

Bylaw Modernization Grant Application | 2024

Vermont Department of Housing & Community Development

Application deadline: November 1, at 6 p.m. Refer to the [Program Description](#) for full details.
E-mail complete application forms to jennifer.lavoie@vermont.gov.

GENERAL INFORMATION

Single Municipality Application

Name of municipality _____

Multi-Town Application

Name of lead municipality _____

Name(s) of other applicant municipalities

Regional Planning Commission (RPC) Agent Status (check one; see program description for 'agent status' details)

- RPC **is not** serving as agent for the application
 RPC **is** serving as agent for the application & RPC staff is listed as the primary contact below.

Primary Contact for Application (this includes single and multi-town applications)

Name _____

Organization _____

Complete mailing address _____

Email _____

Phone _____

Financial Summary (refer to the [Program Description](#) for maximum grant amounts)

Grant Funding Requested _____

+ Minimum Applicant Match _____ + Any Additional Match _____
(10% of total project costs; eligible for forgiveness)

= **Total Project Cost:** _____

Municipal Signer (Person who has the authority to sign a grant agreement on behalf of the lead municipality if the application is funded)

Name _____

Title _____

Email Address _____

Phone Number _____

Project Title

Project Description & Summary Overview

Provide a very brief and high-level summary of the issue, general approach to solving the problem, project deliverables, and intended long-term outcomes. Applicants can go into more detail in the sections below.

ELIGIBILITY VERIFICATION

Does the project meet the eligibility criteria, eligible activities, and mapping requirements in the [Program Description](#)?

Yes No (*project is not eligible for a grant*)

Do the applicant municipalities in this application all have an adopted municipal plan and planning process confirmed by the RPC under Chapter 117 of Title 24?

Yes No (*project is not eligible for a grant*)

RESPONSES TO COMPETITIVE CRITERIA

Please keep responses brief and legible for grant scorers. Use the space provided, and do not reduce font size.

Community Need (25 points)

Describe the community issues, problems, challenges, obstacles the project will address; how updates to the bylaws will help achieve state, regional, and local housing goals; and why the project is timely.

Public Outreach (25 points)

Describe who supports this project and the work plan's approach to outreach to partner organizations and the broader public. This should include necessary coordination with State agencies affected by the project, stakeholders impacted by the project, and any underserved, historically discriminated against, under-represented, cost-burdened, or lower-resourced populations in the community.

Project Location (25 points)

Describe the geographic areas and zoning districts the project will address and the project's consistency with areas planned for pedestrian-oriented smart growth and Vermont's Smart Growth Principles, listed in the [Program Description](#). If possible, please provide a link to a zoning map or attach a copy of the map to your application submission.

Which of the following location-based criteria does this project meet?

(check all that apply, and explain how each applies)

Municipalities with high-demand housing market with limited affordability and cost-burdened households based on information from www.housingdata.org. *(Please explain if checked)*

Projects that relate to [state designated areas](#) in accordance with [24 V.S.A. Chapter 76A](#) *(List all applicable designated areas: downtown, village, new town center, growth center & neighborhood development area if checked)*

Projects that relate to redevelopment-ready and infill-ready areas served by unconstrained water and wastewater infrastructure *(Please explain if checked)*

Projects that relate to areas likely to result in near-term housing development *(Please explain if checked)*

Projects that relate to areas eligible for [Neighborhood Development Area](#) (NDA) designation (also known as 'neighborhood planning' areas viewable on [Vermont's Planning Atlas by clicking the 'buffer' in the Atlas layers](#)).

Municipalities that will use funding to prepare for and pursue [Neighborhood Development Area](#) designation

FINANCIAL MANAGEMENT

Financial Management

Please note that responses to the following questions will not impact the competitiveness of your application and will be used for grant administration purposes only.

Does your organization have an accounting system that will allow you to completely and accurately track the receipt and disbursements of funds related to the award?

- Yes
 No

What type of accounting system does your municipality use?

- Automated
 Manual
 Combination of both

If 1) an applicant municipality received a Municipal Planning Grant last year, 2) intends to apply for a Municipal Planning Grant this year (deadline November 1st), or 3) the project is part of a larger or phased project – please explain your capacity to complete all projects.

ATTACHMENTS

- [Municipal Resolution](#) authorizing application *(required)*
 Others *(optional, please list below)*

For questions about the competitive criteria or application questions, please contact [Jacob Hemmerick](#) at 802-828-5249. For questions regarding the granting process or administration, please contact [Jenni Lavoie](#) at 802-828-1948.