



Certified Local Government Program

2022 CLG Grants – Round II Application

**FFY 2022 grant funding provided by the
National Park Service/Historic Preservation Fund**

Grant Period: October 1, 2021 – September 30, 2024

**Vermont Certified Local Government Program
2022 Grant Application Form**

Application Deadline: On or before 4:30 PM, Monday, March 7, 2022.

Application Format: All application materials should be submitted electronically via email. If you are unable to do so, please contact Devin Colman at 802-585-8246 or devin.colman@vermont.gov.

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
 - a MS Word version of the Proposed Budget Form.
- A copy of the most recent municipal financial report/single audit. Submit as a PDF.
- 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 of the above items as attachments to an email message, identified as follows:

Email Subject Line: *[Name of CLG Community] – 2022 CLG Grant Application*

Attachments: *[Name of CLG Community] – Application Form (PDF)*
 [Name of CLG Community] – Proposed Budget Form (PDF & Word)
 [Name of CLG Community] – Financial Report (PDF)
 [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.

Good Luck!

**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
2022 Grant – Round II Application Form**

Name of CLG Community: Montpelier

Name of CLG Coordinator: Meredith Crandall

Telephone: 802-262-6270

Email: mcrandall@montpelier-vt.org

Mailing Address: City of Montpelier, 39 Main St., Montpelier, VT 05602

Name of Municipal Treasurer: Charlotte Hoyt

Telephone: 802-262-6264

Email: choyt@montpelier-vt.org

Project Name: 2022 Downtown and Historic Preservation Conference

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

If yes, name of organization: The Preservation Trust of Vermont

Project Category: Please check the appropriate category below and provide the requested information where 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):

The purpose of the project is to convene a diverse group of people and organizations to network and learn about historic preservation, community planning and revitalization strategies. The audience of 200-250 includes individuals interested in community revitalization and historic preservation, architects, engineers, and builders, historical society members, downtown leaders, municipal and state government staff, commissioners, historic preservation professionals, individuals from the nonprofit sector and local community volunteers. The 2022 conference will be in St. Johnsbury focusing on “the moment of acceleration,” when the years of planning, investment, and hard work open a community up to new opportunities. The opening plenary will include a panel of St. Johnsbury residents representing municipal government, local business, the creative economy, and the general community, who will walk attendees through the long process of St. Johnsbury reaching their own moment of acceleration, redefining their community in the process. Breakout sessions will revolve around the themes of Redefining Main Street and Rural Economies; Outdoor Recreation; Arts, Culture and Creative Industries; and Housing. Sessions will highlight the reuse or rehabilitation of historic buildings, structures or spaces, and all sessions will include the project or organization's efforts to address diversity, equity, and inclusion within their unique community. In addition to an opening plenary, there will be workshops, guided tours and opportunities for attendees to learn about innovative approaches to community development and historic preservation through St. Johnsbury’s success and challenges.

The proposed agenda and educational components of the conference include:

1. 2022 Preservation Awards – highlighting the individuals and organizations who have made special contributions in preserving Vermont’s built and cultural landscapes
2. St. Johnsbury panel covering the transformation of the community over the past decade
3. Educational workshops for municipal staff, CLG staff, and planners, which will increase the knowledge of various state and national designations that can support downtown development including State and National Register, designated downtown and village centers, design review districts, etc.
4. Field sessions that highlight the economic impacts of the creative sector and historic preservation
5. Field sessions on outdoor recreation and the link to economic revitalization in downtowns and village centers
6. Main street and village center retail strategies
7. Field sessions on the development, rehabilitation, and creation of both affordable and market-rate housing in downtowns and village centers

All the proposed sessions and trainings will be led by people involved in local initiatives together with professionals that are engaged at the state and national level. Grant funding will primarily be used to underwrite the cost of the conference venues, which are higher than typical years due to COVID. We are renting a large tent to ensure we have a covered, outdoor space to provide a safe space for the opening plenary, which is typically attended by 250+ people. We are also securing more breakout spaces so we can ensure small sessions. More spaces mean an increase in sound and multimedia equipment as well as additional hours from our conference coordinator, both of which are included in the budget. Grant funding will also support printing and publication costs.

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 Downtown and Historic Preservation Conference is advertised through mailings, email, list-serves, and the electronic newsletters of the Preservation Trust of Vermont, The Vermont Downtown Program, and partner organizations including but not limited to the Vermont Housing and Conservation Board, and the Vermont Natural Resources Council. Typically the host community is the focus of newspaper articles and television features showcasing historic preservation and community revitalization as well as their role as host of the Conference. The event will also be included on the American Planning Association calendar of events and will be promoted regionally through our partners at Historic New England, the New Hampshire Preservation Alliance, and regional and statewide partners in MA, ME and NY. The Preservation Trust is working with a local graphic designer to develop the conference poster and postcard, which will be distributed to all conference attendees, shared on virtual platforms, and used as part of the local publicity efforts. One of the strengths of the conference is that participants return to their communities with printed materials and a breadth of new contacts which in turn helps spread information, training, and foundational knowledge to continue preservation and revitalization efforts in their local communities.

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

The 2022 conference is designed to highlight successes that have resulted from the various state programs and institutions that support the preservation of historic resources including: the Advisory Council on Historic Preservation, State Historic Preservation Office, National Register of Historic Places, and the Section 106 review process. Since its implementation, communities around the state of Vermont have strengthened downtowns and village centers, restored and preserved historic buildings and landscapes, and have created networks of professionals who share their knowledge. The conference provides educational opportunities to leaders and people interested in the future of our downtowns and historic preservation. The educational value and lasting effect of this conference is evidenced by the large number of preservation projects that are accomplished each year. Providing education and learning strategies to effectively revitalize and create vibrant sustainable communities while maintaining and highlighting historic characteristics is one of the central goals of the conference. Each workshop will introduce attendees to new concepts as well as potential new partners in achieving their goals related to rural economic development, land and building conservation and preservation, small business development and adaptive reuse. A resource area will showcase the work of various partner organizations including the Department of Housing and Community Development, The Vermont Housing and Conservation Board, Vermont Downtown Program, Vermont Department of Tourism, Vermont Historic Sites as well as sponsors representing a variety of disciplines such as energy efficiency and weatherization, architectural design, project management firms and historic preservation contractors. This will be the first Downtown and Historic Preservation Conference since the beginning of the pandemic, and the opportunity to gather together, celebrate successes, and dive into the complex challenges of 2022 will bring current and relevant information to our communities, as well an injection of inspiration, allowing them to continue Vermont's remarkable preservation momentum well into the future.

3. Describe the project schedule assuming starting date of **April 2022** and completion date of **August 1, 2024**. 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
4/2022	DHP notifies applicants of grant awards
5/2022	Execute Grant Agreement with DHP
4/2022-5/2022	<p>Post-notification in April: work with conference coordinator to develop plans for transportation, collect speaker bios and information, establish catering plans, develop conference related materials (accommodation information, local shopping and dining options to highlight main street businesses and cultural activities), work with local community to engage partners and publicize the event, finalize agenda, and open registration</p> <p>May: Finalize program and registration count, assign session moderators and volunteers, review and select preservation awards, develop in-person registration materials, confirm AV needs and finalize AV rentals, communicate final agenda, event details, parking, etc. with attendees</p>
6/1/2022-6/8/2022	Finalize catering details, print final educational materials, handouts, programs, etc., pre-conference meeting, final attendee communication, upload all presentations to laptops, meet with all venues to finalize access and details, day-before set up
06/09/2022	Conference in St. Johnsbury
6/10/2022-7/30/2022	Send host community thank you letters, send out attendee wrap-up email, work with office manager to gather all invoices and payments
08/01/2022	Anticipated completion date to submit final project report, final product, and request reimbursement

4. 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.

For the purposes of the CLG grant, the Preservation Trust of Vermont will be the primary organization delegating responsibilities to partners, contractors and committee members. Planning for the 2022 Downtown and Historic Preservation Conference is a collaborative effort between the Preservation Trust of Vermont, The Vermont Downtown Program, and The Vermont Division for Historic Preservation. The Town of St. Johnsbury, Catamount Arts, and Discover St. Johnsbury are integral parts of the planning team, and the conference would not be possible without the support of the CLG community of Montpelier.

A portion of the conference planning will be completed prior to the submission and the review of the CLG application. The budget is focused only on expenses that will be expended after the review and approval of the applications, including pro-rated staff time, the consultant contracts, and venue and AV expenses.

Responsibilities of the Preservation Trust staff include managing the CLG grant, coordinating conference site logistics, and contracting caterers. The Vermont Downtown Program is taking the lead on the preparation of marketing material, the call for proposals, and registration. We will work in partnership to develop the conference agenda of topics, speakers, tours, and manage volunteer coordination and event communication. A conference coordinator will take the lead on managing many of the logistics and will help coordinate with the Preservation Trust and the Agency of Commerce and Community Development partners, helping navigate the shared responsibilities to ensure we meet our project goals and timelines.

Community partners and organizations will assist with the development of conference sessions, identifying presenters, marketing of the event and will be on-hand the day of the conference to assist with site logistics, set-up and breakdown of equipment and with registration.

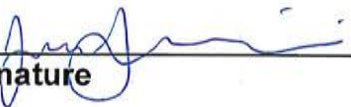
Volunteers will also play a role in the coordination of the event. The Preservation Trust will coordinate volunteers to assist with way-finding, to act as session moderators and to assist with the set-up and break-down of the resource area and morning coffee and break-out rooms.


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


6. What are the dates of the designated third-party administrator's fiscal year?
October 1 to September 30 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>Jenna Lapachinski</u> Name of person preparing this application	<u>Field Service Rep. PTV</u> Title
 Signature	<u>2/22/2022</u> Date

<u>Eric Gilbertson</u> Name of CLG Commission/Chair	
 Signature	<u>2/17/22</u> Date

<u>Anne Watson</u> Name of Chief Elected Local Official (or Designee)	<u>Mayor</u> Title
 Signature	<u>2/17/2022</u> Date

Name of CLG Community: City of Montpelier

Name of CLG Project: 2022 Downtown and Historic Preservation Conference

Federal Share: \$10,000 + Local Share: \$11,339.40 (cash & in-kind match) = Total Project Amount: \$21,339.40

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>				
Ben Doyle, President	24 @ \$ 63.70	\$1,528.80		
Jenna Lapachinski, Field Services	75 @ \$ 30.77	\$2,307.75		
Lisa Ryan, Field Services	20 @ \$ 32.95	\$494.25		
Meg Campbell, Vice President	50 @ \$ 35.15	\$1,757.50		
Lisa Espenshade, Development Director	10 @ \$ 28.43	\$284.30		
Elise Seraus, Executive Assistant	15 @ \$ 29.52	\$442.80		
	Total Cash Expenditures for Salaried Employees	\$6,815.40		

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)				
Contracted Services	Description of Services	Proposed	Actual	Variance
Conference Coordinator	Temporary staff to help with conference coordination	\$3,000		
Breakfast Catering	Coffee and tea for 250 people, breakfast for 150 people	\$1,500		
E-Bike Rentals	Afternoon tour of Lamoille Rail Trail, 10 x \$75 plus taxes and transportation	\$1,000		
Transportation	Shuttle between railroad depot and St. Johnsbury Academy campus	\$500		
	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

Facilities Rental	Tent, 250 chairs, and stage to allow for pandemic-appropriate opening plenary, plus 8+ rooms for breakout sessions	\$2,500		
Equipment Rental	Audio visual, mic systems,	\$1,500		
Printed Materials	Postcards, posters, programs	\$1,500		
Awards	Frames, printing, music licensing	\$1,000		
	Total Cash Expenditures for Operating Services	\$6,500		

IN-KIND EXPENDITURES 1 (services to serve as match for the grant)

Donated Time	# Hours & Rate	Proposed	Actual	Variance
Volunteers	5 people x 8 hours x \$26.85	\$1,074		
	Total In-Kind Expenditures for Donated Time	\$1,074		

IN-KIND EXPENDITURES 2 (services to serve as match for the grant)

Donated Services	Description of Costs	Proposed	Actual	Variance
Gypsy Coast Co.	Conference Artwork	\$500		
Fairbanks venue rental	Classroom (full-day) and planetarium (half-day) rentals	\$450		
	Total Cash Expenditures for Donated Services	\$950		

LOCAL CASH MATCH (cash to serve as match for the grant)

Cash Match	Description of Match	Proposed	Actual	Variance
Source				

	Proposed	Actual	Variance
Total of All Cash & In-Kind Expenditures	\$21,339.40		

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

2/17/2022

Date



2022 Downtown and Historic Preservation Conference Call for Sessions

Join the Preservation Trust of Vermont and the Department of Housing and Community Development on **Thursday June 9, 2022** for the **Downtown and Historic Preservation Conference**, hosted by the Town of St. Johnsbury. The artwork for this year's conference is courtesy of Gypsy Coast Co. This will be an in-person event without virtual offerings.

Transformational Strategies

It can take years of planning and hard work to gain positive momentum in a community. St. Johnsbury struggled for decades, but in the past few years the community has reached a critical mass and all those years of work have opened the floodgates for new opportunities. The community is capitalizing on its historic assets, creative economy, rich heritage, and close ties to outdoor recreation. Infrastructure and capital improvements are the culmination of more than a decade's worth of public and private investments. Equally important is the community's ability to redefine its self-perception has allowed embrace its past while accelerating towards a brighter future.

Join us as we celebrate St. Johnsbury and statewide success stories and dive into complex challenges around housing, main street vitality, and the rural economy. We hope you leave with the inspiration, tools, and connections to gain positive momentum and redefine your community.

Call for Sessions

(Deadline for submissions is March 23)

Sessions should revolve around the following themes: Redefining Main Street and Rural Economies; Outdoor Recreation; Arts, Culture and Creative Industries; and Housing. They should highlight the reuse or rehabilitation of historic buildings, structures or spaces, and all sessions should include the project or organization's efforts to address diversity, equity, and inclusion within their community. Sessions will be 1 hour 15mins.

Redefining Main Street and Rural Economies

What creative ways has your community reinvested in main street or spurred local economic development? How did your local economy pivot in 2020? What did and didn't work? Sessions can include successful redevelopment or rehabilitation projects, the creative reuse of existing buildings to provide services to communities, new or existing partnerships, initiatives, or programs. There is no one-size-fits-all solution for community and economic development; tell us about your creative take on the topic.

Outdoor Recreation

St. Johnsbury is situated in the heart of the Northeast Kingdom and the town has done an incredible job positioning itself to be the hub of the soon-to-be-completed Lamoille Valley Rail Trail. Sessions submitted under this theme should highlight the ties between historic preservation, outdoor recreation, and community vitality.

Arts, Culture, and Creative Industries

St. Johnsbury and the Northeast Kingdom are home to dozens of non-profit arts and cultural institutions and a multitude of for-profit creative enterprises. Those organizations, both the long-standing and newcomers, have been key to the revitalization of the community. Share your unique stories of community gathering places, cultural hubs, placemaking efforts, and creative programs.

Housing

The housing crisis has touched every community across Vermont. Some communities are in desperate need of additional housing while others have underutilized housing stock in need of resources and reinvestment. Sessions can focus on the development, rehabilitation, and creation of both affordable and market-rate housing. We welcome sessions that represent the broad spectrum of housing projects, ranging from large rehabilitation projects in city centers to small apartments over a rural general store, to creative ownership models or programs looking to tackle this critical problem.

Photographs of downtown St. Johnsbury, courtesy of Discovery St. Johnsbury. Conference sessions will be spread around downtown, including venues on the St. Johnsbury Academy, Main St., Eastern Ave., and Railroad St., allowing us to highlight a wide variety of historic resources and local partners.



