

STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To:

James Reardon, Commissioner of Finance & Management

From:

Nathan Lavery, Fiscal Analyst

Date:

October 15, 2008

Subject:

JFO #2338

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2338 — \$85,736.00 grant from the Institute of Museum and Library Services to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant monies will fund inventorying and cataloguing activities at the Calvin Coolidge State Historic Site.

[JFO received 09/15/08]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse, Administrative Assistant Bill Noyes, Acting Commissioner PHONE: (802) 828-2295

FAX: (802) 828-2483



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To:

Joint Fiscal Committee Members

From:

Nathan Lavery, Fiscal Analyst

Date:

September 16, 2008

Subject:

Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office recently received from Finance & Management:

JFO #2337 — \$557,769.73 grant from the Federal Emergency Management Agency (FEMA) to the Agency of Transportation – Operations Division. These grant funds will be used to repair public facilities (state, local, and non-profit) in Grand Isle and Lamoille Counties damaged by the storms of June 18, 2008. [JFO received 09/15/08]

JFO #2338 — \$85,736.00 grant from the Institute of Museum and Library Services to the Department of Housing and Community Affairs - Division for Historic Preservation. These grant monies will fund inventorying and cataloguing activities at the Calvin Coolidge State Historic Site.

[JFO received 09/15/08]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by September 30 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
David Dill, Secretary
Molly Dugan, Acting Commissioner

PHONE: (802) 828-2295

FAX: (802) 828-2483

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:

This Grant to the Division for Historic Preservation, President

Calvin Coolidge State Historic Site is to conduct an inventory

and catalog the site's historic collections.

TITLE OF GRANT:

Museums for America

FEDERAL CATALOG No.:

45-301

GRANTOR / DONOR:

Institute of Museums and Library Services

1800 M Street NW, 9th Floor Washington, DC 20036 5802

DATE:

9/9/08

DEPARTMENT:

Housing and Community Affairs

GRANT / DONATION:

The inventorying and cataloguing that this grant will fund will

allow the Division of Historic Preservation to better promote and

interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE:

\$85,736.00

POSITIONS REQUESTED:

None

GRANT PERIOD:

11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION

SENT TO JOINT FISCAL OFFICE:

(INITIAL)

(IIALLIA)

9/11/08

RECEIVED

SFP 15 2008

JOINT FISCAL OFFICE

STATE OF VERMONT Department of Finance and Management MEMO

TO:

Neal Lunderville, Secretary of Administration and Jim Reardon,

Commissioner of Finance and Management

FROM:

Toni Hartrich, Budget and Mahagement Analyst

DATE:

9/9/08

SUBJECT:

Grant Acceptance Request from the Department of Housing and

Community Affairs-Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

STATE OF VERMONT FORM AA-REQUEST FOR GRANT ACCEPTANCE (use additional sheets as needed) (Rev. 9-90) Agency: Commerce & Community Development 11. Department: Housing & Community Affairs Division for Historic Preservation / President Calvin Coolidge State Historic Site Program: **Legal Title of Grant:** Museums for America Federal Catalog No.: 45-301 **Grantor and Office Address:** Institute of Museum and Library Services 1800 M Street NW, 9th Floor Washington, DC 20036 5802 **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010 Purpose of Grant: (attach additional sheets if needed) The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the PastPerfectollections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote Impact on Existing Programs if Grant is not Accepted: Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites. (1st State FY) 10. Budget Information: (2nd State FY) (3rd State FY) FY 2009 FY 2010 FY 2011 **EXPENDITURES:** Personal Services 69,445.62 \$ 72,924.70 \$ Operating Expenses 16,111.13 \$ 13,275.13 \$ Grants \$ **TOTAL** 85.556.75 86.199.83 0.00 **REVENUES:** State Funds: Cash \$ In-Kind \$ 42,820.75 43,199.83 \$ Federal Funds: (Direct Costs) 42,736.00 43,000.00 (Statewide Indirect) \$ (Department Indirect) \$ Other Funds: (source) Grant \$ \$ **TOTAL** 85,556,75 \$ 86,199,83 0.00 Appropriation Nos. Amounts 85,736.00 7110025000

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State of Vermont Division for Historic Preservation National Life Building, Floor 2 Montpelier, VT 05620-1201 www.HistoricVermont.org

[phone] 802-828-3211 [fax] 802-828-3206 Agency of Commerce & Community Development

MEMORANDUM

Date:

August 28, 2008

To:

Neil Lunderville, Secretary of Administration

From:

Molly Dugan, DHCA Acting Commissioner

Subject:

Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer

Phone: 828-3042

E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief

Phone: 828-3051

E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator

Phone: 672-3773

E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.





Connecting People to Information and Ideas



July 22, 2008

William Jenney Historic Site Administrator Vermont Division for Historic Preservation P.O. Box 247 Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at http://www.imls.gov/news/news/news/news/shtm.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,

Director

cc: John Dumville

Enclosures



Official Award Notification for Grants and Cooperative Agreements

Date of Award July 10, 2008

Awardee Name and Address	Museums for America
Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building	MFA-Collections Stewardship
Drawer 20 Montpelier, VT 05620-1201	Award Number MA-05-08-0024-08
Authorizing Official John Dumville	Award Period
National Life Building, Drawer 20 Montpelier, VT 05620-0501	From November 01, 2008 To October 31, 2010
Project Director	Total Award Amount \$ 85,736.00
William Jenney P.O. Box 247 Plymouth Notch, VT 05056	07/10/2008 \$85,736.00 Original Award

Basic Award Information

- 1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
- 2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
- 3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
- 4. The first request for payment will indicate the grantee's acceptance of the award.
- 5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official	Name and Title
Signature 7. Styl 7	Mary Estelle Kennelly
Signature Mary Estelle Kennelly	Associate Deputy Director for Museum Services
Accounting code:	TIN No 036000274
CFDA Number: 45.301	DUNS No 137135021

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information		
a. Legal Name (5a from Face Sheet): Ver	mont Division for Historic Preservation	
b. Organizational unit (if different from Le	gal Name) :	
c. Organizational Unit Address	•	
Street1: National Life Building, 2 nd Flo	oor Street2:	
City: Montpelier	County: Washington	
State: Vermont	Zip+4/Postal Code: 0562	0-1201
d. Web Address: http://www.HistoricVermo	•	
e. Type of Institution (Check one):		
Academic Library	Library Association	School Library or School District
Aquarium	Library Consortium	applying on behalf of a School
Arboretum/Botanical Garden	Museum Library	_ Library or Libraries
Art Museum	☐ Museum Services Organization/	☐ Science/Technology Museum
☐ Children's/Youth Museum	Association	☐ Special Library
Community College	☐ Native American Tribe/Native	☐ Specialized Museum **
☐ Four-year College	Hawaiian Organization	☐ State Library
☐ General Museum*	☐ Natural History/Anthropology	☐ State Museum Agency
☐ Graduate School of Library and	Museum	☐ State Museum Library
Information Science	☐ Nature Center	☐ Zoo
☐ Historic House/Site	☐ Planetarium	☐ Institution of higher education
Historically Black College or	Public Library	other than listed above
University	Research Library/Archives	Other, please specify:
☐ History Museum		
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**A museum with collections limited to one na 2. Grant Program or Grant Category a. 21 st Century Museum Professionals b. Conservation Project Support General Conservation Survey Detailed Conservation Survey Environmental Survey Environmental Improvements Treatment Training with Education Component c. Laura Bush 21 st Century Librarian Program Master's-level Programs Doctoral-level Programs Pre-professional Programs Research (early career development) Research (other than early career	d. Museum Grants for African American History and Culture e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community Collaboration Grant Research and Demonstration: ☐ Research	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:

PROGRAM INFORMATION SHEET - PAGE THREE

7. Institutional Profile (Native Americ	can Library Services Grants only)	
a. Number of hours per week the librar	y collection is accessible to patrons:	
b. Number of staff dedicated full-time to	o library operations:	
c. Number of staff with part-time library	duties:	
d. Number of holdings (books, journals		
e. Number of circulation transactions p		
f. Does library staff have access to the	Internet? L Yes L No	
g, Does the library provide public acce	ss to the Internet? Yes No	
h. Amount of operating budget for libra	ry services in most recently completed fi	scal year:
Expand services for learning and Develop library services that provide Provide electronic and other linkard Develop public and private partne Target library services to help incrediverse backgrounds, with disability Target library and information services persons having difficulty using a light j. Maintenance of Effort (check the appenditures will equal of EY 2007 expenditures will equal of EY 2007 expenditures will not equal of Maintenance of effort does not appenditure and provided that the provided Hermitian in the provided Hermi	or exceed previous 12 month grant period all or exceed previous 12 month expendingly.	sources. Aries. ty-based organizations. formation resources for individuals of information skills. e ability to use information resources for ral communities. H. Maintenance of effort is assured. iture. Maintenance of effort is not assured.
8. Collection and Material Information	on (Conservation Project Support Gra	nts only)
a. Type of Collection		
D Nam Indon	Not well biotom / Anthur volume	
☐ Non-living	☐ Natural history/Anthropology	
Animals, living	☐ Plants, living	
primarily affected by the project:	n 1 (primarily affected) to 4 (minimally af	fected) to show which collection types are
aeronautics, space/airplanes animals, live	landscape features, constructed	photography, negatives photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE - "Coolidge Collection Management Project"

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation's Historic Sites Program is to "encourage the discovery and appreciation of the state's rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place." The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site's strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public's appreciation of its cultural heritage. This continues VDHP's systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent "Save America's Treasures" grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the "Heritage '91 Plan" preparing for Vermont's bicentennial of statehood. The "Heritage '91 Plan" was refined and updated for the Coolidge Site in 1996. This update, called "Vision for the Future," was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The "Vision for the Future" established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington. Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site - all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections - vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

	•
1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

^{*}If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ce Sheet): Vermont Divi	ision for Historic Prese	rvation		
b. Requested Grant Period	d from: 1	1/1/2008 Requ	uested Grant Period T	hrough: 10/31/2010		
c. If this is a revised budget	t, indicate	application/gra	ant number:			
and the same seems of			. <u></u>		-	
Section A: Detailed Bud	_	•	•			
a. Year: ⊠1 □2 □ 3 □	4 b. Bud	lget Detail for th	ne Period From: 11/1/2	008 Through: 10/31/	2009	•
	•			•		•
1. Salaries and Wages		•	·.			•
Name/Title of Position J. Dumville/Chief	No.	Method of Cost	Computation	\$ Grant Funds \$0.00	\$ Cost Sharing	\$ Total .
		· · · · · · · · · · · · · · · · · · ·	·		\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2			\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg.Admin	3 ,			\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accoountant	4		·	\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5			\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7		· · · · · ·	\$0.00	\$2,400.00	\$2,400.00
				<u> </u>		
				<u> </u>		
	-					
			SUBTOTALS	\$40,000.00	\$29,445.62	\$69,445.62
0 E :						
2. Fringe Benefits	Rate		\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
	<u> </u>	% of				·
· · ·		% of				
		% of				·
			SUBTOTALS	\$0.00	\$0.00	. \$0.00
3. Consultant Fees		• •				
	No. of	·		•		
Name or Type of Consultant	Days .	Daily Rate of Co	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
	·			<u> </u>		
			· · · · · · · · · · · · · · · · · · ·			
		<u> </u>				
					·	<u> </u>
				<u> </u>		
		•	SUBTOTALS	\$0.00	\$0.00	. 0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1 1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1 1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1 1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	· 7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
			<u> </u>				
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00		\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
	SUBTOTALS	\$2,736.00	\$1,000.00	\$3,736.00

6. Services

		\$ Grant Func \$1	0.00	Cost Sharing \$0.0	\$ Total	\$0.00
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			-			
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•						
•				·		
•	TOTALS F	Φ.	0.00	60.0	20.	\$0.00
	SUE	SUBTOTALS	SUBTOTALS \$	SUBTOTALS \$0.00	SUBTOTALS \$0.00 \$0.0	SUBTOTALS \$0.00 \$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

None ·	Basis/Method of Cost Computation	\$	Grant Funds	\$ Cost Sharing	\$ Total
10110	<u> </u>	<u> </u>	. \$0.00	\$0.00	\$0.00
					<u> </u>
					· · · · · · · · · · · · · · · · · · ·
	SUBTO	TALS	\$0.00	\$0.00	\$0.00
3. Other Costs					
em	Basis/Method of Cost Computation	\$	Grant Funds	\$ Cost Sharing	\$ Total
olunteer Housing	\$125.00 per week -10 weeks		\$0.00	\$1,250.00	\$1,250.0
Office Rental	\$500.00 per mont - state rate		\$0.00	\$6,000.00	\$6,000.0
Office electricity	estimate for 12 months		\$0.00	\$250.00	\$250.0
Office heating fuel	State Contract price		\$0.00	\$600.00	\$600.0
Office telephone	\$50.00 month - 12 months		\$0.00	\$600.00	\$600.0
since telephone			Ψ0.00	φουσ.σο	ψουσ.σ
				L	<u> </u>
 	T				
	SUBTO		\$0.00	\$8,700.00	\$8,700.0
	TOTALS (Add subtotals of items		\$42,736.00	\$42,820.75	\$85,556.7
10 Indirect Costs					
Read the instructions about	Indirect Costs before completing this se	ection. Che	eck the appropriat	te box below and r	provide the
Read the instructions about nformation requested: Current indirect cost rate tederal agency (for item A, i	e(s) have been negotiated with a indicate the name of the agency (c	.*	t chooses a rate	te box below and p	:
Read the instructions about nformation requested: Current indirect cost rate rederal agency (for item A, it and date of agreement expi	e(s) have been negotiated with a indicate the name of the agency (ciration; complete item B).] Applican	t chooses a rate		:
Read the instructions about information requested: Current indirect cost rate rederal agency (for item A, it is and date of agreement expi	e(s) have been negotiated with a indicate the name of the agency (ciration; complete item B).] Applican	t chooses a rate		:
Read the instructions about information requested: Current indirect cost rate ederal agency (for item A, it and date of agreement expirately indirect cost proposal had gency but not yet negotiate	e(s) have been negotiated with a indicate the name of the agency (ciration; complete item B). as been submitted to a federal ed (for item A, indicate the name of] Applican	t chooses a rate		:
Read the instructions about information requested: Current indirect cost rate dederal agency (for item A, it and date of agreement expirate) Indirect cost proposal had agency but not yet negotiate the agency and date of proposal date of proposal date of proposal date.	e(s) have been negotiated with a indicate the name of the agency (ciration; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B).] Applican	t chooses a rate		:
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Read the instructions about information requested: Current indirect cost rate ederal agency (for item A, i and date of agreement expi Indirect cost proposal has agency but not yet negotiate he agency and date of proposal tem A: Name of federal agency B:	e(s) have been negotiated with a indicate the name of the agency (contraction; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B). gency: on Date: ate \$Base	Applican complete it	t chooses a rate e		:
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Read the instructions about information requested: Current indirect cost rate ederal agency (for item A, i and date of agreement expi Indirect cost proposal has agency but not yet negotiate the agency and date of propose tem A: Name of federal agency B:	e(s) have been negotiated with a indicate the name of the agency (contration; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B). gency: on Date: ate \$Base % of % of	Applican complete it	t chooses a rate em B). osal Date:	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost rate rederal agency (for item A, it and date of agreement expirate agency but not yet negotiate the agency and date of proposal had been agency and date of proposal tem A: Name of federal agency B:	e(s) have been negotiated with a indicate the name of the agency (contraction; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B). gency: on Date: ate \$Base	Applican complete it	t chooses a rate em B). osal Date:	not to exceed 15%	of direct costs
Information requested: Current indirect cost rate federal agency (for item A, i and date of agreement expi Indirect cost proposal had agency but not yet negotiate the agency and date of proposal federal agency and federal agency agency agency and federal agency agency agency agency and federal agency agency agency agency and federal agency a	e(s) have been negotiated with a indicate the name of the agency (contration; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B). gency: on Date: ate \$ Base % of % of % of	Applican complete it	t chooses a rate em B). osal Date:	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost rate federal agency (for item A, it and date of agreement expirate indirect cost proposal has agency but not yet negotiate the agency and date of proposal tem A: Name of federal agency B:	e(s) have been negotiated with a indicate the name of the agency (contration; complete item B). as been submitted to a federal ed (for item A, indicate the name of posal; complete item B). gency: on Date: ate \$ Base % of % of % of	Prop \$ TALS	t chooses a rate em B). osal Date:	not to exceed 15%	of direct costs

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ce Sheet	t): Vermont Divi	ision for Historic Preser	vation	• •	·
b. Requested Grant Perioc. If this is a revised budget			•	hrough: 10/31/2010		
			·			
Section A: Detailed Bud a. Year: ☐1 ☐2 ☐ 3 ☐	-	daet Detail for th	ne Period From: 11/1/20	009 Through: 10/31/:	2010	
1. Salaries and Wages		:				
Name/Title of Position J. Dumville/Chief	No.	Method of Cost	Computation	\$ Grant Funds \$0.00	\$ Cost Sharing \$4,357.57	\$ Total \$4,357.57
W. Jenney/Reg. Admin	2	L'		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg.Admin	3			\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accoountant	4	<u> </u>		\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5_			\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7.	l · .		\$0.00	\$2,400.00	\$2,400.00
		[
			SUBTOTALS	\$43,000.00	\$29,924.70	\$72,924.70
2. Fringe Benefits						
•	Rate	% of	\$ Salary Base	\$ Grant Funds	\$Cost Sharing	· \$Total ·
		% of				
	L		SUBTOTALS	\$0.00	\$0.00	\$0.00
3. Consultant Fees	•					, , , , , , , , , , , , , , , , , , ,
•				·	•	
Name or Type of Consultant	No. of Days	Daily Rate of Co	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
		<u> </u>				
	<u> </u>	· · ·				
	J					

BUDGET FORM - PAGE TWO

4. Travel

From/To	No. Persons	No. Days_	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$ 744.96
Plymouth-Barre	11	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	11	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1 1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
			T · ·				
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
			<u> </u>	<u> </u>
		1		
				L i
			·	
	SUBTOTA	ALS \$0.00	\$900.00	\$900.00

6. Services

Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
		· · · · · · · · · · · · · · · · · · ·	
			<u> </u>
			1
	 	!	<u> </u>
	:		
			
		T	
			
		.]	1.
			
SUBTOTA	\$0.00	00.02	\$0.00
		\$0.00	\$0.00 \$0.00

BUDGET FORM – PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

None	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
		\$0.00	\$0.00	\$0.00
				
	SUBTOTA	LS \$0.00	\$0.00	\$0.00
	000101A	\$0.00	\$0.00	<u> </u>
3. Other Costs				
tem	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	.\$ Total
/olunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
<u> </u>	T T T T T T T T T T T T T T T T T T T	Ψ0.00	Ψοσο.σσ	ψοσο.σο
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			· · · · · · · · · · · · · · · · · · ·	<u> </u>
				·
	SUBTOTA	LS \$0.00	\$8,700.00	\$8,700.00
. Total Direct Costs	TOTALS (Add subtotals of items 1	- 8 \$43,000.00	\$43,199.71	\$86,199.7
10. Indirect Costs				
Read the instructions abou	it Indirect Costs before completing this secti	ion. Chack the appropriat	·	
nformation requested:		on. Oneck the appropriat	e box below and p	provide the
☐ Current indirect cost rat ederal agency (for item A,	te(s) have been negotiated with a A indicate the name of the agency (com	Applicant chooses a rate r		
☐ Current indirect cost rat ederal agency (for item A,	te(s) have been negotiated with a A indicate the name of the agency (com	Applicant chooses a rate r		
☐ Current indirect cost rat ederal agency (for item A, and date of agreement exp	te(s) have been negotiated with a indicate the name of the agency oiration; complete item B).	Applicant chooses a rate r		
☐ Current indirect cost rat ederal agency (for item A, and date of agreement exp ☐ Indirect cost proposal h agency but not yet negotia	te(s) have been negotiated with a indicate the name of the agency piration; complete item B). has been submitted to a federal ted (for item A, indicate the name of	Applicant chooses a rate r		
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federal agency (for item A, and date of agreement exp Indirect cost proposal has been a continued in the continue of the cont	te(s) have been negotiated with a indicate the name of the agency piration; complete item B). The complete item B indicate the name of the agency posal; complete item B.	Applicant chooses a rate r		
☐ Current indirect cost ratederal agency (for item A, and date of agreement exp☐ Indirect cost proposal hagency but not yet negotiathe agency and date of protem A: Name of federal a	te(s) have been negotiated with a indicate the name of the agency piration; complete item B). The complete item B indicate the name of the agency posal; complete item B.	Applicant chooses a rate r		
Current indirect cost ratederal agency (for item A, and date of agreement expand date of agreement expand by the agency but not yet negotiathe agency and date of protem A: Name of federal a	te(s) have been negotiated with a indicate the name of the agency piration; complete item B). The specific complete item B indicate the name of apposal; complete item B). The specific complete item B indicate the name of apposal; complete item B indicate the name of agency: The specific complete item B indicate the name of apposal; complete item B indicate the name of agency:	Applicant chooses a rate r nplete item B).		
☐ Current indirect cost ratederal agency (for item A, and date of agreement expand date of agreement expand the agency but not yet negotiathe agency and date of protem A: Name of federal a	te(s) have been negotiated with a indicate the name of the agency paration; complete item B). The specific property in the indicate the name of apposal; complete item B). The specific property is a specific property in the indicate the name of apposal; complete item B). The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property is a specific property in the indicate item B. The specific property	Applicant chooses a rate r nplete item B). Proposal Date:	not to exceed 15%	of direct costs
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Current indirect cost rated agency (for item A, and date of agreement expand the agency but not yet negotiathe agency and date of protest tem A: Name of federal a Expiration	te(s) have been negotiated with a indicate the name of the agency (combination; complete item B). The property of the agency (combination; complete item B). The property of the agency (combination) and the property of th	Applicant chooses a rate replete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
Current indirect cost rated agency (for item A, and date of agreement expand the agency but not yet negotiathe agency and date of protest tem A: Name of federal a Expiration	te(s) have been negotiated with a indicate the name of the agency (combination; complete item B). The property of the agency (combination; complete item B). The property of the agency (combination) and the property of th	Applicant chooses a rate replete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs

ACCD PROJECT APPROVAL FORM

John D

Department: Division: Requestor: Date:	Housing Historic Preserv William Jenney July 24, 2008				
		Project D	escription and T	erm	
Project Start:	November 1, 2008	Project End:	October 31, 2010	Report Required?	X Yes No
Museum & Lib "Coolidge Coll consultant) for purchase an up	orary Services) Managementwo years to conducted version of	fuseums for Amer ent Project," will tinue the process PastPerfect colle	rica program on N l enable VDHP to of inventorying a	on was made to the IN lovember 1, 2008. The 1) hire a collections and cataloguing the control software, a digital 3, 2008.	nis grant, the nanager (as a llection, and 2)
act as project d Gilbertson) wi regional admin	irector, and the V	/DHP collections that and guidance work plan. As p	s committee (John throughout the pro	ille, Historic Sites Op Dumville, William Joject. This project wiseer, he will assist th	enney, and Elsa
Any other Dep Other Departm	artment or Agendent/Agency:	cy involved?	Yes X No		
VDHP's strate Coolidge Site a catalogued on intellectual cor object informa	gic plan and is an and to collect ma paper or in electr atrol over the threation, determine p	n important comp terials associated conic format. The ee-dimensional considerations	oonent of fulfilling with it. To date, ne project will recollection. Thorou ervation and disas	0 0	rve and interpret collection has been d will help achieve stablish a baseline for ure better storage, and
	et serve other Age base for collecti				
	· · · · · · · · · · · · · · · · · · ·	ACCD Staff Inv	volvement and Pi	roiect Lead	
Project Lead:	John Dumville	(Historic Sites C			<u> </u>
Other Staff:	William Jenne		oric Site Administ	rator), Elsa Gilbertso	n (Regional Historic Si

Project Costs

	36.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
-	diture Type (description)
	grant: consultant fees, supplies and materials
	"in kind": staff & volunteer time, volunteer housing,
office	space, etc.
Sources of Funding:	General Fund Special Fund Donations X Grant
	Other – Explain:
Has your Business Ma	anager been Notified? X Yes No
	Project Needs
Space Requirements:	Consultant's office space will be provided at the Coolidge Site. No equipment other team computer - to be prehased using cont - is required
IT Requirements:	None The computer software - to be purchased with grant - is selt- contained & does not require Internetacuess.
Other Requirements:	Volunteer seasonal housing will be provided at the Coolidge Site Former tourist Cabin. Consultant may choose to stay there, or will be researcible for a now!
Sustainability:	The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.
	Approvals
Supervisor Approval:	

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.



STATE OF VERMONT JOINT FISCAL OFFICE

MEMORANDUM

To:

Representative Helen Head

From:

Nathan Lavery

Date:

September 16, 2008

Subject:

JFO #2338 (Calvin Coolidge Historic Site Cataloguing)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski Rep. Shap Smith Stephen Klein PHONE: (802) 828-2295

FAX: (802) 828-2483

STATE OF VERMONT **GRANT ACCEPTANCE FORM**

GRANT SUMMARY:

This Grant to the Division for Historic Preservation, President

Calvin Coolidge State Historic Site is to conduct an inventory

and catalog the site's historic collections.

TITLE OF GRANT:

Museums for America

FEDERAL CATALOG No.:

45-301

GRANTOR / DONOR:

Institute of Museums and Library Services

1800 M Street NW, 9th Floor Washington, DC 20036 5802

DATE:

9/9/08

DEPARTMENT:

Housing and Community Affairs

GRANT / DONATION:

The inventorying and cataloguing that this grant will fund will

allow the Division of Historic Preservation to better promote and

interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE:

\$85,736.00

POSITIONS REQUESTED:

None

GRANT PERIOD:

11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION

SENT TO JOINT FISCAL OFFICE:

SEP 15 2008

JOINT FISCAL OFFICE

STATE OF VERMONT Department of Finance and Management MEMO

TO:

Neal Lunderville, Secretary of Administration and Jim Reardon,

Commissioner of Finance and Management

FROM:

Toni Hartrich, Budget and Mehagement Analyst

DATE:

9/9/08

SUBJECT:

Grant Acceptance Request from the Department of Housing and

Community Affairs- Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

STATE OF VERMONT **FORM AA-1** REQUEST FOR GRANT ACCEPTANCE (use additional sheets as needed) (Rev. 9-90) Agency: Commerce & Community Development Department: Housing & Community Affairs Division for Historic Preservation / President Calvin Coolidge State Historic Site Program: Legal Title of Grant: Museums for America Federal Catalog No.: 45-301 **Grantor and Office Address:** Institute of Museum and Library Services 1800 M Street NW, 9th Floor Washington, DC 20036 5802 **Grant Period:** From: Nov. 1, 2008 To: Oct. 31, 2010 Purpose of Grant: (attach additional sheets if needed) The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the PastPerfectollections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote Impact on Existing Programs if Grant is not Accepted: Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites. 10. Budget Information: (1st State FY) (2nd State FY) (3rd State FY) FY 2009 FY 2010 FY 2011 **EXPENDITURES:** Personal Services \$ 69,445,62 \$ 72.924.70 \$ \$ 16,111.13 \$ 13,275.13 \$ Operating Expenses Grants \$ TOTAL 85,556.75 86,199.83 0.00 **REVENUES:** State Funds: Cash \$ \$ In-Kind 42,820.75 43,199.83 \$ Federal Funds: (Direct Costs) 42,736.00 \$ 43,000.00 \$ (Statewide Indirect) \$ \$ (Department Indirect) \$ \$ Other Funds: (source) Grant \$ \$ \$ TOTAL 85,556.75 \$ 86,199.83 \$ 0.00 Appropriation Nos. **Amounts** 7110025000 \$ 85,736.00

-over-

\$ \$

Forn	n AA-1				Page 2
				-1-0	_
11.	Will grant monies be spent by one X YES	or more	personal service	e contracts ?	
	If YES, signature of appointing author	rity here		follow	
	current guidelines on bidding.	- - 1	n -		
	× / <i>/ \ \ \ \ \</i>	'	Wh -		
12a.	Please list any requested Limited S	Service p	positions:		
	Titles			Numbe r of Posit	1.1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Times			Maline	nons
	TOTAL P	ositions	s 0		
12b.	Equipment and space for these pos	sitions:			
	Is presently available. X Can be obtained with available for	under	Computer to be	purchased with grant f	iundo
	Can be obtained with available it	Jiius.	Computer to be	purchased with grain i	unas.
13.	Signature of Appointing Authority		1 1 -	^	
l cer	tify that no funds have		Um	Dry -	8.27.08
beer	expended or committed in	(Signati	ure)	10	(Date)
	ipation of Joint Fiscal	1	.1.5 /		
Com	mittee approval of this grant.	(Title)	my co	mm/35/11/11	
		(1)			
14.	Action by Governor:			1	,
	Approved		Vanuat 24		9/10/08
	Rejected	(Signati)	(Date)
			<i></i>		
15.	Secretary of Administration:			- 21	
	Request to JFO		Tunda	P Miss	9/10/08
	Information to JFO	(Signat	ture)		(Date)
16.	Action by Joint Fiscal Committee:			(Dates)	
				, .	
	Request to be placed on JFC ag Approved (not placed on agenda		21/6		
	Approved by JFC	1 11 00 GC	ays		
	Rejected by JFC				
	Approved by Legislature				
		(Signat	ture)		(Date)
i					



State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211 [fax] 802-828-3206 Agency of Commerce & Community Development

MEMORANDUM

Date:

August 28, 2008

To:

Neil Lunderville, Secretary of Administration

From:

Molly Dugan, DHCA Acting Commissioner/UM/W

Subject:

Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer

Phone: 828-3042

E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief

Phone: 828-3051

E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator

Phone: 672-3773

E-mail: William.Jenney@state.vt.us

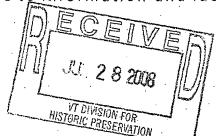
Thank you for your assistance in this matter.







Connecting People to Information and Ideas



July 22, 2008

William Jenney Historic Site Administrator Vermont Division for Historic Preservation P.O. Box 247 Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at http://www.imls.gov/news/news/news.shtm.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,

Anne-Imelda M. Radice

Director

cc: John Dumville

Enclosures



Official Award Notification for Grants and Cooperative Agreements

Date of Award July 10, 2008

Awardee Name and Address	Museums for America		
Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building	MFA-Collections Stewardship		
Drawer 20 Montpelier, VT 05620-1201	Award Number MA-05-08-0024-08		
Authorizing Official John Dumville	Award Period		
National Life Building, Drawer 20 Montpelier, VT 05620-0501	From November 01, 2008 To October 31, 2010		
Project Director	Total Award Amount \$ 85,736.00		
William Jenney P.O. Box 247 Plymouth Notch, VT 05056	07/10/2008 \$85,736.00 Original Award		

Basic Award Information

- 1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
- 2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
- 3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
- 4. The first request for payment will indicate the grantee's acceptance of the award.
- 5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official	Name and Title
Signature 7. Expl 2	Mary Estelle Kennelly
Signature Mary Estelle Rennelly	Associate Deputy Director for Museum Services
Accounting code:	TIN No 036000274
CFDA Number: 45.301	DUNS No 137135021

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information		
a. Legal Name (5a from Face Sheet): Ver	mont Division for Historic Preservation	
b. Organizational unit (if different from Le	gal Name) :	
c. Organizational Unit Address	•	
Street1: National Life Building, 2 nd Flo	oor Street2:	
•	•	
City: Montpelier	County: Washington	4004
State: Vermont	Zip+4/Postal Code: 05620	-1201
d. Web Address: http://www.HistoricVermo	ont.org/Cooliage	
e. Type of Institution (Check one):		
☐ Academic Library ☐ Aquarium ☐ Arboretum/Botanical Garden ☐ Art Museum ☐ Children's/Youth Museum	☐ Library Association ☐ Library Consortium ☐ Museum Library ☐ Museum Services Organization/ Association	 ☐ School Library or School District applying on behalf of a School Library or Libraries ☐ Science/Technology Museum ☐ Special Library
Community College	☐ Native American Tribe/Native	Specialized Museum **
Four-year College	Hawaiian Organization	State Library
General Museum*	Natural History/Anthropology	State Museum Agency
Graduate School of Library and Information Science	Museum ☐ Nature Center	☐ State Museum Library ☐ Zoo
☐ Historic House/Site	Planetarium	☐ Institution of higher education
Historically Black College or	Public Library	other than listed above
University	Research Library/Archives	Other, please specify:
☐ History Museum		
*A museum with collections representing two	or more disciplines equally (e.g., art and histor	v)
	rrowly defined discipline (e.g., textiles, maritim	•
. A triposeum war conscious innited to one ha	arowly defined discipline (e.g., textiles, martin)	e, enfine group)
2. Grant Program or Grant Category		
☐ a. 21 st Century Museum Professionals	d. Museum Grants for African American History and Culture	g. Native American/Native Hawaiian Library Services
b. Conservation Project Support	- Maranas fan Amaria	Basic Grant only
General Conservation Survey	e. Museums for America	Basic Grant with Education/
☐ Detailed Conservation Survey	☐ Engaging Communities ☐ Building Institutional Capacity	Assessment Option ☐ Enhancement Grant
☐ Environmental Survey	☐ Collections Stewardship	☐ Native Hawaiian Library Services
☐ Environmental Improvements	Z. concessio eterraria	Tradive Flawarian Library Cervices
☐ Treatment	f. National Leadership Grants	h. Native American/Native Hawaiian
☐ Training	Select Museum or Library:	Museum Services
☐ with Education Component	☐ Museum	☐ Programming
Laura Buch 24 St Continued through	Library	☐ Professional Development
c. Laura Bush 21 st Century Librarian Program	Select Grant Category:	☐ Enhancement of Museum Services
☐ Master's-level Programs	Building Digital Resources	
☐ Doctoral-level Programs	Library and Museum Community	☐ i. Connecting to Collections:
☐ Pre-professional Programs	Collaboration Grant	Statewide Planning Grants
Research (early career development)	Research and Demonstration:	
Research (other than early career	☐ Research ☐ Demonstration	
development		
		
☐Continuing Education ☐ Programs to Build Institutional Capacity	Collaborative Planning Grant	

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native Ameri	can Library Services Grants only)	
a. Number of hours per week the librar	y collection is accessible to patrons:	
o. Number of staff dedicated full-time t	o library operations:	•
c. Number of staff with part-time library		
d. Number of holdings (books, journals	· ·	
e. Number of circulation transactions p		
f. Does library staff have access to the	Internet? Yes No	
g. Does the library provide public acce	ss to the Internet? Yes No	
h. Amount of operating budget for libra	ary services in most recently completed fi	scal year:
Expand services for learning and Develop library services that provide electronic and other linka Develop public and private partne Target library services to help incomplete backgrounds, with disabili Target library and information services persons having difficulty using a lip. Maintenance of Effort (check the appenditures will equal complete.)	or exceed previous 12 month grant periodual or exceed previous 12 month expendi	sources. Aries. ty-based organizations. formation resources for individuals of information skills. a ability to use information resources for all communities.
•	on (Conservation Project Support Gra	nts only)
a. Type of Collection		
☐ Non-living	☐ Natural history/Anthropology	
☐ Animals, living	☐ Plants, living	
primarily affected by the project:		fected) to show which collection types are
aeronautics, space/airplanes animals, live	horological (clocks) landscape features, constructed	photography, negatives
animals, rive	machinery	photography, prints physical science projects
anthropologic, ethnographic	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper
·		A CONTRACTOR OF THE CONTRACTOR

NARRATIVE - "Coolidge Collection Management Project"

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation's Historic Sites Program is to "encourage the discovery and appreciation of the state's rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place." The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site's strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public's appreciation of its cultural heritage. This continues VDHP's systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent "Save America's Treasures" grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the "Heritage '91 Plan" preparing for Vermont's bicentennial of statehood. The "Heritage '91 Plan" was refined and updated for the Coolidge Site in 1996. This update, called "Vision for the Future," was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The "Vision for the Future" established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington. Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site - all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections - vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

^{*}If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ice Sheet): Vermont Divi	ision for Historic Preser	vation	•	
b. Requested Grant Perio	d from: 1	1/1/2008 Requ	ested Grant Period T	hrough: 10/31/2010		
c. If this is a revised budge	t, indicate	application/gra	int number:		·	
· · · · · · · · · · · · · · · · · · ·		* ,				• .
Section A: Detailed Bu	-		·.			
a. Year: ⊠1 □2 □ 3 □	4 b. Bud	lget Detail for th	ne Period From: 11/1/20	008 Through: 10/31/	2009	
1. Salaries and Wages						•
		·				•
Name/Title of Position J. Dumville/Chief	No	Method of Cost	Computation	\$ Grant Funds \$0.00	\$ Cost Sharing \$4,256.10	\$ Total \$425,610.00
W. Jenney/Reg. Admin	2			\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg.Admin	3 .			\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accoountant	4			\$0.00	\$1,768.69	\$1,768.69
	<u> </u>					
Collections Manager	5			\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7			\$0.00	\$2,400.00	\$2,400.00
			-			
			SUBTOTALS	\$40,000.00	\$29,445.62	\$69,445.62
2. Fringe Benefits					۸	
	Rate		\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
		% of		<u> </u>	· · · · · · · · · · · · · · · · · · ·	I. :
				<u></u>	· · · · · · · · · · · · · · · · · · ·	<u> </u>
	L	% of	0.15=07410			
· · · · · · · · · · · · · · · · · · ·			SUBTOTALS	\$0.00	\$0.00	\$0.00
3. Consultant Fees						
	No. of	D-11-12-1-10				<u> </u>
Name or Type of Consultant	Days	Daily Rate of Co	ornpensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
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			SUBTOTALS	\$0.00	\$0.00	1

BUDGET FORM – PAGE TWO

4. Travel

_From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1 1 .	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	. 7	21	\$0.00	\$959.13	\$0.00	\$959.13.	\$959.13
	<u> </u>	<u> </u>					
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

	•			
Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00 \$0.00 \$1,800.00 y purchase \$636.00 \$0.00 \$636.00 - \$300.00 \$300.00 \$300.00 ase \$0.00 \$300.00 \$300.00		
PastPerfect Program	VT Museum & Gallery purchase	. \$636.00	\$0.00 \$1,800.00 \$0.00 \$636.00 \$0.00 \$300.00 \$300.00	· \$636.00
Task onostriogram	V F Magazin & Gallery Parchase	ψ030.00	φυ.υυ_	\$030.00
Digital Camera	State bid contract	- \$300.00	\$0.00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	. \$700.00	\$700.00
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				<u> </u>
				
	<u> </u>			<u> </u>
	SUBTOTALS	\$2,736.00	\$1,000.00	\$3,736.00

6. Services

_Item	Basis/Method of Cost Compu	tation	\$ Grant.Funds	\$ Cost Sharing	\$ Total
None			\$0.00	\$0.00	\$0.00
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•		OUDTOTALO			
		SUBTOTALS	\$0.00	\$0.00	\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

None .		Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
			\$0.00	\$0.00	\$0.00
	Т				•
		SUBTOTA	ALS \$0.00	\$0.00	\$0.00
		3001012	ψ0.00	φο.ου	
3. Other Costs					
tem	. E	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing		125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental		500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.00
Office electricity	i	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel		State Contract price	\$0.00	\$600.00	\$600.00
Office telephone		50.00 month - 12 months	\$0.00	\$600.00	\$600.00
	<u> </u>			<u> </u>	ļ
	. 1		- 		
		SUBTOTA	ALS \$0.00	\$8,700.00	\$8,700.0
. Total Direct Co		TOTALS (Add subtotals of items 1	- 8 \$42,736.00	\$ Cost Sharing \$42,820.75	\$85,556.7
	s		,		
10. Indirect Cost			•		, .
10. Indirect Cost Read the instruction information request	ns about Ind ed:	irect Costs before completing this sect	ion. Check the appropriat	e box below and p	provide the
Read the instruction information request	ed:				:
Read the instruction information requested Current indirect federal agency (for	ed: cost rate(s) item A, indi	have been negotiated with a Acate the name of the agency (con	ion. Check the appropriat Applicant chooses a rate r nplete item B).		:
Read the instruction information requested Current indirect federal agency (for	ed: cost rate(s) item A, indi	have been negotiated with a	Applicant chooses a rate r		:
Read the instruction information requested Current indirect federal agency (for and date of agreem	ed: cost rate(s) item A, indicated item texpiration in the second in the	have been negotiated with a Cate the name of the agency con; complete item B).	Applicant chooses a rate r		:
Read the instruction information request Current indirect federal agency (for and date of agreem Indirect cost proagency but not yet a	ed: cost rate(s) item A, indicent expiration posal has become a content of the co	have been negotiated with a cate the name of the agency con; complete item B). been submitted to a federal for item A, indicate the name of	Applicant chooses a rate r		:
Read the instruction information requested for a current indirect federal agency (for and date of agreem indirect cost proagency but not yet a the agency and date	ed: cost rate(s) item A, indicent expiration posal has be negotiated (e of proposa	have been negotiated with a Cate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B).	Applicant chooses a rate r		:
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Read the instruction information requested agency (for and date of agreem Indirect cost proagency but not yet agency and date agency and date (tem A: Name of feed)	cost rate(s) item A, indicated expiration posal has be negotiated (e of proposal ederal agence	have been negotiated with a Acate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base	Applicant chooses a rate r		:
Read the instruction information requested agency (for and date of agreem Indirect cost proagency but not yet agency and date agency and date (tem A: Name of feed)	cost rate(s) item A, indicated the expiration of	have been negotiated with a A cate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base % of	Applicant chooses a rate replete item B). Proposal Date:	not to exceed 15%	of direct costs
Read the instruction information requested agency (for and date of agreem Indirect cost proagency but not yet agency and date (tem A: Name of feed)	cost rate(s) item A, indicated the expiration of	have been negotiated with a Acate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base	Applicant chooses a rate replete item B). Proposal Date:	not to exceed 15%	of direct cost
Read the instruction information requests formation requests agency (for and date of agreem Indirect cost proagency but not yet agency and date agency and date item A: Name of fe	cost rate(s) item A, indicated the expiration of	have been negotiated with a A cate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base % of % of	Applicant chooses a rate replete item B). Proposal Date: \$ Grant Funds.	not to exceed 15%	of direct cost
Read the instruction information requested formation requested federal agency (for and date of agreem Indirect cost proagency but not yet agency and date agency and date Item A: Name of fe	cost rate(s) item A, indicated the expiration of	have been negotiated with a Cate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base % of % of % of	Applicant chooses a rate replete item B). Proposal Date: \$ Grant Funds.	not to exceed 15%	of direct cost
Read the instruction of the instruction of the instruction requests a current indirect federal agency (for and date of agreem and date of agency but not yet agency and date agency and date agency and date agency and federal instruction.	cost rate(s) item A, indicent expiration posal has been been been been been been been bee	have been negotiated with a Cate the name of the agency (content on; complete item B). Deen submitted to a federal for item A, indicate the name of al; complete item B). Cy: Date: \$ Base % of % of % of	Applicant chooses a rate replete item B). Proposal Date: \$ Grant Funds. ALS \$ Grant Funds.	not to exceed 15%	of direct cost

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ace Sheet	t): Vermont Division	on for Historic Preser	vation		•
b. Requested Grant Perioc. If this is a revised budge				hrough: 10/31/2010		
Section A: Detailed Bu a. Year: ☐1 ☐2 ☐ 3 ☐	_	dget Detail for the	Period From: 11/1/2 0	009 Through: 10/31/	2010	
1. Salaries and Wages					·	
Name/Title of Position J. Dumville/Chief	No.	Method of Cost Co	mputation	\$ Grant Funds \$0.00	\$ Cost Sharing \$4,357.57	\$ Total \$4,357.57
W. Jenney/Reg. Admin	2	L		\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg.Admin	3	·		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accoountant	4			\$0.00	\$1,809.01	\$1,809.01
Collections Manager	- 5			\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7.	I ·		\$0.00	\$2,400.00	\$2,400.00
=						
•						
			SUBTOTALS	\$43,000.00	\$29,924.70	\$72,924.70
2. Fringe Benefits	Rate		Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
	<u></u>	% of				
	<u> </u>	% of				
	<u> </u>	% of				
	٠.		SUBTOTALS	\$0.00	\$0.00	\$0.00
3. Consultant Fees	. •		•			
Name or Type of Consultant	No. of Days	Daily Rate of Com	nensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Thairle of Type of Consultant	Days	Daily Nate of Conf	pensalon	y Grant Fullus	• Cost Strating	p Totar
	<u> </u>					
				<u> </u>		
			SUBTOTALS	\$0.00	\$0.00	

BUDGET FORM - PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1 1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
	•			SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
[
				Line in the second
				<u> </u>
	SUBTOTA	ALS \$0.00	\$900.00	\$900.00

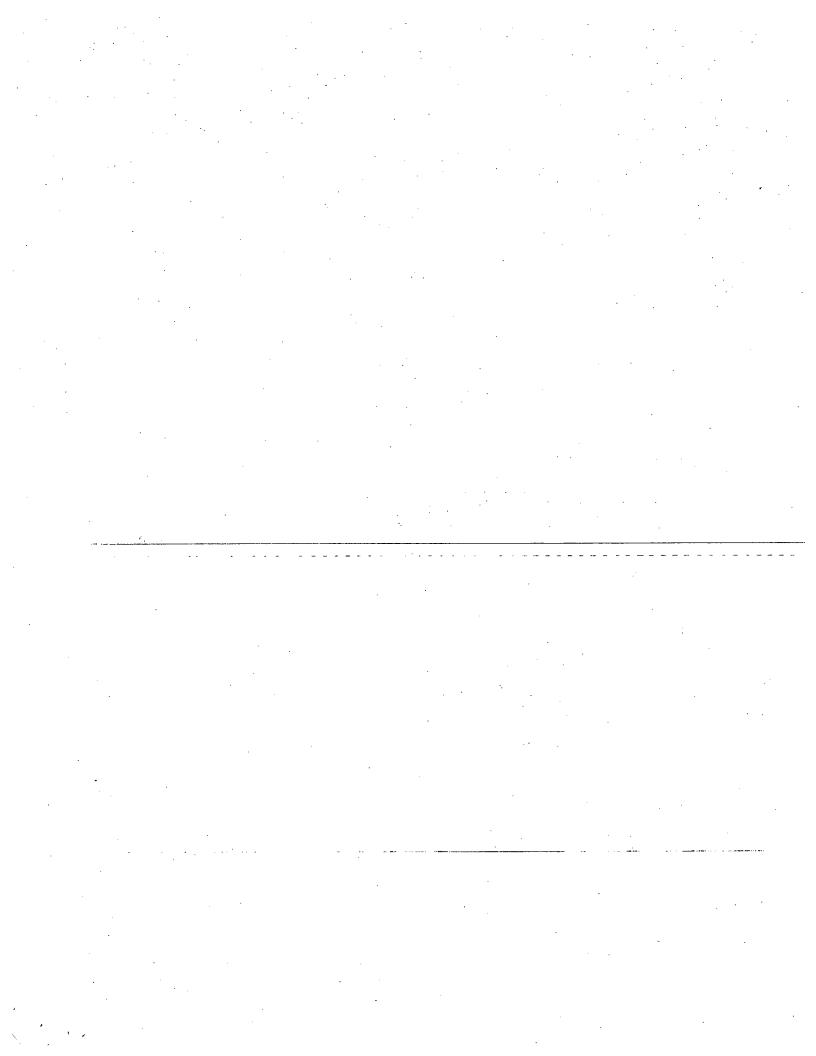
6. Services

Item	Basis/Method of Cost Comput	ation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None .			\$0.00	\$0.00	\$0.00
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		SUBTOTALS	\$0.00	\$0.00	\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

lone ·	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
		\$0.00	\$0.00	\$0.00
· · · · · · · · · · · · · · · · · · ·				
	SUBTOTAL	S \$0.00	\$0.00	\$0.0
. Other Costs				
em ·	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	.\$ Total
olunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.0
office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.0
ffice electricity	estimate for 12 months	\$0.00	\$250.00	\$250.0
ffice heating fuel	State Contract price	\$0.00	\$600.00	\$600.0
office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.0
				· .
	SUBTOTAL	S \$0.00	\$8,700.00	· \$8,700.0
Total Direct Costs	TOTALS (Add subtotals of items 1 -	\$ Grant Funds - 8 \$43,000.00	\$ Cost Sharing \$43,199.71	\$ Total \$86,199.7
	1017 Les (rida dastotato di itemo 1 -		ψ+3,133.11	, ψου, 199.7
0. Indirect Costs				
	•			•
	Indirect Costs before completing this section	on. Check the appropriat	e box below and p	provide the
formation requested:] Current indirect cost rate	e(s) have been negotiated with a			
formation requested: Current indirect cost rate deral agency (for item A, i	e(s) have been negotiated with a	on. Check the appropriate oplicant chooses a rate oplete item B).		
formation requested: Current indirect cost rate ederal agency (for item A, i nd date of agreement expi	e(s) have been negotiated with a	oplicant chooses a rate		
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formation requested: Current indirect cost rate deral agency (for item A, indirect expind date of agreement expindirect cost proposal higgency but not yet negotiate	e(s) have been negotiated with a indicate the name of the agency iration; complete item B). as been submitted to a federal ed (for item A, indicate the name of	oplicant chooses a rate		
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formation requested: Current indirect cost rate deral agency (for item A, indirect cost proposal highercy but not yet negotiate.	e(s) have been negotiated with a indicate the name of the agency (comparation; complete item B). as been submitted to a federal ed (for item A, indicate the name of cosal; complete item B).	oplicant chooses a rate		
formation requested: Current indirect cost rate deral agency (for item A, ind date of agreement expired agency but not yet negotiate agency and date of property and date of property. Name of federal agency and second agency agency.	e(s) have been negotiated with a indicate the name of the agency (complete item B). as been submitted to a federal ed (for item A, indicate the name of cosal; complete item B). gency: on Date:	oplicant chooses a rate in plete item B). Proposal Date:	not to exceed 15%	of direct cost
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ACCD PROJECT APPROVAL FORM

John D

Department:	Housing Listeria Programation
Division: Requestor:	Historic Preservation William Jenney
Date:	July 24, 2008
	Project Description and Term
Project Start:	November 1, Project End: October 31, Report Required? X Yes No 2008
Museum & Lit "Coolidge Coll consultant) for purchase an up	the project (if statutory, please cite): An application was made to the IMLS (Institute of brary Services) <i>Museums for America</i> program on November 1, 2008. This grant, the lection Management Project," will enable VDHP to 1) hire a collections manager (as a two years to continue the process of inventorying and cataloguing the collection, and 2) dated version of <i>PastPerfect</i> collections management software, a digital camera, and a laptop tification of the grant award was received on July 23, 2008.
act as project d Gilbertson) wi regional admin	pt./Division/Agency's responsibility? Jophn Dumville, Historic Sites Operations Chief, will irector, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Il provide oversight and guidance throughout the project. This project will be part of the istrator's annual work plan. As project on-site overseer, he will assist the collections manager approximately five hours/week.
Any other Dep Other Departm	artment or Agency involved?
VDHP's strate Coolidge Site a catalogued on intellectual con object informa	serve the Agency Mission? The Coolidge Collection Management Project is part of gic plan and is an important component of fulfilling our mission to preserve and interpret and to collect materials associated with it. To date, only 10% of the total collection has been paper or in electronic format. The project will rectify this deficiency and will help achieve atrol over the three-dimensional collection. Thorough cataloguing will establish a baseline for tion, determine priorities for conservation and disaster preparedness, ensure better storage, and willty to utilize the collection for exhibitions, research, educational programs, and promotion.
	et serve other Agencies Missions? base for collections
	ACCD Staff Involvement and Project Lead
Project Lead: Other Staff:	John Dumville (Historic Sites Operations Chief) William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Si Administrator), Diane Ford (Accountant)

Project Costs

Project Cost: \$85,7	36.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
Expen	diture Type (description)
IMLS	grant: consultant fees, supplies and materials
VDHF	"in kind": staff & volunteer time, volunteer housing,
office	space, etc.
Sources of Funding:	General Fund Special Fund Donations X Grant
	Other – Explain:
Ias your Business Ma	nager been Notified? X Yes No
	Project Needs
Space Requirements:	Consultant's office space will be provided at the Coolidge Site. No equipment other war computer - to be prechased with great - is required
T Requirements:	None The conjuter software - to be surchased with grant - is self- contained a does not require Internet access.
Other Requirements:	Volunteer seasonal housing will be provided at the Coolidge Site Former tourist cabin. Consultant may choose to stay there, will be responsible for a now in
Sustainability:	The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.
	A
· · · · · · · · · · · · · · · · · · ·	Approvals
•	
Supervisor Approval:	Vargleidung Date: July 25, 2008
6 ommissioner Appro	val: MM Date: Velly 28, 20

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:

This Grant to the Division for Historic Preservation, President

Calvin Coolidge State Historic Site is to conduct an inventory

and catalog the site's historic collections.

TITLE OF GRANT:

Museums for America

FEDERAL CATALOG No.:

45-301

GRANTOR / DONOR:

Institute of Museums and Library Services

1800 M Street NW, 9th Floor Washington, DC 20036 5802

DATE:

9/9/08

DEPARTMENT:

Housing and Community Affairs

GRANT / DONATION:

The inventorying and cataloguing that this grant will fund will

allow the Division of Historic Preservation to better promote and

interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE:

\$85,736.00

POSITIONS REQUESTED:

None

GRANT PERIOD:

11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION

SENT TO JOINT FISCAL OFFICE:

(INITIAL)

DATE.

RECEIVED

SEP 15 2008

JOINT FISCAL OFFICE

STATE OF VERMONT Department of Finance and Management MEMO

TO:

Neal Lunderville, Secretary of Administration and Jim Reardon,

Commissioner of Finance and Management

FROM:

Toni Hartrich, Budget and Management Analyst

DATE:

9/9/08

SUBJECT:

Grant Acceptance Request from the Department of Housing and

Community Affairs-Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

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				FOR GRANT					FORM AA-1
<u> </u>		(us	se addi	itional sheets	s as ne	eded)	· · · · · · · · · · · · · · · · · · ·		(Rev. 9-90)
1.	Agency:	C	commer	ce & Commu	nitv De	velopment			
2.	Department:			& Community					
3.	Program:			olidge State Historic S	ite ·				
			_						
4.	Legal Title of Grant:			s for America					
5. 6.	Federal Catalog No.: Grantor and Office Addres		5-301	of Museum a	ad Libra	anı Sanıicas			
0.	Grantor and Office Addres			Street NW, 9t					
				ton, DC 2003					
			_						
7.	Grant Period:	F	rom: N	Nov. 1, 2008	To: O	et 31 2010			
8.	Purpose of Grant:			idditional shee					
	The President Calvin Coolid								
	services to inventory and ca								
	and computer necessary for	the project. Co	onductir	ng the invento	ry and	cataloging the co	llection v	will allow us to better in	terpret and promote
9.	the site. Impact on Existing Progra	ms if Grant is i	not Acc	cepted:				,	
	Without an accurate inventor				it this si	te, thus no docun	nentation	n should an item(s) be r	emoved from the site
	without permission. This inve	entory is also ne	ecessar	ry to ascertain	the co	ndition of items to	ensure	appropriate storage fo	r preservation. A
	proper inventory will help to								
	Historic Site to preserve artis				onal ar	id local significan	ce. The	Division is committed t	o the preservation,
10	protection and enhancemen Budget Information:	t of the state-ov		State FY)	(2nd State FY)	(3	rd State FY)	
10.	Budget information.			7 2009	V	FY 2010	(5	FY 2011	
EXI	PENDITURES:			00 445 00		70.00.4 70.			
ŀ	Personal Services	•	\$	69,445.62 16,111.13	\$	72,924.70 13,275.13	\$		
	Operating Expenses Grants		\$ \$	10, 111.13	\$ \$.	13,275.15	\$ \$		
	0.0110	TOTAL	\$-	85,556.75	\$	86,199.83	\$	0.00	
				·		,			
RE	VENUES:								
	State Funds:	•	ø	9	φ.		•		
	Cash In-Kind		\$ \$	42,820.75	\$ \$	43,199.83	\$ \$		
	m-Kind		Ψ	42,020.70	Ψ	40, 100.00	Ψ		
	Federal Funds:								
	(Direct Costs)		\$	42,736.00	\$	43,000.00	\$		
	(Statewide Indirect)		\$		\$		\$		
	(Department Indirect)		\$	•	\$		\$	•	
	Other Funds:								
	(source) Grant		\$		\$		\$		
			•		·		·		
		TOTAL	\$	85,556.75	\$	86,199.83	\$	0.00	
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Form /	AA-1				P
11. V	Vill grant monies be spent by	one or more pers	sonal service con	tracts?	
	X YES	NO			
lf	YES, signature of appointing at	uthority here indic	ates intent to follow	V	
С	urrent guidelines on bidding.	Ω			
	×_/ <i>VW</i>	My In	2-		
			<u>- l</u>		
12a. P	Please list any requested Limit	ed Service posit	ions:		
	Titles			Number of Position	
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	TOTA	AL Positions	0		
12h E	equipment and space for these	nocitions:			
20.	Is presently available.	e positions.			
-	X Can be obtained with available.	ole funds: Co.	mouter to be purch	ased with grant fund	ds.
L				J	
13. S	Signature of Appointing Autho	ritv			
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State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

Agency of Commerce & Community Development

[phone] 802-828-3211 [fax] 802-828-3206

MEMORANDUM

Date:

August 28, 2008

To:

Neil Lunderville, Secretary of Administration

From:

Molly Dugan, DHCA Acting Commissioner MM 1000

Subject:

Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer

Phone: 828-3042

E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief

Phone: 828-3051

E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator

Phone: 672-3773

E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.





Connecting People to Information and Ideas



July 22, 2008

William Jenney Historic Site Administrator Vermont Division for Historic Preservation P.O. Box 247 Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

Dear Mr. Jenney:

It gives me great pleasure to notify you that your proposal has been selected to receive a FY2008 Museums for America award. This year we received 371 applications requesting more than \$40.3 million. Through our field review and panel process we have selected 154 projects to receive funding totaling \$16,852,346. The projects selected represent a wide spectrum of activities that will help museums serve their communities better through increased education programs, community outreach programs, and behind-the-scenes projects. A complete list of funded projects through this program can be found at http://www.imls.gov/news/news.shtm.

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,

Director

cc: John Dumville

Enclosures.



Official Award Notification for Grants and Cooperative Agreements

Date of Award July 10, 2008

Awardee Name and Address Vermont Division for Historic Preservation	Museums for America		
Org. Unit: Calvin Coolidge State Historic Site National Life Building	MFA-Collections Stewardship		
Drawer 20 Montpelier, VT 05620-1201	Award Number MA-05-08-0024-08		
Authorizing Official John Dumville	Award Period		
National Life Building, Drawer 20 Montpelier, VT 05620-0501	From November 01, 2008 To October 31, 2010		
Project Director	Total Award Amount \$ 85,736.00		
William Jenney P.O. Box 247 Plymouth Notch, VT 05056	07/10/2008 \$85,736.00 Original Award		

Basic Award Information

- 1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
- 2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
- 3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
- 4. The first request for payment will indicate the grantee's acceptance of the award.
- 5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official	Name and Title
Signature 7 541/7/	Mary Estelle Kennelly
Signature Mary Estelle Kennelly	Associate Deputy Director for Museum Services
Accounting code:	TIN No 036000274
CFDA Number: 45.301	DUNS No 137135021

PROGRAM INFORMATION SHEET - PAGE ONE

a Legal Name (5a from Face Sheet): Ve		
a. Logar Haino (ou nom r dos ensein.	ermont Division for Historic Preservation	
b. Organizational unit (if different from L	egal Name) :	
c. Organizational Unit Address		
	loor Stroot?	
Street1: National Life Building, 2 nd F		
City: Montpelier	County: Washington	
State: Vermont	Zip+4/Postal Code: 0562	0-1201
d. Web Address: http://www.HistoricVerm	nont.org/Coolidge	
e. Type of Institution (Check one):		
Academic Library	☐ Library Association	☐ School Library or School District
Aquarium	Library Consortium	applying on behalf of a School
☐ Arboretum/Botanical Garden	☐ Museum Library	Library or Libraries
☐ Art Museum	☐ Museum Services Organization/	☐ Science/Technology Museum
☐ Children's/Youth Museum	Association	Special Library
Community College	☐ Native American Tribe/Native	Specialized Museum **
Four-year College	Hawaiian Organization	
		State Library
General Museum*	☐ Natural History/Anthropology	State Museum Agency
☐ Graduate School of Library and	Museum	State Museum Library
Information Science	☐ Nature Center	Zoo
☐ Historic House/Site	☐ Planetarium	☐ Institution of higher education
☐ Historically Black College or	- Public-Library	other than listed above
University	Research Library/Archives	☐Other, please specify:
☐ History Museum		
*A museum with collections representing two	o or more disciplines equally (e.g., art and histo	ory)
**A museum with collections limited to one r	arrowly defined discipline (e.g., textiles, maritir	ne othnic group)
		ne, eamic group)
	·	ne, etimo group)
2. Grant Program or Grant Category		ne, etime group)
•	☐ d. Museum Grants for African	
☐ a. 21 st Century Museum	☐ d. Museum Grants for African	g. Native American/Native Hawaiian
•	☐ d. Museum Grants for African American History and Culture	g. Native American/Native Hawaiian Library Services
☐ a. 21 st Century Museum Professionals	American History and Culture	g. Native American/Native Hawaiian Library Services ☐ Basic Grant only
 □ a. 21st Century Museum Professionals b. Conservation Project Support 	American History and Culture e. Museums for America	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey 	American History and Culture e. Museums for America Engaging Communities	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey 	American History and Culture e. Museums for America Engaging Communities Building Institutional Capacity	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey 	American History and Culture e. Museums for America Engaging Communities	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements 	American History and Culture e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment 	American History and Culture e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training 	American History and Culture e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library:	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment 	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian
 □ a. 21st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component 	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☐ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category:	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs □ Pre-professional Programs	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs □ Pre-professional Programs □ Research (early career development)	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community Collaboration Grant	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs □ Pre-professional Programs □ Research (early career development) □ Research (other than early career	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community Collaboration Grant Research and Demonstration:	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs □ Pre-professional Programs □ Research (early career development) □ Research (other than early career development)	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community Collaboration Grant Research and Demonstration: ☐ Research ☐ Demonstration	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:
□ a. 21 st Century Museum Professionals b. Conservation Project Support □ General Conservation Survey □ Detailed Conservation Survey □ Environmental Survey □ Environmental Improvements □ Treatment □ Training □ with Education Component c. Laura Bush 21 st Century Librarian Program □ Master's-level Programs □ Doctoral-level Programs □ Pre-professional Programs □ Research (early career development) □ Research (other than early career	e. Museums for America ☐ Engaging Communities ☐ Building Institutional Capacity ☑ Collections Stewardship f. National Leadership Grants Select Museum or Library: ☐ Museum ☐ Library Select Grant Category: ☐ Building Digital Resources ☐ Library and Museum Community Collaboration Grant Research and Demonstration: ☐ Research	g. Native American/Native Hawaiian Library Services Basic Grant only Basic Grant with Education/ Assessment Option Enhancement Grant Native Hawaiian Library Services h. Native American/Native Hawaiian Museum Services Programming Professional Development Enhancement of Museum Services i. Connecting to Collections:

PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native Ameri	can Library Services Grants only)	
a. Number of hours per week the librar	y collection is accessible to patrons:	
b. Number of staff dedicated full-time t		
c. Number of staff with part-time library	· ·	
	•	
d. Number of holdings (books, journals		
e. Number of circulation transactions p		
f. Does library staff have access to the	Internet? Yes No	
g, Does the library provide public acce	ss to the Internet? Yes No	•
h. Amount of operating budget for libra	ary services in most recently completed fi	scal year:
Expand services for learning and Develop library services that provide Provide electronic and other linkary Develop public and private partner Target library services to help incomplete backgrounds, with disability Target library and information services backgrounds, with disability Target library and information services persons having difficulty using a light Maintenance of Effort (check the approximately 100% of Effort (check the approxima	or exceed previous 12 month grant period all or exceed previous 12 month expend	sources. ty-based organizations. formation resources for individuals of information skills. e ability to use information resources for al communities. H. Maintenance of effort is assured. ture. Maintenance of effort is not assured.
☐ Non-living	☐ Natural history/Anthropology	
☐ Animals, living	☐ Plants, living	
Animais, living	Flants, living	
primarily affected by the project:		fected) to show which collection types are
aeronautics, space/airplanes	horological (clocks) landscape features, constructed	photography, negatives
animals, live animals, preserved	machinery	photography, prints
anthropologic, ethnographic		physical science projects
	maritime, historic ships	plants, live
archaeological	medals	plants, preserved
books	medical, dental, health,	sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, outdoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE - "Coolidge Collection Management Project"

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation's Historic Sites Program is to "encourage the discovery and appreciation of the state's rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place." The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site's strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public's appreciation of its cultural heritage. This continues VDHP's systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent "Save America's Treasures" grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the "Heritage '91 Plan" preparing for Vermont's bicentennial of statehood. The "Heritage '91 Plan" was refined and updated for the Coolidge Site in 1996. This update, called "Vision for the Future," was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The "Vision for the Future" established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington. Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site - all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections - vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

	\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
2. Fringe Benefits	\$0.00	\$0.00	\$0.00
3. Consultant Fees	\$0.00	\$0.00	\$0.00
4. Travel	\$0.00	\$7,350.26	\$7,350.26
5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
6. Services	\$0.00	\$0.00	\$0.00
7. Student Support	\$0.00	\$0.00	\$0.00
8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

^{*}If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM – PAGE ONE

 a. Legal name (5a from Fa 	ice Sheet	t): Vermont Div	ision for Historic Preser	rvation	٠,	
b. Requested Grant Perio	d from: 1	11/1/2008 Requ	uested Grant Period T	hrough: 10/31/2010		
c. If this is a revised budge	t, indicate	e application/gra	ant number:			
		· . · ·	·	· · · · · · · · · · · · · · · · · · ·		٠.
Section A: Detailed Bu	dget	,	٠.			•
a. Year: ⊠1	4 b. Bu	dget Detail for th	ne Period From: 11/1/20	008 Through: 10/31/	2009	. •
	•	+				
1. Salaries and Wages		•	,	• •		
Name/Title of Position	No.	Method of Cost	Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1			\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2			\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg.Admin	3 .			\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accoountant	4			\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5			\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7			\$0.00	\$2,400.00	\$2,400.00
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			SUBTOTALS	\$40,000.00	\$29,445.62	\$69,445.62
2. Fringe Benefits	Rate		\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
•		% of	Calary Bass	ψ Crarie r arias	ψ003t Onlaring	Ψ10tai
. ·		% of		<u> </u>		
		% of	<u> </u>			
			SUBTOTALS	\$0.00	\$0.00	\$0.00
2. Consultant Food			•			
3. Consultant Fees		•				
Name or Type of Consultant	No. of Days	Daily Rate of C	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
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			SUBTOTALS	\$0.00	\$0.00	0

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1 1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1 1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1 .	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	· 7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
	I		T				
	•			SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	- \$300.00	\$0-00	\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
				<u> </u>
				·
	SUBTOTALS	\$2,736.00	\$1,000.00	\$3,736.00

6. Services

Item	Basis/Method of Cost Compu	utation	\$ Grant.Funds	\$ Cost Sharing	\$ Total
None	•		\$0.00	\$0.00	\$0.00
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•		OUDTOTALO		***	
•		SUBTOTALS	\$0.00	\$0.00	\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item				
None ·	Basis/Method of Cost Computation	\$ Grant Funds \$0.00	\$ Cost Sharing \$0.00	\$ Total \$0.00
		ψο.σο	Ψ0.00	Ψ0.00
	-l			
	SUBTOTALS	\$ \$0.00	\$0.00	\$0.00
3. Other Costs				. – – – – – – – – – – – – – – – – – – –
tem	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
/olunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000.0
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.0
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.0
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.0
Jince telephone .	\$50.00 HORAT - 12 HORAS	\ \\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		\$000.0
				<u> </u>
	SUBTOTAL	\$ \$0.00	\$8,700.00	\$8,700.0
. Total Direct Costs	TOTALS (Add subtotals of items 1 -	8 \$42,736.00	\$ Cost Sharing \$42,820.75	\$85,556.7
10. Indirect Costs				•
Read the instructions about nformation requested:	t Indirect Costs before completing this section	n. Check the appropriat	e box below and p	aravida tha
•		•		:
Current indirect cost rate		plicant chooses a rate l lete item B).	not to exceed 15%	
Current indirect cost rate federal agency (for item A,	indicate the name of the agency (comp		not to exceed 15%	
☐ Current indirect cost rate federal agency (for item A, and date of agreement exp	indicate the name of the agency (comp		not to exceed 15%	
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☐ Current indirect cost rate federal agency (for item A, and date of agreement exp ☐ Indirect cost proposal hagency but not yet negotiate the agency and date of prosection Item A: Name of federal a	indicate the name of the agency (complication; complete item B). nas been submitted to a federal ted (for item A, indicate the name of posal; complete item B). gency: on Date: Rate \$Base % of % of	lete item B). Proposal Date:		of direct costs
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BUDGET FORM - PAGE ONE

a. Legal name (5a from Factor)b. Requested Grant Periodc. If this is a revised budget	d from: 1	11/1/2009 Req u	ested Grant Period)	
Section A: Detailed Bud a. Year: ☐1 ⊠2 ☐ 3 ☐	lget			2009 Through: 10/31/	2010	
1. Salaries and Wages		÷ ·				
Name/Title of Position J. Dumville/Chief	No.	Method of Cost	Computation	\$ Grant Funds	\$ Cost Sharing \$4,357.57	\$ Total \$4,357.57
W. Jenney/Reg. Admin	2			\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg.Admin	3	·		\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accoountant	4			\$0.00	\$1,809.01	\$1,809.01
Collections Manager	- 5			\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7			\$0.00	\$2,400.00	\$2,400.00
						
	<u></u>	·			· · · · · · · · · · · · · · · · · · ·	
			SUBTOTALS	\$43,000.00	\$29,924.70	\$72,924.70
2. Fringe Benefits	Rate	. % of	\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
		 % of				<u></u>
· · · · · · · · · · · · · · · · · · ·						
			SUBTOTALS	\$0.00	\$0.00	\$0.00
3. Consultant Fees				ψοιοσ	40.00	,
	No. of	Daily Data of Co				0.77
Name or Type of Consultant	Days	Daily Rate of Co	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
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<u>-</u>		· · · · · · · · · · · · · · · · · · ·	OUDTOTALO	1	T	

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence. costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
			<u> </u>	,			
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00	\$300.00	\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
			· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·
			:	
				· · · · · · · · · · · · · · · · · · ·
			· · · · · · · · · · · · · · · · · · ·	
•	SUBTOTA	ALS \$0.00	\$900.00	\$900.00

6. Services

Item ·	Basis/Method of Cost Computa	ation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None			\$0.00	\$0.00	
<u>· </u>				•	
				· · · · · · · · · · · · · · · · · · ·	'.
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		<u></u> -	L	<u> </u>	<u> </u>
		SUBTOTALS	\$0.00	\$0.00	\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None		\$0.00	\$0.00	\$0.00
<u> </u>	 			
	OUDTOTAL	* * * * * * * * * * * * * * * * * * * *	40.00	00.00
	SUBTOTALS	\$0.00	\$0.00	\$0.00
8. Other Costs				
tem	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	.\$ Total
/olunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per month-state rates	\$0.00	\$6,000.00	\$6,000.0
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.0
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.0
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.0
onice telephone	[ψου.ου ποπατ- 12 monats	\$0.00	\$000.00	\$000.0
				<u> </u>
	T	T:		
	OUDTOTAL .	0		
	SUBTOTALS	\$ 0.00	\$8,700.00	\$8,700.0
. T-1 :		© O		.
). Total Direct Costs	TOTALS (Add subtotals of items 1 -	\$ Grant Funds 8 \$43,000.00	\$ Cost Sharing \$43,199.71	\$ Total \$86,199.7
	TOTALO (Add addictais of items 1 -	δ <u> </u>	φ43,199.71	φου, 199.7
10. Indirect Costs				
Read the instructions about	Indirect Costs before completing this section	Check the appropriat	e hov below and r	arovide the
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Current indirect cost rate	(s) have been negotiated with a	olioont aboosse s rate		_£_!££.
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and date of agreement expir				•
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agency but not yet negotiate the agency and date of prop tem A: Name of federal ag Expiration	ed (for item A, indicate the name of posal; complete item B). gency: an Date: ate \$Base	\$ Grant Funds	\$Cost Sharing	
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agency but not yet negotiate he agency and date of propertem A: Name of federal agency are Expiration tem B:	ed (for item A, indicate the name of posal; complete item B). gency: an Date: ate \$Base	\$ Grant Funds	\$Cost Sharing \$ Cost Sharing \$ 43,199.83	

ACCD PROJECT APPROVAL FORM

John D

Department: Housing Division: Historic Preservation Requestor: William Jenney July 24, 2008 Date: **Project Description and Term** Project End: October 31, Report Required? Project Start: November 1, X Yes 2008 2010 Briefly describe the project (if statutory, please cite): An application was made to the IMLS (Institute of Museum & Library Services) Museums for America program on November 1, 2008. This grant, the "Coolidge Collection Management Project," will enable VDHP to 1) hire a collections manager (as a consultant) for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of PastPerfect collections management software, a digital camera, and a laptop computer. Notification of the grant award was received on July 23, 2008. What is the Dept./Division/Agency's responsibility? Jothn Dumville, Historic Sites Operations Chief, will act as project director, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Gilbertson) will provide oversight and guidance throughout the project. This project will be part of the regional administrator's annual work plan. As project on-site overseer, he will assist the collections manager consultant for approximately five hours/week. Any other Department or Agency involved? Yes X No Other Department/Agency: How does this serve the Agency Mission? The Coolidge Collection Management Project is part of VDHP's strategic plan and is an important component of fulfilling our mission to preserve and interpret Coolidge Site and to collect materials associated with it. To date, only 10% of the total collection has been catalogued on paper or in electronic format. The project will rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion. Can this project serve other Agencies Missions? Statewide data base for collections ACCD Staff Involvement and Project Lead John Dumville (Historic Sites Operations Chief) Project Lead: William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Sit Other Staff: Administrator), Diane Ford (Accountant)

Project Costs

•	36.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions diture Type (description)
-	grant: consultant fees, supplies and materials
	"in kind": staff & volunteer time, volunteer housing,
	space, etc.
· · · · · · · · · · · · · · · · · · ·	
Sources of Funding:	General Fund Special Fund Donations X Grant
	Other – Explain:
Has your Business Ma	nager been Notified? X Yes No
	Project Needs
Space Requirements:	othersua computer - to be prochased with great - is required
IT Requirements:	Consultant's office space will be provided at the Coolidge Site. No equipment other than computer - to be prehased with grant - is required. None The computer software - to be purchased with grant - is self-contained a does not require Internet access.
Other Requirements:	Volunteer seasonal housing will be provided at the Coolidge Site Former fourist Cabin. Consultant may choose to stay there would be recensible for own
Sustainability:	The collections manager will train VDHP staff and volunteers in the use of the
	PastPerfect system, so that cataloguing can continue beyond the completion of this
	IMLS project. Final results will be shared with the greater Vermont museum
	community: e.g., we would propose to present a session at the 2010 annual joint
	conference of the (Vermont) League of Local Historical Societies and Vermont
THE RESIDENCE AND ASSESSED THE PARTY OF THE	Museum & Gallery Alliance. The collections catalogue will provide object
	information that will be invaluable for future site exhibitions (such as the major
	exhibition that is planned for the "President Calvin Coolidge Museum & Education
	Center") and educational programs.
•	
	Approvals
<u> </u>	
Supervisor Approval:	Varglerdweg Date: Verly 25, 2008
Mommissioner Appro	val: My Date: July 28, 2008 Date: July 28, 2008

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:

This Grant to the Division for Historic Preservation, President

Calvin Coolidge State Historic Site is to conduct an inventory

and catalog the site's historic collections.

TITLE OF GRANT:

Museums for America

FEDERAL CATALOG No.:

45-301

GRANTOR / DONOR:

Institute of Museums and Library Services

1800 M Street NW, 9th Floor Washington, DC 20036 5802

DATE:

9/9/08

DEPARTMENT:

Housing and Community Affairs

GRANT / DONATION:

The inventorying and cataloguing that this grant will fund will

allow the Division of Historic Preservation to better promote and

interpret Calvin Coolidge Historic Site.

AMOUNT / VALUE:

\$85,736.00

POSITIONS REQUESTED:

None

GRANT PERIOD:

11/1/08 to 10/31/2010

COMMENTS:

DEPARTMENT OF FINANCE AND MANAGEMENT:

SECRETARY OF ADMINISTRATION SENT TO JOINT FISCAL OFFICE:

(INITIAL)

DATE

RECEIVED

SEP 15 2008

JOINT FISCAL OFFICE

STATE OF VERMONT Department of Finance and Management MEMO

TO:

Neal Lunderville, Secretary of Administration and Jim Reardon,

Commissioner of Finance and Management

FROM:

Toni Hartrich, Budget and Mahagement Analyst

DATE:

9/9/08

SUBJECT:

Grant Acceptance Request from the Department of Housing and

Community Affairs-Historic Preservation

Enclosed is the Department of Housing and Community Affairs request for acceptance of a grant of \$85,736.00 from the US Institute of Museum and Library Services to conduct an inventory and catalog the historic collections at the President Calvin Coolidge State Historic Site. There are no new positions involved with this Grant request. There is an in-kind state match of \$86,020.58.

I am recommending approval of this grant request.

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (use additional sheets as needed)

FORM AA-1 (Rev. 9-90)

1. Agency:

Commerce & Community Development

2. Department:

Housing & Community Affairs

3. Program:

Division for Historic Preservation / President Calvin Coolidge State Historic Site

4. Legal Title of Grant:

Museums for America

5. Federal Catalog No.:

45-301

6. Grantor and Office Address:

Institute of Museum and Library Services

1800 M Street NW, 9th Floor Washington, DC 20036 5802

7. Grant Period:

From: Nov. 1, 2008 To: Oct. 31, 2010

B. Purpose of Grant:

(attach additional sheets if needed)

The President Calvin Coolidge State Historic Site owns the largest collection of Coolidge memorabilia. This grant will fund a contract for services to inventory and catalog the historic collections. It will also fund the purchase of the *PastPerfec*collections management software and computer necessary for the project. Conducting the inventory and cataloging the collection will allow us to better interpret and promote the site.

9. Impact on Existing Programs if Grant is not Accepted:

Without an accurate inventory there is no record of items stored at this site, thus no documentation should an item(s) be removed from the site without permission. This inventory is also necessary to ascertain the condition of items to ensure appropriate storage for preservation. A proper inventory will help to protect the State's assets and fulfills a component of the strategic plan for the President Calvin Coolidge State Historic Site to preserve artifacts with international, national, regional and local significance. The Division is committed to the preservation, protection and enhancement of the state-owned historic sites.

10. Budget Information:			State FY) 7 2009	(2	2nd State FY) FY 2010	(;	3rd State FY) FY 2011	
EXPENDITURES:								
Personal Services		\$	69,445.62	\$	72,924.70	\$		
Operating Expenses		\$	16,111.13	\$	13,275.13	\$		
Grants		\$		\$		\$		
	TOTAL	\$	85,556.75	\$	86,199.83	\$	0.00	
REVENUES:								
State Funds:								
Cash		\$		\$		\$		
In-Kind		\$	42,820.75	\$	43,199.83	\$		
Federal Funds:								
(Direct Costs)		\$	42,736.00	\$	43,000.00	\$		
(Statewide Indirect)		\$		\$		\$		
(Department Indirect)		\$		\$		\$		
Other Funds:								
(source) Grant		\$		\$		\$		
	TOTAL	\$	85,556.75	\$	86,199.83	\$	0.00	
		A	ppropriation	Nos.		ıA	mounts	
			711002500			\$	85,736.00	
						\$		
						\$		

Fori	m AA-1			Page 2
11.	Will grant monies be spent by one X YES If YES, signature of appointing author current guidelines on bidding. X	1	NO	
12a.	Please list any requested Limited	Service po	sitions:	
	Titles		Number of Positions	
	TOTAL	Positions	0	
12b.	Equipment and space for these policy is presently available. X Can be obtained with available to		Computer to be purchased with grant funds.	
beer antic	Signature of Appointing Authority tify that no funds have n expended or committed in cipation of Joint Fiscal nmittee approval of this grant.	(Signature	Amy Dry- krig lammissioner	8.27.08 (Date)
14.	Action by Governor: Approved Rejected	(Signature	hunst 26	9/10/08 (Date)
15.	Secretary of Administration: Request to JFO Information to JFO	(Signature	Linda P Mis	9//d/d8 (Date)
16.	Action by Joint Fiscal Committee: Request to be placed on JFC again Approved (not placed on agenda Approved by JFC Rejected by JFC Approved by Legislature	jenda		(Date)



State of Vermont
Division for Historic Preservation
National Life Building, Floor 2
Montpelier, VT 05620-1201
www.HistoricVermont.org

[phone] 802-828-3211 [fax] 802-828-3206 Agency of Commerce & Community Development

MEMORANDUM

Date:

August 28, 2008

To:

Neil Lunderville, Secretary of Administration

From:

Molly Dugan, DHCA Acting Commissioner

Subject:

Request for Grant Acceptance

The Division for Historic Preservation, Historic Sites Program has applied for and received a grant from the Institute of Museum and Library Services to conduct an inventory and to catalog the collections at the President Calvin Coolidge State Historic Site in Plymouth Notch. This historically important and valuable collection owned by the State of Vermont has never been inventoried or cataloged.

The grant is for \$85,736.00 for a two-year period to fund a contract for services to inventory and catalog the Coolidge collections. The grant will also fund the computer program and equipment necessary for this work. The grant does not require a cash match from the Division and will not increase our workload. We would like to begin the project in November 2008.

If you have any questions or need more information we will be happy to quickly respond. Please contact any of the following staff with questions:

Jane Lendway, State Historic Preservation Officer

Phone: 828-3042

E-mail: Jane.Lendway@state.vt.us

John Dumville, Historic Sites Operations Chief

Phone: 828-3051

E-mail: John.Dumville@state.vt.us

William Jenney, Regional Site Administrator

Phone: 672-3773

E-mail: William.Jenney@state.vt.us

Thank you for your assistance in this matter.





Connecting People to Information and Ideas



July 22, 2008

William Jenney Historic Site Administrator Vermont Division for Historic Preservation P.O. Box 247 Plymouth Notch, VT 05056

RE: MA-05-08-0024-08

Dear Mr. Jenney:

Enclosed you will find letters from Marsha Semmel, Deputy Director for Museum Services, and Mamie Bittner, Deputy Director for Policy, Planning, Research, and Communications, providing details about the terms and conditions of this award. Please review their letters and the enclosed forms and materials carefully and follow the instructions they contain.

Congratulations on your successful award, and thank you for your participation in this program. I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,

Anne-Imelda M. Ra Director

cc: John Dumville

Enclosures



Official Award Notification for Grants and Cooperative Agreements

Date of Award July 10, 2008

Awardee Name and Address	Museums for America
Vermont Division for Historic Preservation Org. Unit: Calvin Coolidge State Historic Site National Life Building	MFA-Collections Stewardship
Drawer 20 Montpelier, VT 05620-1201	Award Number MA-05-08-0024-08
Authorizing Official John Dumville	Award Period
National Life Building, Drawer 20 Montpelier, VT 05620-0501	From November 01, 2008 To October 31, 2010
Project Director	Total Award Amount \$ 85,736.00
William Jenney P.O. Box 247 Plymouth Notch, VT 05056	07/10/2008 \$85,736.00 Original Award

Basic Award Information

- 1. The Institute of Museum and Library Services (IMLS) provides this grant support pursuant to 20 USC § 9101 et seq.
- 2. The award is made in support of the purposes set forth in the original application or, if noted in the special terms and conditions of the award, in a revised plan of work that has been approved by IMLS program staff.
- 3. The administration of this grant and the expenditure of grant funds are subject to the special terms and conditions of this award, which appear on the second page of the award notification, and the General Terms and Conditions for IMLS Discretionary Awards. The latter document incorporates by reference the audit requirements of OMB Circular A-133 and the applicable uniform administrative requirements and cost principles promulgated by the Office of Management and Budget. (For further details on the uniform administrative requirements and cost principles, see Articles 3 and 4 of the General Terms and Conditions for IMLS Discretionary Awards.)
- 4. The first request for payment will indicate the grantee's acceptance of the award.
- 5. The schedule of due dates for financial and performance reports is attached as the final page of the award notification.

IMLS Authorizing Official	Name and Title
Signature 7. Exil 7	Mary Estelle Kenneily
Signature Mary Estelle Kennelly	Associate Deputy Director for Museum Services
Accounting code:	TIN No 036000274
CFDA Number: 45.301	DUNS No 137135021

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information	•	
a. Legal Name (5a from Face Sheet): \	Vermont Division for Historic Preservation	
b. Organizational unit (if different from	Legal Name) :	
c. Organizational Unit Address		
	Florida Ato.	
Street1: National Life Building, 2 nd		
City: Montpelier	County: Washington	
State: Vermont	Zip+4/Postal Code: 0562	20-1201
d. Web Address: http://www.HistoricVer	mont.org/Coolidge	
e. Type of Institution (Check one):		
☐ Academic Library	Library Association	☐ School Library or School District
Aquarium	Library Consortium	applying on behalf of a School
☐ Arboretum/Botanical Garden	☐ Museum Library	Library or Libraries
Arboretam/Botanical Garden	☐ Museum Services Organization/	
☐ Children's/Youth Museum	Association	Science/Technology Museum
		Special Library
Community College	☐ Native American Tribe/Native	Specialized Museum **
Four-year College	Hawaiian Organization	☐ State Library
☐ General Museum*	☐ Natural History/Anthropology	State Museum Agency
☐ Graduate School of Library and	Museum	☐ State Museum Library
Information Science	☐ Nature Center	☐ Zoo
	☐ Planetarium	☐ Institution of higher education
		- other than listed above
☐ Historic House/Site☐ Historically Black College or	Public Library	otilei tilali listed above
	L_I Public Library	Other, please specify:
Historically Black College or	•	
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PROGRAM INFORMATION SHEET – PAGE THREE

7. Institutional Profile (Native Ameri	can Library Services Grants only)	
a. Number of hours per week the librar	y collection is accessible to patrons:	
b. Number of staff dedicated full-time t		
c. Number of staff with part-time library	• •	
d. Number of holdings (books, journals	· · · · · · · · · · · · · · · · · · ·	
. ~ `		
e. Number of circulation transactions p		
f. Does library staff have access to the		
g. Does the library provide public acce	ss to the Internet? Yes No	
h. Amount of operating budget for libra	ry services in most recently completed f	iscal year:
i. Identify which of the following activitien	es will be supported by grant funds (che	ck all that apply):
	access to information and educational re	
	ide all users with access to information.	
	ges between and among all types of libra	
	rships with other agencies and commun	
	ease the access and the ability to use in ties, or with limited functional literacy or	
	vices to help increase the access and the	
	brary, and for underserved urban and ru	
j. Maintenance of Effort (check the app		rai communico.
	r exceed previous 12 month grant period	1. Maintenance of effort is accurat
		iture. Maintenance of effort is not assured.
☐ Maintenance of effort does not ap		naro. Maintonario or orior la riot abbaroa.
O Callantian and Matarial Information	on (Conservation Brainet Summer Con-	-41-A
•	on (Conservation Project Support Gra	nts only)
a. Type of Collection		
☐ Non-living	☐ Natural history/Anthropology	
☐ Animals, living	☐ Plants, living	
	n 1 (primarily affected) to 4 (minimally af	fected) to show which collection types are
primarily affected by the project:		
aeronautics, space/airplanes	horological (clocks)	photography, negatives
animals, live	landscape features, constructed	photography, prints
animals, preserved	machinery	physical science projects
anthropologic, ethnographic	maritime, historic ships medals	plants, live
archaeological books	medical, dental, health,	plants, preserved sculpture, indoor
Ceramics, glass, metals, plastics	pharmacological	sculpture, indoor
documents, manuscripts	military, including weapons	textiles and costumes
furniture/wooden objects	motion picture, audiovisual	tools
geological, mineral,	musical instruments	toys and dolls
paleontological	numismatics (money)	transportation, excluding
historic building	paintings	airplanes
historic sites	philatelic (stamps)	works of art on paper

NARRATIVE - "Coolidge Collection Management Project"

1. Statement of Need

How the Project Relates to the Mission Statement and Strategic Plan

The principal mission of the Vermont Division for Historic Preservation's Historic Sites Program is to "encourage the discovery and appreciation of the state's rich heritage through the stewardship and interpretation of historic sites that evoke an authentic sense of time and place." The President Calvin Coolidge State Historic Site is significant to all Vermonters and the American people, and Vermont Division for Historic Preservation (VDHP) is strongly committed to its preservation, protection, and enhancement.

The Coolidge Collection Management Project is part of the Coolidge Site's strategic plan and is an important component of fulfilling our mission to preserve and interpret the site and to collect materials associated with it. The project will help document an extensive and diverse collection that includes artifacts with international, national, regional, and local significance. Intellectual control of the collection will improve and broaden interpretation in many formats, thereby enhancing the public's appreciation of its cultural heritage. This continues VDHP's systematic work over the last two decades of implementing site goals to restore (and in one instance reconstruct) historic structures, open more buildings to the public and making them ADA compliant, improve and update intrusion & fire protection systems, install new interpretive exhibits, and implement the first phase of a village-wide fire suppression system (funded by a recent "Save America's Treasures" grant and state capital appropriations). Also during this time, the Coolidge Site has expanded its connections to other presidential sites. For example, we participated in a major Coolidge symposium at the John F. Kennedy Presidential Library in 1998, three presidential sites conferences: Washington, D.C., (1993), Austin, TX (1999), and Hyde Park, NY (2006), and have regularly loaned artifacts and shared information with other presidential libraries and museums.

Strategic Plan: Process and Participants

VDHP developed its first strategic plan for the State Historic Sites system in 1991. This plan involved a statewide group of stakeholders; it was approved by the Vermont State Legislature and funded as the "Heritage '91 Plan" preparing for Vermont's bicentennial of statehood. The "Heritage '91 Plan" was refined and updated for the Coolidge Site in 1996. This update, called "Vision for the Future," was developed by the Regional Historic Site Administrator, Historic Sites Operations Chief, and State Historic Preservation Officer. Input was solicited from the Calvin Coolidge Memorial Foundation (and the final document provided the basis for a Memorandum of Understanding that was signed by both organizations in 2003.) The "Vision for the Future" established a set of short and long term goals and strategies for capital and physical development, as well as for programmatic and operational activities. In the decade since its adoption, many of the Vision goals have been implemented. Among the exceptions is the goal to inventory, document, and catalogue the collections. This IMLS collection management project provides the first step in accomplishing this goal.

The majority of the financial support of the state-owned historic sites system is through the Vermont State budget with annual appropriations for operation and maintenance from the Vermont State Legislature and Governor. The remainder is raised by admission fees, museum store sales, grants, and private donations. This funding method has been in place since the historic sites system began in 1947 and has a proven track record. Each site receives the necessary basic funding to operate each year. Special projects to implement recommendations in the strategic plans are usually funded by a combination of sources, which have included specific appropriations in the capital budget from the Governor and State Legislature, grants from other state agencies (such as enhancement funding from the Vermont Agency of Transportation), other federal or private grant programs, and donations. When site improvements are made, they are maintained and operated through the state budget.

Intended Audience & Demographics

The Coolidge Collection Management Project is a key part of the site's strategic goals to ensure the stewardship of the historic site and to enhance its educational mission. Site surveys and observations show that the Coolidge Site attracts visitors of all ages from across the United States, Canada, and Europe. Many seek out the presidential association, but an increasing number visit to experience what Vermont and the nation "used to be like."

The Coolidge Site is located in Plymouth Notch, Vermont - a small, beautifully preserved rural village approximately equidistant from the towns of Woodstock, Ludlow, and Killington. Most of Vermont is within a two hour drive, and the site is only a 3 - 4 hour drive from the major population centers in the Northeast, including Montreal, Boston, New York, and Hartford. School groups come from all over the state. Motorcoach tours account for approximately 25% of site visitation, with many originating in the Northeast, Midwest, and South. The number of Elderhostel and family groups has greatly increased in recent years, as have research requests from presidential scholars and other researchers interested in early 20th century America, presidential libraries and museums, and The White House. Our constituency extends from the local to the international community. As one of the nation's best preserved presidential sites, our audience is ultimately more than those who physically come to Plymouth Notch. For example, project results may be incorporated into a database where web visitors can search for information about collection highlights.

This project is planned with this diverse audience in mind. Thorough knowledge of the collection is vital to properly interpret it to visitors having a wide range of economic, educational, and life experience backgrounds. With the collection fully catalogued, the Coolidge Site will be better able to work with these many constituencies.

2. Project Design

The President Calvin Coolidge State Historic Site has been collecting artifacts without a curator or registrar for more than 50 years. Except for a cursory inventory of the agricultural collection, no records were kept until the first full-time professional, the Regional Historic Site Administrator, was hired in 1988. In 2007, the Regional Administrator remains the only full-

time staff member, and his duties include all aspects of the museum's operation (administration, seasonal staff supervision, exhibitions, education, collections, promotion, museum stores, etc.). New acquisitions have been consistently catalogued in the interim, but work on the existing collections has been sporadic given staff limitations. In 1991, an undergraduate intern, working closely with the Regional Administrator, began to develop object worksheets for approximately 500 objects in the Coolidge Birthplace and the main collection storage area. In 2006, the contents of two (of 10) small rooms in the Coolidge Homestead were catalogued using the *PastPerfect* software system. Therefore, to date, only 10% of the total collection has been catalogued on paper or in electronic format. The Coolidge Collection Management Project seeks to rectify this deficiency and will help achieve intellectual control over the three-dimensional collection. Thorough cataloguing will establish a baseline for object information, determine priorities for conservation and disaster preparedness, ensure better storage, and enhance our ability to utilize the collection for exhibitions, research, educational programs, and promotion.

This project will enable the Coolidge Site to 1) hire a Collections Manager for two years to continue the process of inventorying and cataloguing the collection, and 2) purchase an updated version of *PastPerfect* collections management software, a digital camera, and a laptop computer to facilitate data entry in situ. The VDHP collections committee, consisting of the Historic Sites Operations Chief and the two Regional Administrators (the second Regional Administrator oversees other state historic sites), and other consultants will assist in hiring the Collections Manager and provide oversight and guidance throughout the project.

3. Project Resources: Time, Personnel, Budget

The Vermont Division for Historic Preservation owns and manages a statewide system of historic sites, ten of which are open to the public. VDHP has been systematically improving these sites since the first properties were acquired in the 1940s. It is committed to high quality, accuracy, and visitor satisfaction for all projects at Plymouth Notch. Site enhancements have been made as funding allows.

The project is designed as a team effort with the Regional Historic Site Administrator acting as project director. The project will begin on November 1, 2008 and conclude October 31, 2010. The project details and budget were determined after consulting with other Vermont museums that have had similar projects.

Upon notification of the grant award, the Collections Manager's position will be announced (e.g., on-line newsletter of the Vermont Museum & Gallery Alliance, New England Museum Association, and American Association of Museums; notices sent to the appropriate museum graduate programs). The VDHP Collections Committee will conduct job interviews, and the position will be filled as soon as possible. Project supplies will be ordered, and the office prepared so that the Collections Manager can begin on November 1, 2008.

This project will be a key part of the annual work plan of the Regional Historic Site Administrator, William Jenney, who is based at the President Calvin Coolidge State Historic Site. Mr. Jenney has 22 years experience in all aspects of museum management, including administration, collections care, promotion, exhibits, and education. As project director, he will supervise and assist the Collections Manager for approximately six hours/week. The Collections Committee members will meet for one day monthly. An advisory committee will convene periodically to assess the project's accomplishments and to plan future steps (see "Impact").

We are requesting that IMLS fund the Collections Manager's position and the purchase of a laptop computer, *PastPerfect* software, and digital camera. VDHP cost share contributions are staff and volunteer time, advisory committee per diems, volunteer housing, office space and supplies, telephone, and travel. (See Budget Justification)

4. Impact

This project is a powerful investment in institutional capacity. Well-documented collections will result in improved interpretation. It will increase our ability to better and more quickly share information with researchers and will also help us analyze the collection to gain new insights into Calvin Coolidge's early life and how it shaped his character and the presidency. The collections catalogue will provide object information that will be invaluable for future site exhibitions (e.g., a major exhibition that is planned for the proposed "President Calvin Coolidge Museum & Education Center") and educational programs. It will also help other institutions that have related exhibits (e.g., about Calvin Coolidge, The Presidency, "Roaring Twenties," early farm life). An advisory committee composed of representatives from the principal "Coolidge collections" (i.e., VDHP, Calvin Coolidge Presidential Library & Museum at the Forbes Library in Northampton, MA, Vermont Historical Society in Barre and Montpelier, VT, and Calvin Coolidge Memorial Foundation in Plymouth, VT) and other area museums (e.g., Billings Farm & Museum, Woodstock Historical Society, and Marsh-Billings-Rockefeller National Historic Site – all of Woodstock, VT; Hood Museum in Hanover, NH, Vermont Agricultural Museum in Randolph, VT) will convene periodically to assess accomplishments and propose future directions. Although VDHP owns the largest collection of objects associated with Calvin Coolidge and his family, several of these other institutions manage significant Coolidge archives and the Billings Farm & Museum has a major agricultural collection. The documentation of the collection at the President Calvin Coolidge State Historic Site will be an important step in the intellectual integration of these various museum collections - vital for a complete understanding of Calvin Coolidge, his family (ancestors & descendents), and the Coolidge presidency and era. Project updates will appear in the newsletter of the Calvin Coolidge Memorial Foundation, as well as in media releases (e.g., a "favorite artifact of the month" series will be developed featuring various Vermont dignitaries, such as the Governor.) Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections manager will train VDHP staff and volunteers in the use of the PastPerfect system, so that cataloguing can continue beyond the completion of this IMLS project.

BUDGET FORM: Section B, Summary Budget

2. Fringe Benefits \$0.00 \$0.00 \$0 3. Consultant Fees \$0.00 \$0.00 \$0 4. Travel \$0.00 \$7,350.26 \$7,350 5. Supplies and Materials \$2,736.00 \$1,900.00 \$4,636 6. Services \$0.00 \$0.00 \$0 7. Student Support \$0.00 \$0.00 \$0 8. Other Costs \$0.00 \$17,400.00 \$17,400 TOTAL DIRECT COSTS (1-8) \$85,736.00 \$86,020.58 \$171,756		\$ IMLS	\$ Cost Share	\$ TOTAL COSTS
3. Consultant Fees \$0.00	1. Salaries and Wages	\$83,000.00	\$59,370.32	\$142,370.32
4. Travel \$0.00 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.26 \$1,900.00 \$4,636.26 \$7,350.26 \$7,350.26 \$7,350.26 \$7,350.20 \$1,900.00 \$4,636.20 \$7,350.20 \$1,900.00 \$1,000	2. Fringe Benefits	\$0.00	\$0.00	\$0.00
5. Supplies and Materials \$2,736.00 \$1,900.00 \$4,636 6. Services \$0.00 \$0.00 \$0 7. Student Support \$0.00 \$0.00 \$0 8. Other Costs \$0.00 \$17,400.00 \$17,400 TOTAL DIRECT COSTS (1-8) \$85,736.00 \$86,020.58 \$171,756	3. Consultant Fees	\$0.00	\$0.00	\$0.00
6. Services \$0.00	4. Travel	\$0.00	\$7,350.26	\$7,350.26
7. Student Support \$0.00	5. Supplies and Materials	\$2,736.00	\$1,900.00	\$4,636.00
8. Other Costs \$0.00 \$17,400.00 \$17,400 TOTAL DIRECT COSTS (1-8) \$85,736.00 \$86,020.58 \$171,756	6. Services	\$0.00	\$0.00	\$0.00
TOTAL DIRECT COSTS (1-8) \$85,736,00 \$86,020.58 \$171,756	7. Student Support	\$0.00	\$0.00	\$0.00
	8. Other Costs	\$0.00	\$17,400.00	\$17,400.00
9. Indirect Costs \$0.00 \$0.00 \$0	TOTAL DIRECT COSTS (1-8)	\$85,736.00	\$86,020.58	\$171,756.58
75.5	9. Indirect Costs	\$0.00	\$0.00	\$0.00
TOTAL COSTS (Direct and Indirect) \$85,736.00 \$86,020.58 \$171,756	TOTAL COSTS (Direct and Indirect)	\$85,736.00	\$86,020.58	\$171,756.58

Project Funding for the Entire Grant Period

•	
1. Grant Funds Requested from IMLS	\$85,736.00
2. Cost Sharing:	
a. Applicant's Contribution	\$0.00
b. Kind Contribution	\$86,020.58
c. Other Federal Agencies*	\$0.00
d. TOTAL COST SHARING	\$86,020.58
3. TOTAL PROJECT FUNDING (1+2d)	\$171,756.58
Percentage of total project costs requested from IMLS	49.9 %

^{*}If funding has been requested from another federal agency, indicate the agency's name:

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ice Sheet	t): Vermont Div	vision for Historic Prese	rvation	•	
b. Requested Grant Perio	d from: 1	11/1/2008 Req	uested Grant Period T	hrough: 10/31/2010		
c. If this is a revised budge	et, indicate	e application/gr	ant number:			
				•		
Section A: Detailed Bu	dget		٠.			
a. Year: ⊠1] 4 b. Bu	dget Detail for t	he Period From: 11/1/2	008 Through: 10/31/	/2009	
	•				,	•
1. Salaries and Wages					• •	•
Name/Title of Position	No.	Method of Cost	Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1 1		•	\$0.00	\$4,256.10	\$425,610.00
W. Jenney/Reg. Admin	2			\$0.00	\$10,762.35	\$10,762.35
E. Gilbertson/Reg.Admin	3			\$0.00	\$3,713.36	\$3,713.36
D. Ford/Accoountant	4			\$0.00	\$1,768.69	\$1,768.69
Collections Manager	5			\$40,000.00	\$0.00	\$40,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7	<u> </u>	· · · · · · · · · · · · · · · · · · ·	\$0.00	\$2,400.00	\$2,400.00
						
				1		
	<u> </u>	L				
	<u></u>	· .	CUIDTOTALO	<u> </u>	000 115 00	000 475 00
			SUBTOTALS	\$40,000.00	\$29,445.62	\$69,445.62
2. Fringe Benefits	Rate		\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
	Tate	% of	ψ Galary Dase	Grant Funds	\$COST SHATTING	φτυίαι
		% of				
		% of				
			SUBTOTALS	\$0.00	\$0.00	\$0.00
			0021017.20	Ψ0.00	ψο.σσ	φο.σο
3. Consultant Fees						
Name or Type of Consultant	No. of Days	Daily Rate of C	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
					4 Goot Chaining	ψ Total
	· · · · · ·		•	<u> </u>		· · · · · · · · · · · · · · · · · · ·
		<u> </u>	SUBTOTALS	\$0.00	\$0.00	

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1 1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	. 7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Laptop Dell D-630	State bid contract	\$1,800.00	\$0.00	\$1,800.00
PastPerfect Program	VT Museum & Gallery purchase	\$636.00	\$0.00	\$636.00
Digital Camera	State bid contract	\$300.00		\$300.00
Printing/postage	State contract purchase	\$0.00	\$300.00	\$300.00
Printer/paper/FAX	State contract purchase	\$0.00	\$700.00	\$700.00
	SUBTOTALS	\$2,736.00	\$1,000.00	\$3,736.00

6. Services

_ Item	Basis/Method of Cost Compu	tation	\$ Grant Funds	\$ Cost Sharing	\$ Total
None			\$0.00	\$0.00	\$0.00
<u>.</u>					
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		· · · · · · · · · · · · · · · · · · ·			
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·		•			
•		CUDTOTALC	CO.OO	#0.00	0.00
•		SUBTOTALS	\$0.00	\$0.00	\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
lone		\$0.00	\$0.00	\$0.00
				_ .
		<u> L : :</u>	· · · · · · · · · · · · · · · · · · ·	<u> </u>
	SUBTOT	ALS \$0.00	\$0.00	\$0.00
				
3. Other Costs				
tem	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Volunteer Housing	\$125.00 per week -10 weeks	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00 per mont - state rate	\$0.00	\$6,000.00	\$6,000,00
			\$6,000.00	\$6,000.00
Office electricity	estimate for 12 months	\$0.00	\$250.00	\$250.00
Office heating fuel	State Contract price	\$0.00	\$600.00	\$600.00
				·
Office telephone	\$50.00 month - 12 months	\$0.00	\$600.00	\$600.00
				<u></u>
				r
				·
·			No. 2	<u> </u>
·	SUBTOT	ALS \$0.00	\$8,700.00	\$8,700.00
. Total Direct Costs	TOTALS (Add subtotals of items	\$ Grant Funds 1 - 8 \$42,736.00	\$ Cost Sharing \$42,820.75	\$ Total \$85,556.7
	, , , , , , , , , , , , , , , , , , ,	, <u>,,</u>	7	
10. Indirect Costs				
Read the instructions abou	ut Indirect Costs before completing this sec	ction. Check the appropriat	e box below and p	provide the
Read the instructions about nformation requested:			· :	
Read the instructions aboun formation requested:	te(s) have been negotiated with a	Applicant chooses a rate	· :	
Read the instructions aboun formation requested: Current indirect cost rayederal agency (for item A	te(s) have been negotiated with a		· :	
Read the instructions about nformation requested: Current indirect cost raced agency (for item Aland date of agreement expand date of agreement expand date	te(s) have been negotiated with a , indicate the name of the agency (co piration; complete item B).	Applicant chooses a rate	· :	
Read the instructions about nformation requested: Current indirect cost racederal agency (for item A and date of agreement explanting the cost proposal	te(s) have been negotiated with a , indicate the name of the agency (co biration; complete item B).	Applicant chooses a rate	· :	
Read the instructions about information requested: Current indirect cost racederal agency (for item A and date of agreement explanding the cost proposal agency but not yet negotial	te(s) have been negotiated with a , indicate the name of the agency (co biration; complete item B). has been submitted to a federal ited (for item A, indicate the name of	Applicant chooses a rate	· :	
Read the instructions about information requested: Current indirect cost rafederal agency (for item A and date of agreement explanding the indirect cost proposal agency but not yet negotiathe agency and date of proposal date o	te(s) have been negotiated with a indicate the name of the agency contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B).	Applicant chooses a rate	· :	
Read the instructions about information requested: Current indirect cost rafederal agency (for item A and date of agreement explanding the indirect cost proposal agency but not yet negotiathe agency and date of proposal date of properties.	te(s) have been negotiated with a indicate the name of the agency contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B).	Applicant chooses a rate	· :	
Read the instructions about information requested: Current indirect cost rafederal agency (for item A and date of agreement expland in the cost proposal agency but not yet negotiatine agency and date of professional in the agency and date of professional in the cost proposal in the agency and date of professional in the cost professional in th	te(s) have been negotiated with a indicate the name of the agency contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B).	Applicant chooses a rate	· :	
Read the instructions about information requested: Current indirect cost ratederal agency (for item A and date of agreement explained by the cost proposal agency but not yet negotiative agency and date of profittem A: Name of federal at Expirations.	te(s) have been negotiated with a indicate the name of the agency (contration; complete item B). that been submitted to a federal sted (for item A, indicate the name of oposal; complete item B). agency: ion Date:	Applicant chooses a rate implete item B). Proposal Date:	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost racederal agency (for item A and date of agreement explained by the cost proposal agency but not yet negotiathe agency and date of protess of the A: Name of federal agency and the cost proposal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A:	te(s) have been negotiated with a, indicate the name of the agency (co biration; complete item B). has been submitted to a federal (for item A, indicate the name of oposal; complete item B). agency: ion Date: \$ Base	Applicant chooses a rate implete item B).	· :	
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Read the instructions about information requested: Current indirect cost racederal agency (for item A and date of agreement explained by the cost proposal agency but not yet negotiathe agency and date of protess of the A: Name of federal agency and the cost proposal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A: Name of federal agency and date of protess of the A:	te(s) have been negotiated with a indicate the name of the agency (contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B). agency: tion Date: Rate \$Base \$Base \$\text{% of } \text{% of } \text{\$ \$\text{\$ } \text{\$ }	Applicant chooses a rate implete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost rafederal agency (for item A and date of agreement explained by the agency but not yet negotiate agency and date of professional agency agen	te(s) have been negotiated with a, indicate the name of the agency (co biration; complete item B). has been submitted to a federal ated (for item A, indicate the name of oposal; complete item B). agency: ion Date: Rate \$Base % of % of	Applicant chooses a rate implete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost rafederal agency (for item A and date of agreement explained by the agency but not yet negotiate agency and date of professional agency agen	te(s) have been negotiated with a indicate the name of the agency (contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B). agency: tion Date: Rate \$Base \$Base \$\text{% of } \text{% of } \text{\$ \$\text{\$ } \text{\$ }	Applicant chooses a rate implete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
information requested: Current indirect cost rafederal agency (for item A and date of agreement explained by the agency but not yet negotiathe agency and date of professional litem A: Name of federal at Expiration B:	te(s) have been negotiated with a indicate the name of the agency (contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B). agency: tion Date: Rate \$Base \$Base \$\text{% of } \text{% of } \text{\$ \$\text{\$ } \text{\$ }	Applicant chooses a rate implete item B). Proposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
Read the instructions about information requested: Current indirect cost ratederal agency (for item A and date of agreement explands agency but not yet negotiathe agency and date of protest tem A: Name of federal attem B:	te(s) have been negotiated with a indicate the name of the agency (contration; complete item B). that been submitted to a federal ated (for item A, indicate the name of opposal; complete item B). agency: tion Date: Rate \$Base \$Base \$\text{% of } \text{% of } \text{\$ \$\text{\$ } \text{\$ }	Applicant chooses a rate implete item B). Proposal Date: \$ Grant Funds ALS \$ Grant Funds	not to exceed 15%	of direct costs

BUDGET FORM - PAGE ONE

a. Legal name (5a from Fa	ace Sheet	t): Vermont Div	ision for Historic Prese	rvation		
b. Requested Grant Perio	od from:	11/1/2009 Req i	uested Grant Period 1	Γhrough : 10/31/2010)	
c. If this is a revised budge	et, indicate	e application/gra	ant number:		•	
O41 A. D-4-11-4 D-	4		<u> </u>			
Section A: Detailed Bu	_	daat Datall faat	Deviced Fueros 44/4/0	1000 Thursday 40/04		
a. Year: ☐1 ⊠2 ☐ 3 ☐] 4 D. Bu	aget Detail for ti	ne Period From: 11/1/2	.009 Inrough: 10/31/	2010	
1. Salaries and Wages		: "				
Name/Title of Position	No.	Method of Cost	Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
J. Dumville/Chief	1 1 .		· · · · · · · · · · · · · · · · · · ·	\$0.00	\$4,357.57	\$4,357.57
W. Jenney/Reg. Admin	2			\$0.00	\$11,011.64	\$11,011.64
E. Gilbertson/Reg.Admin	3			\$0.00	\$3,801.36	\$3,801.36
D. Ford/Accoountant	4		·	\$0.00	\$1,809.01	\$1,809.01
Collections Manager	5			\$43,000.00	\$0.00	\$43,000.00
2 Volunteers	6			\$0.00	\$6,545.12	\$6,545.12
8 Advisory Committee	7			\$0.00	\$2,400.00	\$2,400.00
	<u> </u>	1.				
	T		• .			
			SUBTOTALS	\$43,000.00	\$29,924.70	\$72,924.70
2. Fringe Benefits						
z. i illige belients	Rate		\$ Salary Base	\$ Grant Funds	\$Cost Sharing	\$Total
		% of				
·	· ·	% of				
•		% of				
	٠.		SUBTOTALS	\$0.00	\$0.00	\$0.00
3. Consultant Fees						
	No. of	•	•	· · · · · · · · · · · · · · · · · · ·		
Name or Type of Consultant	Days	Daily Rate of Co	ompensation	\$ Grant Funds	\$ Cost Sharing	\$ Total
	\	<u> </u>	· · · · · · · · · · · · · · · · · · ·	1		
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	<u> </u>	L				<u> </u>
	<u> </u>	<u> </u>				
	<u> </u>	<u> </u>				
			SUBTOTALS	\$0.00	\$0.00	O

BUDGET FORM – PAGE TWO

4. Travel

From/To	No. Persons	No. Days	\$ Subsistence costs	\$Transportation costs	\$ Grant Funds	\$ Cost Sharing	\$ Total
Royalton-Plymouth	1	12	\$0.00	\$395.76	\$0.00	\$395.76	\$395.76
Addison-Plymouth	1	12	\$0.00	\$744.96	\$0.00	\$744.96	\$744.96
Plymouth-Barre	1	12	\$0.00	\$779.88	\$0.00	\$779.88	\$779.88
Plymouth-Northham.	1	6	\$0.00	\$582.00	\$0.00	\$582.00	\$582.00
Plymouth-Woodstock	1	6	\$0.00	\$81.48	\$0.00	\$81.48	\$81.48
Plymouth-Hanover	1 1	4	\$0.00	\$131.92	\$0.00	\$131.92	\$131.92
various locations	7	21	\$0.00	\$959.13	\$0.00	\$959.13	\$959.13
					I		
				SUBTOTALS	\$0.00	\$3,675.13	\$3,675.13

5. Supplies and Materials

Item	Basis/Method of Cost Computation	\$ Grant Funds	\$ Cost Sharing	\$ Total
Office printing - postage	state contract purchase	\$0.00 \$30		\$300.00
Paper supplies- etc.	state contract purchase	\$0.00	\$600.00	\$600.00
	I			<u>.</u>
		· · · · · · · · · · · · · · · · · · ·		
				L.
	SUBTOTAL	\$ \$0.00	\$900.00	\$900.00

6. Services

item ·		Basis/Method of Cost (Computation		\$ Grant I	unds	\$ Cost Sha	aring	\$ Total	•
None						\$0.00		\$0.00		\$0.00
		· ·						•		
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		<u> </u>							<u> </u>	
	1.0		SUB	TOTALS		\$0.00		\$0.00		\$0.00

BUDGET FORM - PAGE THREE

7. Student Support (for Laura Bush 21st Century Librarians program only)

Item	Basis/Me	ethod of Cost Computation		\$ Grant Funds	\$ Cost Sharing	\$ Total
None				\$0.00	\$0.00	\$0.00
	<u> </u>		·]		· · · · · · · · · · · · · · · · · · ·	. , ,
		SUBTO	TALS	\$0.00	\$0.00	\$0.00
3. Other Costs	•					
tem	Basis/Mo	ethod of Cost Computation		\$ Grant Funds	\$ Cost Sharing	.\$ Total
Volunteer Housing		per week -10 weeks	·	\$0.00	\$1,250.00	\$1,250.00
Office Rental	\$500.00	per month-state rates		\$0.00	\$6,000.00	\$6,000.00
Office electricity	estimat	e for 12 months		\$0.00	\$250.00	\$250.00
Office heating fuel	State C	ontract price		\$0.00	\$600.00	\$600.0
Office telephone	\$50.00	month - 12 months		\$0.00	\$600.00	\$600.0
	·					
						
						· · · · · · · · · · · · · · · · · · ·
		SUBTO		\$0.00	\$8,700.00	\$8,700.0
. Total Direct Costs				\$ Grant Funds	\$ Cost Sharing	\$ Total
	, TC	TALS (Add subtotals of item	s 1 - 8	\$43,000.00	\$43,199.71	\$86,199.7
10. Indirect Costs						
Read the instructions al nformation requested:	bout Indirect Co	osts before completing this s				
monnation requested:		odd boloro dompidanig and b	ection. (Check the appropriat	e box below and p	rovide the
Current indirect cost ederal agency (for item	n A, indicate the	een negotiated with a [ean and a continuity and a continu	☐ Applic	Check the appropriat cant chooses a rate r e item B).		
☐ Current indirect cost ederal agency (for item and date of agreement ☐ Indirect cost proposagency but not yet nego	n A, indicate the expiration; com sal has been su otiated (for item	een negotiated with a can be name of the agency (on plete item B). Combitted to a federal can be name of	☐ Applic	cant chooses a rate r		
☐ Current indirect cost rederal agency (for item and date of agreement ☐ Indirect cost propos agency but not yet nego the agency and date of	n A, indicate the expiration; come al has been su otiated (for item proposal; com	een negotiated with a can be name of the agency (on plete item B). Combitted to a federal can be name of	☐ Applic	cant chooses a rate r		
Current indirect cost federal agency (for item and date of agreement Indirect cost propos agency but not yet negothe agency and date of Item A: Name of federal	n A, indicate the expiration; come al has been su otiated (for item proposal; com	een negotiated with a can be name of the agency (on plete item B). Combitted to a federal can be name of	☐ Applic	cant chooses a rate r		
☐ Current indirect cost ederal agency (for item and date of agreement ☐ Indirect cost proposagency but not yet negothe agency and date of tem A: Name of federal Expired	A, indicate the expiration; come all has been subtiated (for item proposal; come all agency: iration Date:	een negotiated with a can be name of the agency (on plete item B). Combitted to a federal can be name of	☐ Applic	cant chooses a rate re item B).	not to exceed 15%	of direct costs
☐ Current indirect cost ederal agency (for item and date of agreement ☐ Indirect cost proposagency but not yet negothe agency and date of tem A: Name of federal Expired	n A, indicate the expiration; come all has been subtiated (for item proposal; comp all agency:	een negotiated with a caname of the agency (on plete item B). bmitted to a federal of a A, indicate the name of plete item B). \$ Base \$ 600.	☐ Applic	cant chooses a rate r e item B).		
☐ Current indirect cost federal agency (for item and date of agreement ☐ Indirect cost propos agency but not yet negothe agency and date of Item A: Name of federal Expired	A, indicate the expiration; come all has been subtiated (for item proposal; come all agency: iration Date:	een negotiated with a caname of the agency (on plete item B). Indicate the name of plete item B). \$\$Base\$ \$\$ of \$\$ of	☐ Applic	cant chooses a rate re item B).	not to exceed 15%	of direct costs
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☐ Current indirect cost federal agency (for item and date of agreement ☐ Indirect cost propos agency but not yet negothe agency and date of Item A: Name of federation Expiditem B:	A A, indicate the expiration; come al has been subtiated (for item proposal; come al agency: iration Date:	een negotiated with a caname of the agency (on plete item B). Item by the agency (on plete item B). Item by the agency (on plete item B). Sometimes are agency (on plete item B).	Applicompleto	cant chooses a rate release item B). roposal Date: \$ Grant Funds	not to exceed 15%	of direct costs
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\$43,000.00

\$86,199.83

PROJECT COST TOTALS (Excluding Student Support)

ACCD PROJECT APPROVAL FORM

John D

Department: Division: Requestor: Date:	Housing Historic Preservation William Jenney July 24, 2008
	Project Description and Term
Project Start:	November 1, Project End: October 31, Report Required? X Yes No 2008
Museum & Lit "Coolidge Col consultant) for purchase an up	e the project (if statutory, please cite): An application was made to the IMLS (Institute of brary Services) <i>Museums for America</i> program on November 1, 2008. This grant, the lection Management Project," will enable VDHP to 1) hire a collections manager (as a two years to continue the process of inventorying and cataloguing the collection, and 2) dated version of <i>PastPerfect</i> collections management software, a digital camera, and a laptop tification of the grant award was received on July 23, 2008.
act as project of Gilbertson) wi regional admin	pt./Division/Agency's responsibility? Jophn Dumville, Historic Sites Operations Chief, will lirector, and the VDHP collections committee (John Dumville, William Jenney, and Elsa Il provide oversight and guidance throughout the project. This project will be part of the listrator's annual work plan. As project on-site overseer, he will assist the collections manager approximately five hours/week.
Any other Dep Other Departm	artment or Agency involved?
VDHP's strate Coolidge Site a catalogued on intellectual con object informa	serve the Agency Mission? The Coolidge Collection Management Project is part of gic plan and is an important component of fulfilling our mission to preserve and interpret and to collect materials associated with it. To date, only 10% of the total collection has been paper or in electronic format. The project will rectify this deficiency and will help achieve atrol over the three-dimensional collection. Thorough cataloguing will establish a baseline for tion, determine priorities for conservation and disaster preparedness, ensure better storage, and will to utilize the collection for exhibitions, research, educational programs, and promotion.
1 2	et serve other Agencies Missions? base for collections
	ACCD Staff Involvement and Project Lead
Project Lead: Other Staff:	John Dumville (Historic Sites Operations Chief) William Jenney (Regional Historic Site Administrator), Elsa Gilbertson (Regional Historic Si Administrator), Diane Ford (Accountant)

Project Costs

·	22 C 0.0 (T) (T 0
•	36.00 (IMLS grant award), matched by VDHP "in kind" (non cash) contributions
-	nditure Type (description) grant: consultant fees, supplies and materials
	e "in kind": staff & volunteer time, volunteer housing,
	space, etc.
ources of Funding:	General Fund Special Fund Donations X Grant
	Other – Explain:
las your Business Ma	anager been Notified? X Yes No
	Project Needs
naca Paguirements:	
Space Requirements:	Consultant's office space will be provided at the Coolidge Site. No equipment other than computer - to be prehased with grant - is required
T Requirements:	None The conjuter software - to be swelvered with grant - is self- contained a does not require Internet access.
1	cartai and & does not require Internetaciess.
Other Requirements:	Volunteer seasonal housing will be provided at the Coolidge Site Former town in Cabin. Consultant may choose to stay there, a will be responsible for a nous
Sustainability:	The collections manager will train VDHP staff and volunteers in the use of the <i>PastPerfect</i> system, so that cataloguing can continue beyond the completion of this IMLS project. Final results will be shared with the greater Vermont museum community: e.g., we would propose to present a session at the 2010 annual joint conference of the (Vermont) League of Local Historical Societies and Vermont Museum & Gallery Alliance. The collections catalogue will provide object information that will be invaluable for future site exhibitions (such as the major exhibition that is planned for the "President Calvin Coolidge Museum & Education Center") and educational programs.
· · · · · · · · · · · · · · · · · · ·	Approvals
Supervisor Approval:	Vareleidure Date: Veilz 25, 2008
ommissioner Appro	val: My Date: July 28, 21

Supervisor's approval must be received for all new initiatives or substantive changes in initiatives that will require more than 8 hours of an Agency staff member's time that is different than customary duties of the position. Additionally, commissioner approval must be received for any new project that will require more than 40 hours of an Agency staff member's time that is different than the customary duties of the position. This would include becoming a member of a new committee, writing and/or executing a grant program or initiating a new project. Involvement in VtShares or writing an EPA grant would be good examples. Once approved, a copy must be sent to the Deputy Secretary and a copy should be on file in the approving authority's files.