



## **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  
2021 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](mailto: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](mailto:devin.colman@vermont.gov).**

**Vermont Certified Local Government Program  
2022 Grant – Round II Application Form**

**Name of CLG Community:** City of St. Albans, VT

**Name of CLG Coordinator:** Chip Sawyer

**Telephone:** 802-752-2156

**Email:** c.sawyer@stalbansvt.com

**Mailing Address:** PO Box 867, 100 No. Main St., St. Albans, VT 05478

**Name of Municipal Treasurer:** Arleigh Young **Telephone:** (802) 524-1500, Ext. \*261

**Email:** a.young@stalbansvt.com

**Project Name:** Saint Albans: "The Other Church Street"

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

If yes, name of organization: Saint Albans Museum (SAM)

**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 this project, “The Other Church Street”, is to bring attention to the importance of preserving the historic buildings on Church Street in Saint Albans. It is also to highlight the uniqueness of each building including the architecture, the history behind each building, changes over the years, and how they contribute to the community. There are only 5 buildings on the street, all on the east side, 3 churches, a courthouse and a museum (former school building). The west side borders beautiful Taylor Park, the centerpiece of the city. All the buildings are part of the Saint Albans Downtown Historic District. The buildings include:

- The First Congregational Church 1892
- Court House (Vermont Superior Court) 1874
- Saint Paul’s United Methodist Church 1873
- Saint Albans Museum 1861
- Saint Luke’s Episcopal Church 1860

**Audience, methods and products:**

The audience for this project will be local community members as well as visitors to our area from Vermont, all over the United States, and anywhere else. It will consist of informational and educational panels strategically placed near the Church St. buildings so an immediate relationship can be established. These panels will become part of a historical walking tour focused on the beauty and uniqueness of St. Albans and the importance of preserving these historic buildings in the future. The creation of the outdoor panels and accompanying outdoor guided-walking tour will also lend toward a digitally-curated educational program using the same research and visual materials. The museum will create a digital presentation to be shared with local schools and other interested organizations that will include and expand on the information available on the panels.

Some photos in .pdf format are attached in file: ChurchStPhotos

**Concerning the status of city-wide surveys and local historic preservation planning:**

The City of St. Albans has two district or “city-wide” surveys. The first is the “St. Albans Historic District” survey, which was completed in 1980 and included on the National Register of Historic Places. This district survey included 111 contributing sites in the City’s historic civic/commercial core in the downtown area, but many circumstances have changed over time. This district survey is actually undergoing an update and re-nomination, with a goal of completion in August 2022. The update is currently in the stages of preparing drafts for public presentation, and it will include proposed district boundary changes and updates to the list of existing contributing sites.

The second such survey is the “St. Albans City Streets” survey, which was completed in 1984 and included on the Vermont State Register of Historic Places. This survey included nearly every contributing site in the City outside of the aforementioned St. Albans Historic District, the vast majority of which are homes in City neighborhoods. This survey has not been updated.

There are no other survey nominations or updates underway in the City at this time.

As for historic preservation planning, the City is proud to be in the third year of the existence of our new Historic Preservation Commission and second year since our inclusion in the Certified Local Government program. Currently we are hard at work on the St. Albans Historic District Update, but the Historic Preservation Commission has also discussed other survey and education opportunities to pursue once that project is over. More on the City's HPC can be found at [www.stalbansvt.com/hpc](http://www.stalbansvt.com/hpc).

**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 public will be informed with local media coverage and on each organization’s website and social media pages. The educational and informative panels will be placed in easy to find locations close to the historic buildings on Church St. These panels will describe the history of each building and its significance to St. Albans history. The value of historic preservation will be detailed with a specific example from each building, i.e. Tiffany windows in Congregational Church, bells in St. Luke’s, and the front staircase of St. Albans Museum where students were eyewitnesses to the Civil War Raid in October of 1864. Brochures will be created describing the historic street with information about a self-guided historical walking tour which will be available to visitors to the Saint Albans Museum, St. Albans City Hall, and local businesses and interstate rest areas that accept the distribution of rack cards.

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

The buildings of Church Street are all in great need of funding assistance for building preservation. They are all amazing examples of historic nineteenth-century architecture that deserve to be featured and preserved for future generations. The various properties of Church Street in St. Albans along with the adjacent Taylor Park are at the pinnacle of the city’s downtown historic district and it is our goal to raise awareness and community support to safeguard these treasures before they fall into disrepair. Because none of the buildings are associated with for-profit organizations, the accumulative cost to maintain each of them is high. Up until now, the individual buildings have not always received the attention they deserve for their historical and cultural significance. With the funds from this grant, each structure will be given individual recognition for its own beauty and uniqueness while also lending a level of publicity for its neighbors as part of the connected walking tour. The weather-resistant panels proposed to be placed outside of each property will be available day or night year-round for the enjoyment of the entire community in perpetuity. In this way, members of the community will learn more about the history and importance of each building and become educated about the need for historic preservation on Church Street and in general.

- 3. Describe the project schedule: 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.**

Intended starting date of April 2022 and completion date of August 1, 2024.

<b>DATE</b>	<b>Task/Product Completed</b>
4/2022	DHP notifies applicants of grant awards
5/2022	Execute Grant Agreement with DHP
6/2022	Research & Design Project/Meet to Discuss Progress

12/1/2022	First Progress Report Due to DHP
2/1/2023	Consult/Meet to Deliver Design Draft/Mock Up
4/1/2023	Second Progress Report Due to DHP
5/1/2023	Meet to Determine Site Placement
12/1/2023	Third Progress Report Due to DHP
3/1/2023	Product Delivery
4/1/2024	Fourth Progress Report Due to DHP
8/1/2024	Completion Date: Deadline to submit final project report, final product, and request reimbursement.
9/30/2024	Deadline for DHP to process payment requests and disburse grant funds

**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.**

- Staff and volunteers from Saint Albans Museum who will do the research to create the project
- Members of Saint Albans Historic Preservation Commission who will review the information and act as consultants.
- Representative from each of the Church Street buildings to provide and verify historical information.

**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?**

December 1 to November 30

**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>Lisa Evans</u> Name of person preparing this application	<u>Executive Director, SAM</u> Title
<i>Lisa Evans</i>	2/28/2022
Signature	Date

<u>Laz Scangas</u> Name of CLG Commission Chair	
<i>[Signature]</i>	3-1-2022
Signature	Date

<u>Tim Smith</u> Name of Chief Elected Local Official (or Designee)	<u>Mayor</u> Title
<i>[Signature]</i>	3/2/22
Signature	Date

2022 CLG GRANT APPLICATION BUDGET FORM

Internal Use Only: HPF Activity Database No.: VT-22-xxx

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CFDA #15.904

Name of CLG Community: City of Saint Albans, VT

Name of CLG Project: Saint Albans: The Other Church Street

Federal Share: \$6000 + Local Share: \$4000 (cash & in-kind match) = Total Project Amount: \$10,000

*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
Lisa Evans, Executive Director, SAM	30 hours @ 26.50 per hour	\$800		
	<b>Total Cash Expenditures for Salaried Employees</b>	<b>\$800</b>		

CASH EXPENDITURES 2 (expenses to be reimbursed by the grant)				
Contracted Services	Description of Services	Proposed	Actual	Variance
Rich Hutchings - Volume 11 Media Design	Panel Design	\$1400		
	24" x 36" horizontal wayside exhibit panels (5)	\$5000		
Printing Services	Brochure Design & Print	\$300		
	<b>Total Cash Expenditures for Contracted Services</b>	<b>\$6700</b>		

CASH EXPENDITURES 3 (expenses to be reimbursed by the grant)				
Other Expenses	Description of Costs	Proposed	Actual	Variance
<i>Vendor</i>				

2022 CLG GRANT APPLICATION BUDGET FORM

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CFDA #15.904

	<b>Total Cash Expenditures for Operating Services</b>			
<b>IN-KIND EXPENDITURES 1 (services to serve as match for the grant)</b>				
<b>Donated Time</b>	<b># Hours &amp; Rate</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
Saint Albans Museum Volunteers	50 hours @ 20.00 per hour	\$1000		
	<b>Total In-Kind Expenditures for Donated Time</b>	<b>\$2000</b>		

<b>IN-KIND EXPENDITURES 2 (services to serve as match for the grant)</b>				
<b>Donated Services</b>	<b>Description of Costs</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
Installation	Panel Installation (5)	\$1000		
	<b>Total Cash Expenditures for Donated Services</b>	<b>\$1000</b>		

<b>LOCAL CASH MATCH (cash to serve as match for the grant)</b>				
<b>Cash Match</b>	<b>Description of Match</b>	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
Museum Donor	Local donation specifically for this project	\$500		

	<b>Proposed</b>	<b>Actual</b>	<b>Variance</b>
<b>Total of All Cash &amp; In-Kind Expenditures</b>	<b>\$500</b>		

2022 CLG GRANT APPLICATION BUDGET FORM

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CFDA #15.904

**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.*

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Chief Elected Local Official

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Date















