

## **GUIDANCE ON APPLYING TO THE VCDP**

The Vermont Community Development Program (VCDP) offers rolling applications submissions. Applicants should submit applications when they are complete and ready. During the current program year, the VCDP once again will not have set deadlines with applications accepted any time. Please note the following:

- There are three Community Development Board meetings during this program year.
  - The Community Development Board meetings will continue to have a companion “**Target Date**” to address applicants wondering when applications should be submitted for a specific Community Development Board meeting. The “**Target Date**” for **application submission** is a date about two months prior to the Board meeting. See chart at this link: [Applicant Guidance](#)

### **HOW THE TARGET DATE WORKS**

The most important aspect of not having rigid deadlines is for applicants to apply as soon as the project is at the point where an application is complete. The VCDP highly encourages all applicants to apply as soon as you are able rather than develop an application around a specific date. However, because many applicants ask for guidance on when applications need to be submitted we have a “Target Date” - and it is just that, a target. Applicants should apply before the Target Date, but in some rare instances, an application submitted after the “Target Date” might move forward to the targeted Board meeting. Here is what the “Target Date” means.

- Applications received **on or before the “Target Date”** will be on the agenda for the corresponding Board Meeting provided the application meets all thresholds and has no **impediments (defined below)**.
- Applications received **after the “Target Date”** will be considered at the corresponding Board meeting at the discretion of the Agency. Factors to be considered will include whether the application meets all thresholds and has no **impediments (defined below)**, there is sufficient time for staff and board members to review the application, the urgency of the project, and the competitiveness of the application. **Applicants should NOT anticipate making the Board Meeting agenda if the “Target Date” is missed.** Applicants are encouraged to submit on or before the “Target Date” with a complete application meeting all thresholds to allow the project to remain on its timeline. Submitting the application sooner rather than later can allow any threshold or other issue to be resolved in time to be considered at the targeted Community Development Board meeting. There are some thresholds, such as the public hearing, that cannot easily be corrected for an application received by the “Target Date” without waiting for a future Community Development Board meeting.

### **ATTENTION APPLICANTS**

The open application approach is based on a set of assumptions that applicants need to keep in mind as an application is being written.

- VCDP staff will review an application for thresholds as quickly as possible and commit to letting applicants know the status of the thresholds as soon as possible.
- The more time allowed for the application review, the better the chances of appearing before the targeted Community Development Board meeting.

- If the project triggers underwriting by another Lender in the project, this could lengthen the time needed for the VCDP staff analysis, so it is important to determine the need for third party underwriting as soon as possible. This is the responsibility of the applicant to work out with the VCDP staff.
- If a Community Development Board meeting is missed, the next one is scheduled no more than five months later.
- Municipalities are allowed to bring one Implementation, one Planning, one Accessibility Modification and one Scattered Site Grant to a Community Development Board meeting. If there is more than one grant of the same type, such as Implementation grants, “ready” to come to the same Community Development Board meeting, the municipality would have to decide which one it wants considered by the CD Board. Please note that due to the highly competitive nature of the VCDP, the likelihood of a municipality receiving funding for all four application types at the same CD Board meeting is very low.

**Impediment Definition:** These are situations where a project is found to have issues that prevent the VCDP from funding it. If an application is found to have such an impediment, it will not come before the Community Development Board until the impediment is satisfactorily resolved. Here are some examples of what would be considered an impediment:

- Improper procurement or other compliance issue that makes the project ineligible. This would include carrying out a choice limiting activity under the Environmental Review requirements.
- Another Agency or Department of Vermont State Government with a key interest in the project does not support the project. A letter of support without reservations from the appropriate State Agency or Department will be needed.
- A community or intended sub-grantee/borrower has failed to resolve significant poor performance or non-compliance issues on a prior grant(s) to the satisfaction of the Agency.
- The inability to have a grant agreement in place within six months (four months for PG and AM’s) of the Board meeting and no justification for a decision earlier to ensure the project can ultimately move forward.