



Vermont Community Development Program **Planning Grant Instructions**

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Planning Grant (PG) 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 12, 2023	November 9, 2023
February 6, 2024	April 4, 2024
April 9, 2024	June 6, 2024

What Board Meeting is your project targeting. *

- 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. Please note that if the application is a consortium (multiple municipalities) then a public hearing will be required to be held in each participating municipality. The required public hearing notice format is built into this application as part of the Public Hearing Notice page. For further information, contact your CD Specialist.
- 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.
- ENVIRONMENTAL REVIEW:** Every project is required to complete an Environmental Review. For further guidance on Environmental Review please refer to our [Environmental Review Webpage](#) or contact the [Department's Environmental Officer](#).
- HISTORIC PRESERVATION:** Every project is subject to review under Section 106 of the National Historic Preservation Act, please complete the [Section 106 Preliminary Review Form](#) and submit it to the email listed on the form. The [Department's Environmental Officer](#) can assist you with completing the form, and staff from the [Division for Historic Preservation](#) will assist you with the Section 106 Process.

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.

EXECUTIVE SUMMARY

Instructions: Required fields are marked with an *.

Working Title for Project:

Document Information: IG-2016-Pownal-00003

[Details](#)

You are here: > [VCDP Application Menu](#) > [Forms](#)

Project Title: Community Center Project

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

Is this a consortium project? Yes No If Yes, please select the participating municipalities. *

Participating Municipalities

- Town of South Hero
- Town of Springfield
- Town of St. Albans
- Town of St. George

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

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. The Grantee Roles & Capacity page should also be completed in the application.

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 *

Housing

Economic Development

The loan will be For: Profit Borrower Non-Profit Borrower

Public Facility

Public Service

State Objective

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.

National Objective

Screenshot from the National and State Objectives form in the Application

A screenshot of a form titled "National Objective" with a red asterisk. Below the title are three checkboxes, each followed by a label: "LMI", "Slums & Blight", and "Urgent Need".

National Objective *

LMI

Slums & Blight

Urgent Need

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 low- or moderate-income. **Please Note: Any projects being considered under a Planning Grant must have the potential for providing benefit where at least 51% of those served would be persons with very low, low or moderate incomes.*

- **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**.

- **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**.

Program Management and General Administration

Program Management

Program Management activities are not identified in Planning Grants.

General Administration

General Administration activities relate to the overall management of the VCDP grant. These functions are common to any VCDP grant and include environmental review, financial management, progress reports, requisitions, procurement and final program reports/closeout, among others. Once the Program Area is selected, budget pages will appear in the application. Be sure to add a page to the budget and select the “General Administration” tab.

Note: All administrative services must comply with the VCDP **“Sample Contract for Administrative Services”** 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 our webpage for the Grants Management Guide**.

Environmental Review Release

You must secure an Environmental Review Release (ER) letter from the Agency prior to obligating any funds, such as offering contracts, beginning planning work, or requisitioning CDBG funds. No HUD or non-HUD funds for project activities may be committed, nor can any legally binding agreements (e.g. contracts) be made prior to receiving the ER Release. All ER forms are available in the Online Grants Management System. 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**.

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**.

- Please note that any projects being considered under a Planning Grant must have the potential for providing benefit where at least 51% of those served would be persons with very low, low or moderate incomes.

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 Application

f) 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, you must consider the potential 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.

Designated Downtown/Village

Screenshot from the Project Description form in the Application

g) If implemented would the project be located in a designated downtown or designated village center as determined by the Downtown Development Board? Yes No
If no, is it located 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**.

Environmental Review Identifier Number

If you have not yet started an Environmental Review for your project, please contact **James Brady**, Environmental Officer at (802) 622-4236.

Screenshot from the Project Description form in the Application

h) Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project.

Budget

Screenshot from the Project Budget form in the Application

Activity	Planning - Only
VCDP	\$15,000
Activity Total	\$25,000

Consider the scope of your budget as those dollars needed to fund all planning and general administration activities required to meet your proposal's benefit and to achieve the State and National Objective. Make sure to identify all activities both planning and General Administration 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

Every planning grant includes Planning and General Administration. Each activity of the project needs to be itemized in the budget. 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

All planning grants must have General Administration in the budget. These are costs related to the overall management of the VCDP grant. General Administration work common to any VCDP grant includes environmental review, financial management, progress reports, requisitions, procurement, the 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

There is no Program Management activity associated with Planning Grants. Please include any budget considerations for program management in your Planning activity budget.

*Other Budget Considerations:

10% Match Requirement

Planning Grants must include a cash or cash-in-kind contribution of goods and/or services of a flat 10% of the CDBG funds requested. All Cash-In-Kind contributions must have an associated dollar value.

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...	<input type="checkbox"/>
▼	▼			▼	▼	Browse...	<input type="checkbox"/>
▼	▼			▼	▼	Browse...	<input type="checkbox"/>

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: 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.

**Please Note: 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.*

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 its supporting documentation. **Please Note: All planning grants are required to have a 10% match for all CDBG funds requested.*

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 and 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 VCDP Project Budget and Other Resources (Excel Export) and the report will export results to Excel.

Screenshot of the VCDP Project Budget and Other Resources:

Application Number	Municipality	Title				
PG-2016-Pownal-00001	Town of Pownal	Project Budget and Other Resources				
1						
Other Resources			Funding Source	Type	Amount	Status
Affordable Housing Program Federal Home Loan Bank of Boston (AHP)			Federal		\$5,000	Committed
Rehabilitation Investment Tax Credit (RITC)			Federal		\$5,000	Committed
Activity	Program Area	Code	VCDP Amount	AHP	RITC	Total Activity Costs
General Administration	Economic_Development	5013	\$5,000	\$5,000		\$10,000
Planning - Only	Housing	6012	\$5,000			\$5,000
Planning - Only	Public_Facilities	6012	\$15,000			\$15,000
Planning - Only	Public_Services	6012	\$5,000		\$5,000	\$10,000
Total Costs			\$30,000	\$5,000	\$5,000	\$40,000
Percentage of Total			75%	13%	13%	

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.

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.

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, 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.

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.

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 and how your project (proposal) will meet the need described in #1.

*Cite relevant data and attach any studies or information to support this need.

There is not more appropriate solution than the one presented.

3. a. Describe why this is the best approach to 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.

All appropriate funding sources have been sought.

4. 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.

5. 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.

6. 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?

7. Provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.

*the certification 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?

8. 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.

9. a) 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.

b) Is this project on the Regional Development Corporation Priority List?

*Check in with your Regional Development Corporation on how to get on their list.

Degree of health/safety risks to beneficiaries

10. Describe how this project, if it were to be implemented, would directly address a health or safety issue for the intended beneficiaries.

*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

11. Please describe, if applicable, any particular issues that make this project time sensitive.

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

Project Impact

Questions 12-13 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 will meet 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.

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

12. 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.

13. Describe the indirect impact to the community, if it were to be implemented and other LMI beneficiaries that may be indirectly served by the project.

*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 14-20 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 supporting documents if needed. Please be sure to label attachments clearly.

Readiness to start within three months of the award.

14. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access.

*If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study's scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.

15. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source.

Benefit/Timeframe Feasibility

16. There must be a reasonable expectation for achieving benefits for persons of low- and moderate-income in the plan(s) developed with the use of CDBG funds were to be implemented. Explain what the anticipated benefits(s) would be and how this was determined.

17. Timetable:

- a. Provide a project timeline. Include dates 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 timetable determined?

18. If the applicant community has an open PG, please explain its capacity to administer an additional PG and describe the timeline to complete the open PG.

Cost estimates are reasonably supported

19. Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, please note this in the text box and select N/A.

20. 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.

Resolution for Grant Application

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)

Date expired

2. Please select the appropriate Resolution for VCDP Grant Application Authority from below and have the Legislative body execute the resolution and upload. For Non-Municipal Resolutions have the Board of Directors execute the resolution and upload.

[Single Applicant](#)

[Lead Applicant of Consortium](#)

[Participating Applicant of a Consortium](#)

Upload your Form here *

No file chosen

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

Yes No

Upload a copy of your Flood Hazard Area Regulations. No file chosen

4. Has a current designee from the municipality attended a Fair Housing Training by DHCD or a training approved by DHCD within the past three years? * If Yes, please verify information has been entered on the "Municipal Policies, Plans and Insurance" page. If no, please see upcoming trainings on our Departments website at: <http://accd.vermont.gov/housing/events> Yes No

5. Please have your municipal zoning administrator complete and sign the Municipal Fair Housing Certification form below and upload.

No file chosen *

[Municipal Grantee Fair Housing Certification](#)

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 grant 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**;
- 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 CDBG 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 CDBG 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.

Floodplain Management

The municipality's Flood Hazard Area Regulations need to be uploaded if they regulate development in the floodplain.

Fair Housing

For VCDP to stay in compliance with HUD's affirmatively further fair housing requirement, VCDP requires municipal grantees that receive CDBG funds to attend an approved Fair Housing Training as a condition of the grant and the training certification is valid for three years for the person who attended. If a municipality has not completed the training at the time of the application being submitted, it will be a condition of the grant award if the application is successful. Municipal Fair Housing Training opportunities can be found on the Departments website at <http://accd.vermont.gov/housing/events>.

The municipality's zoning administrator will be required to complete the **Municipal Grantee Fair Housing Certification** form to be submitted with the application.

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.

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

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 CDBG 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 View PDF 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 or send it to DHCD.

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.

***Due to the COVID 19 outbreak** HUD has approved communities being able to host virtual public hearing meetings that are held in real time for community members to able to participate in the meeting. The notice must comply with the state’s public notice requirements (Act 92 Sec. 5 & 6 and 1 VSA § 312 (d)(1)); published two days prior to the public hearing, posted on the municipalities website and posted near the municipal office and at least two other designated public places in the Municipality.

Please be sure to properly estimate the amount of CDBG 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.

**Please 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 * *

Be sure to obtain a copy of the tear sheet or page from the newspaper in which the Notice was published. Include this with the application by uploading the document ensuring that the date of publication is visible.

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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Opening balance	<input type="text"/>			
Plus total receipts during fiscal year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Less total outlay during fiscal year	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ending balance				<input type="text"/>
Current balance as of <input type="text"/> (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 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 to be 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...

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

If the planning activities are site specific, adequate access to the site during the life of the planning grant is crucial. If the entity undertaking the planning activities does not own the site a letter from the property owner must be obtained. The letter should: a) demonstrates support for the study’s scope of work, b) allows access for whatever work must be done on the property for the study, c) ensures that the property is available during the timeframe needed to complete the study so the project, if found feasible, can move to implementation, and d) provides a willingness to sell the land at the appraised value.

Proposed/Executed Lease

If the project involves the lease of a property, a copy of the proposed or executed lease should be included as part of the application.

Viewing Your Completed Application

Screenshot of Management Tools menu – Create Full Print Version PDF

VCDP Application Menu - Management Tools

The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail.

Document Information: [IG-2016-Pownal-00003](#)

[Details](#)

Management Tools

 **CREATE FULL PRINT VERSION**
 Select the link above to create a printable version of the document.

 [CREATE FULL BLANK PRINT VERSION](#)
 Select the link above to create a blank printable version of the document.

 [ADD/EDIT PEOPLE](#)
 Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

 [STATUS HISTORY](#)
 Select the link above to view the status history of this document.

 [CHECK FOR ERRORS](#)
 Select the link above to check the entire document for errors.

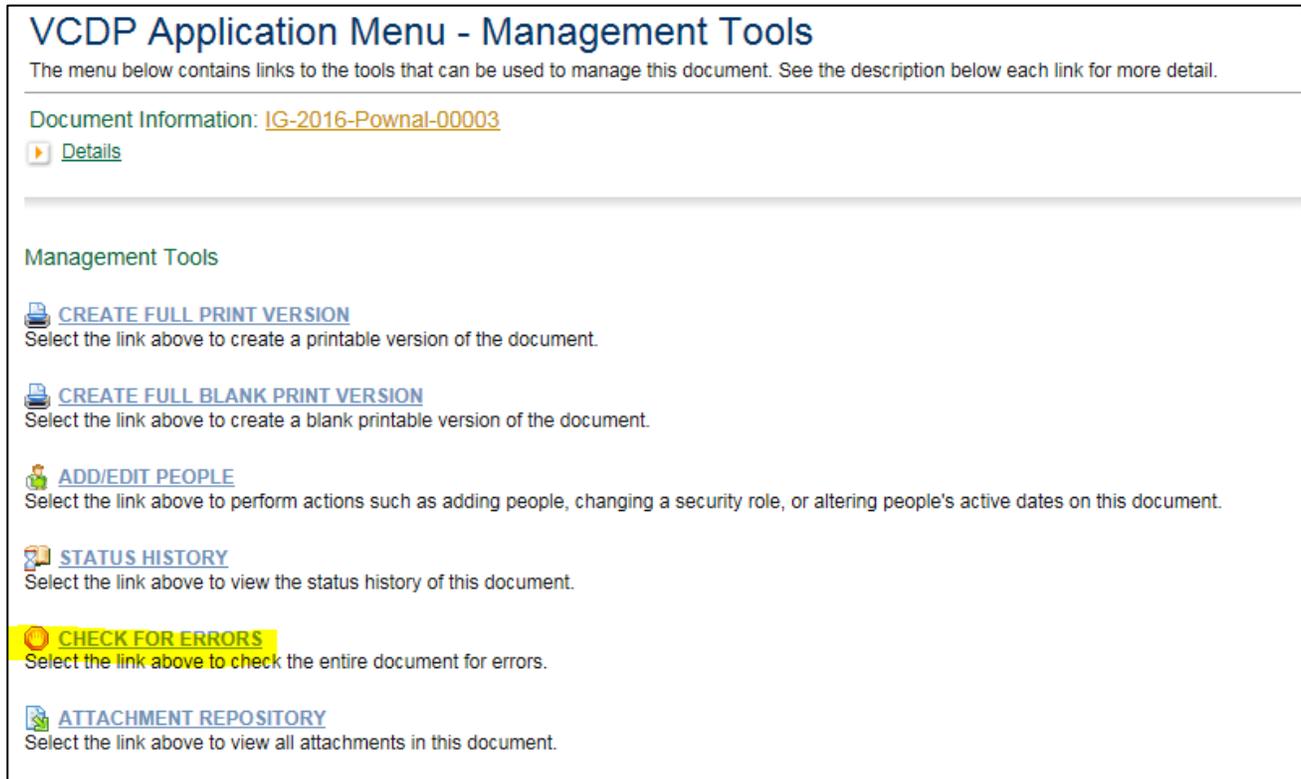
 [ATTACHMENT REPOSITORY](#)
 Select the link above to view all attachments in this document.

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.

**Please 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**.