in each region).
- Every active, non-profit historical society and museum registered with the Vermont Office of the Secretary of State will have an up to date entry in the statewide directory of cultural heritage repositories.
- At least 50 historical societies and museums will have catablogs of collection-level descriptions linked to their directory entries.

- At least 10 historical societies and museums will participate in the development of primary source sets or other educational and outreach programs based on primary source materials that enhance student and citizen engagement with historical records.
- The Coordinator will work directly with at least 10 historical societies and museums that wish to focus on engaging with their community and reaching new audiences through open houses, programming, online exhibits, and other outreach efforts.
- Traffic on the VHRP website will increase 50% from the first year to the second.

The overall success of the Technical Assistance Program and the recommendations for program implementation and sustainability after the pilot will be measured against the performance objectives of the Vermont Historical Records Program enumerated on page two.

CONCLUSION

The Vermont Historical Records Program (VHRP) is intended to meet the Board's overarching strategic goals but requires more resources than currently available. The Board strongly feels that having a full-time historical records program Coordinator will significantly bolster the Board's abilities to provide technical assistance to, and support the long-term needs of, Vermont historical societies and museums as well as other historical records repositories within the State of Vermont. Funding from National Historical Publications and Records Commission (NHPRC) will significantly impact the Board's abilities to establish and sustain this programming initiative.

**NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION (NHPRC) -
 BUDGET FORM & INSTRUCTIONS**

Project Director: Tanya Marshall, State Archivist
 Organization: Vermont Secretary of State - Vermont State Archives and Records Administration
 Requested Grant Period From: (MM/DD/YYYY) 01/01/18 Thru: (MM/DD/YYYY) 12/31/19
 If this is a revised budget, indicate NHPRC grant number: _____ New End Date (MM/DD/YYYY) _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is required for any budget category, please follow the budget format on a separate sheet of paper. Click [HERE](#) to see the detailed instructions.

1. Salaries and Wages

Provide the names and title of the principal project personnel. For support staff, include the title of each position and indicate in the number column the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary for work done outside the academic year.

Name/Title or Position	No	Method of Cost Computation	Year 1		Year 2		Year 3		Total		Grand Total
			NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
Tanya Marshall/State Archivist	1	\$86,507 x .05		4,325		4,325			0	8,650	8,650
Rachel Oruf, Archivist II	1	\$31.29/hr x 40/wk	40,000	25,083	40,000	25,083			80,000	50,166	130,166
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
Subtotal			40,000	29,408	40,000	29,408	0	0	80,000	58,816	138,816

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate (% OF)	Salary Base	Year 1		Year 2		Year 3		Total		Grand Total
		NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
25	65,083		16,271		16,271			0	32,542	32,542
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
Subtotal		0	16,271	0	16,271	0	0	0	32,542	32,542

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No of Days on Project	Daily Rate of Compensation	Year 1		Year 2		Year 3		Total		Grand Total
			NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Fund	Cost Share	
n/a									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
									0	0	0
Subtotal			0	0	0	0	0	0	0	0	0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to conference, institutes, etc., these costs may be summarized on one line by indicating the point of origin as "various". ALL foreign travel must be listed separately.

From/To and Purpose	#	*	Subsistence & Transportation Costs	Year 1		Year 2		Year 3		Total		Grand Total
				NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Fund	Cost Share	
Site visits (2 per travel day)	1	25	28		364		336			0	700	700
Workshops and trainings	1	22	28		308		308			0	616	616
										0	0	0
										0	0	0
										0	0	0
										0	0	0
										0	0	0
Subtotal				0	672	0	644	0	0	0	1,316	1,316

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year)

Item	Basis/Method of Cost Computation	Year 1		Year 2		Year 3		Total		Grand Total
		NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
n/a								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
Subtotal		0	0	0	0	0	0	0	0	0

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other service related to project objectives – not included under other budget categories. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	Year 1		Year 2		Year 3		Total		Grand Total
		NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
n/a								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
Subtotal		0	0	0	0	0	0	0	0	0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	Year 1		Year 2		Year 3		Total		Grand Total
		NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
n/a								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
								0	0	0
Subtotal		0	0	0	0	0	0	0	0	0

8. Total Project Costs
 Add totals of items 1 to 7.

	Year 1		Year 2		Year 3		Total		Grand Total
	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	NHPRC Funds	Cost Share	
Subtotals (Items 1-7)	40,000	46,351	40,000	46,323	0	0	80,000	92,674	172,674

9. Indirect Costs

If indirect costs are to be charged to this project, CHECK THE APPROPRIATE BOX BELOW and provide the information requested. Refer to the budget instructions for explanations of these options.

Note: NHPRC only accepts indirect costs as cost share. See 2 CFR 200.1

- Current indirect cost rate(s) has/have been negotiated with Federal agency (complete items A and B).
- Indirect cost proposal has been submitted to a Federal agency, but not yet negotiated (indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B).
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items (under item B, enter the proposed rate, the base against which the rate will be changed, and the computation of indirect costs per year).

Item A. Name of Federal agency: _____
 Date of agreement: _____

Item B.	Rate(s)	Base(s)	Cost Sharing	Total
	_____%	of \$ _____	\$ _____	\$ _____ 0
	_____%	of \$ _____	\$ _____	\$ _____ 0
	_____%	of \$ _____	\$ _____	\$ _____ 0
TOTAL INDIRECT COSTS			\$ _____ 0	\$ _____ 0

10. Total Costs (Cost Sharing and Project). \$ _____ 92,674 \$ _____ 172,674

SUMMARY BUDGET

Enter the period of each year of the proposed grant.

Budget Categories	Year 1	Year 2	Year 3	TOTAL COSTS FOR ENTIRE GRANT PERIOD
	from: 1/1/2018 thru: 12/31/2018	from: 1/1/2019 thru: 12/31/2019	from: thru:	
1.) Salaries & Wages	\$ 69,408	\$ 69,408	\$ 0	\$ 138,816
2.) Fringe Benefits	\$ 16,271	\$ 16,271	\$ 0	\$ 32,542
3.) Consultant fees	\$ 0	\$ 0	\$ 0	\$ 0
4.) Travel	\$ 672	\$ 644	\$ 0	\$ 1,316
5.) Supplies & Materials	\$ 0	\$ 0	\$ 0	\$ 0
6.) Services	\$ 0	\$ 0	\$ 0	\$ 0
7.) Other Costs	\$ 0	\$ 0	\$ 0	\$ 0
8.) Total project costs	\$ 86,351	\$ 86,323	\$ 0	\$ 172,674
9.) Indirect Costs	\$ 0	\$ 0	\$ 0	\$ 0
10.) Total direct/Indirect costs	\$ 86,351	\$ 86,323	\$ 0	\$ 172,674

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or Federal matching funds that is requested from NHPRC.
2. Indicate the amount of cash contributions that will be made by the applicant and cash, and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gift that will be raised to release Federal matching funds should be included under "Third-party contributions". (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other agencies.
3. Total Project Funding should equal Total Project Costs.

	Outright	Federal Matching	TOTAL FUNDING
1. REQUESTED	\$ 80,000	\$	= \$ 80,000

	Applicant's contribution	Third-party contributions	Project income	Other Federal agencies	TOTAL COST SHARING
2. COST SHARING	\$ 20,000	\$	\$	\$	= \$ 20,000

3. TOTAL PROJECT FUNDING (Total Funding + Total Cost sharing): = \$ 100000

Submission of a revised budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name/Title: _____

Telephone: _____ Email: _____

Signature: _____ Date: 1/19/2018

JOB SPECIFICATIONS

[Back to Job Specifications List](#)

ARCHIVIST II

Job Code: 079800

Pay Plan: Classified

Pay Grade: 24

Occupational Category: Education & Library Services

Effective Date: 09/03/2017

Class Definition:

Incumbents perform specific archival functions under the state archives program (3 V.S.A. 117). Decision making and complexity are limited to carrying out established work processes and operations. Work is performed under the direct supervision of a senior team member or supervisor within the Vermont State Archives and Records Administration and class incumbents may supervise two or more subordinates.

Examples of Work:

In accordance with policies and standards established by the Vermont State Archives and Records Administration for the management of archival public records, identifies, classifies, processes, and describes archival public records in accordance with their approved record schedules for the purpose of enhancing access and providing reference services. Routinely analyzes archival and preservation requirements in order to draft new policies and standards for the management of archival public records or recommend updates to existing ones.

Provides administrative and technical support to the functional operations of the state archives program to assure archival public records remain

authentic upon transfer to state archives and are preserved and accessible to current and future generations. Under supervision, incumbents may work with records and information management specialists, technologists, and other functions-based personnel to develop and implement access and preservation services and systems.

Interprets and applies policies, guidelines, and standards to resolve problems encountered during the work and may assist with identifying, recommending and planning for current and future archival programming and service needs. Provides reference, consultation and outreach services, including guidance on archival and preservation requirements, policies and guidelines, and professional standards and best practices. Work is explained in general terms and reviewed upon completion.

Environmental Factors:

Work is performed in a standard office setting, but some travel may be required for which private means of transportation should be available. May be required to lift boxes 20 to 30 pounds.

Minimum Qualifications

Knowledge, Skills and Abilities:

Working knowledge of archival principles, standards and best practices.

Working knowledge of records and information creation and use.

Working knowledge of records storage, retrieval, conversion, and facilities.

Working knowledge of records appraisal, retention, protection, and disposition.

Working knowledge of information technology, including data management.

Working knowledge of government structure, functions and activities as defined by law.

Skill in communicating with others, both verbally and in writing.

Ability to manage multiple assignments and adapt to changing priorities.

Ability to initiate and sustain cooperative relationships with a wide variety of individuals encountered during work activities.

Ability to work independently and in a team environment.

Ability to effectively impart complex ideas to others in easily understandable terms.

Ability to exercise sound judgment in evaluating situations and make logical decisions.

Ability to incorporate evolving and emerging theories, principles, ethics, and best practices; and apply to current assignments.

Education and Experience:

Master's degree or higher in archives, library or information science or in the broader information management field OR professional designation of Certified Archivist (CA) by the Academy of Certified Archivists AND two (2) years or more of professional archivist work at the Archivist I level or an equivalent position.

Special Requirements: n/a



Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____		
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components:	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit:
Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What it is:** The nature of the activity.
- **How you do it:** The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why it is done:** What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

Pursuant to 36 C.F.R. part 1209, the role and responsibilities of the Vermont Historical Records Advisory Board (VHRAB) and the Vermont State Archivist, as its chair, is to improve public access to, and engagement with, Vermont historical records and encouraging and facilitating collaborative efforts among Vermont historical records repositories.

In 2016, VHRAB established the Vermont Historical Records Program (VHRP) to more effectively and efficiently provide services to Vermont historical records repositories, specifically not-for-profit historical societies and museum.

Program phases:

- (1) initial programming set-up and exploratory phase;
- (2) completing an assessment of the historical records environment in Vermont and providing a formal report recommendations for a comprehensive technical assistance program, including an implementation plan and schedule; and
- (3) providing the administrative and programmatic support needed to implement and pilot the Technical Assistance Program as recommended.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: **you may collaborate, monitor, guide, or facilitate change.**

The key contacts of the VHRP Coordinator, besides VHRAB members and the State Archivist and her staff at the Vermont State Archives and Records Administration, are volunteers and, where applicable, paid staff members who are responsible for the management of historical records in Vermont historical societies and museums.

In addition, the Coordinator routinely works with critical contacts in State organizations that routinely and regularly provide support to Vermont records repositories. These contacts range from personnel in the Vermont Historical Society, which provides support to the local historical societies association, to the Vermont Humanities Council, which provides grants,

to Vermont Emergency Management, which works collaboratively with several entities for the protection and preservation of Vermont's cultural assets.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

All Archivist IIs must have a master's degree in archives, library or information science or in the broader information management field --or-- professional designation of Certified Archivist (CA) by the Academy of Certified Archivists and:

Working knowledge of archival principles, standards and best practices.

Working knowledge of records and information creation and use.

Working knowledge of records storage, retrieval, conversion, and facilities.

Working knowledge of records appraisal, retention, protection, and disposition.

Working knowledge of information technology, including data management.

Working knowledge of government structure, functions and activities as defined by law.

Skill in communicating with others, both verbally and in writing.

Ability to manage multiple assignments and adapt to changing priorities.

Ability to initiate and sustain cooperative relationships with a wide variety of individuals encountered during work activities.

Ability to work independently and in a team environment.

Ability to effectively impart complex ideas to others in easily understandable terms.

Ability to exercise sound judgment in evaluating situations and make logical decisions.

Ability to incorporate evolving and emerging theories, principles, ethics, and best practices; and apply to current assignments.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed

on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The position functions under the general supervision of the State Archivist.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Identifying, classifying, processing, and describing Vermont historical records involves developing a strong familiarity with the records themselves as well as the activities that generated and/or were (and may still be) supported by the records. The incumbent will encounter some interactions with historical society and museum staff who may promote different viewpoints and objectives to how their historical records should be managed and preserved. When providing technical assistance program services, similarly encounters may occur with contacts in related organizations, some of whom promote different viewpoints related to why the records exist or their original purposes.

When providing technical, consultation and outreach services, the VHRP Coordinator must not only understand archival principles and industry standards and best practices but be able to initiate and sustain cooperative relationships with a wide variety of individuals he or she will encounter in doing this work and be able to navigate potential adversarial viewpoints.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

To assure Vermont historical records remain authentic and are preserved and accessible to current and future generations.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Awareness that improper archival management can result in irretrievable loss of valuable historical records	100%
Dealing with a variety of individuals with diverse background, not all of whom are receptive or understand the value of VHRP and the work of the VHRP Coordinator	10%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Potential exposure to mildew, mold, dust	50%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Boxes of records or heaving volumes	20 lbs	Routinely

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Driving	20
Sitting	75

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous

questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): N/A Date: _____

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Protecting, providing, preserving, and promoting Vermont historical records is the mission of the Vermont Historical Records Advisory Board and the Vermont Historical Records Program. For this reason, providing technical assistance to numerous Vermont historical societies and museums will help assure Vermont historical records remain authentic and are preserved and accessible to current and future generations.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Master's degree in archives, library or information science or in the broader information management field -or- professional designation of Certified Archivist (CA) by the Academy of Certified Archivists as this a specialized and irreversible damage can occur to records if someone does not have the required educational background to perform to duties in accordance with archival principles and standards

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

4. Suggested Title and/or Pay Grade:

Archivist II, PG 24

Supervisor's Signature (required):

M. Mustee

Date:

11/29/18

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are required and must indicate where the position reports.
- Draft job specification is required for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

No

Suggested Title and/or Pay Grade:

Archivist II, PG 24

Personnel Administrator's Signature (required):

B. Elliott

Date: 1/31/18

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

Archivist II, PG 24

Appointing Authority or Authorized Representative Signature (required)

Jean C. Condes

Date

1/31/18

**Secretary of State
Vermont State Archives and Records Administration**

State Archivist
PG 90
210005
Tanya Marshall

