



Vermont

Certified Local Government Program

2026 Grant Manual

January 16, 2026

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PREFACE

Strengthening local preservation programs, the Certified Local Government (CLG) program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties within their jurisdictions. It promotes the integration of local preservation interests and concerns into local planning and decision-making processes. Created in 1980 through amendments to the National Historic Preservation Act, the National Park Service oversees the [CLG program](#) and requires that each State Historic Preservation Office (SHPO) designates at least 10 percent of its annual Historic Preservation Fund allocation from the Department of the Interior to Certified Local Government communities. The Vermont Division for Historic Preservation (VDHP) serves as the SHPO and administers [Vermont's CLG program](#). VDHP is a division of the Department of Housing and Community Development in the Agency of Commerce and Community Development.

This competitive matching grant program is available to Vermont CLG communities and can be used to fund local preservation activities such as surveys of historic resources, National Register of Historic Places nominations, preservation planning, and educational projects. Grants are also available for architectural plans and specifications, engineering reports, feasibility and streetscape studies, and occasionally for physical rehabilitation work on National Register-listed properties.

INTRODUCTION

Please review this manual and links contained within it carefully before completing the grant application. This is a competitive program. Incomplete applications are not eligible for funding. Submission of an application for a grant constitutes a declaration that the applicant is familiar with the terms of the grant program and the procedures set forth in this handbook. The Certified Local Government grantees must adhere to [Rule 3: Regulations for the Vermont Certified Local Government Program](#) for the duration of the grant.

Direct all questions about the grant program to Elizabeth Peebles, State Architectural Historian. Email elizabeth.peebles@vermont.gov or call 802-505-1147.

The following documents govern the implementation and management of the CLG grant program. Local CLG coordinators and historic preservation commissioners should familiarize themselves with the following documents **prior** to preparing a grant application:

- 1) The National Park Service’s Historic Preservation Fund Manual is VDHP’s primary guide for administering federal sub-grants to CLG communities. CLG Coordinators should be familiar with Chapter 8: Subgrants, Contracts, and Third-Party Agreements, Chapter 9: Certified Local Governments, Chapter 13 Standards for Allowability of Costs, and Chapter 17: Procurement Standards. Federal Guidance on Historic Fund Grants can be found at <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm> A downloadable copy of the Historic Preservation Fund Grants Manual can be found [here](#), and as updated on the National Park Service (NPS) website linked above. **The HPF may be updated in 2026. Any grant issued after the update is subject to the new HPF.**
- 2) Federal Requirements. As a Subrecipient of federal funds, the Subrecipient is required to adhere to federal regulations OMB Guidance – 2 CFR Chapter 1, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly referred to as “Uniform Guidance”. This guidance can be found at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- 3) State Requirements. The Grantee is required to adhere to the [Standard State Provisions for Contracts and Grants](#) (October 1, 2024).

- 4) All Work Products provided under this grant program shall comply with the [State of Vermont Brand Standards and Guidelines](#). The Grantee agrees to comply with Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 ([28 CFR Part 35](#)), which requires adherence to [Web Content Accessibility Guidelines Version 2.1 Conformance Levels A and AA](#), and all applicable standards, orders and regulations issued or adopted thereunder.
- 5) VDHP's [Rule 3: Regulations for the Vermont Certified Local Government Program](#) describes the Vermont program.
- 6) This Vermont Certified Local Government Program Grant Manual, which explains how to apply for and manage a CLG grant. If your project is selected, you will refer to this manual throughout the course of the project.
- 7) The grant project must also be consistent with the [State Historic Preservation Plan](#).

This manual contains the most recent requirements and policies set forth by the National Park Service, Department of the Interior, which is the federal grantor agency. It is complete as of the date of publication, but because requirements and policies change, the Vermont Division for Historic Preservation (VDHP) does not accept responsibility for any such changes that are not incorporated into this handbook. VDHP will notify grant applicants and sub-grantees of any changes that may affect their project.

2026 GRANT PROGRAM SCHEDULE

CLG grants are funded by the National Park Service, and the program cycle follows the federal fiscal year (October 1 – September 30). CLG grants are awarded annually, and the grants must be fully completed and closed out by the end of the third federal fiscal year. Delays in the federal budgeting process will not extend or change the final close-out date of the grants. If meaningful progress is not made toward project completion within six months after the Grant Agreement is executed, or anytime thereafter, VDHP reserves the right to rescind the award and reassign funds to other projects.

- October 1, 2025: Start of federal fiscal year 2025.
 - January 16, 2026: VDHP notifies all CLG communities of the availability of 2026 CLG grant funding and provides grant application materials.
 - March 16, 2026: CLG grant applications, and all supporting materials must be submitted to SHPO by 4:30 PM.
 - April 23, 2026: Applications presented to the Vermont Advisory Council on Historic Preservation (VACHP) with staff recommendations for funding. After review and discussion, VACHP awards funding.
 - May-July 2026: Preparation and execution of Grant Agreement between sub-recipient and VDHP after Historic Preservation Funds are made available to SHPOs.
- Commence work on the project **after** the Grant Agreement is executed.
- Summer/Fall 2026: Submit all procurement documentation needed to SHPO for review prior to executing any contracts.
 - December 1, 2026: First progress report must be submitted to SHPO. Any procurement needed should be substantially completed.

- June 1, 2027: Second progress report must be submitted to SHPO. Notify SHPO if there is any doubt about completing the project on schedule to discuss amending or terminating the grant agreement.
- December 1, 2027: Third progress report must be submitted to SHPO. Any field work needed should be completed and drafts of written products ready for review.
- April 1, 2028: Final date for requesting an amendment to the grant agreement.
- June 1, 2028: Fourth progress report must be submitted to SHPO. Project substantially completed and final drafts submitted.
- August 1, 2028: Deadline to complete final revisions or components of the project. Sub-recipient completes final budget form, documents proof of payment and local match and prepares final project report with supporting materials. Submit all these materials to VDHP with the request for reimbursement. **Extensions beyond this date are not possible.**
- August – September 2028: VDHP staff review and approve completed and documented requests for reimbursement.
- September 30, 2028: End of federal fiscal year 2028. All 2026 CLG grant projects must be paid and closed out by this date.

Eligibility Requirements

- Eligible applicants are current [Vermont Certified Local Governments](#) that are in compliance with [Rule 3: Regulations for the Vermont Certified Local Government Program](#) and are adhering to the requirements of any ongoing CLG grants from previous years.

A community that is currently in the process of applying for CLG certification may be eligible pending approval. Please contact VDHP to discuss if an application for funding would be provisionally accepted.

Eligible CLG Grant Projects

Projects should be specific in scope with clear activities, products, and timeframes. Please do not submit applications that are an “umbrella” for general ongoing preservation activities. All grant projects must include public information and education components about the purpose of the project and the value of historic preservation to the local community.

A CLG Community may apply for and be awarded funds for multiple projects in the same year. A separate application form is required for each project. For example, a CLG Community can submit an application for a new Survey project and a second application for a Preservation Planning project.

The appropriate [Secretary of the Interior's Standards for Preservation Planning, Identification, Evaluation and Registration](#) apply to all CLG grant projects. All National Register nomination projects must utilize [NPS Guidance for the NRHP](#), specifically but not limited to NR Bulletin 15: How to Apply the National Register Criteria for Evaluation and follow the guidance of NR Bulletin 16A: How to Complete the National Register Registration Form.

Priority I Projects

Priority I projects are eligible for 60% CLG grant funding with a 40% local match (cash and/or in-kind).

- ▶ SURVEY projects must conform to the suite of survey/inventory forms maintained by the State Historic Preservation Office. These include Vermont Architectural Resource Inventory, Vermont Archaeological Inventory, Vermont Bridge Inventory, Vermont Cultural Landscape Inventory, Vermont Cemetery Inventory, and Vermont Stone Culvert Inventory. Survey projects can focus on

100% survey in a specific geographic area or may focus on property types, historic themes, or time periods. For assistance in designing a survey project, the applicant can contact SHPO in advance of preparing the grant application.

- ▶ NATIONAL REGISTER projects should focus on individual properties, historic districts, or multiple property nominations. Prior to undertaking a nomination, the property or district must have been previously surveyed and determined eligible by SHPO within the past five (5) years for listing in the National Register of Historic Places. Projects can be for new nominations or amendments to existing nominations to document changes or previously undocumented areas of significance. Please do not submit an application for a project including both survey and a nomination – this should be two separate and sequential applications.
- ▶ PRESERVATION PLANNING must be coordinated with the Vermont Historic Preservation Plan, the statewide preservation planning process. The current plan was published in 2023 and is available online [here](#). The primary goals of the plan are 1) Advocate for Historic Preservation; 2) Recognize Historic Places; 3) Expand Public Outreach and Information Collaboration; and 4) Cultivate Pride of Place and Stewardship. The plan describes important themes in Vermont’s history and pre-history, the historic resources associated with them, and goals for their preservation. Through the survey and National Register process, and applying the information from the plan’s themes, a community can identify and evaluate its significant properties and establish goals and priorities for their continued use and protection. This information should be integrated into the community’s land planning documents and conservation efforts.
- ▶ INFORMATION AND EDUCATION projects inform the public about the value of historic preservation. Public information and education components are excellent ways to publicize the workings of the CLG Commission. For example, the CLG could sponsor programs, design and print brochures or facilitate an audio series about local historic resources. Special events in May for “National Historic Preservation Week” can be eligible for funding. Training sessions for CLG commission members and municipal staff working with the commission are eligible for funding. Contact the Division for clarification on allowable costs.
- ▶ PRE-DEVELOPMENT projects plan for the work necessary to design and plan construction work. Architectural plans and specifications, historic structures reports, engineering studies, archaeological testing and feasibility

studies are types of pre-development work. To be eligible to apply for a pre-Development grant, the project must be for a property, or properties, listed in the National Register of Historic Places. Properties determined eligible by the Vermont Advisory Council on Historic Preservation are eligible but must be nominated prior to or as part of the pre-development project. The project must provide information necessary to carry out a development project that will meet the [Secretary of the Interior's Standards for the Treatment of Historic Properties](#).

Priority II Projects

Funding is awarded to Priority II projects only after all eligible Priority I projects have been funded and if there is still grant money available to award.

- ▶ DEVELOPMENT projects are actual bricks-and-mortar construction work. To be eligible to apply for a CLG grant for a development project:
 1. The property must be listed in the National Register.
 2. The property must be owned by the municipality.
 3. The property must be open to the public.
 4. The property must be accessible to people with disabilities.
 5. The project must conform to local and regional plans.
 6. The project work must be for stabilization or restoration work that contributes to preserving the historic qualities and architectural features of the property which make it eligible for the National Register. New additions, code improvements, utility systems work, and most routine maintenance are not eligible for funding.
 7. The project work must meet [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#).
 8. Development project work will require architectural plans and specifications. While these materials are not required to be submitted with the grant application, if available they should be submitted with the application to assist VDHP and Council in reviewing the proposed project. The cost of architectural plans and specifications and on-site architectural supervision is an allowable cost for a development grant project and should be included in the budget on the application. Please consider a Pre-Development (above) project application if these still need to be

developed. Note: costs incurred by the CLG prior to the award of the grant **cannot** be included in the grant project budget.

9. The CLG, in its Grant Agreement with VDHP for a development project grant, will agree to "...assume the cost of continued maintenance and repair of the property so as to preserve the architectural, historical, or archaeological integrity of the property for 5 years in order to protect those qualities that made the property eligible for listing in the National Register of Historic Places. Nothing in this agreement shall prohibit the subgrantee from seeking financial assistance from any source (including Historic Preservation Fund development grants) available to it."
10. Development projects will be funded on a 50/50 matching basis, or up to 60% if CLG funds are available.

Ground Disturbance at Projects

Archaeological resources that lie in the ground at a historic building or site may yield important information about the history of the site. Any ground disturbance, including shovels in the ground and heavy equipment access/staging, involved in a project has the potential for impacting or destroying archaeological resources.

VDHP will review all grant applications to determine if a proposal in a particular project location has the potential for impacting historic or pre-contact archaeological resources. In many cases, the existence of an archaeological site is not known but it can be reasonably predicted to exist. If the applicant or VDHP are concerned about the possibility of disturbance of archaeological resources, VDHP will work with the applicant to find a cost-efficient solution that both preserves the archaeological resource and allows the project to proceed. VDHP may test a site to determine the existence of archaeological resources. VDHP will provide this service at no cost to the CLG. In some instances, VDHP may determine that the CLG will need to hire a qualified consultant for an archaeological assessment. This cost can be included in the project budget and is eligible for reimbursement along with other approved project costs. Many times, an archaeological assessment reveals important information about the property that can be used for public education purposes.

Contact VDHP prior to application if you anticipate substantial ground disturbance in your project for advice if you should include costs for archaeological investigations in your project budget.

National Historic Landmarks

If the project involves any physical changes or modifications at a [National Historic Landmark](#) (NHL), review and approval is required by the NHL program. The proposed project schedule must allow for at least 90 days for their review.

Delegating Third-Party Administration

CLG subgrants may be administered by a designated third-party if the CLG indicates in its funding application to VDHP that it wants any subgrant awarded to it to be administered by a specific organization. Designation of a third-party to administer a subgrant is not a procurement action. Such a delegate agency may be another unit of local government, a commercial firm, a nonprofit entity, or an educational institution as long as it has the administrative capability required by Chapter 8, Section D of the [HPF Manual](#).

Matching Share

Priority I CLG grants are awarded at a 60% federal/40% local match ratio, and Priority II CLG grants are awarded at a 50% federal/50% local match ratio. All grant funds are paid on a reimbursement basis for the successful completion of the project.

Matching share refers to the applicant's contribution toward the total cost of the project. The matching share may consist of cash, donated services and equipment, or volunteer time, or a combination of the three.

Cash match consists of actual funds committed to the project by the applicant. These matching funds can be state or local funds, grants, or fund-raising proceeds from private organizations, foundations, or individuals. Federal funds cannot be used as matching share except for Community Development Block Grant (CDBG) money.

Donated services and equipment are allowable as matching share when they directly benefit the project's objectives and are specifically identifiable. They are allowable only if the applicant would otherwise have to purchase them to accomplish the project.

Donated services and equipment must be identifiable in project records as not donated by the federal government, not purchased with federal funds, and not included as donations comprising all or part of the share under any other federally assisted project.

Volunteers can contribute to the success of a project if they are organized and supervised. Just as with donated services and equipment, volunteer services are allowable as matching share if the grantee would otherwise have to purchase the services to accomplish the project. The hourly rates must be consistent with those paid

for similar work in the local labor market. In most cases, the value of time donated by volunteers performing work for which they are not trained or experienced can be calculated using the [Independent Sector](#) estimates for Vermont. In 2024 it was calculated at \$34.39/hour for Vermont. If the volunteer is professionally skilled in the work they are performing on the project the wage rate this individual is normally paid for performing this service may be charged to the project, not to exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (as of 2026, this limit is \$94.78 per hour). Volunteer hours must be documented using the [Donated Labor Time Sheet](#) that can be downloaded from VDHP website.

All municipal personnel expenses must be supported by time records that are signed by both the employee and the employee's supervisor. Such records must show the actual hours worked - by date - and the specific duties performed. For more detail refer to the General Financial Documentation section below.

Donated equipment and office space are often too difficult to document adequately to use as matching share. Equipment or office space donated to the project must not exceed the fair market rental value. Grant recipients must submit documentation of their basis for determining valuation of donated equipment and space, including proof of fair market value, with the grant application. Grant recipients must also maintain records to support their reimbursement claims as to the actual use of donated equipment. Please refer to the section on Financial Documentation further in this manual.

Allowability Of Costs

All costs must directly relate to the accomplishment of the approved project. Refer to the [HPF Manual](#) and [2 CFR Part 200](#) for allowability of costs. In general, the types of costs which are allowable include: accounting/auditing, advertising for consultants, communications such as telephone and postage, project consultants' fees, materials and supplies consumed by the project, mileage, personnel costs (including wages and fringe benefits), some conference/ training registration fees, printing and reproduction. Any other costs are unallowable, unless specifically approved in writing by VDHP. Only costs items included in the budget attached to the Grant Agreement will be allowed. All project costs must be incurred through proper Procurement Requirements described further in this manual.

Completing The Application

The grant application is the basis for the decision-making process in allocating grant funds. Therefore, it is important that each question be answered completely, and that the proposal is presented clearly. For the most part, the information requested on the application is self-explanatory. Please refer to the Selection Criteria for the appropriate category of project to aid in providing information that will be used to score the project. Only one project may be included on a single application, although applicants may apply for more than one project by submitting multiple applications.

- ▶ Section 1: Enter the project name and the requested information about the CLG community. Indicate whether the project will be administered by a designated third party. If yes, enter the information for the designated third-party organization.
- ▶ Project Category: Check the appropriate project category: Survey, National Register, Preservation Planning, Information & Education, Pre-Development, or Development.
- ▶ Project Summary: Briefly summarize the proposed project. It is important to be thorough and to pay close attention to the Project Category description and Selection Criteria when completing this section.
- ▶ Questions: Answer each question to the best of your knowledge. Fill out the Project Schedule Table with all key project dates to outline the plan to fully complete the project by the deadline of August 1, 2028.
- ▶ Designated Third Party: Complete this section only if the project involves a designated third party.
- ▶ Signatures: The application must be signed by the person submitting the application, the Chair of the CLG Commission, and the Chief Elected Official (or designee). Applications lacking any of these three signatures at the time of submittal will be deemed incomplete and returned. If applicable, include the Designated third-party signature.

Each application must include a Proposed Budget Form indicating the total project cost, including all cash costs, donated and volunteer services. Fill in the applicable lines with appropriate amounts, rounded off to the nearest dollar. Include the rates for fringe benefits if personnel receive them. The Excel form includes formulas to assist in the project calculations. For the Application complete only the Proposed Budget Sheet.

Submit it both as an Excel file and as a PDF with the signature of the Chief Elected Local Official (or designee).

Including supporting materials such as plans, maps, and photographs will aid in the evaluation of the proposed project.

Grant Application Review, Selection Criteria & Ranking System

The basic grant award criteria are contained in Section 3.4.5 of the "[Regulations for the Vermont Certified Local Government Program](#)." The criteria were developed to promote those activities which most directly preserve Vermont's buildings, structures, sites and districts of historic, architectural and archaeological significance.

Grant Application Review and Selection Process Overview

1. VDHP reviews annual goals and priorities established in the preservation planning process, and drafts funding priorities and selection criteria for grant program. Vermont Advisory Council on Historic Preservation (VACHP) reviews significant changes to priorities and selection criteria.
2. VDHP prepares and releases public notice of availability of grant funds to all CLGs, including grant manual and application.
3. Applications are reviewed by VDHP staff evaluation committee and are scored according to the selection criteria in the grant application materials. Budgets are reviewed for the reasonability of costs.
8. Simultaneously, applications are reviewed individually by VACHP, which may independently score the projects for discussion at their meeting.
9. VACHP awards funding to eligible project applications.
10. VDHP sends notice to all applicants informing them whether their project has been selected and their grant awards (pending HPF apportionment).
11. VDHP reviews requirements with the CLG and drafts Grant Agreement.
12. VDHP completes Grant Agreement, forwards it to grantee for official signature. Project can begin.

State Historic Preservation Plan

All CLG grant funded projects must be consistent with the [State Historic Preservation Plan](#). The [2023-2029 Vermont Historic Preservation Plan](#) provides a vision for the preservation, rehabilitation and use, management, promotion, and interpretation of the state's historic resources. The plan provides guidance for planning and decision-making by anyone — individuals, organizations, agencies — in Vermont affecting these resources. The plan's vision, goals, and actions suggest priorities for VDHP and its many partners, to work individually or collectively, to keep Vermont's unique character and ensure the vitality of its communities. The State Plan can be accessed at: <https://accd.vermont.gov/historic-preservation/planning>

As part of its statewide preservation planning process, VDHP has determined that public information and participation is the key to successful local preservation activities. The logical progression for a community to identify, evaluate and protect its resources is to survey its historic resources, identify those eligible for local designation, and develop a preservation plan and/or incorporate planning for the protecting these resources into the municipal plan. The preservation plan may include protection strategies such as local historic district or design control ordinances. Public information and education must be a part of any CLG grant project.

If a community's survey documentation is incomplete or outdated, the first step is to survey to provide the municipality with an inventory of its historic resources. VDHP can assist the CLG in determining the level and type of survey needed if it is not complete.

Communities with substantially completed surveys should locally designate historic landmarks or districts or nominate eligible properties to the State or National Register of Historic Places that have been identified through the survey process. Projects should focus on individual properties, historic districts, or multiple property nominations identified by the CLG Commission. Prior to undertaking a nomination, the property or district must have been determined eligible by SHPO within the past five (5) years for listing in the National Register of Historic Places. Historic districts are physically grouped properties that are related historically and/or architecturally. Multiple property listings are those properties linked by a common property type or association, such as historic agricultural properties, bridges, mills, etc. Amendments to outdated or insufficient nominations are also encouraged.

The CLG community should proceed to develop a preservation plan for those properties listed or eligible for listing in the National Register. The plan and related bylaws and guidance documents should address the protection of its properties of historic, architectural, and archaeological significance. The State of Vermont Historic Preservation Plan, the statewide preservation planning process, can assist the community in planning for its own historic resources.

Occasionally, the progression from survey to National Register to preservation plan may not be the most practical way for a community to identify, evaluate and protect its historic resources. VDHP recognizes that certain factors such as an immediate threat to an area within the community, or to a certain type of historic resource, may determine that a preservation plan or National Register nomination is advisable even if the survey has not been completed. Nonetheless, the community will be asked to describe its reasons for applying for funding for an activity that is not in the recommended sequence and demonstrate that the project will significantly contribute toward the community's ability to identify, evaluate, and protect its historic and archaeological resources.

VDHP acknowledges that establishing a comprehensive survey, evaluation, registration, and protection program is not always realistic in the early stages of a community being a CLG. Archaeological resources require special planning, consideration, and education efforts. VDHP encourages CLGs to begin developing long-term plans to inventory and protect archaeological sites, both pre-contact and historic. Eligible sites should be locally designated and/or nominated to the National Register. The CLG should adopt appropriate preservation methods such as fee-simple purchase, easements, and acquisition of development rights, and integrate them into other land planning and conservation efforts.

In any activity of the CLG commission, public information and education is an essential part. By providing information on historic preservation to the public, the CLG can stimulate an appreciation of the importance of local heritage. This can be accomplished through public meetings, walking tours, fairs, a series of newspaper articles, websites, printed materials assembled and distributed by the commission and videos. VDHP can provide technical assistance in planning for public awareness programs. The CLG may apply for grant funds for public information and education projects alone if that is the community's preservation priority.

Grant Selection Criteria

Each application will be scored according to the following rating system. Although it is the intent to distribute funds to the maximum number of CLGs possible, funds will not be awarded to projects that do not meet the program goals and administrative requirements of the CLG grant program. The rating system will also prioritize projects if funds requested exceed the amount available. Every attempt will be made to award the amount of funds necessary to accomplish individual project goals.

Top priority in the selection of projects and award of grant funds will be given to the Priority I projects. If the Vermont Advisory Council on Historic Preservation is unable to award all the available CLG funds to Priority I projects, it will next consider Priority II projects. A CLG may apply for more than one grant or for a grant in more than one

Priority category, if it has the matching share and administrative capabilities to complete more than one project should they be selected.

Selection Criteria

1. Type of project:

The applicant will identify the project as one of the following and scoring should be based on the specific community needs in regard to the following preservation sequence.

Priority 1:

For a **SURVEY** project: there is no survey, the survey has not been completed, the survey is outdated, there is a robust survey but there is a specific property type or historic association that needs further identification work.

For a **NATIONAL REGISTER** project: the degree to which the survey is complete, there are limited National Register nominations, the existing National Register nominations need to be updated and amended.

For a **PRESERVATION PLANNING** project: the degree to which the survey is complete and eligible historic districts have been nominated to the National Register, there is no or limited historic preservation guidance in the municipal plan and bylaws, or the municipal plan and bylaws historic preservation sections are outdated.

For an **INFORMATION AND EDUCATION** project: the degree to which the survey is complete, eligible historic districts have been nominated to the National Register, and a plan is in place for the protection of historic resources.

For a **PRE-DEVELOPMENT** project: the degree to which the survey is complete, eligible historic districts have been nominated to the National Register, and the project coordinates with or implements plans for the protection of historic resources.

Priority 2:

For a **DEVELOPMENT** project: the degree to which Priority 1 projects are complete, the project will preserve historic qualities and architectural features that make the property eligible for the National Register and contribute to the long-term preservation of the property. This will only be awarded if funds remain after awarding qualified Priority 1 projects.

(9 points max)

2. The project will have a significant and long-lasting impact on historic resources.
(5 points max)
3. The project scope, staffing, budget and schedule are sufficient to achieve the project's goals and produce useful products.
(5 points max.)
4. The direct ability of the project to support disaster preparation, mitigation, and resilience.
(3 points max.)
5. The project's local match is:
- a. 40% of total project cost.
(0 points)
 - b. 41-50% of total project cost.
(1 point)
 - c. Over 50 % of total project cost.
(2 points)
6. The project's local match consists of:
- a. 0-25% cash.
(0 points)
 - b. 26-50% cash.
(1 point)
 - c. Over 50% cash.
(2 points)
7. The project community has received a CLG grant:
- a. in the last grant cycle
(0 points)
 - b. in the last 2-3 grant cycles
(1 point)
 - c. never or 4 or more grant cycles ago
(2 points)
8. The last CLG grant with this community was completed and documentation for close out submitted:
- a. by August 1 of the final grant year
(1 point)
 - b. have not received a CLG grant in the last 5 years
(0 points)
 - c. after August 1 of the final grant year
(-1 point)

TOTAL POINTS (29 points max)

Administrative Capabilities

VDHP acknowledges that federal reporting requirements passed on to grant recipients are often burdensome. Nonetheless, they are necessary for receipt of funds and VDHP's continued eligibility for annual Historic Preservation Fund apportionment.

Therefore, the qualifications and abilities of the applicant to meet federal and state fiscal and program management requirements will be considered. Although it is not necessary for the CLG's project manager to have experience in administering federal grants, they should have demonstrated administrative capabilities and be assigned a reasonable amount of time to the project, through its completion and acceptance by VDHP. The project manager should also be working with/asking for support from the municipal staff that are familiar with federal grant requirements. The inability to manage a previous grant from VDHP or unresolved audit questions may be justification for rejecting the application.

Grant Agreement

The Grant Agreement will be prepared by VDHP after the grant has been awarded and the terms of the Agreement discussed by the local CLG coordinator and VDHP staff. The grant agreement will not be finalized until after SHPO has received its HPF apportionment. The Grant Agreement must be signed first by the locally authorized signatory, and then by the Commissioner of the Department of Housing and Community Development (or designee). The Grant Agreement is essentially a contract between the CLG and VDHP that provides for the work to be performed as specified in the Grant Agreement, and that the CLG will abide by the stated requirements of the grant program. In return, VDHP will make payments to the CLG in accordance with the payment provisions in the agreement. A sample grant agreement can be provided on request. Using the [CLG Grant Project Tracking Form](#) is a helpful tool to guide your management of the project.

If the project is administered by a designated third party, the Grant Agreement will be executed between VDHP and the designated third party.

Grant Requirements

Historic Preservation Fund Manual

The National Park Service’s Historic Preservation Fund Manual is VDHP’s primary guide for administering federal sub-grants to CLG communities. CLG Coordinators should be familiar with Chapter 8: Subgrants, Contracts, and Third-Party Agreements, Chapter 9: Certified Local Governments, Chapter 13 Standards for Allowability of Costs, and Chapter 17: Procurement Standards. Additional requirements may be included in the CLG grant agreements based on the FFY 2026 HPF grant agreement for the SHPO allocation.

Federal Guidance on Historic Fund Grants can be found at <https://www.nps.gov/subjects/historicpreservationfund/historic-preservation-fund-grant-manual.htm> A downloadable copy of the Historic Preservation Fund Grants Manual can be found [here](#), and as updated on the National Park Service (NPS) website linked above.

Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards

Federal Requirements. As a Subrecipient of federal funds, the Subrecipient is required to adhere to federal regulations OMB Guidance – 2 CFR Chapter 1, Chapter II, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly referred to as “Uniform Guidance”. This guidance can be found at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

The CLG must make certain that a copy of its most recent audit is sent to VDHP prior to execution of the grant agreement.

Contract Provisions

Standard and project specific provisions for project work contracts will be outlined in your grant agreement. The Grantee is required to adhere to the [Standard State Provisions for Contracts and Grants](#) (October 1, 2024). Additionally, all Work Products provided under this grant program shall comply with the [State of Vermont Brand Standards and Guidelines](#). The Grantee agrees to comply with Section 504 Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 ([28 CFR Part 35](#)), which requires adherence to [Web Content Accessibility Guidelines](#)

[Version 2.1 Conformance Levels A and AA](#), and all applicable standards, orders and regulations issued or adopted thereunder.

Grantee must include the necessary provisions listed in the Grant Agreement and the relevant federal regulations, including the latest Historic Preservation Fund (HPF) requirements, to pass down to contractors.

Certificates of Insurance

The State of Vermont requires that all grantees and contractors must provide a certificate of insurance that meets the requirements laid out in State of Vermont Attachment C, Standard State Provisions, as attached to the Grant Agreement. Additional guidance can be found on the State website here: [Reviewing a Certificate of Insurance | Agency of Administration](#).

- ▶ **Workers Compensation:** With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont. Vermont will accept an out-of-state employer's workers' compensation coverage while operating in Vermont provided that the insurance carrier is licensed to write insurance in Vermont and an amendatory endorsement is added to the policy adding Vermont for coverage purposes. Otherwise, the party shall secure a Vermont workers' compensation policy, if necessary to comply with Vermont law.
- ▶ **General Liability and Property Damage:** With respect to all operations performed under this Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:
 - ▶ Premises - Operations
 - ▶ Products and Completed Operations
 - ▶ Personal Injury Liability
 - ▶ Contractual Liability
 - ▶ The policy shall be on an occurrence form and limits shall not be less than:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products/Completed Operations Aggregate
 - \$1,000,000 Personal & Advertising Injury

- ▶ **Automotive Liability:** The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than \$500,000 combined single limit. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, limits of coverage shall not be less than \$1,000,000 combined single limit.
- ▶ **Additional Insured:** The General Liability and Property Damage coverages required for performance of this Agreement shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. If performance of this Agreement involves construction, or the transport of persons or hazardous materials, then the required Automotive Liability coverage shall include the State of Vermont and its agencies, departments, officers and employees as Additional Insureds. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

As a municipality, providing a certificate of insurance for the above-referenced types and levels of coverage should not be an issue. It may, however, come as a surprise to the contractors who hope to bid on your CLG Grant-funded projects. As the grantee, it will be your responsibility to submit certificates of insurance for the municipality and the contractor(s) working on your project to VDHP.

Project Publicity

VDHP and the National Park Service, Department of the Interior must be credited in any newspaper, radio, television, or other media publicity and in any program or publication of the project being funded. In publications, film or video presentations funded with grant monies, the following must be included:

"The activity that is the subject of this (type of presentation) has been financed in part with federal funds from the National Park Service, Department of the Interior, through the Vermont Division for Historic Preservation. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior."

Please note that only relevant portions of the required statement need to be applied and should be used as appropriate depending on the content of the publication. For example, if there are no commercial products then that part of the statement can be omitted.

In addition, the following statement must also be included:

"This program receives federal funds from the National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in federally assisted programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of federal assistance should write to: Director, Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, DC 20240."

Reimbursement Procedures

Payments to the grant recipient will be made according to the payment schedule in the Grant Agreement. In general, a single reimbursement grant payment will be made on completion of the project and submission of all the required documentation. If the Grant Agreement includes multiple payments they will be reimbursements based on specific deliverables outlined in the Grant Agreement. The final payment, which will be no less than 25% of the grant, is not made until the Final Project Report is approved by VDHP.

Financial Documentation

Appropriate financial documentation is required for all reimbursement requests and inadequate or missing documentation may result in reduced or no payment of grant funds. Contact VDHP if there are any questions or additional clarity needed to ensure full payment of the grant.

Procurement Requirements

As stated in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, when public funds (including CLG grants) are involved in a project, all procurement or purchasing transactions, regardless of whether competitive proposals or sealed bids, and without regard to dollar value, should be conducted in a manner that provides open and free competition. All project costs, including the matching share, must meet Federal and State procurement requirements. Procurement procedures shall not restrict or eliminate competition. Non-competitive practices between firms and organizational conflicts of interest are not allowable.

The procurement regulations described in this section must be strictly followed. Any procurement (purchase) of services or goods must be carried out according to the regulations and provisions included in the Grant Agreement. If the CLG or its

subcontractor(s) do not hire, contract or purchase according to these regulations and provide documentation of the purchase procedures, no grant funds can be paid to the project.

The [State of Vermont Agency of Administration Bulletin No. 3.5](#) outlines comprehensive policies and procedures for procurement and contracting within Vermont's Executive Branch. It establishes guidelines for soliciting, awarding, executing, and overseeing contracts to ensure efficiency, transparency, and compliance with state and federal laws. The HPF Grant Manual Chapter 17 provides that Procurement Procedures must comply with the stricter of either the Federal procurement requirements or State procurement requirements. In most instances, State procurement requirements are more strict and therefore must be used.

Procurement must be made by one of the following methods. In most instances, grantees will use competitive negotiation or small purchase procedures. If requested, VDHP will provide guidance to the grantee in preparing and reviewing the Request for Proposals. **Prior** to signing any contracts submit the procurement documentation to VDHP for review.

1. **Micro-Purchase Procedures:** Can be used for any supplies or equipment less than \$3,500 and does not require solicitation of multiple estimates, quotes, bids, or an RFP. **Cannot** be used for services. Invoices and proof of payment are still required for reimbursement.
2. **Simplified Bidding Procedures** are those relatively simple procurement methods that are sound and appropriate for the procurement of services, supplies or other property, costing in the aggregate LESS than \$100,000. This method of procurement cannot be used for any procurement costing more than \$100,000. If the procurement costs under \$100,000, prices or rate quotations shall be obtained from at least three qualified sources.
3. **Standard Bidding - Competitive Sealed Bids.** Sealed bids are publicly solicited via an request for proposal (RFP) process, and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is lowest in price. This method of procurement is used for development projects.
 - a. In order for formal advertising to be feasible, appropriate conditions must be present, including, as a minimum, the following:

1. A complete, adequate and realistic specification or purchase description is available.
 2. Two or more responsible suppliers are willing and able to compete effectively for the grantee's business.
 3. The procurement lends itself to a firm-fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.
- b. When formal advertising is used for procurement under a grant, the following requirements shall apply:
1. A sufficient time prior to the date set for opening of bids (20-30 calendar days), bids shall be solicited from an adequate number of known suppliers. In addition, invitations must be publicly advertised.
 2. The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation.
 3. All bids shall be opened publicly at the time and place stated in the invitation for bids.
 4. A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs and life cycle costs shall be considered in determining which bid is lowest.
 5. Any or all bids may be rejected when there are sound and documented business reasons in the best interest of the program.
4. **Competitive Negotiation**, proposals are requested from a number of sources from a written Request for Proposal which is mailed to a field of candidates and after publicized, if the contract amount is expected to exceed \$100,000 or if it is the municipality's practice to publicize all RFP's or if the municipality believes it will elicit more favorable responses. Negotiations are normally conducted with more than one of the sources submitting offers, and either a fixed-price or cost reimbursable type contract is awarded, as appropriate. Competitive negotiation may be used if conditions are not appropriate for the use of formal advertising. It is

generally the method used to hire consultants for CLG grant projects. If competitive negotiation is used for procurement under a grant, the following requirements shall apply:

- a. Proposals shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement. The Request for Proposal may be publicized and reasonable requests by other sources to compete shall be honored to the maximum extent practicable. In general, 30 days are allowed for responses to the RFP.
 - b. The Request for Proposal shall identify all significant evaluation factors, including price or cost where required and their relative importance.
 - c. Award may be made to proposal which will be most advantageous to the procuring party, price and other factors-such as the capabilities, skill and technical knowledge required to complete the project-considered. The most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. Unsuccessful offerors should be notified promptly.
5. **Noncompetitive Proposals** must always be approved in advance by VDHP, which must request approval from the National Park Service. It is difficult to justify noncompetitive procurement using public funds and is rarely approved for this grant program. Noncompetitive procurement is solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. Noncompetitive proposals may be approved when the award of a contract is unfeasible under simplified bidding, competitive bidding (formal advertising) or competitive negotiation procedures. A contractor's past performance or association with the CLG on one of its projects, or the recitation of an administratively imposed deadline is insufficient reason to justify noncompetitive procurement.

Contract Pricing

The cost-plus-a-percentage-of-cost and percentage-of-construction-cost method of contracting or purchasing shall not be used under any circumstances including costs connected with any contract modifications. The types of contracts that are allowable include cost reimbursement contracts, firm-fixed-price contracts, fixed-price incentive contracts, or cost-plus-a-fixed-fee contracts.

Compensation for Consultants

No person employed as a consultant, or by a firm providing consultant services, shall receive more than a reasonable rate of compensation for personal services paid with HPF funds, or when such services are contributed as nonfederal share. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (as of 2026, this limit is \$94.78 per hour). When consultant services rates exceed this rate, only the amount up to that rate can be charged to the HPF grant or be claimed as nonfederal matching share costs. Where consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share).

Contractor Selection Procedures

Solicitation of offers, whether by simplified bids, competitive sealed bids or competitive negotiation, shall:

1. Incorporate a clear and accurate description of the technical requirements for the materials, product, or service to be procured. The description should not, in competitive procurement, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and when necessary, shall set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors shall be clearly stated.
2. Clearly set forth all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals, such as a deadline for completion of project work. Awards shall be made only to responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, and financial and technical resources. Unreasonable requirements for a firm to qualify to do business and unnecessary experience and bonding requirements shall not be allowed.

Procurement Documentation

The following steps must be followed to satisfy Federal audit procedures prior to initiating procurement:

1. Subgrantee prepares a draft of the Request for Proposals or solicitation for bids, whichever is appropriate (VDHP can review and approve the RFP or solicitation if requested).
2. Subgrantee sends the CLG Program Coordinator at VDHP the following documents:
 - ▶ A final copy of the RFP or solicitation for bids;
 - ▶ A description of the method of publicizing the RFP or solicitation
 - ▶ Copies of the responses received, or a summary of the responses
 - ▶ Method and justification of contractor selection
3. VDHP CLG Program Coordinator reviews all of the materials submitted per #2, above, to ensure the procurement process is being properly followed.
4. Subgrantee distributes the Request for Proposals or solicitation for bids according to the applicable procurement requirements.
5. Subgrantee must maintain a description of the methods of publicizing the solicitations, including dates and places of publication and posting, and the list of consultants/suppliers to whom the RFP was directly sent.
6. Subgrantee compiles copies of the responses received, or a summary of the responses.
7. Subgrantee reviews all responses and identifies preferred proposal. The method and justification of contractor selection must be documented. Justify the use of negotiation, if applicable.
8. If procurement process is approved, VDHP CLG Program Coordinator notifies the subgrantee to proceed with contract execution.
9. Subgrantee forwards a copy of the **fully executed contract** to the VDHP CLG Program Coordinator within sixty (60) days of execution and includes the **Certificate of Insurance** that lists both the CLG community and the State of Vermont.

General Financial Documentation

The following briefly explains the general level of documentation required for common budget items:

- ▶ **CLG Personnel:** All employee time, if it is being charged to the project (i.e. being paid with a portion of the CLG grant funding), must be documented on the employer's regular time sheets. Time sheets must be recorded daily and include a brief description of work performed that is identifiable to the grant project and separate from other non-grant work performed. (For example, "Consulted with VDHP staff on XX" or "Workshop set up and clean up" is acceptable; "Grant activities" is not.) Time sheets must be signed by the employee and the employee's supervisor. The CLG's financial office should provide a statement of each employee's hourly wage, benefits and what the fringe benefit rate is based upon. For salaried employees, it is not necessary to submit copies of canceled checks as proof of payment. However, for non-salaried employees who are paid by contract or invoice must indicate proof of payment.
- ▶ **Donated Services:** Allowable as local matching share when they are performed for approved project work only and not included in contributions for any other federally assisted program. Donated services can come from other sources, if the person is being paid by another organization, but performing approved project work for the CLG. Documentation for donated services in the form of staff time is the same as "CLG Personnel" above. A business or other organization might donate the services of their personnel to help design a brochure or provide word processing services. Additionally, the donation might not be staff time but may be in the form of a work product such as printing an interpretive panel or provision of supplies for a workshop. These services should be documented with a donation invoice or receipt from the business/organization noting the value of the services/materials donated.
- ▶ **Volunteer Services:** Are the unpaid services of persons performing approved project work. The hourly rate is determined by task and must be consistent with that paid for the same or similar work in the local labor market. In most cases, the value of time donated by volunteers performing work for which they are not trained or experienced can be calculated using the Independent Sector estimates for Vermont. In 2024 it was calculated at \$34.39/hour for Vermont. If the volunteer is professionally skilled in the work they are performing on the project the wage rate this individual is normally paid for performing this service may be charged to the project not exceed the

maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (as of 2026, this limit is \$94.78 per hour). Volunteer hours must be documented using the [Donated Labor Time Sheet](#) that can be downloaded from VDHP website. Volunteers must record their hours on a daily basis, being specific about the work performed. Both the volunteer and project supervisor must sign the time sheet.

- ▶ **Contractual:** Copies of contracts executed between the CLG and all consultants and contractors must be submitted at the time they are signed along with the contractors' Certificate of Insurance listing both the CLG community and the State of Vermont. No person employed as a consultant, or by a firm providing consultant services, shall receive more than a reasonable rate of compensation for personal services paid with HPF funds, or when such services are contributed as nonfederal share. This rate shall not exceed the maximum daily rate of compensation in the Federal Civil Service equal to 120 percent of a GS-15, step 10 salary (as of 2026, this limit is \$94.78 per hour). When consultant services rates exceed this rate, only the amount up to that rate can be charged to the HPF grant or be claimed as nonfederal matching share costs. Where consultants are hired at salaries above that rate, the excess costs must be paid outside the historic preservation grant (and nonfederal share). To document costs, submit copies of itemized bills and a record of payment date & check number.
- ▶ **Travel:** Submit documentation supporting travel expenditures. Documentation should include date of travel, purpose of trip, destination and total mileage. The maximum reimbursement for travel is not to exceed the current rate paid to state employees for travel which is \$0.725 per mile. Submit receipted invoices. Lodging, if budgeted, is documented by invoice. A daily rate for meals, based on state employee rates, will be included in the budget, if necessary to the project and invoices must be provided.
- ▶ **Supplies:** Submit documentation supporting expenditures for supplies, including receipted invoices.
- ▶ **Donated Equipment:** Donated equipment and office space are often too difficult to document adequately to use as matching share. The CLG may contact the State Agency of Transportation or University of Vermont for information on their equipment use rates. Donated equipment or office space cannot be provided by the federal government, nor donated as part of any other federally assisted project. The donation cannot exceed the fair market rental value. The CLG must submit documentation of its basis for determining

valuation, including proof of fair market rental value, the age of equipment, source of purchase and actual use of equipment and/or office space.

- ▶ **Telephone:** Submit copies of telephone bills and highlight costs included as part of the project. Total the claimed costs & include receipted invoice.
- ▶ **Printing:** Submit documentation supporting expenditures for photocopying and photo processing costs. Include proof of payment.

Reporting

Interim progress reports and a final project report allow VDHP to evaluate the project's progress, and to verify that expenses incurred in the project are allowable, necessary and reasonable. The Grant Agreement specifies the due dates and report contents for each report. The typical CLG grant period covers two-three years and requires four interim progress reports and a final project report. The [CLG Grant Project Tracking Form](#) will guide you through the primary grant management benchmarks throughout the grant period. Fill in the tracking form as you complete each task to stay on track.

Interim Progress Reports

A template is on the website for interim [Progress Reports](#). Explain the work completed to date, any issues that have come up, and whether you anticipate completing the project on schedule. Most importantly, include a statement regarding the project budget and whether the project is on budget, over budget, or under budget. Refer to the Grant Agreement for any specific deliverables required for interim progress reports.

Final Project Report

A template is on the website for your [Final Project Report](#). The final project report must be submitted at the end of the project along with all final products and financial documentation and request for payment. Submit the Final Project Report no later than August 1, 2028. If the project is completed sooner, please submit the Final Project Report and all documentation within 60 days of project completion.

The report should summarize the history of the project, its execution and evaluate its overall success. Explain any issues or problems that the project encountered, and how they were (or were not) overcome. If this was Phase I of a larger project, explain the anticipated next steps to complete the project. Note any local or regional media coverage of the project, and include copies of printed articles or photographs, if possible.

Reimbursement cannot be made until all required information has been submitted to VDHP for review and approval. Reimbursement for the project will be expedited if the final project report is organized properly and contains all the necessary information.

All allowable project costs must be documented at a level acceptable to VDHP and auditors who review VDHP's subgrants. Costs are eligible only if they appear in the Grant Agreement budget or amendments.

Grant Product Deliverables

At the end of each federal fiscal year our office is required to submit a detailed report to the National Park Service about each CLG grant project. This includes submitting digital copies of all materials developed with CLG grant funding.

Please review the following guidelines to ensure that you provide us with the necessary materials when requesting reimbursement for your project:

- ▶ Provide one digital copy of each deliverable/publication. This includes, but is not limited to:
 - ▶ Grant project reports
 - ▶ Books
 - ▶ Pamphlets and Magazines
 - ▶ Video/audio files
 - ▶ Event documentation, including programs and photos, websites, mobile apps, exhibits, and interpretive signs
- ▶ For development/construction projects:
 - ▶ Submit photos of all work completed under the grant, including at least three views of the overall structure and all elements of the scope of work.
 - ▶ Provide a fully executed, recorded copy of the preservation easement/covenant, if applicable.

Required file formats and resolution:

- ▶ Reports and publications: PDFs at 300 pixels per inch (PPI), at 100 percent of the size of the original document. When possible, convert original publication files to PDF (for example, from MS Word or InDesign files). Otherwise, use high-quality scans of printed materials.
- ▶ Photos: JPEGs or TIFFs at a minimum resolution of 3000 x 2000 pixels

- ▶ Videos: MP4 files at a resolution of 1280 x 720 pixels. Include a transcript of each file in a MS Word document.
- ▶ Audio: uncompressed WAV files. Include a transcript of each file in a MS Word document.

For more information about other types of deliverables or publications, consult the National Archives' Transfer Guidance Tables at <https://www.archives.gov/records-mgmt/policy/transfer-guidance-tables.html>. Submit all files in either the "preferred" or "accepted" format.

The above materials must be submitted, in the proper format(s), with your final project report and request for reimbursement. Failure to provide the above materials will delay the reimbursement of your grant.