



Certified Local Government Program

2024 CLG Grant Application

**FFY 2024 grant funding provided by the
National Park Service/Historic Preservation Fund**

Grant Period: October 1, 2023 – September 30, 2026

**Vermont Certified Local Government Program
2024 Grant Application Form**

Application Deadline: On or before 4:30 PM, Monday, December 11, 2023.

Application Format: All application materials should be submitted electronically via email.

What to Submit: All application materials must be submitted prior to the application deadline. A complete application consists of the following items, in the following electronic formats:

- ☒ A fully completed Application Form, signed by the applicant, the Chair of the CLG Commission, and the Chief Elected Local Official (or designee). Submit a scanned PDF of the complete application with all signatures.
- ☒ A fully completed Proposed Budget Form, signed by the Chief Elected Local Official (or designee). Submit the following:
 - ☒ a scanned PDF of the signed Proposed Budget Form, and
 - ☒ an MS Word version of the Proposed Budget Form.
- ☒ Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project. Submit these materials as PDFs.

How to Submit the Application: Please submit all the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2024 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form (PDF)*
 [Name of CLG Community] – Proposed Budget Form (PDF & Word)
 [Name of CLG Community] – Supporting Materials (PDF)

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.

**If you have any questions about the application process, please contact
Devin Colman at 802-585-8246 or devin.colman@vermont.gov.**

**Vermont Certified Local Government Program
2024 Grant Application Form**

Name of CLG Community: Norwich

Name of CLG Coordinator: Planning/Zoning Administrator **Telephone:** 802-712-3506
Email: planner@norwich.vt.us

Mailing Address: 300 Main Street, Norwich, VT 05055

Name of Municipal Treasurer: Cheryl Lindberg **Telephone:** 802-649-1419 x. 3
Email: treasurer@norwich.vt.us

Project Name: Norwich Grange Rehabilitation Architectural Plans

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

If yes, name of organization: Norwich Community Collaborative Inc.

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 bulleted items in the Project Category selected above):

Purpose:

Grant funding will allow for the hiring of an architect/related specialists to prepare drawings and develop site specifications to guide the next stage of revitalization for the former Upper Valley Community Grange Hall, a contributing structure to the Norwich Village Historic District.

Community use is the goal of this project after a historically appropriate rehabilitation (under the Secretary of the Interior's standards) of the building is completed by its new owner, the Norwich Community Collaborative Inc. ("NCC").

The NCC, a 501(c)(3) non-profit organization, will be the third-party administrator of this grant. NCC has already obtained an initial conditions assessment/structural engineering report – which these architectural plans will build upon.

The NCC is also in the process of preparing a Bruhn grant application, which if successful, will address the foundation work (which the NCC wishes to tackle as the first construction phase of this rehabilitation).

The goal of this project is to ensure that this historic building is preserved as part of the historic streetscape in Norwich where the Grange building has been a vibrant social hub for over the last century.

Area to be Covered:

The Upper Valley Community Grange building is located at 344 Main Street in the Norwich Village Historic District.

The Norwich Village Historic District covers the compact village center of Norwich. The historic resources consist primarily of structures ranging from the late 18th century to the early 20th century, including residential, commercial, and religious structures.

The Grange Hall is a 2 ½ story clapboarded structure with the gable end to the street, capped with a plain frieze and projecting eaves. Behind the main building is a two-story addition also displaying projecting eaves. There is a single story shed at the rear. The main building is fronted by a two-story porch, three bays wide, supported by plain posts with jigsaw brackets and jigsaw balusters on the upper level. On the first floor of the façade, the central glass and panel door is flanked by two oversized 2 x 2 pane shop windows (from its days as a harness shop prior to the Grange's acquisition). Additional detail on the building/photo documentation is provided in this application's Supporting Materials.

The local Grange chapter was organized in 1905, and in 1916 they acquired this building, which has been their meeting place for over a century. In October of 2023, the NCC purchased the building. This grant application seeks funding for the development of extensive design plans for the building's rehabilitation, so that its purpose as a meeting place and community hub for Norwich can continue for another century. See the attached Supporting Materials for additional mapping/detail regarding the building and its condition.

Scope of Work and Products:

This project will include documentation of existing conditions, programming, code review, and schematic design and development for a rehabilitation project that will meet the Secretary of Interior's Standards for the Treatment of Historic Properties. We have obtained a non-binding quote of \$12,650.00 from a local architect for the purpose of completing this application. We will offer a bidding process/reach out to other firms for bids to compare with this quote before awarding the contract.

The Status of the Town Wide Survey:

The Norwich Historic Preservation Commission ("NHPC"), with a CLG matching grant from the Division, completed the Norwich Windshield Survey Report on December 15, 2015 (updated 2/8/16). This survey was the result of nearly a year of work by consultant Lyssa Papazian and community volunteers. The survey records a photo and brief description of all structures built before 1970, as well as nearly all later structures plus outdoor memorials, sculptures, and archaeological sites within the community. The survey work began and ended with community presentations and the results of the survey are housed with the Planning Administrator and are

posted on the NHPC website.

The Windshield Survey set forth priority recommendations for further documentation and potential listings on the National Register of Historic Places. With these recommendations in mind and thanks to CLG grants the Town has received, the following Norwich properties and districts have been designated: (1) Mid-Century Modern Historic District (2018); (2) Goodrich Four Corners Historic District (2019); (3) Brigham Hill Historic District (2020); and (4) Maple Hill Farm and Meeting House Farm (2020). In addition, the Pattersonville & Pompanoosuc Archaeology Assessment (2018) and the Historic Barn Survey (2021) were completed. In 1991, prior to the existence of the NHPC, the Norwich Village Historic District was added to the National Register of Historic Places. The NHPC is currently working on the nomination of Jones Circle, a mid-century residential subdivision for National Register designation as an Historic District.

Status of Survey Through the National Register Process:

The Upper Valley Community Grange building is #34 on the list of buildings within the Norwich Village National Register Historic District.

Status of Historic Preservation Planning:

Norwich Village is already federally designated. Norwich Village is also a village center for the State of Vermont, which allows the project to potentially obtain tax credits and state grants for this rehabilitation.

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)

As part of the comprehensive visioning process for the structure, the NCC is holding listening sessions to update the community about this project and the restoration of the Grange Hall to solicit ideas for the ways the building could be used/configured to address the most pressing community needs. This visioning process will help build community support for the NCC's work and to help the town think about how historic buildings can play a material role in shaping the community's sense of place and cultural infrastructure moving forward.

We will also send updates to the community via the Norwich Listserv and social media channels. This process will include a brainstorming session at a December town-wide potluck as well as a survey, which will be mailed to all community non-profits and town committees to discuss common facility and programmatic needs in January. The NCC already conducts tours of the building for community leaders, potential funders, and other stakeholders. We also will work with the Norwich Historical Society to make information about this project available to the public as the NHS is a close partner in this rehabilitation, and has an extensive outreach platform.

Additionally, the rehabilitation of the Grange Hall itself is a unique opportunity to showcase the benefits of historic preservation to the entire community. The central location of the Grange building will allow the public to watch professional preservation practices in action every day as the project proceeds. We also anticipate having public programs as we go to highlight various ongoing building work for educational purposes. We specifically envision hands-on workshops

detailing historic window treatment and energy retrofits as part of this project. These workshops are particularly valuable as there is a need for more preservation awareness in Norwich given the degree of turnover that has happened in the community post-COVID.

2. Describe the impact that this project will have on historic resources. Will it be significant and long lasting?

The Grange Hall requires significant investment to address deferred maintenance and to ensure its role as an anchor of the community. The project to rehabilitate the building will inspire our community and lay the groundwork for fundraising. Norwich's Grange Hall has been used by the community for over a century. Our goal for this rehabilitation project is to ensure the building's viability and vibrancy for its second hundred years.

3. Does this project focus on disaster preparation, mitigation, and resilience? If yes, please explain how.

☐ Yes -or- ☒ No

If yes, please describe:

While this project does not directly focus on disaster preparation, mitigation, or resilience, it is conceivable, given its village location, proximity to emergency services, and community gathering mission, that it could play a role in the aftermath of emergencies as a central hub for disaster response efforts.

4. Describe the project schedule assuming starting date of **July 2024 and completion date of **August 1, 2026**. 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 |
|------------|---|
| 1/18/2024 | DHP notifies applicants of grant awards |
| 3/30/2024 | Execute Grant Agreement with DHP |
| 4/30/2024 | Issue RFP for consultant/select consultant |
| 5/30/2024 | Sign contract with consultant/ initial meetings with consultant |
| 7/15/2024 | Initial Plans due to NCC |
| 12/1/2024 | First Progress Report Due to DHP |
| 12/15/2024 | Final Plans Due to NCC |
| 4/1/2025 | Second Progress Report Due to DHP |
| 12/1/2025 | Third Progress Report Due to DHP |
| 4/1/2026 | Fourth Progress Report Due to DHP |
| 8/1/2026 | Completion Date: Deadline to submit final project report, final product, and request final reimbursement |
| 9/30/2026 | Deadline for DHP 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.

- Jess Phelps is the President of the Norwich Community Collaborative, the third-party designee and will be heavily involved in project management.
- Emily Myers is Vice President of the Norwich Community Collaborative and is in charge of the visioning process/community outreach component of the NCC's work.


- Sarah Rooker, Executive Director of the Norwich Historical Society, is also a member of the NCC board and will similarly be involved (including in programming and outreach).
- Nancy Osgood, chair of the Norwich Historic Preservation Commission, will be involved in monitoring progress on the project (as will others).
- Pam Mullen and other members of the Town of Norwich will be engaged as needed.


6. What are the dates of the local government's fiscal year? July 1 to June 30


7. If applicable, what are the dates of the designated third-party administrator's fiscal year?
January 1 to December 31 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>Jess Phelps</u> Name of person preparing this application | <u>President, NCC</u> Title |
|  Signature | 12/1/23 Date |

| | |
|--|--------------------|
| <u>Nancy Osgood</u> Name of CLG Commission Chair | <u>Chair, NHPC</u> |
|  Signature | 11/29/23 Date |

| | |
|--|------------------------------|
| <u>Brennan Duffy</u> Name of Chief Elected Local Official (or Designee) | <u>Town Manager</u> Title |
|  Signature | 12/16/23 Date |

Name of CLG Community: NORWICHName of CLG Project: REVITALIZATION OF HISTORIC GRANGE HALLFederal Share: \$7,576.00 + Local Share: \$7,576.00 (cash & in-kind match) = Total Project Amount: \$15,152.00**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>None</i> | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Cash Expenditures for Salaried Employees | 0 | | |

| CASH EXPENDITURES 2 (expenses to be reimbursed by the grant) | | | | |
|--|---|-------------------|--------|----------|
| Contracted Services | Description of Services | Proposed | Actual | Variance |
| <i>Architect/Planner</i> | Existing Conditions Documentation/Architectural Plans (estimated cost \$12,650.00) | \$7,576.00 | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Cash Expenditures for Contracted Services | \$7,576.00 | | |

| 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 | | | |
| IN-KIND EXPENDITURES 1 (services to serve as match for the grant) | | | | |
| Donated Time | # Hours & Rate | Proposed | Actual | Variance |
| Jess Phelps | Project Assistance (10 hours at \$50.00) | \$500.00 | | |
| Sarah Rooker | Project Assistance (10 hours at \$50.00) | \$500.00 | | |
| Other NCC Members (Maggie Boone, Andy Williams, and Michael Goodrich, for the Building Committee, and Emily Myers, Wendy Thompson, and Carolyn Frye for the visioning committee) /NHPC Members (Nancy Osgood and Phil Zea) | Project Assistance (50 hours at \$30.04) | \$1,502.00 | | |
| | | | | |
| | | | | |
| | Total In-Kind Expenditures for Donated Time | \$2,502.00 | | |

| | | | | |
|--|---|-----------------|---------------|-----------------|
| IN-KIND EXPENDITURES 2 (services to serve as match for the grant) | | | | |
| Donated Services | Description of Costs | Proposed | Actual | Variance |
| None | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Cash Expenditures for Donated Services | | | |

| | | | | |
|--|-----------------------------|-----------------|---------------|-----------------|
| LOCAL CASH MATCH (cash to serve as match for the grant) | | | | |
| Cash Match | Description of Match | Proposed | Actual | Variance |

| | | | | |
|-----------------|---|------------|--|--|
| NCC Fundraising | Existing Conditions/Documentation/Architectural Plans (estimated cost \$12,650) | \$5,074.00 | | |
|-----------------|---|------------|--|--|

| | | | |
|--|------------|--------|----------|
| | Proposed | Actual | Variance |
| Total of All Cash & In-Kind Expenditures | \$7,576.00 | | |

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.*

 President, Norwich Community Collaborative Inc.

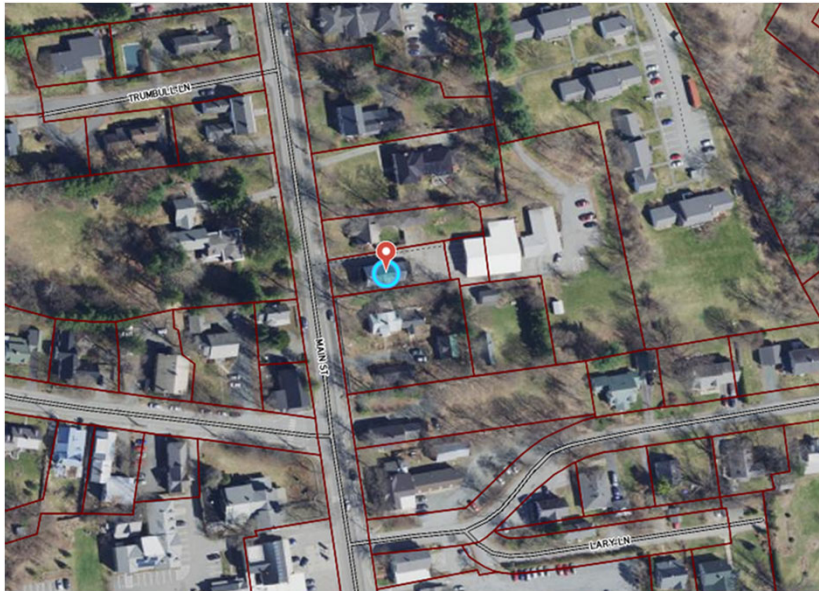
Chief Elected Local Official or Designee

12/7/23

Date



1



Site Map

2



The building as a harness shop, ca. 1890

3



Dining Hall, ca. 1960



Dining Hall, ca. 2018

4



Grange Building, 2023

5



Basement, 2023



6



Shed, bathroom entrances

7



First floor bathrooms

8



Kitchen

9



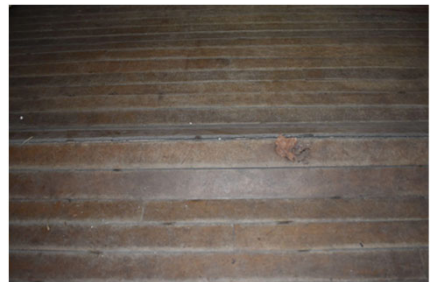
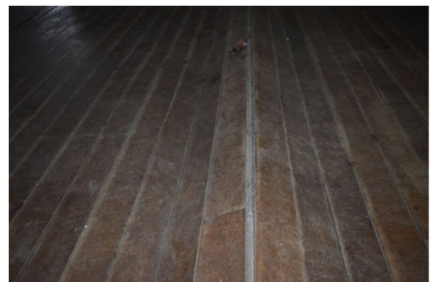
Kitchen Stove

10



First floor meeting area

11



Floor board damage first floor

12



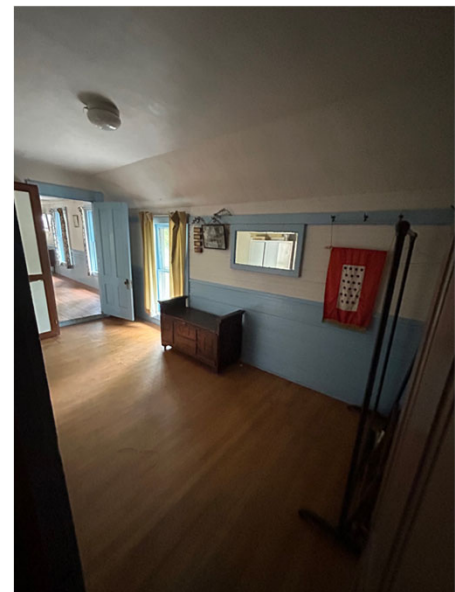
Stairs to second floor
First floor ramp to stairs



13



2nd Floor Meeting Hall and Stage, 2023



Entrance to Meeting Hall

14



Stage second floor

15



2nd Floor Stage, 2023

16



Attic

17



Attic

18



Furnace

19



Oil tank

20



Propane tank

21



Septic

22



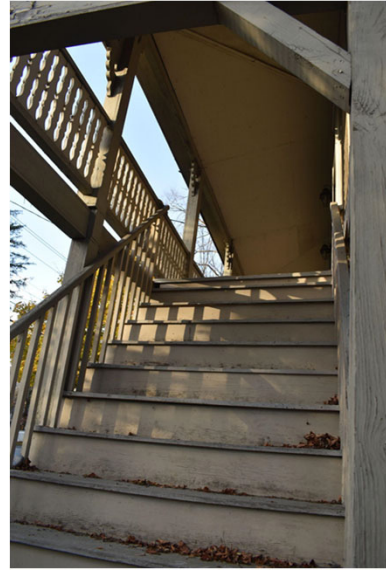
Left side first floor window

23



Porch

24



Exterior porch stairs

25



Rear of building

26



Front