

## 2023 Community Partnership for Neighborhood Development Grant Application

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### 2023-2024 Grant Timeline

- **Program Announcement:** July 28, 2023
- **Informational Webinar:** August 29, 2023
- **Application deadline:** Applications are accepted on a rolling basis until funds are exhausted, and will be reviewed quarterly. Review deadlines: October 27, 2023, December 1, 2023, March 1, 2024, May 31, 2024
- **Award decisions:** Within 60 days of application deadline
- **Project started:** Within 60 days of grant award
- **Grant funds expended by:** December 31, 2026
- **Final report due:** 30 days after grant term ends.

### Application Process

#### Prepare and Submit the Grant Application Form

Complete the Application Questions and submit the required documents via email to [accd.cpr@vermont.gov](mailto:accd.cpr@vermont.gov). If your materials exceed 10MB, divide them into two emails. Put the municipality's name and project in the subject line, along with 1 of 2 and 2 of 2. Set your email to automatically request a read or delivery receipt if you want confirmation that your application has been received. Application Materials MUST be submitted electronically. Incomplete applications will not be considered.

### Application Checklist

- ✓ Application Questions
- ✓ Supporting Documents

# Neighborhood Partnership for Community Development Application Questions

<b>Primary Applicant:</b>	
<b>Project Title:</b>	
<b>Total Community Partnership for Neighborhood Development Funds Requested:</b>	
<b>Project Manager Name &amp; Title:</b>	
<b>Point of Contact for Project Sponsor (if different than Project Manager):</b>	
<b>Mailing Address:</b>	
<b>Telephone:</b>	<b>Email:</b>

## 1. Project Purpose and Need (35 points)

### a. Project Purpose (10 points) (250 word max)

Clearly identify the project scope, purpose, and expected outcome. Describe the number of housing units proposed in the development by various types and income levels.

### b. Community Need (5 points) (150 word max)

How will this project have a demonstrated impact on housing affordability in the community?

Please provide the most current data for the municipality where your project is located. Note - much of this data is available at VHFA's [housingdata.org](http://housingdata.org):

- Population:
- Median Household Income:
- Existing number of units of affordable housing in the community:
- Households by tenure (owner, renter):
- Median primary home sale price:

**c. Building off Past Efforts and Demonstrated Prior Commitment (20 points)**

Please check yes/no for the following, and explain below:

- Does your municipality have a formal Housing Committee created by its legislative body?  
Yes      No
  
- Does your municipality have a housing trust fund?  
Yes      No
  
- Has your municipality committed funds to this project? If so, then how much?  
Yes      No
  
- Have you completed any existing pre-development activity? If so, what has been completed?  
Yes      No

**For the following, please use a bulleted list:**

**Previous planning efforts.** List all relevant current and previous planning efforts within the last ten years, including but not limited to municipal plans and regulations, economic development studies, and scoping studies. Identify any relevant State Designations (e.g., designated downtown, village, neighborhood, etc.) the municipality has achieved.

**Previous investment.** List all relevant capital improvements and public and private investments related to the project scope and work plan.

## **2. Community Capacity (20 points)**

### **Community Capacity and Project Management (250-word max)**

*Municipal and non-profit, and project leader capacity to manage a project of this nature and scale.*

Please describe the municipality's or the non-profit's capacity, support, and readiness to manage and conduct a robust planning process and to see this housing project through to completion. Include a description of your ability, experience, and past efforts to lead dynamic and engaging planning projects that lead to implementation.

## **3. Work Plan, Schedule, and Budget (25 points)**

Provide a detailed work plan, schedule, and budget for the scope of work funded by this grant proposal. For more information, see the "Supporting Documents" section below. These materials will be scored as follows:

### **1. Work Plan (15 points)**

Attach a detailed work plan and description of tasks for the scope of work, including desired deliverables and outcomes. The work plan must be clear, focused, and implementable. Please include all tasks and deliverables in the work plan that explain the project activities and expected outcomes.

Attached

### **2. Budget (5 points)**

Attach a detailed budget by task and deliverables that align with the project work plan and with the required funding for each task. Budget and sources/uses should identify commercial, public use, and infrastructure. We will accept the total development budget in the format you use for other purposes. If this is primarily an affordable housing development, we suggest completing the Multifamily Rental Proforma (part of the Common Application). Please also include the status of other funds, including grant applications submitted, funds awarded, and copies of commitment letters.

Attached

### **3. Schedule (5 points)**

Attach a detailed project schedule with a timeline.

Attached

**4. Equitable Engagement, Public Outreach, and Partnerships (20 points)**  
**(300 word max)**

Explain how the project will engage and serve the community in an equitable, intentional, and inclusive process, connecting with diverse socioeconomic groups, and how the project will engage and reach under-served, under-represented, and harder-to-reach constituents. Describe how the public engagement plan is developed with activities that educate and involve the public in the process and are integrated into the work plan. Explain how the project will engage the public through multiple public outreach methods, approaches, and activities throughout the project timeline. Describe efforts to engage with abutters and surrounding residents of the proposed project and adjoining neighborhood(s).

# Neighborhood Partnership for Community Development

## Supporting Documents

*Please submit the following items to the best of your ability, given the current status of your project. If you do not have an item, please include an attachment noting as such and providing any available information about that item. Please email your supporting documents to [accd.cpr@vermont.gov](mailto:accd.cpr@vermont.gov) as attachments with file names **following the numbering below**.*

1. **Project Sponsor and Consultant List:** Please provide a 1-page summary of the development team responsible for the project's critical components. Include local, regional, and state stakeholders and partners providing support to help the project succeed (evidenced through letters of support, or complementary local activities, or initiatives). Include evidence of coordination and partnerships with state agencies with regulatory oversight and implementation funding, and support to help the project succeed. Please identify any consultants you are working with. Include copies of CVs/resumes for the key development team members.
2. **Project Site Plan:** Please address the following - topography, identified natural resources including wetlands, steep slopes, flood hazards, etc., environmental concerns, transportation infrastructure on/offsite, proposed building locations, building elevations (if available), and access to public infrastructure. If a detailed site plan has not yet been developed, please submit a location map with an overview of basic site features – your Regional Planning Commission may be able to help with this.
3. **Work Plan, Budget, and Schedule:** Provide a detailed work plan, schedule, and budget for the scope of work proposed in this application. This should represent the pre-development activities funded by the grant rather than the entire housing development timeline. The work plan must clearly articulate the project's expected outcomes, deliverables, responsible parties for each task, and project schedule. Applicants may submit a combined work plan, budget, and schedule if preferred to develop separate answers to items (a) through (c) below.
  - a. **Work Plan (15 points)**

Attach a detailed work plan and description of tasks for the scope of work including desired deliverables and outcomes. The work plan should be clear, focused, and implementable. Please include all tasks and deliverables in the work plan that explain the project activities and expected outcomes.
  - b. **Budget (5 points)**

Attach a detailed budget by task and deliverables that align with the project work plan and provides adequate funding for each task. Budget and sources/uses should identify commercial, public use, and infrastructure. We will accept the budget in the format you use for other purposes. If the project is primarily an affordable housing development, we suggest completing the [Multifamily Rental Proforma](#) (part of the [Common Application](#)). Please also include the status of other funds, including applications submitted, funds awarded, and copies of commitment letters.
  - c. **Schedule (5 points)**

Attach a detailed schedule with the project timeline.

4. **Permit or Regulatory Approvals:** Provide documents related to any local or state permitting or regulatory approvals you have received. If you have submitted applications for such approvals and are awaiting determination, please include those here.
5. **Project Market Study/Background:** If available, please provide a market study supporting the proposed project components. If this is unavailable, please provide a summary identifying other local plans or state/regional needs assessments you used to validate your project's need.
6. **Support from Legislative Body:** For non-profit applicants: a letter of support from the municipality's legislative body, such as Selectboard, Village Trustees, or City Council, outlining the municipal support and resources they have dedicated to the project (if applying as a non-profit). For municipal applicants: a copy of the meeting minutes during which the legislative body approved the application will suffice.
7. **Regional Planning Commission and Regional Development Corporation letter:** Stating that the project advances the regional plan and housing and economic development needs, plans or priorities.
8. **Additional supporting documents:** Other letters of support; previous planning studies; capital improvements; private investments, and ongoing grants and projects.

## Program Contacts

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