

## FREQUENTLY ASKED QUESTIONS

In the interest of ensuring all potential applicants have the same information available, the commission is providing applicants with this regularly updated list of frequently asked questions.

**Question:** Does the 25% match have to be fully raised (in-hand) by the application deadline (Dec. 5th)?

**Answer:** No. However, applicants should provide information on how they intend to raise the match, if known.

**Question:** If the applicants are awarded a grant and end up falling short of the full 25% match, will the grant be terminated or will it be prorated based on how much the applicants have raised?

**Answer:** Applicants will only be reimbursed for expenses on which they can show a matching share. Thus, if an applicant does not reach the full amount of the anticipated match, the grant would be reduced accordingly. The larger question is how will the project be completed if the applicant cannot raise the full amount of matching share to spend the awarded funds? If there is a chance that the applicant cannot complete the project during the term of the grant contract, the applicant should include a contingency plan for ensuring that the work area and building envelope are protected until the project can resume.

**Question:** An applicant is finalizing plans for an accessible entrance, which will include a lobby area, accessible bathroom, improved stairway, and elevator. Could the applicant apply for this grant to cover some of their costs if they use another source of funding to pay for the elevator? Or would the fact that there is an elevator in their architectural plans make them ineligible?

**Answer:** Any work that is part of or within the envelope of the new addition would not be an allowable expense (See Chapter 2.4.B. of the Grant Manual). Construction of the new addition is considered a Rehabilitation project that would not meet the definitions of Preservation and Restoration. If, on the other hand, the applicant intended to construct a new ADA compliant bathroom or upgrade an existing bathroom within the historic building to make it ADA compliant, that could be considered for funding.

**Question:** Does the project need to be shovel-ready by the time applicants apply or by the time the funding would be distributed? An applicant's architects are looking at some final cost-saving measures to make plans more attainable. The applicant can request that they expedite the job to finish before December 5th, but the applicant is concerned they may not have the plans 100% complete by then.

**Answer:** The project drawings and specifications must be 90-100% complete at the time of the application. This requirement allows the commission to understand the final design of the project and how it will be carried out. It also gives the commission some assurance that the budget figures are as accurate as possible.

**Question:** On the resumes for contractors and professionals, the applicant is working with two companies. Is a description and background of the company acceptable, rather than a resume for an individual(s) from the company?

**Answer:** Project team qualifications and experience are an important component of the scoring criteria. If the application review committee is uncertain as to the qualifications of the project team, the application will be scored accordingly. Please see Chapter 6.3 of the Historic Community Buildings Grant Manual (grant manual) regarding requirements for project team qualifications and experience.

**Question:** On elevators, the grant manual (page 17, Chapter 8.1.F.) says that "new" elevators are not eligible. Is the replacement of an existing elevator with a lift eligible?

**Answer:** If the elevator is in a non-historic space, then the answer is no. However, if it is located within the footprint of the historic building, this is an allowable cost.

**Question:** In the grant manual, page 18, Chapter-2.F, Administrative costs - contingencies are not allowable. The applicant plans to have a contingency in case of unexpected costs. How should the applicant include this in the total project cost?

**Answer:** The contingency should be left out of the calculation of the total project cost. These expenses are not allowable grant-covered costs or as match. However, you may include it in the budget worksheet and make a note that it was not factored into calculating the cost of the project for the purposes of the grant application.

**Question:** Would a town's library staff time be considered donated labor, as they are the ones facilitating the project?

**Answer:** The public law that authorized the bond that voters approved expressly stated that the match is to be provided by non-governmental sources. That means no federal, county, state or local governmental funds. The town's library cannot rely on a town to be the guarantor of the matching share if that means using municipal funds. Library staff time used to prepare the application cannot be counted as matching share because no expenses may be incurred before an award is made, the contract is signed, and the contract is approved by the Office of State Procurement Services (see Chap. 6.14. of the grant manual).