VERMONT

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

VCDP Implementation Grant Instructions

Table of Contents

Before You Begin 1
System Emails 1
Spell Checking and Formatting 1
Required Fields 1
Automatic Time Out 1
Read Me Page 1
Program Area Selection 2
Executive Summary 2
Consortium 3
Chief Executive Officer 3
Contact Person 3
Person who prepared this application 4
Estimated Project Funding 4
Subgrantee and Borrower 4
National and State Objectives 4
State Objective 4
National Objective 5
Basis of LMI determination 5
L/M Area-Wide Benefit 6
Limited Clientele 7
L/M Housing or L/M Jobs 7
Grantee Roles and Capacity 8
Program Management 8
General Administration 9
Procured According to VCDP Standards 9
Environmental Review Release 9
Project Description 10
Service Area 10
Floodplain 10
8 Step Process for Floodplain Management 10
Designated Downtown/Village 10
Common Application 11
Environmental Review Identifier Number 11
Budget 11
Activity 11
Budget Considerations for General Administration 12
Budget Considerations for Program Management 12
*Other Budget Considerations: 12
Pre-Award Costs 12

Other Resources 13
* Important information to know if you are creating a: 13
Housing Project Budget 13
Economic Development Project Budget 14
Public Facilities Project Budget 14
Public Services Project Budget 14
How to Create a Budget Summary 14
Narrative 15
Priorities of the Consolidated Plan 16
Regional Needs - Housing 16
Priorities of the Regional Plan 16
Comprehensive Economic Development Strategy (CEDS) 16
Documenting Benefit 16
Project Review Sheet 16
Project Need 17
Project Impact 19
Project Feasibility 20
Economic Development Business Information 22
Employment Plan 22
Municipal Resolution(s) and Regulations 23
Public Hearing 24
Public Hearing Notice 25
Notice Requirements 25
Minutes of the Public Meeting 26
Copy of the Public Hearing Notice 26
Specifics for Re-Submittal of an Application 27
Application Attachments 29
Local Bond Support 30
Public Service Documentation 30
URA/One for One Replacement Plan 30
Market Study 30
Option Agreement/Other Evidence of Site Control 30
Proposed or Executed Lease 31
Viewing Your Completed Application 31
Checking for Errors 32

Implementation Grant (IG) Instructions

The Vermont Community Development Program (VCDP) applications are only accepted on our **Online Grants Management System.** To gain access to the system, please review the descriptions of the "**System Roles**" and how to create a "**New User Account**". Everyone needing access to the application will need to create a user account in our system and have it validated (only one account is necessary per person). Once the account has been validated and has been attached to the application you may begin to fill out the appropriate forms. These application instructions will guide you through the menu in our Online Grants Management System. The focus of the Application Instructions deals primarily with the content of the grant application and is designed to be used while actively completing an application.

If you need more information about how to use the **Online Grants Management System**, please contact your **CD Specialist** or **Cindy Blondin**.

Before You Begin

System Emails

Throughout the application process you will receive system messages informing you of your application status. Be sure to add **SOV.EGrantsNoReply@vermont.gov** to your safe list if you use spam blockers. You will be receiving messages from the system periodically.

Spell Checking and Formatting

There are some check spelling capabilities, but the system does not have formatting built into the new online application. You can cut and paste text from a word processing program to the system.

Required Fields

Throughout the application you will see fields that have a red asterisk beside them; this indicates it's a required field.

Automatic Time Out

Save often! The system automatically times out after **45** minutes of inactivity. It is important to save your work at regular intervals to prevent loss. If you are timed out, you will automatically be sent back to the log in page. Any unsaved information will be lost.

Read Me Page

You must also certify that you have read the "Read Me" page by checking a box at the bottom of that screen.

Screenshot from Read Me page in Application

READ ME PAGE

NOTE: Any application that is not submitted to Agency in time to be reviewed by the June Community Development Board meeting will need to start a new application for the next fiscal year which starts July 1.

Application Target Dates	**Board Meeting Dates**
September 4, 2018	November 1, 2018
February 12, 2019	April 4, 2019
April 16, 2019	June 13, 2019

What Board Meeting is your project targeting.

1. PUBLIC HEARING: Every applicant must hold a public hearing before the application can be submitted. Please see the Boards and Meetings VCDP website and be certain to get the public hearing notice published as required. Also if the application is a consortium one, keep in mind that more than one public hearing may be required. The public hearing notice form is part of the on-line application, so be sure to complete the form as one of the first steps in completing this application. For further information, contact your CD Specialist.
2. MUNICIPAL PLAN: All applicant communities, including consortium member communities, must have an adopted and still current Municipal Plan under 24 V.S.A. Chapter 117, Subchapter 5. For further information, contact your CD Specialist.
3. ENVIRONMENTAL REVIEW: Every project is required to complete an Environmental Review. For further guidance on Environmental Review please refer to our Determining the Level of Environmental Review document or contact the Department's Environmental Officer.
4. HISTORIC PRESERVATION: If your project involves a building that is 50 years or older, listed on the national register, located in an historic district or designated downtown, or involves any ground disturbance, please complete the Historic Preservation Preliminary Review Form and submit it to the email listed on the form. Staff from the Division for Historic Preservation will assist you in determining if the project requires Section 106 review.

☐ I certify that I have read and understand this page, and if I am not an employee of the applicant municipality, I have made the applicant municipality aware of the requirements on this page.*

Program Area Selection

In order to populate the pages of your online application with budget forms, you must first select a program area that most closely fits your project. If your project involves more than one program area, please check all the appropriate boxes.

Screenshot from Program Area Selection form in Application

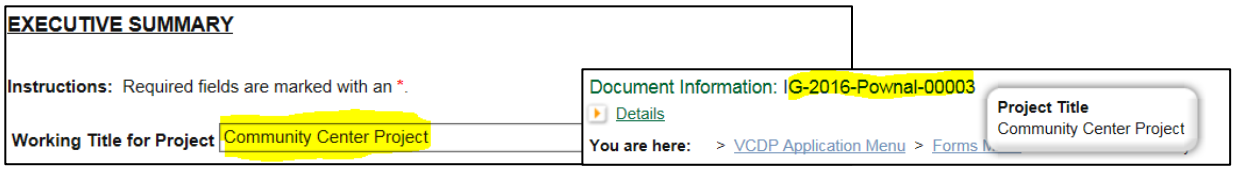
PROGRAM AREA SELECTION

Please select all of the program areas your grant will cover:

- ☐ Housing
- ☐ Economic Development
- ☐ Public Facilities
- ☐ Public Services

Executive Summary

Please identify the working title for your project, once saved the title used will be the title that will appear when hovering over the application identifier within the system.

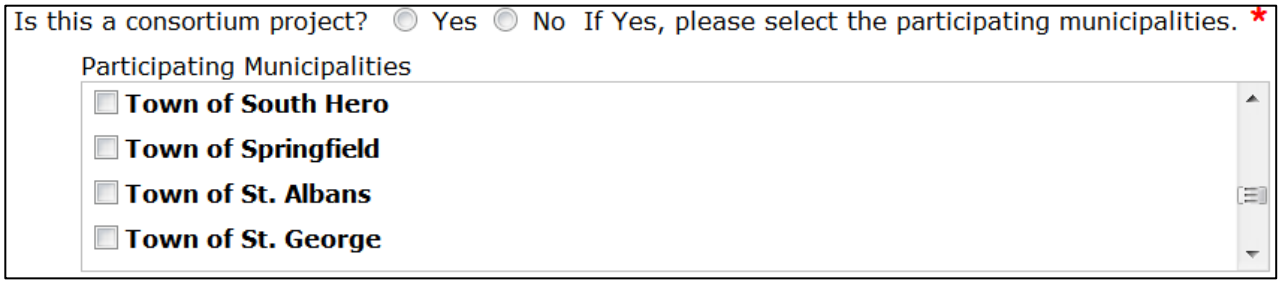


Consortium

If applying as a consortium, mark yes and then mark each applicable municipality checkbox in the list labeled 'Participating Municipalities'.

A consortium is formed when two or more municipalities submit a joint application with one municipality agreeing to serve as the lead grantee. See the Program Guide for **Consortium Guidelines**.

Screenshot from Executive Summary form in Application



Chief Executive Officer

List the name and title of the elected Chief Executive Officer (CEO) of the municipality. In the case of a joint application, it is the name of the lead applicant's CEO that should be entered. For those municipalities with a municipal manager or administrator, this person can act as the CEO if so authorized by the elected governing body (city council, board of selectmen or trustees) to act on behalf of the municipality.

Contact Person

Please provide the name of the person designated to be your day-to-day contact for the VCDP with respect to the application. This person shall be responsible for:

- keeping all applicant partners advised as to application progress and communication with the VCDP
- providing the VCDP information as may be needed during the application review process
- securing decisions from the applicant(s) and others involved with the project with respect to any issues about the project which may arise during application review
- coordinating the presentation to the CD Board.

Person who prepared this application

If we have questions or need clarification, it is a big help to have the name of the person who did the work of putting together the application. If the Contact Person did the work, just indicate that this is the case.

Estimated Project Funding

This section automatically populates based on the budget pages that you fill out in the online system. No dollar amounts will appear in this field until you have built your budget pages and saved this page.

Subgrantee and Borrower

If your project involves a subgrant or loan, the legal name, complete address, DUNS# and Federal ID# for the subgrantee and borrower are required. Select N/A if your project does not have a Subgrantee or Borrower.

National and State Objectives

Screenshot from the National and State Objectives form in the Application

State Objective

State Objective *

- ☐ Housing
- ☐ Economic Development
  - The loan will be For: ○ Profit Borrower ○ Non-Profit Borrower
- ☐ Public Facility
- ☐ Public Service

Each proposed VCDP activity must meet at least one state objective. The State Objectives are:

- *Housing - Conserve, expand, and improve housing.
- *Economic Development - Create and retain jobs.
- Public Facilities - Improve public facilities in support of housing or economic development activities, provides other public benefit or where there is a threat to the public health and safety.
- Public Services – Provide services that support job creation and/or retention, support family self-sufficiency, support housing, or assist persons with special needs.

* A credit analysis is required by an Independent Third Party. For more information, please contact your **CD Specialist.**

National Objective

Screenshot from the National and State Objectives form in the Application

Each proposed VCDP grant must meet at least one National Objective established by the Federal Act. The National Objective claimed must be fully supported and, in some cases, the Agency should pre-approve your approach for meeting the objective. The National Objectives are:

- **Low-Moderate Income (LMI)** - Provide a benefit primarily to persons with Very Low, Low and Moderate Incomes.

  If you propose to meet the National Objectives by serving persons of very low, low, and moderate income, please bear in mind that you will be required to document that the project has achieved the proposed benefit within the grant period by demonstrating that at least 51% of the individuals served are persons of very low, low or moderate income.

- **Slums & Blight** -Eliminate a slum or blighted condition. Elimination of a slum or a blighted condition on a spot or area basis is a means to provide benefit under the Federal Act. However, only limited funds are available due to statutory requirements dictating the amount of funds that must meet the low- and moderate-income national objective.

  For further information on qualifying as a Slums and Blight project refer to the **Criteria for Slums and Blight.**

  The pre-qualification request submitted to the Agency needs to be uploaded to the system.

- **Urgent Need** - Meet a condition that recently became an urgent need. Addressing a community's urgent need may provide benefit under the Federal Act. However, only limited funds are available due to statutory requirements dictating the amount of funds that must meet the low- and moderate-income national objective. For further information refer to the **Code Federal Regulations 24 CFR 570.483**.

  The signed "**Urgent Need Certification Form**" needs to be uploaded to the system.

Basis of LMI determination

A brief overview of LMI Determination is provided below. Most projects will require the grantee to perform income surveys or other means of documenting the income level of households or families benefiting from your project. In some specific projects using "Limited Clientele" and "Area-Wide Benefit" as the basis of LMI determination may be appropriate. In these cases, it is predetermination that proposed benefit will be met, and may simplify, to some extent, a grantee's benefit documentation obligation.

Screenshot from the National and State Objectives form in the Application

NOTE:
For housing projects count the number of households and persons as beneficiaries. For economic development, public facilities, and public services projects count the number of persons as beneficiaries. For any Counseling Advocacy Services (Including Housing Counseling) enter the number of persons served under Public Service. If unclear how to fill out beneficiary data, please contact your CD Specialist.

	Housing (households)	Housing (persons)	Econ. Devel. (persons)	Public Facility (persons)	Public Service (persons)	Total
Number of beneficiaries less than 30% of median income	6					6
Number of beneficiaries between 30% and 50% of median income	7					7
Number of beneficiaries between 50% and 80% of median income	6					6
Sub-total of LMI beneficiaries	19	0	0	0	0	19
Number of beneficiaries over 80% of median income	19					19
Total beneficiaries	38	0	0	0	0	38
Percentage of LMI beneficiaries	50%	0%	0%	0%	0%	**50%**

Basis of LMI determination *

- [x] L/M Area Benefit
  - ( ) Income Certification Survey
  - (•) Area-Wide Communities and Census Tract greater than 51% LMI, Contact CD Specialist
- [ ] L/M Limited Clientele
  - ( ) Income Certification Survey
  - ( ) Presumed LMI
    - [ ] Abused Children
    - [ ] Battered Spouses
    - [ ] Elderly Persons (62 years and older)
    - [ ] Severely Disabled Person
    - [ ] Homeless Person
    - [ ] Illiterate Adults
    - [ ] Persons Living with AIDS
    - [ ] Migrant Farm Workers
  - ( ) Pre-Qualified LMI Through Other Program
    - [ ] Headstart Program
    - [ ] Medicaid
    - [ ] SSI
    - [ ] Hot-Lunch Program
    - [ ] Early Education Program
    - [ ] Other-Contact CD Specialist
- [ ] L/M Housing
  - [ ] Income Certification Survey
- [ ] L/M Jobs
  - [ ] Income Certification Survey

L/M Area-Wide Benefit

A project which will provide Area-Wide Benefit will provide public services or public facilities to a target area which is demonstrated to have a population of at least 51% low- and/or moderate-income persons. An area benefit activity is an activity that is available to benefit all the residents of the target area. Typical area benefit activities include: water-sewer lines and neighborhood facilities. For further information, see **HUD LMI area wide map** or contact your **CD Specialist.**

Limited Clientele

A project that serves a Limited Clientele is one in which direct benefit is provided to one or more groups of persons who have been documented or are presumed, under HUD regulations, to be of low- and/or moderate-income. Activities which benefit all residents in an area, involve the acquisition, construction or rehabilitation of property for housing, or provide benefit through the creation or retention of jobs do not qualify as limited clientele activities.

Under Limited Clientele there are three ways to document benefit (serving persons of which at least 51% are very low, low or moderate income):

1. Presumed Low/Moderate Income: proposed beneficiaries are included in the list of categories of persons in **24 CFR Section 570.483(b)(2)**. These categories include the following: abused children, battered spouses, elderly persons 62 years and older, severely disabled persons, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.

2. Pre-qualified: proposed beneficiaries are not included in the presumed list above, but secondary data submitted by the applicant to VCDP clearly demonstrates that the intended beneficiaries are income eligible through their participation in some other income eligibility program such as Headstart, Medicaid, etc.

3. Completion of Income Surveys: Proposed beneficiaries that do not qualify as presumed or pre-qualified need to complete family income surveys. See the **VCDP Resources** page of the Departments website for links to the most current HUD Income Guidelines and HUD Income Survey Forms to use for documenting benefit. Select the correct form based on your project type housing, economic development, public facility, or public service.

L/M Housing or L/M Jobs

If benefit for your project cannot be pre-determine, you will need to be prepared to perform income surveys or other means of documenting the income level of households or families benefiting from your project. Please go to the **VCDP Resources** page of the Departments website for links to the most current HUD Income Guidelines and HUD Income Survey Forms to use to enter your community income limits and then select the appropriate VCDP Income Survey Form based on your project.

Grantee Roles and Capacity

Screenshot from the Grantee Roles and Capacity form in the Application

****THE INFORMATION PROVIDED IN THIS FORM IS REQUIRED TO BE UPDATED IN THE EVENT OF, AND AT THE TIME OF, ANY CHANGES TO RESPONSIBLE PERSONNEL****

Please complete as fully as possible, identifying personnel as they pertain to the Municipal, Subrecipient, and/or Borrower. If the role listed is non-applicable for your project, please indicate so by listing N/A in the Name and Title columns, except for all roles/tasks listed under "7. Financial Management at the municipal level", as these roles are required for all projects.

The Municipal Authorizing Official (MAO) is responsible for authorizing all personnel needing to be attached to the grant in GEARS. Please have the MAO email cindy.blondin@vermont.gov or contact Cindy Blondin at 802.828.5219 with the list of names of the individuals that need access to the grant and the appropriate role (link to listing of roles) they should have in order to complete the work they are responsible to do for the grant.

PLEASE NOTE: For any services that you anticipate paying for with VCDP funds that have a contract over $3,000, must be procured for properly. If you have any questions about the required procurement process, please consult the guidance provided in the Grants Management Guide and contact Joe Le Clair at Joseph.LeClair@vermont.gov.

ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	Do you anticipate this service being paid for with VCDP funds?
1. Project Application Management/Preparer	Steven Mackenzie *	MAO *	○ Yes ○ No ◉ Unsure ○ N/A *
2. Environmental Review Preparer	Quin *	Mann *	○ Yes ○ No ◉ Unsure ○ N/A *
3. Architect	N/A *	N/A *	○ Yes ○ No ◉ Unsure ○ N/A *
4. Engineer	N/A *	N/A *	○ Yes ○ No ○ Unsure ◉ N/A *
5. Project Manager (Contact for project progress during implementation, start to finish)	Steve Mackenzie *	MAO *	○ Yes ○ No ◉ Unsure ○ N/A *
a. Preparation of Progress Reports	Phil Meup *	Treasurer *	○ Yes ○ No ◉ Unsure ○ N/A *
b. Review/submission of Progress Reports	Steve Mackenzie *	MAO *	○ Yes ○ No ◉ Unsure ○ N/A *
6. Historic Preservation Consultant(s)	Caitlin *	Corkins *	○ Yes ○ No ◉ Unsure ○ N/A *

Program Management

Every project budget (other than those for planning grants) must include management of the project. Program management activities are directly related to accomplishing program tasks specific to the project being funded. Typical program management activities include clerks of the works, compliance with Davis-Bacon requirements, permit compliance, engineering and architectural services, among others. When completing the Program Management and General Administration screen please indicate who will be responsible for these activities; if names are not known please list the function/role.

General Administration

General Administration activities relate to the overall management of the VCDP grant. These functions are common to any VCDP grant and include financial management, progress reports, requisitions, procurement and final program reports/closeout, among others. When completing the Program Management and General Administration screen please indicate who will be responsible for the General Administration, if names are not known please list the function/role.

Note: All administrative services and professional services contracts between Grantees and Program Administrators must comply with the VCDP **"Sample Contract for Administrative Services and Program Management"** contained in the VCDP Grants Management Guide. Payment under such contracts may only be made for "necessary and reasonable" costs that are invoiced and supported by appropriate documentation that identifies the specific personnel, time worked for each project, and rate being charged.

Procured According to VCDP Standards

Goods and services, such as buying supplies, retaining design professionals and awarding construction contracts are all subject to procurement procedures. The appropriate method for any given product or service is dependent on the estimated cost or price, whether the procurement is for a service or product, the type of contract to be utilized, whether the service or product is unique, whether there is any eligible, qualified competition. The key element of procurement is that the entire process provides for full and open competition.

For guidelines and specific procurement methods refer to **Procurement on webpage for the Grants Management Guide**.

Environmental Review Release

You must secure an Environmental Review Release letter from the Agency prior to obligating any funds, such as going out to bid for or offering construction contracts, and requisitioning VCDP funds. The exception is that general administration costs such as preparing the Environmental Review, engineering work, architectural work, or environmental reports prepared by environmental consultants (e.g. Phase I Environmental Site Assessments) may be incurred prior to approval and completion of the Environmental Review; however, should you get awarded for this project and intend to be reimbursed for these activities, you must obtain prior approval from Grants Management Staff and follow procurement. Any questions regarding the procurement process should be directed to **Joe LeClair** at (802) 828-5226. All ER forms are available in the Online Grants Management System. No HUD or non-HUD funds may be committed, nor can any legally binding agreements (e.g. contracts) be made prior to the release of the ER— unless they are for planning related activities associated with the completion of the ER. This means that one cannot go out to bid for any activities other than for planning related activities. Additionally, this means that no construction related work can begin until after the completion and approval of the ER. Commitment of funds prior to the release of the ER will disqualify a project from receiving a Grant Agreement. Issuance of a Grant Agreement will not take place until the ER Release Letter is issued. For any questions on the ER process, please contact the Environmental Officer, **Quin Mann**, at (802) 828-1357.

Project Description

Applicants are required to provide a detailed description of their projects, including the service area, location maps, floor plans, photographs, and floodplain documentation from the **FEMA Map Service**.

Service Area

Indicate the area/region your project will service. This can be as small as a neighborhood in your town or could encompass a county or larger region.

Floodplain

Screenshot from the Project Description Form in the Intelligrants Application

g) Is any part of the project located in a flood plain? ◯ Yes ◯ No
If only part of the project is located in a flood plain, please clarify what part is in the flood plain.

Under the Environmental Review process, an assessment must be made as to the impact the project may have to a designated floodplain. Contact the relevant town clerk, regional planning commission, or the **FEMA Map Service** to obtain a copy of the floodplain map covering your project area. If the project is located within a designated floodplain, you will be required to demonstrate that there is no practicable alternative to the location of the project **(See 24 CFR 55.10)**.

8 Step Process for Floodplain Management

To demonstrate that there is no practicable alternative, the **8-Step Decision Making Process** (8-Step) must be completed as part of the project's Environmental Review. The 8-Step Process involves an early public notification with a 15-calendar day comment period, evaluation of alternatives, identifying direct and indirect impacts to the floodplain, and an additional public notification of determination of "no practicable alternatives" with a seven-calendar day comment period. Please contact the Environmental Officer, **Quin Mann**, at (802) 828-1357 for more information and guidance on this process.

Designated Downtown/Village

Screenshot from the Project Description form in the Application

h) Is the project located in a designated downtown or designated village center as determined by the Downtown Development Board?
◯ Yes ◯ No
If no, is it located in a downtown? ◯ Yes ◯ No*
If only part of the project is located in a designated downtown, designated village center or simply in the downtown, please clarify what part.

Towns and villages that receive downtown/village designation are eligible for a number of benefits, including tax credits, loans and grants from various state agencies, and priority consideration from other state programs and agencies. To find out if your town/village is designated or to find out how to become designated, please contact the **Downtown Program**.

Common Application

Screenshot from the Project Description form in the Application

i) If your project is a housing project and you have completed a Common Housing Application for VHCB or VHFA please attach your Common Housing Application.

Note: If you feel you have fully addressed any of the VCDP application questions in your Common Housing Application, please cite where (page & question number) in the Common Application the answer can be found for each question.

If you have completed a Common Housing Application for VHCB or VHFA please attach your Common Housing Application. If you feel you have fully addressed any of the VCDP application questions in your Common Housing Application, please cite (page & question number) where it can be found within the Common Housing Application.

Environmental Review Identifier Number

If you have not yet started an Environmental Review for your project, please contact **Quin Mann**, Environmental Officer at 828-1357.

j) Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project.
Please Note: Completion of the Environmental Review is not required before submitting an application, but it is critical that you have a handle on what environmental review components may impact your project's timeline/budget in order to properly represent the budget and timeline in the project's application

*

Budget

Screenshot from the Project Budget form in the Application

Activity	IG-Residential Rehabilitation Single Housing *
VCDP Amount Requested	$12,000 *
Activity Total	$12,000

Consider the scope of your budget and those dollars needed to fund all activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities to be funded through your budget, whether by VCDP or Other Resources. Please note: all projects must include General Administration. Also, all Cash-In-Kind contributions must have an associated dollar value.

Activity

Each activity of the project needs to be itemized in the budget. Please note, each activity in the budget is a separate form. Use the directions on the top of the budget form to build your budget in the online system. As a reminder, make certain you identify how these budget amounts were determined and attach the supporting documentation. If you are basing your information on prior experience, please provide the cost information from that prior experience. Please see the following link for guidance as to **eligible program activities.**

Budget Considerations for General Administration

Every project must include funds related to General Administration. These are costs relating to the overall management of the VCDP grant. These activities would be common to any VCDP grant and include environmental review, financial management, progress reports, requisitions, procurement, final program reports/closeout, among others.

1. Up to eight percent of the VCDP request (not the total project cost) for all grant types and projects, other than scattered site housing developments, *may* be budgeted for General Administration activities. If this amount calculates to be less than $5,000.00, the grantee can request up to $5,000 provided it does not exceed 12% of the VCDP request. However, AM projects are limited to 8%, even if this results in an amount less than $5,000. More than 8% may be allowed, on a case-by-case basis, provided the applicant demonstrates that a larger amount is necessary for the project.

2. Up to twelve percent of the VCDP request *may* be budgeted for General Administration activities for regional scattered site housing loan programs and regional small business loan programs.

Please be aware that any unexpended General Administrative funds may not be used for other grant agreement budget line items and must be returned to the Agency. An exception may be made by the VCDP under limited circumstances. See Program Guide for additional information on **General Administration.**

Budget Considerations for Program Management

Every project budget (other than those for Planning Grants) must include funds related to Program Management. VCDP funds or other funding sources may be used for what the VCDP refers to as "Program Management activities." Program Management expenses are directly related to accomplishing program tasks specific to the project being funded. Program Management activities differ from project to project. Typical program management activities include clerks of the works, compliance with Davis-Bacon requirements, permit compliance, engineering and architectural services, among others. See Program Guide for additional information on **Program Management, Fair Labor Standards and Davis-Bacon Wage**.

The amount of federal funds used for General Administration and Program Management of the grant must be "necessary and reasonable" for the proper and efficient performance and administration of the VCDP award. In order to be charged to the VCDP grant, all General Administration and Program Management costs must comply with **OMB Circular A-87** and **Agency Procedures.**

*Other Budget Considerations:

Pre-Award Costs

Applicants who receive an award may be reimbursed through the Grant Agreement for pre-award costs such as the fees charged by professionals (architects, engineers, archeologists, lawyers, etc.) in the preparation of the applications with pre-approval from VCDP staff. Such costs will not be reimbursable to applicants who do not receive an award. These costs should be clearly identified in the application.

Other Resources

Screenshot from the Project Budget form in the Application

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Already Uploaded
						Browse...	☐
						Browse...	☐
						Browse...	☐
						Browse...	☐
						Browse...	☐

The VCDP expects all applicants to explore all potential funding resources including local capital campaigns. These efforts will bear on the competitiveness of an application. A revolving loan fund controlled by an applicant should be considered as a funding source. Applicants will be expected to explain why a municipally-controlled revolving loan fund is not a source of funds for the project in those cases where such a fund exists. *Please note that communities with an inactive VCDP/HUD funded Revolving Loan Fund (RLF) must commit at least 20% of the RLF balance on hand when applying for any VCDP Grants. Committed funds may be in the form of a loan or grant to the project.

In addition, communities are expected to provide financial support in the way of donated general administrative or program management services, waiving or reducing connection or local permit fees, or other cash-in-kind contributions relevant to the project or explain why such support is not possible. Cash-In-Kind contributions should be calculated, and a dollar amount included.

The application must include documentation for the status for every funding source included as Other Resources. There are several very important factors to keep in mind when providing evidence of the commitment of funds from other sources. These include:

- The commitment must still be firm when the money is needed.
- You must be able to comply with all conditions placed on the commitment.
- The commitment cannot be dependent on events beyond the control of the applicant

Identify each resource individually and upload or mail its supporting documentation.

* Important information to know if you are creating a:

Housing Project Budget

Direct assistance for a housing project will be structured in the form of a grant or loan based on the needs and circumstances of the project. VCDP may request documentation, e.g., operating budget, pro-forma, etc., to justify a request for VCDP funds to be structured as a grant. For a project structured as a loan, it may be deferred based on the needs of the project. The terms and conditions for the loan are negotiated between the municipality, the borrower and the Agency. They must be reasonable and appropriate for the project and comply with the Agency grant agreement. VCDP funds must be adequately secured by the assets of the borrower.

Consider the scope of your budget as those dollars needed to fund all activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities to be funded through your budget, whether by VCDP or Other Resources.

Economic Development Project Budget

Direct assistance to a for-profit entity for economic development projects must be in the form of a loan. Loan terms will be reviewed and approved by the Agency on a case by case basis. VCDP will allow more flexible loan terms to include loans from 0% to 2% and allow deferred loans. The objective of the loan terms will be to sufficiently assist the project to achieve the benefits of the program (job creation or retention), to provide the best loan collateral possible to the municipality, and to provide for the repayment of the loan as quickly as possible without jeopardizing the viability of the supported business (borrower). VCDP funds must be adequately secured by the asset of the borrower. A grant to a non-profit to assist a for-profit entity must be approved by the Agency.

Consider the scope of your budget as those dollars needed to fund all activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities to be funded through your budget, whether by VCDP or Other Resources.

Public Facilities Project Budget

Consider the scope of your budget as those dollars needed to fund all activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities to be funded through your budget, whether by VCDP or Other Resources.

Public Services Project Budget

Consider the scope of your budget as those dollars needed to fund all activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities to be funded through your budget, whether by VCDP or Other Resources.

How to Create a Budget Summary

Now that you have entered each activity into the forms of your budget, you can automatically generate a budget summary by using the report located at the bottom of the VCDP Application Menu – Forms, under the heading reports – VCDP Project Budget and Other Resources.

Screenshot from VCDP Application Menu - Forms

This report takes each budget form in the application and brings them all together in one place in order to see a summary and a total for all project activities.

Click on the VCDP Project Budget and Other Resources link. This will open a new window and the budget summary will appear on the screen. If you would like to export the budget to Excel – select Excel for the export results to and hit the Execute button at the top.

Screenshot of the VCDP Project Budget and Other Resources:

Application Number	Municipality	Title
IG-2016-Pownal-00001 1	Town of Pownal	Project Budget and Other Resources

Other Resources	Funding Source	Type	Amount	Status
Efficiency Vermont (EVT) - test4	Federal		$500	In-Hand
Municipal Contribution (MUNI) - test5	State/Local		$500	In-Hand
Rehabilitation Investment Tax Credit (RITC) - test2	State/Local		$500	Committed
Rural Development (USDA-RD) - test3	Federal		$500	Pending

Activity	Program Area	Code	VCDP Amount	EVT	RITC	USDA-RD	MUNI	Total Activity Costs
Acquisition - Real Property	Public_Facilities	1001	$1,000					$1,000
Demolition - Clearance	Public_Facilities	1016	$1,000					$1,000
Lead-Based Paint Abatement	Public_Facilities	1024	$1,000					$1,000
Brownfield Clean Up	Public_Facilities	1032	$1,000					$1,000
Adult - Day Care	Public_Services	2030	$100					$100
HomeShare	Housing	3025	$500	$500	$500	$500	$500	$2,500
Electrical Lines/Hook-Ups	Housing	3031	$500					$500
Individual Development Accounts	Economic_Development	4026	$500					$500
Training - Education	Economic_Development	4027	$500					$500
Brownfield Clean Up	Economic_Development	4032	$500					$500
Total Costs			$6,600	$500	$500	$500	$500	$8,600
Percentage of Total			77%	6%	6%	6%	6%	

Narrative

The Narrative is organized in a manner to identify all information that is critical to the CD Specialist's analysis and to the VCDP Board review of your application. The information requested allows for evaluation of your project with respect to VCDP requirements and provides information to assist the VCDP Board when evaluating the competitiveness of your application in your funding cycle.

Please provide a response to each and every question. If a question does not apply to the project, answer "N/A." We strongly suggest you copy and paste your answers to each question from a word processing system directly into each text box. This will help avoid any spelling, grammar, or punctuation errors. There are no size limitations in the text boxes.

Please do not use any special formatting if you are cutting and pasting from a word document. The Online Grants Management System will not recognize bold or italicized font, bullets, tables or tab indentations. The use of formatting could make generating a PDF of your document a challenge.

You may attach any supporting document(s). Each text box will allow for a single uploaded document. If you wish to add additional documents, please make reference to the uploaded document in the text box and attach it using the Application Attachments form. Each document should be uploaded and saved.

Priorities of the Consolidated Plan

Each project must meet at least one of the priorities indicated in the Consolidated Plan. Due to the critical and on-going need for the creation and retention of quality jobs and housing throughout Vermont, for the period of 2017-2018, the highest priority for VCDP funding will be housing and economic development projects. In your response please speak to how your project meets the priorities in the **Consolidated Plan.**

Regional Needs - Housing

All housing projects will be evaluated based on the regional need and the ability of the proposed project to address that need. Applicants should review the **2015-2020 Vermont Housing Needs Assessment** and respond accordingly.

Priorities of the Regional Plan

Most projects have impacts beyond the borders of the applicant municipality. Your response to this question should indicate the regional goal(s) that the project is meeting and how the project meets the goal(s). Additionally, the implications of the project must be considered, and a written statement that the project is not at odds with the ongoing regional initiatives must be provided from the regional commission(s).

Comprehensive Economic Development Strategy (CEDS)

Please confirm with your local Regional Development Corporation that your region has an approved CEDS and that your project is consistent with it.

Documenting Benefit

If you propose to meet the National Objectives by serving persons of very low, low, and moderate-income through job creation or retention or by providing housing, please bear in mind that you will be required to document that the project has achieved the proposed benefit within the grant period by demonstrating that at least 51% of the individuals served are persons of low- or moderate-income.

Individuals with very low, low and moderate incomes have incomes at or below 80% of the area median income (AMI). HUD's Income Limits for Family by Size provides guidance on income limits and median income levels by county for Vermont. For more information, see **Documenting Benefit** section of Program Guide.

Project Review Sheet

Each project must understand the required state and local land use permits. Attach a completed project review sheet with your application as verification that you have investigated required permits. The project review sheet can be obtained through your local permit specialist or access it on the **Vermont Department of Environmental Conservation's website on permit assistance.** Please review it and contact your **CD Specialist.**

Project Need

Questions 1-12 of the application form the basis of the staff analysis of your project. The VCDP Board relies, to a large extent, on staff analysis to make funding recommendations. An organized, complete narrative, with appropriate supporting documentation, is critical to a full and fair analysis of your project. All VCDP-funded projects must meet a well-documented need.

There is a space below each text box to attach a supporting document if needed. Only one document can be uploaded per question. Please be sure to label attachments clearly. If you need to attach more than one document use the Application Attachments form and include a sentence in the text box indicating the name of the additional attachment, the information it contains and that it has been uploaded to the Application Attachments form.

The project must meet a documented community need.

Project Need is Well-Documented (e.g., studies, updated data, etc.)

1. Describe the need for this project.

*Back up your statement with studies, research and data. Avoid generalized statements with no substantial data or evidence.

2. Describe the manner in which the need was determined (cite relevant data and attach any studies or information to support this need).

There is not a more appropriate solution than the one presented.

3. a. Describe why this is the best approach to meet the need described in #1 above, and how your proposal will meet this need.

   b. Identify other approaches that were considered and explain why they were not pursued.

*Clearly indicate all other alternatives that were explored and investigated as alternatives. Summarize the options and outcomes of your investigation.

4. If your project involves workforce education and training, describe the extent to which other state and/or federal training funds are being utilized. If project is ineligible for such funds, please explain and provide documentation. If not applicable select N/A.

All appropriate funding sources have been sought.

5. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.

*Cite all other sources that have been pursued. Be sure to include any other applications that were made to other funding sources. If they were not funded, please indicate reasons and explain why other funding is not applicable to this application.

6. Explain the level of municipal government support.

*If the town is not providing any financial support for the project or any Cash-in-Kind services, please explain why.

How well the project meets a Consolidated Plan goal.

For specific information about the Consolidated Plan refer to the **VCDP Application Instructions** and **Program Guide** or contact your **CD Specialist.**

7. Describe how your project meets the goals of the **Consolidated Plan** and identify the strategies that will be employed to meet those goals.

Is the project consistent with the local Municipal Plan?

8. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.

*the letter should come from a person at the municipality who has a right to act on behalf of the municipality. This could be a municipal official or chair of the planning commission.

Is the project consistent with the regional plan?

9. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed.

*the certification should come from a person at the **Regional Planning Commission**.

10. If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support. Please describe the regional support. If not applicable select N/A.

Degree of health/safety risks to beneficiaries

11. If applicable, describe how this project directly addresses a health or safety issue for the intended beneficiaries. If not applicable select N/A.

*Health and safety issues include potable water supplies, eradicating homelessness and poverty, lead paint abatement, handicap accessibility, crime prevention, providing increased health and wellness services, etc. If you are unsure how to answer this question, please contact your **CD Specialist.**

Timing Pressures

12. Please describe, if applicable, any issues that make funding of this project time sensitive. If not applicable select N/A

*Please address if you have closing dates, contract with time limits, other funding that is dependent on VCDP funds, cost estimates with expiration dates, or other factors that may apply.

Project Impact

Questions 13-19 of the application form the basis of the staff analysis based on your description of the project's impact. The VCDP Board relies, to a large extent, on staff analysis to make funding recommendations. The factors below relate to how well the project meets the National Objective, as well as its impact on the community. An organized, complete narrative, with appropriate supporting documentation, is critical to a full and fair analysis of your project.

There is a space below each text box to attach a supporting document if needed. Only one document can be uploaded per question. Please be sure to label attachments clearly. If you need to attach more than one document use the Application Attachments form and include a sentence in the text box indicating the name of the additional attachment, the information it contains and that it has been uploaded to the Application Attachments form.

Project Outcomes

13. These numbers will automatically populate from the data entered in the National and State Objectives section.
    Number of beneficiaries less than 30% of median income
    Number of beneficiaries between 30% and 50% of median income
    Number of beneficiaries between 50% and 80% of median income
    Sub-total of LMI beneficiaries
    Number of beneficiaries over 80% of median income
    Total Beneficiaries

    *You may need potential beneficiaries to complete an income survey for this application in order to determine incomes. See the **VCDP Resources** page of the Departments website for links to the most current HUD Income Guidelines and HUD Income Survey Forms for your community income limits and then select the appropriate VCDP Income Survey form based on your project type housing, economic development, public facility, or public service.

14. Explain how benefit numbers were determined /projected? (Must be filled out if LMI was selected as a National Objective)

*You must clearly indicate the method that was used to determine benefit numbers. We want to see reasonable and achievable projections for the number of people that will benefit from your project.

The Longevity of the Benefit

16. Please provide the plan to establish capital and operating reserves, and also address the ability to meet all loan payments. If there is no need to have a capital or operating reserve, please explain. If there will be no loans, please note this.

    *Be sure to include information regarding any affordability covenants. Clearly show that the program can support its operating costs, debt and has adequate Capital Needs Reserves.

Level of beneficiary involvement in the development of the project, as appropriate

17. Describe how persons of low- and moderate- income were involved in the development of this project. How have they shown support?

    * Describe any planning meetings, resident meetings, or surveys that have been done. Describe what methods of communication were used to communicate the goals of the project and how you collected input from persons of low and moderate incomes.

How well the project indirectly impacts the community and/or additional LMI people.

18. Describe the indirect impact to the community and other LMI beneficiaries that may be indirectly served by the project.

19. Describe the organization's plans and tools to achieve the State's goal of making available at least 15% of the units in your portfolio to those who are homeless.

    *A housing rehab project may preserve housing for 10 existing residents (Direct Benefit) of the facility but may positively impact the community (Indirect Benefit) by retaining affordable housing in an area that has very little. The indirect benefit could also be related to neighbors and adjacent properties, future employees, generations, etc.

Project Feasibility

Questions 20-31 form the basis of the staff analysis of your project's feasibility. The VCDP Board relies, to a large extent, on staff analysis to make funding recommendations. An organized, complete narrative, with appropriate supporting documentation, is critical to a full and fair analysis of your project. The project and its proposed benefit must be feasible. The following factors will be considered in order to gauge project feasibility:

There is a space below each text box to attach a supporting document if needed. Only one document can be uploaded per question. Please be sure to label attachments clearly. If you need to attach more than one document use the Application Attachments form and include a sentence in the text box indicating the name of the additional attachment, the information it contains and that it has been uploaded to the Application Attachments form.

Readiness to start within six months of the award.

20. Are there any deed restrictions on the use of the property or impediments to clear title?

    *If the project involves the acquisition of property, a purchase option agreement should be in hand with a closing date soon after the award date. For additional information see the Departments webpage on **Environmental Review**.

21. If the project depends upon easements or rights-of-ways, please submit documentation that these have been secured or will be secured within six months. If not applicable select N/A.

22. If control of the site involves voter approval, please explain how and when you expect to obtain that approval? If not applicable, select N/A.

23. Please identify the federal, state and local land use permits which will be required for your project and when you expect such permits to be issued. (Attach a complete **Project Review Sheet from Department of Environmental Conservation**). If not applicable, select N/A.

24. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source. If not applicable, select N/A.

Benefit/Timeframe Feasibility

25. If there is need for a marketing plan to advise potential users of the services that would be provided through the grant, provide a summary and attach a copy of this plan. If not applicable, select N/A.

    *this should include how you market units that are designed for wheelchair users or units that are designated as sensory accessible.

26.
    a. Provide a project time line. Include dates for the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts, achieving Benefit, and any other key dates for actions to carry out this project.
    b. How was this time table determined?

27. What experience has the project developers had that is similar to this project?

Cost estimates are reasonably supported

28. Attach the following financial documents:
    a. Financial Statements (balance sheet and operating income and expenses) for most recent 3 years. If audits exist, submit them. If no audits, submit federal tax returns.
    b. Operating *pro forma* projected at least five years (three years for economic development projects) beyond the grant completion date. For housing projects with debt as part of financing package be sure the *pro forma* is projected for at least the term of the loan(s).
    c. Submit supporting documentation and/or assumptions to support the costs shown on the Application Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A.
    d. Submit supporting documentation and assumptions to support the operating *pro-forma*.

29. Despite best efforts and built in contingencies, please explain how cost overruns will be covered?

    *It is not enough to say that the estimates for your project are firm. Please discuss your capacity for gap financing or the availability of operating reserves.

Sustainability/Energy Efficiency

30. What sustainable practices and energy efficiency measures are being incorporated in your project? Will these measures result in the project achieving any green building designations or

energy efficiency certifications (such as LEED or Green Communities Standards)?

31. If your project involves site acquisition, include all appraisals completed within the last six months that pertain to the property.

    *Real estate appraisals are required when the project includes acquisition of real property in fee simple, a real estate lease where renewal options allow for extensions of 50 years or more or permanent easements. An appraisal will not be required where the owner is donating the property interest, or the property interest is determined to have a market value of less than $2,500 and the determination is documented and has been made by a person familiar with the local real estate market. The appraisal must be conducted on the property "as is," and may not be affected by any enhanced or decreased value to the property which may result from VCDP funding. Appraisals must be conducted within the six (6) months of the execution of the Purchase Option Agreement. Real estate appraisals must be conducted independently and impartially by a qualified appraiser and must be supported by analysis of relevant market information.

Economic Development Business Information

If your project involves assistance to a for-profit or non-profit business that is meeting VCDP LMI benefit through job creation or retention, the business must complete the Economic Development Business Information form in the application. The Agency will use this form for the purpose of demonstrating the necessity and appropriateness of the VCDP public assistance and the feasibility of the proposed job creation or retention. If you are not certain this applies to your project, please contact your **CD Specialist.**

Specific instruction on completing this form can be found in the **Business Analysis Instructions.**

Employment Plan

Screenshot from the Employment Plan form in the Application

Employer
Grantee

Employment Category	Description/Qualifications	Job Title	Wage/Salary Range		# FTE Jobs to Be Created/Retained	Present # FTE Employees
			From	To		
Managerial						
Professional						
Technical						
Sales						
Clerical						
Craftsman (Skilled)						

If your project involves assistance to a for-profit or non-profit entity that is meeting VCDP LMI benefit through job creation or retention, the entity must complete the Employment Plan form.

*Please note: if any part-time jobs will be created or retained, you must provide the average number of hours worked for each employment category or job title.

Municipal Resolution(s) and Regulations

Screenshot from the Resolution for Grant Application form in the Application

1. Does your community have a valid Municipal Development Plan in Accordance with 24 V.S.A. Chapter 117?*

Yes No

Date adopted (mm/dd/yyyy) (Note: automatically expires 5 years from date of adoption)

Date expired

2. Please select the appropriate Resolution for VCDP Grant Application Authority from below and print. Then the Legislative body must execute the resolution and upload or mail to DHCD.

Single Applicant

Lead Applicant of Consortium

Participating Applicant of a Consortium

Upload your Form here* Browse... Sent to DHCD

3. Does your community currently regulate development within the floodplain? *

Yes No

Upload a copy of your Flood Hazard Area Regulations. Browse...

A VCDP grant must go to a municipality or municipalities. Even if an organization or agency sponsors the project and prepares the application, final authority and responsibility rests with the municipality(ies). To be certain that the legislative body understands the obligations it will assume if the application is successful, the appropriate Resolution for VCDP Grant Application Authority must be adopted by the municipality(ies), signed by the legislative body(ies) and the original(s) are uploaded to the online application.

The municipality should select the most appropriate Resolution for the VCDP grant application. These forms are available in the online application:

- Single Applicant
- Lead Applicant in a Consortium
- Participating Applicants in a Consortium

The Legislative Body's Resolution is to certify that it -

- possesses legal authority to apply for the grant and to administer the program;
- applies for a grant under the terms and conditions of said program and agrees hereby to enter into **Certifications and Assurances found in the Grants Management Guide chapter on the Grant Agreement**.
- has a duly adopted and current Municipal Plan or Community Development Plan and that the project is consistent with the plan;
- has received documentation from the Regional Planning Commission that the project is consistent with the Regional Plan;
- has authorized a designated person to be the Contact Person to provide, on behalf of Applicant, all documents and information necessary for the completion of the application and to provide such coordination as may be necessary for the application; and
- is understood that, if the application is funded, the receipt of VCDP funds, as federal funds passed through the State of Vermont may require that an audit of the Applicant be conducted under the provisions of the Single Audit Act, as amended, and that VCDP funds may be used to fund only a limited portion of the audit cost.

It is important to note that -

- The only eligible applicants are Vermont towns, cities (except Burlington), and the incorporated villages chartered to function as general-purpose units of local government.
- By adopting and signing this resolution, the applicant is agreeing, if a grant is received, to comply with and enforce as required all of the laws, rules, executive orders and procedures enumerated in **Certifications and Assurances found in the Grants Management Guide chapter on the Grant Agreement**.
- The municipal plan must be adopted under the provisions of the State's Planning and Development Act **(24 VSA Chapter 117)**, must not have expired, and must include provisions covering economic development.
- The community development plan must be adopted by the legislative body after a properly warned public hearing, and notice provided to the planning commission if one exists.
- The implications of your proposal must be considered, and a written statement that the project is not at odds with ongoing regional initiatives must be secured from the regional commission or commissions if the project is in more than one region.
- This provision authorizes the Contact Person identified in the Executive Summary of your application.
- If the expenditure of federal funds during a grantee's fiscal year period is $750,000 or greater, the Agency will require an A-133 Single Audit. The costs of a Single Audit are eligible VCDP expenditures; however, a Single Audit is only on a pro rata basis. If the expenditure of federal funds during a grantee's fiscal year period is less than $750,000, the Agency will conduct a Review of Expenditure Documentation at no cost to the grantee.

Public Hearing

Screenshot from the Public Hearing Notice form in the Application

Public Hearing Notice

All of the pages that have been added to this section will appear in a drop down menu in the upper right side of this form opposite the menu bar. Use the GO button next to the drop down menu to navigate between the pages.

The public hearing notice must appear in a newspaper of general circulation in the area **at least 15 days prior to the date the hearing is held** and the public hearing notice must be held at least 5 days before the application is submitted to the Agency.

The TTY# in the print version is for persons who are hearing impaired, for more information go to www.vermontrelay.com.

For publication on or before [ ] (mm/dd/yyyy) *

Public hearing will be held

Time [ ] (hh:mm AM/PM) *

Date [ ] (mm/dd/yyyy) *

Street Address [ ] *

Please identify place and address of where copies of the proposed application will be available [ ] *

May be viewed during the hours of [ ] *

Special Accommodations Contact Person [ ] *

Special Accommodation Number To Contact [ ] (### ### ####) *

VCDP Funds [ ] *

Activities [ ] *

Copy submitted by [ ] *

Phone [ ] (### ### ####) *

Send tear sheet to [ ] *

Participating Grantees for Consortium [ ]

The municipality's legislative body must hold at least one public hearing, in an ADA accessible location, to provide residents with an opportunity to learn about the proposal and an opportunity to comment. The Federal Act requires that the development of projects carried out in whole or in part with VCDP funds, must involve citizen participation, especially low- and moderate-income citizen participation.

Complete the information called for on this form and save it. Once you save the information you can use the Print Version button at the top or bottom of your screen. This will create the Public Hearing Notice that can then be emailed or sent via the mail to a newspaper(s) of local circulation. Be sure to allow for the time it may take to have it published. Have the newspaper send a tear-sheet to verify the date of publication and upload a copy of it with your application ensuring that the date of publication is visible.

Notice Requirements

The public hearing must be held at least five days before the application is submitted to the Agency and the hearing notice must appear in a newspaper of general circulation in the area at least fifteen days prior to the date the hearing is held.

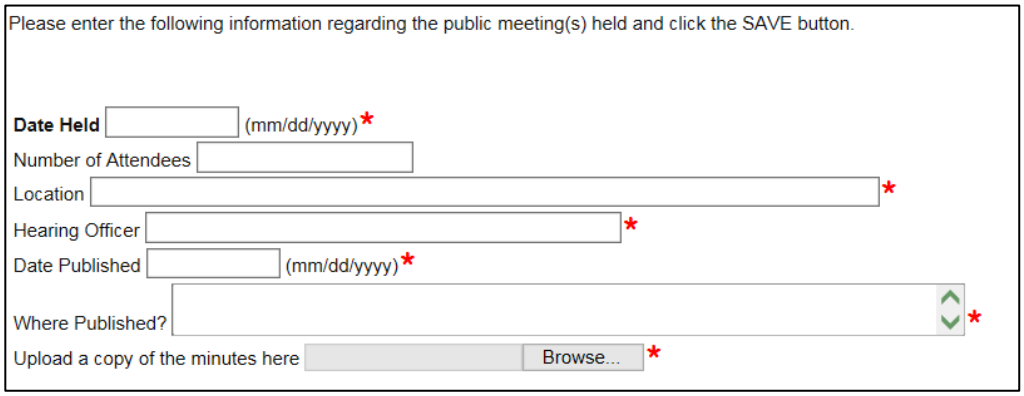
Please be sure to properly estimate the amount of VCDP funds you will be seeking. VCDP will require a new notice and hearing if the application amount is more than 10% higher than the warned amount.

Note: It is vital that the notice show that the hearing is being warned by the applicant's Legislative Body (of the lead applicant, in the case of a consortium).

Specifics for Consortium Projects: Each applicant municipality must hold a public hearing to allow its citizens to learn about the proposed project, ask questions and express their views. Consortium municipalities may hold their own hearing or combine meetings and notices with other consortium members, provided that doing so will comply with the spirit of the requirement and all citizens involved have adequate notice of the hearing and convenient access to its location. All potential member municipalities should be included in the notices even if some are unsure if they will finally become members of the consortium.

Minutes of the Public Meeting

Screenshot from the Minutes of the Public Meeting form in the Application

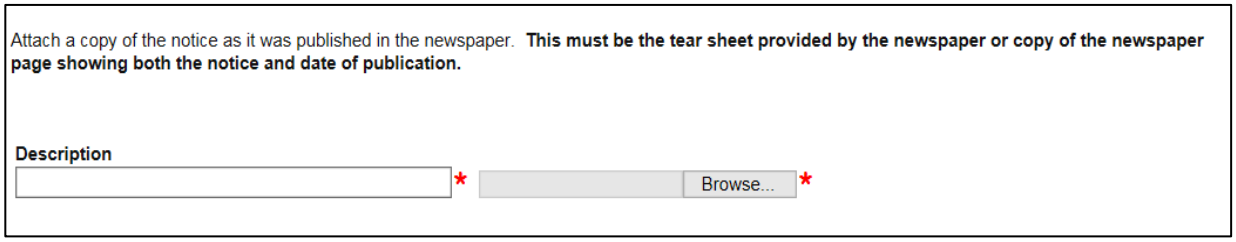

Please enter the following information regarding the public meeting(s) held and click the SAVE button.

Date Held (mm/dd/yyyy)*
Number of Attendees
Location *
Hearing Officer *
Date Published (mm/dd/yyyy)*
Where Published? *
Upload a copy of the minutes here Browse... *

A copy of the minutes kept at the hearing(s) must be submitted with the application. The minutes should indicate the date, time, and place of the hearing, the list of attendees, a brief description of what was presented and of any discussion that took place. If any written comments were received, this should be noted, and copies attached. The minutes should be dated and signed by the recorder and uploaded with the application.

Copy of the Public Hearing Notice

Screenshot from the Copy of the Notice form in the Application


Attach a copy of the notice as it was published in the newspaper. **This must be the tear sheet provided by the newspaper or copy of the newspaper page showing both the notice and date of publication.**

Description
* Browse... *

Be sure to obtain a copy of the tear sheet or page from the newspaper in which the Public Notice was published. Include this with the application by uploading the document.

Specifics for Re-Submittal of an Application

Applicants resubmitting an application for funding under this program should be aware of the following:

- A new public hearing is not required unless 1) more than six months has lapsed between the date of the last public hearing and the application deadline for the cycle under which the application is being resubmitted, 2) the project is significantly different from what was previously proposed, and/or 3) the amount requested is more than 10% higher than the amount in original notice.
- In terms of the application itself, a new application will need to be resubmitted and, in some cases, new Resolution(s) will need to be executed and submitted.
- If you add/revise anything from the previous application, be sure it is clear what is new and/or changed. It would be best to submit the application with an addendum that has the new information. Certification of Program Income/Unrestricted Revenue Available

Screenshot from Certification of Program Income/Unrestricted Revenue Available form in Application

Does the municipality currently have a revolving loan fund funded by previous VCDP or HUD-directed grants?* ○ Yes ○ No

Does the sub-grantee currently have a revolving loan fund funded by previous VCDP or HUD-directed grants? IF yes, click ADD button and complete a form for the sub-grantee's revolving loan fund.* ○ Yes ○ No

Note: If no to both questions, then completing remainder of the form is not required.

***Please note that communities with inactive (as defined by Agency Procedures) VCDP/HUD funded RLF's, must commit at least 20% of the RLF balance on hand when applying for any VCDP Grants. Committed funds may be in the form of a loan or grant to the project. For Planning Grants only, communities with inactive revolving loan funds will be required to commit 20% of the loan funds on hand or $7,500 (25% of the maximum $30,000 PG,) whichever is less.**

Municipality [ ]

Reporting Date [ ] (mm/dd/yyyy)

Check appropriate box

☐ Applicant

☐ Lead Applicant (consortium)

☐ Participating Applicant (consortium)

☐ NCDO/RLF Name [ ]

Income/Revenue Generated From VCDP or HUD Funded Grants

Schedule 1 Establishment of the Current Cash Balance

	Third Previous Fiscal Year	Second Previous Fiscal Year	First Previous Fiscal Year	Current Fiscal Year
(yyyy)				
Opening balance				
Plus total receipts during fiscal year				
Less total outlay during fiscal year				
Ending balance				
			Current balance as of [ ] (mm/dd/yyyy)	

Schedule 2 Establishment of the amount of Current Cash Balance that is Obligated (A legally committed liability to a third party through a purchase order, executed contract or a loan commitment letter; but not funds reserved or designated for a specific purpose)

Explanation of Obligation [ ]

Amount Obligated [ ]

Determination of what should be considered for use in this application

Current balance from Schedule 1

Less total of all Obligation from Schedule 2

Equals the amount potentially available

Amount of this that is committed to the proposed project [ ]

In addition to providing the current balance of your account, you will also be asked to provide information regarding the following:

- Describe how the funds were used during the past three years. Give the purpose including verification of eligible activity and amounts for each loan or grant.
- Describe the process used to "Obligate" in Schedule 1 from the amounts listed in Schedule 2. Include a copy of loan policies that govern the expenditure of revolving loan funds.
- Explain what loan payments are expected during the term of the proposed project(s), whether there will be balloon payments or other receipts of funds.
- Indicate whether or not there has been any consideration given to selling the loan portfolio on the secondary market. If so, when would that happen?
- Provide an explanation of any portion of the amount potentially available that is not being committed to the proposed project(s).

Certification of Program Income/Unrestricted Revenue Availability

Applicants that have received income from previous VCDP and/or HUD grants must include a history of such receipts for the previous three years, the current balance of such funds and what is anticipated to be received during the course of the proposed program. Describe how the funds are being used and indicate whether the funds are being committed to the proposed activities.

Revolving Loan Fund capitalized with VCDP or HUD funds

If your municipality has ever had one of the below types of grants that generated income, then it is possible that you have a revolving loan fund capitalized with VCDP or HUD funds:

VCDP Grant Types

- VCDP Implementation Grant (IG)
- VCDP Rapid Response Grant (RR)
- VCDP Community Improvement Grant (CI)
- VCDP Opportunity Program Grant (OP)
- VCDP Rural Development Action Grant (RD)

HUD Direct Grant Types

- HUD Urban Development Action Grant (UDAG)
- HUD Community Development Block Grant (CDBG)
- HUD Special Purpose Grants

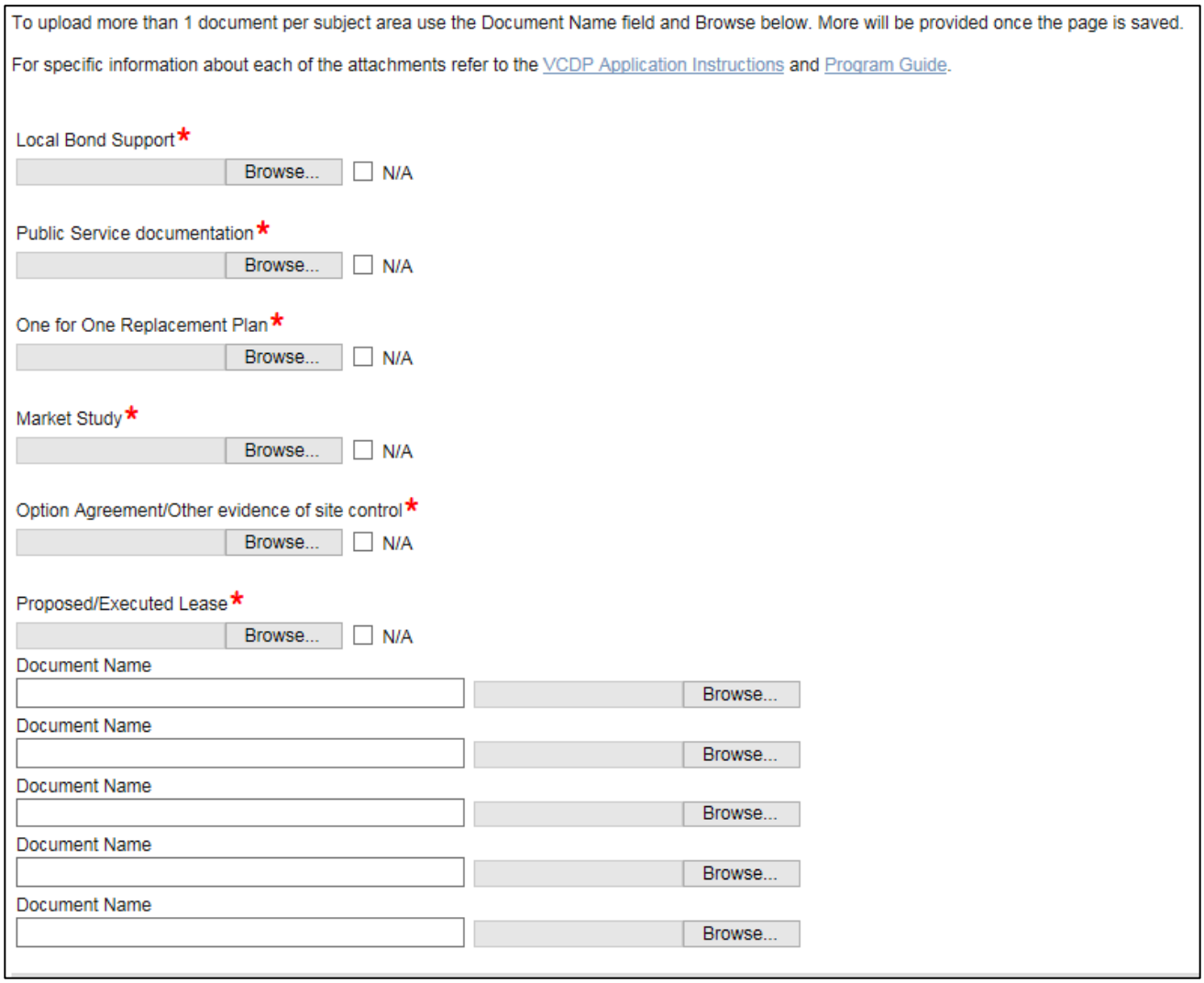
Communities with income generated from previous VCDP or HUD-direct grants must consider using such income (revolving loan funds) for their proposed projects and must explain any decision not to access such funds for the project. Where such income exists, the failure to apply the resource will bear on the competitiveness of the application. Funds cannot sit idle or be held as an endowment or trust only to earn interest. Inactive VCDP or HUD Revolving Loan funds will be required to contribute 20% of the balance on hand toward the project being considered.

- Keep in mind that only income/repayment from previous grants is reported. It is not prior awards, or the amount being applied for nor is it anticipated income from future grants.
- Note: The Chief Executive Officer, by certifying the Executive Summary you are attesting to the completeness and accuracy of program income/unrestricted revenues information provided.

All municipalities – including all municipalities in a consortium application – must complete the Certification of Program Income/Unrestricted Revenue form within the application, whether or not they have received a grant under the VCDP or HUD programs.

Application Attachments

Screenshot from Application Attachments form in Application


To upload more than 1 document per subject area use the Document Name field and Browse below. More will be provided once the page is saved.

For specific information about each of the attachments refer to the VCDP Application Instructions and Program Guide.

Local Bond Support *
Browse... N/A

Public Service documentation *
Browse... N/A

One for One Replacement Plan *
Browse... N/A

Market Study *
Browse... N/A

Option Agreement/Other evidence of site control *
Browse... N/A

Proposed/Executed Lease *
Browse... N/A

Document Name
Browse...

Document Name
Browse...

Document Name
Browse...

Document Name
Browse...

Document Name
Browse...

Local Bond Support

Provide an analysis from a knowledgeable source — bond council, accountant, etc. — of the ability of the municipality(ies) involved with the proposed project to assume bonded debt as a way to provide local funding.

Public Service Documentation

Applicants must provide documentation that a public service proposal is a new or increased service above and beyond that which has been available in the applicant municipality(ies).

URA/One for One Replacement Plan

The federal Uniform Relocation Act (the "URA") requires the VCDP and grantees to minimize the hardship of persons and to ensure the fair and equitable treatment of persons who are displaced as a result of federally-assisted projects designed for the benefit of the public as a whole.

The URA is a very complicated federal statute, and if you answer yes to any of the following questions, you need to become knowledgeable in the requirements of the statute.

- Does the project involve or have the potential to involve the acquisition, rehabilitation, demolition or conversion of real property?
- Are there tenants or other occupants, including businesses that will be affected by the project? If so, they must be notified of the proposed project in accordance with requirements of the federal Uniform Relocation Act.
- Do the tenants or other occupants need to be relocated, either permanently or temporarily?
- Will there be a reduction of the number of housing units and/or bedrooms because of this project? If so, you likely will need to develop and submit a 1:1 Replacement Plan for approval with the application.

Please read through the federal regulations provided in **Federal Regulations 24 CFR Part 42, Displacement, Relocation Assistance and Real Property Acquisition** for definitions and the basic rules for compliance. Please also contact your **CD Specialist** and review the **HUD Handbook 1378**. This handbook provides a guide for compliance with the URA.

Market Study

A full independent market study is required with the application. For applications utilizing the allocated (9%) Low Income Housing Tax Credits (LIHTC) the market study should meet Vermont Housing Finance Agency standards. All other housing projects should submit a market study; however, this requirement may be waived by the VCDP for cause based on specific project circumstances.

Option Agreement/Other Evidence of Site Control

Applications for any implementation grant where site control is necessary for the activity to be undertaken must include evidence of site control such as an option agreement, ownership (title), a right-of-first-refusal. Applicants may not enter into a purchase and sale agreement prior to receiving an Environmental

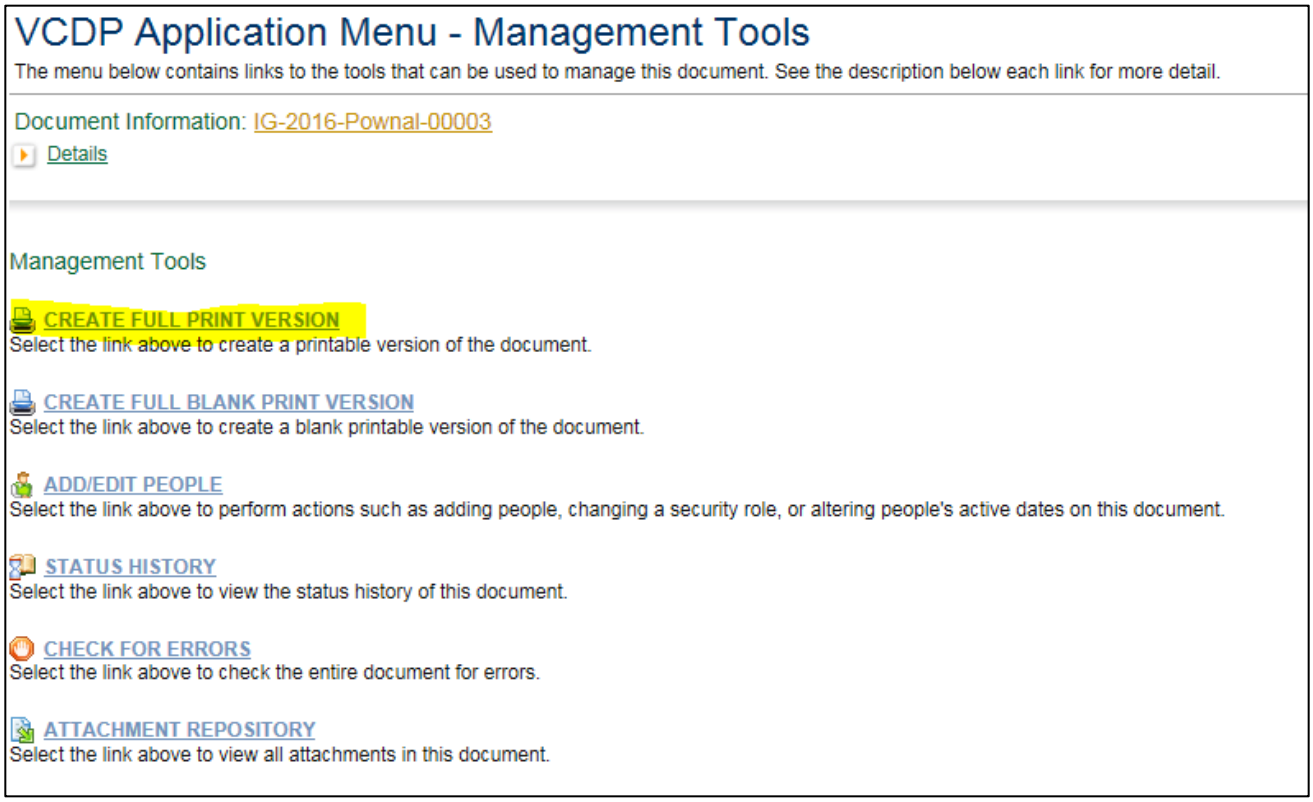
Review Release letter. For additional guidance see the **Sample Option Agreement** document located in the Environmental Review section of forms and sample documents.

Proposed or Executed Lease

If the project involves the lease of a property, a copy of the proposed or existing lease should be included as part of the application. A proposed lease cannot be executed until after the Environmental Review Release is received.

Viewing Your Completed Application

Screenshot of Management Tools menu – Create Full Print Version PDF

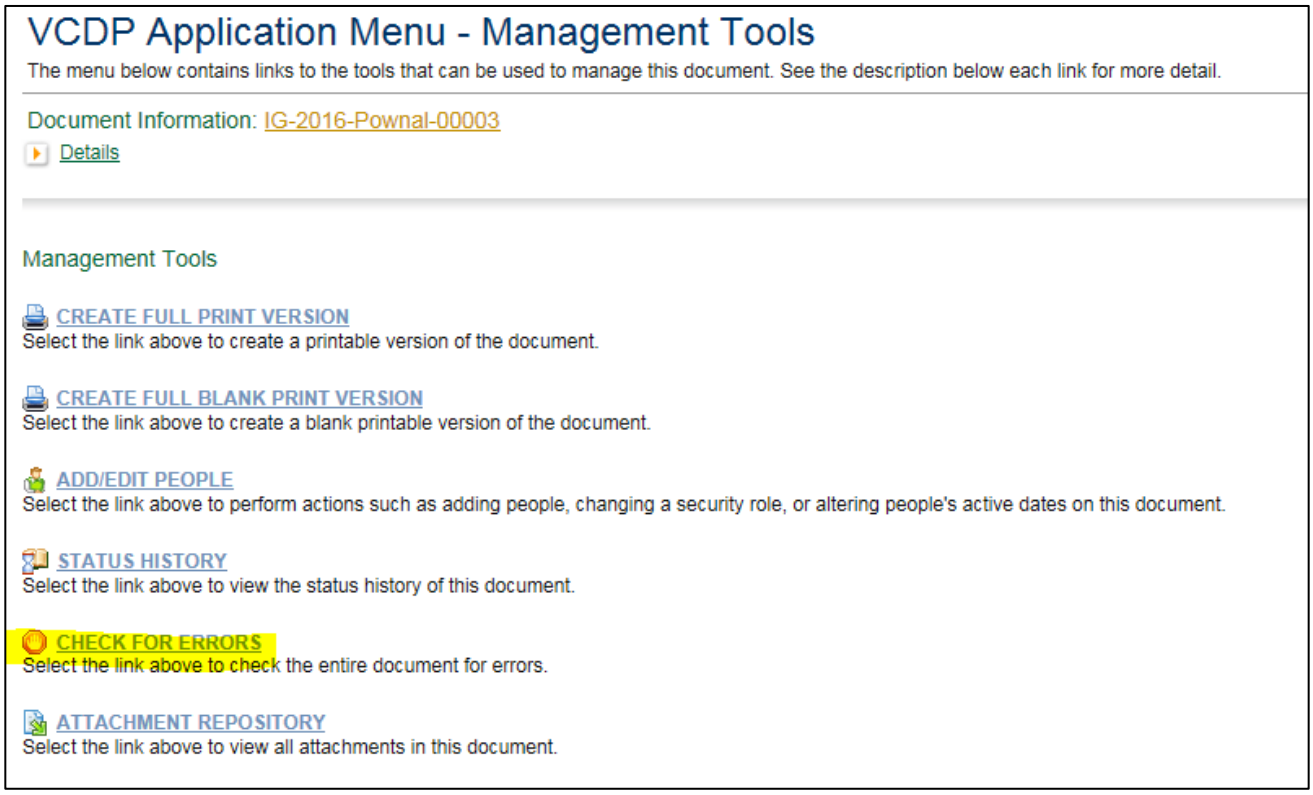


Once you have completed your application, you have the option of viewing it in a PDF Format. To view a PDF of your application, go to the Management Tools menu and click Create Full Print Version link. A new window will open. Click Open or Save PDF.

*Note: The Budget Summary and uploaded Attachments will not appear in the PDF. Your PDF will contain application pages only. To view the budget summary, see the How to Create a Budget Summary section of this document.

Checking for Errors

Screenshot of Management Tools menu - Check for Errors



You may check your document for submission errors throughout the writing process. This error checking option will alert you if there are any required items that are missing from your application.

Go to the Management Tools section and click Check for Errors. A list of Errors will appear. You can click the highlighted title to go directly to the page with errors. Once you make corrections, click the Save button.

If there are any missing required items, the system will not allow you to submit an application. Error Checking will help minimize the possibility of receiving error messages at the time of submission. If you have any questions about error messages that you are receiving, please contact your **CD Specialist.**