

**Vermont Certified Local Government Program
2025 Grant Application Form**

To complete this Grant Application, simply click in the gray text boxes and type your responses. Please keep your responses as concise as possible and specific to the proposed project.

Name of CLG Community: Hartford

Name of CLG Coordinator: Matt Osborn

Telephone: 802 478-1118

Email: mosborn@hartfordvt.org

Mailing Address: 171 Bridge St. White River Junction, VT 05001

Name of Municipal Treasurer: Joe Major

Telephone: 802 295-3002

Email: jmajor@hartfordvt.org

Project Name: Railroad Row Kiosk Panel & Webpage Design

Will this project be administered by a designated third party? Yes or No

If yes, name of organization: _____

Project Category: Please check the appropriate category below and provide the requested information as indicated or on a separate page.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

Survey Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be surveyed (indicate on map);
- estimated number of properties to be surveyed;
- estimated number of acres to be surveyed;
- status of completion of town-wide or city-wide survey; and
- plans for completion of survey.

National Register Project. *Please describe in Project Summary:*

- purpose of the project;
- building or historic district to be nominated (indicate on map);
- property type or theme for Multiple Property nomination;
- for a historic district, the number of contributing properties within the district;
- status of completion of town-wide or city-wide survey;
- plans for completion of survey; and
- status of survey through the National Register process.

Preservation Planning Project. *Please describe in Project Summary:*

- purpose of the project;
- area to be covered by the plan (describe and indicate on map);
- status of completion of town-wide or city-wide survey, and plans for completion of survey; and
- status of survey through the National Register process.

Information and Education Project. *Please describe in Project Summary:*

- purpose of the project;
- audience, methods and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and
- status of historic preservation planning.

Pre-Development Project. *Please describe in Project Summary:*

- purpose of the project;
- property or area to be covered by the plan (describe and indicate on map);
- scope of work and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and
- status of historic preservation planning.

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

Development Project. *Please describe in Project Summary:*

- purpose of the project;
- property or area to be covered by the plan (describe and indicate on map);
- scope of work and products;
- status of completion of town-wide or city-wide survey, and plans for completion of survey;
- status of survey through the National Register process; and
- status of historic preservation planning.
- Please include a location map showing the footprint of the building, the parcel boundaries, and any areas of possible ground disturbance resulting from the project.

Project Summary (please address the items noted in the Project Category selected above):

Purpose of the Project; Twenty years ago, the Town developed Veterans Memorial Park on the corner of Bridge Street and Railroad Row in Downtown White River Junction. The site was a former warehouse that had burned down several years earlier. The park was part of a revitalization effort that transformed Railroad Row. The park improvements included a kiosk with information on the history of White River Junction and a walking tour of current and former historic buildings. Since then, there have been several changes in the downtown and it is time to update the kiosk panels. The Hartford Historic Preservation Commission (HHPC) seeks a CLG grant to hire a copywriter and graphic designer to create informative and engaging panels for visitors to White River Junction as well as Town residents.

Audience, Methods and Products; The HHPC intends to inform visitors to White River Junction and Town residents about White River Junction's rich history and architecture. Staff and the HHPC will work with the public and several stakeholder groups including the Hartford Historical Society, Downtown Business Association and the Monument Committee to generate ideas on what information to provide on the kiosk panels and the HHPC webpage. The HHPC will promote information about the project on the Town website, Town List Serv, Town Facebook page as well as flyers at the Town Hall, Town libraries, Senior Center and other locations in Town where flyers are posted.

The product will be four kiosk panels with text, photos and graphics to provide visitors and residents with information on the history of White River Junction and its historic buildings. A QR code will be

provided on the panels so visitors and residents can download the detailed information on their smart phone. The panels also will be posted on the HHPC's webpage.

Status of Completion of Town-wide or City-wide Survey, and Plans for Completion of Survey;

The Town of Hartford completed Phase I of the Historic Sites & Structures Survey in 2013. It included buildings that were not previously surveyed and constructed from the late 1700s into the 1920s. Phase II of the survey was completed in 2015 and included buildings that were not previously surveyed and constructed from the 1920s into the 1960s. Both Phase I and Phase II of the Historic Sites & Structures Survey are on file at the Vermont Division for Historic Preservation. In addition, the HHPC conducted a barn census that was completed in 2010 and included agricultural buildings throughout the entire town. Although the survey is fairly complete, since there are several residential areas in Hartford that are fifty and sixty years old, an updated Historic Sites and Structures Survey should be undertaken at some point in the coming years to include these residential areas at or approaching National Register eligibility.

Status of Survey through the National Register Process;

To date, Hartford has nine historic districts listed on the National Register. In addition, the Town is approaching completion of two additional historic districts (2023 GLG Grant project). There are plans to consider additional historic districts as well. The HHPC is also considering updating some of the historic districts established in the late 1990s and early 2000's.

Status of Historic Preservation Planning.

The HHPC has been involved with the White River Junction Downtown Program and the update and implementation of the Downtown Revitalization Plan. The HHPC chair sits on the Design Review Committee for the White River Junction Design Review District, which has provided guidance to downtown businesses regarding appropriate design for renovations and new construction throughout the downtown. In 2019, the HHPC updated the Historic Resources Chapter of the Town Plan. The HHPC also has been involved in the Village Center Project regarding the future of the other four villages in Hartford (Wilder Village, Hartford Village, Quechee Village and West Hartford Village). Quechee Village and Hartford Village became State designated Village Centers. The Town plans to pursue Village Center Designation for Wilder Village and West Hartford Village in the next few years.

The HHPC has played a role in cemetery research and preservation. Several forgotten cemeteries have been maintained for the first time in years and there is now an increased awareness of proper headstone care and the need to maintain vegetation surrounding cemeteries.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects) The purpose of the project is to inform residents and visitors to White River Junction about the rich history and architecture that exists in our community and the importance of historic preservation by installing panels on the Railroad Row Kiosk and posting the information on the Town website. The HHPC will work with the public and several stakeholder groups to seek community input on the kiosk panels and on the HHPC webpage. Two community meetings are planned; one at the beginning of the project and one when a draft is completed. Stakeholder groups include the Hartford Historical Society, Downtown Business Association and the Monument Committee. The HHPC also will promote the meetings and information about the project on the Town website, Town List Serv, Town Facebook page as well as flyers at the Town Hall, Town libraries, Senior Center and other locations in Town where flyers are posted.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting? White River Junction has a rich history as well as a sizeable stock of historic buildings. The HHPC wants to share information about these important features with local residents and the many visitors to White River Junction. By making the information readily available to the public in the downtown and on-line, the HHPC expects to reach a large number of people for many years to come. The HHPC believes that this will lead to greater appreciation of our historic resources that will be significant and long-lasting.

3. Does this project focus on disaster preparation, mitigation, and resilience? If yes, please explain how.
 Yes -or- No
 If yes, please describe:

4. Describe the project schedule assuming starting date of **May 2025** and completion date of **August 1, 2027**. List dates for subcontracting with consultants, on-site meetings, delivery of draft products, such as survey and National Register forms, and public meetings, as applicable. All products, including a final project report and auditable financial documentation, are due by the completion date.

DATE	Task/Product Completed
1/23/2025	SHPO notifies applicants of grant awards
5/2025	Executed Grant Agreement
5/2025	Develop, distribute and advertise Request for Proposals
5/2025	Staff and HHPC gather materials for consultant
6/2025	Kick-off Meeting with staff, HHPC and consultant
7/2025	Community engagement meeting with stakeholders, public, staff HHPC and consultant
9/2025	Copywriter submits first draft
9/2025	HHPC and staff review copywriter's first draft
10/2025	Copywriter makes changes and submits second draft
10/2025	HHPC and staff review second draft
11/2025	Copywriter makes changes and submits final materials
11/2025	HHPC and staff meet with graphic designer
12/1/2025	First Progress Report Due
12/2025	Graphic Designer submits first draft
12/2026	HHPC and staff review first draft
1/2026	Community meeting to seek input on first draft

2/2026	Graphic Designer submits second draft
2/2026	HHPC and staff review second draft
3/2026	Graphic Designer submits final material for panels and webpage
4/1/2026	Second Progress Report Due
12/1/2026	Third Progress Report Due
4/1/2027	Fourth Progress Report Due
8/1/2027	Completion Date: Deadline to submit final project report, final product, and request reimbursement
9/30/2027	Deadline for SHPO to process payment requests and disburse grant funds


5. Who will participate in the project and what will they do? Relate the personnel listed in the budget (CLG staff and commissioners, consultants, volunteers) to their role in completing the project.

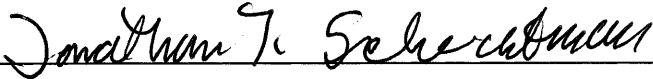
Staff will prepare and distribute the Request for Proposals, review proposals, assist in the selection of a consultant, contact references, prepare a contract, provide administrative oversight of the project and be the point person for the consultant. Staff also will process invoices, publicize the project, advertise and plan the two community meetings, and plan meetings with the consultant. Staff and the HHPC will assist the consultant in locating photographs and historical information. The HHPC will assist in reviewing proposals and in the selection of a consultant. The HHPC also will participate in meetings with the consultant and staff as well as the community meetings. The HHPC will provide feedback on the materials developed for the project. The consultant team will work with staff and the HHPC and provide text and incorporate the text and photographs and design the layout of the panels and webpage.


6. What are the dates of the local government's fiscal year? July 1st to June 30th
7. If applicable, what are the dates of the designated third-party administrator's fiscal year?
to or not applicable

Signatures: After completing the application, print it out and have each of the three signatories sign and date this page. Then scan the complete application as a PDF and email it as an attachment along with the other required application materials.

THIS APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED SIGNATURES ARE ENTERED BELOW:

<u>Matt Osborn</u> Name of person preparing this application	<u>Planner & CLG Coordinator</u> Title
 Signature	<u>12/12/24</u> Date

<u>Jonathan Schechtman</u> Name of CLG Commission Chair	
 Signature	<u>12/10/24</u> Date

<u>John Haverstock</u> Name of Chief Elected Local Official (or Designee)	<u>Town Manager</u> Title
 Signature	<u>12/12/24</u> Date

Name of CLG Community: Hartford

Name of CLG Project: Railroad Row Kiosk Panel and Webpage Design

Federal Share: \$4,500 + Local Share: \$4,931 (cash & in-kind match) = Total Project Amount: \$9,431

Note: the Federal Share cannot exceed 60% of the total project amount, and the Local Share must be at least 40% of the total project amount.

CASH EXPENDITURES 1 (expenses to be reimbursed by the grant)					
Salaried Employees		# Hours & Rate	Proposed	Actual	Variance
<i>Name, Title</i>					
Total Cash Expenditures for Salaried Employees					

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)					
Contracted Services		Description of Services	Proposed	Actual	Variance
<i>Vendor</i>	Copywriter	Prepare text for kiosk panels and webpage	\$2,000		
	Graphic Designer	Design and layout of text, graphics and photographs for the kiosk panels and webpage	\$4,000		
Total Cash Expenditures for Contracted Services			\$6,000		

CASH EXPENDITURES 3 (expenses to be reimbursed by the grant)					
Other Expenses		Description of Costs	Proposed	Actual	Variance
<i>Vendor</i>					
Total Cash Expenditures for Operating Services			\$6,000		

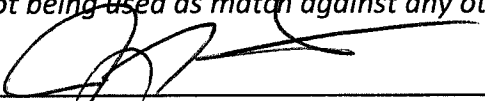
IN-KIND EXPENDITURES 1 (services to serve as match for the grant)				
Donated Time	# Hours & Rate	Proposed	Actual	Variance
Name Jonathan Schechtman	10 x \$33.49	\$335		
Pat Stark	15 x \$33.49	\$502		
Susanne Walker Abetti	10 x \$33.49	\$335		
Dennis Brown	10 x \$33.49	\$335		
Total In-Kind Expenditures for Donated Time		\$1,507		

IN-KIND EXPENDITURES 2 (services to serve as match for the grant)				
Donated Services	Description of Costs	Proposed	Actual	Variance
Vendor Matt Osborn, CLG Coordinator/Planner	Grant Administration, 30 x \$52.72	\$1,582		
Lori Hirshfield, Planning & Dev. Director	Grant Administration, 5 x \$68.41	\$342		
Total Cash Expenditures for Donated Services		\$1,924		

LOCAL CASH MATCH (cash to serve as match for the grant)				
Cash Match	Description of Match	Proposed	Actual	Variance
Source Town Historic Preservation Funds	Cash toward consultant fees	\$1,500		

	Proposed	Actual	Variance
Total of All Cash & In-Kind Expenditures	\$9,431		

Certification: I certify that the matching share proposed for this project does not include funding from other Federal sources, and that these funds are not being used as match against any other Federal grant application.



 Chief Elected Local Official or Designee

12/12/24

 Date



Railroad Row Kiosk