

# Scattered Site Implementation Grant Instructions



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## Scattered Site Implementation Grant (SS) 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.

- 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.
- 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 [Determining the Level of Environmental Review document](#) or contact the [Department's Environmental Officer](#).
- 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. \*

## 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 \*.

**Document Information:** IG-2016-Pownal-00003

**Details**

**Project Title**  
Community Center Project

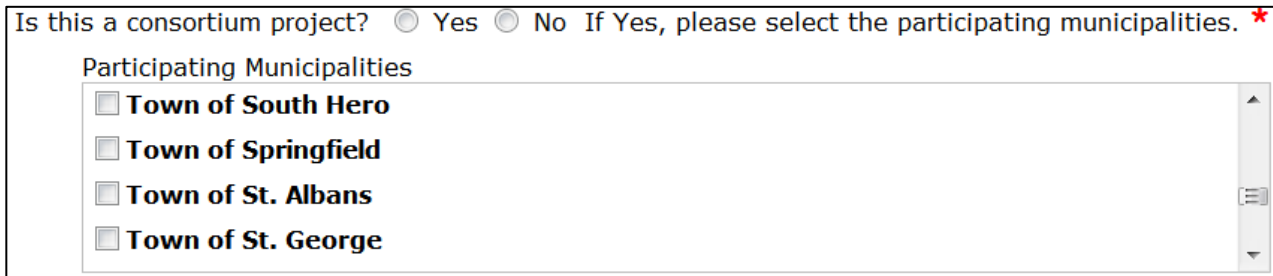
**Working Title for Project** Community Center Project

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

## 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
- 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

The Objectives for the Scattered Site Application are automatically preselected. The State Objective will always be housing, and the National Objective will always be low-to-moderate households which are determined by income surveying. However, you will need to provide the data related to the low-to-moderate-income beneficiaries.

**Completion of Income Surveys:** Proposed beneficiaries for housing and housing counseling must complete housing income surveys. Beneficiary numbers are based on households, not individuals. See **HUD Income Guidelines** for your community income limits and then select the appropriate **VCDP Income Survey** form.

### Screenshot from the National and State Objective form in the Application

Provide the following:	Housing - Rehabilitation (number of households)	Public Service - Counseling (number of households)
Number of households less than 30% of median income benefiting	<input type="text"/> *	<input type="text"/> *
Number of households between 30% and 50% of median income benefiting	<input type="text"/> *	<input type="text"/> *
Number of households between 50% and 80% of median income benefiting	<input type="text"/> *	<input type="text"/> *
<b>Sub-total of LMI households directly benefiting</b>		
Number of households over 80% of median income directly benefiting	<input type="text"/> *	<input type="text"/> *
<b>Total households directly benefiting</b>		
<b>Percentage of LMI beneficiaries</b>	%	%

## Program Management and General Administration

### Screenshot from the Program Management and General Administration form in the Application

PROGRAM MANAGEMENT AND GENERAL ADMINISTRATION					
List all the organizations or persons involved with the project that will be paid with VCDP funds next to the appropriate role. If the organization or person falls under "Other", add their role and then add the organization or person's name.					
Please Note: All VCDP Grants must identify the organization or person performing General Administration and Program Management. If applying for Planning Grant you do not need to identify Program Management.					
The contract procurement process cannot begin prior to the release of environmental conditions.					
Function/Role		Organization or Person Name	Yes	No	Procured by VCDP Standard
					If "No" please explain the reason
General Administration		<input type="text"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Program Management (not required for PG's)		<input type="text"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Development Consultant		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
General Contractor		<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## 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 expenses related to the environmental review, 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**.

## Release of Environmental Conditions

You must secure an Environmental Review Release letter from the Agency prior to obligating any funds, such as 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**, Grants Management Analyst at (802) 828-5226. All ER forms are available in the Online Grants Management System. For SS projects with unknown locations, a tiered review will be completed. The Tier I ER must be submitted in the Online Grants Management System, with the oversight of the Agency. After the Tier I ER is completed, and you have received the ER Release Letter, site-specific Tier II ERs must be completed, uploaded to GEARS and receive approval from the Environmental Officer. No commitment of funds, for any given site-specific location, can take place prior to the completion and approval of the Tier II ER for that location. If your SS project does not have a tiered review because sites are



known, no commitment of funds may be made until the Environmental Review Release Letter is issued. Issuance of a Grant Agreement will not take place until the ER Release Letter is issued. For more information, 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

9) 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 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.

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

j)  \*

## Budget

### Screenshot from the Project Budget form in the Application

<b>Activity</b>	SS-Residential Rehabilitation Single <span style="float: right;">*</span>
	Housing
<b>VCDP Amount Requested</b>	<input type="text" value="\$80,000"/> *
<b>Activity Total</b>	\$80,000

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. *\*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 budget 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 financial management, progress reports, requisitions, procurement, final program reports/closeout, among others.

1. Up to twelve percent (12%) 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 costs related to the environmental review, clerks of the works, compliance with Davis-Bacon requirements, permit compliance, engineering and architectural services, among others. See **Program Guide** for additional information on **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. To receive reimbursement, you must have pre-approval from Grants Management staff and have documentation that the procurement process was followed. 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"/>
▼	▼			▼	▼	Browse...	<input type="checkbox"/>
▼	▼			▼	▼	Browse...	<input type="checkbox"/>

The VCDP expects 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.

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.

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.

### **\* Important information to know:**

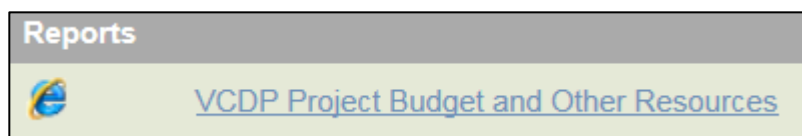
#### **Housing Project Budget**

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		
SS-2016-Winooski City-00001			City of Winooski			Project Budget and Other Resources		
1								
Other Resources			Funding Source			Type	Amount	Status
Bank Financing (BANK)			Private				\$1,500,000	Committed
HUD (HUD) - CHAPA			Federal			Grant	\$50,000	Committed
NeighborWorks (NW)			Federal			Grant	\$50,000	Committed
Other (Other) - Program earned revenue			Private			Cash	\$20,000	In-Hand
Activity	Program Area	Code	VCDP Amount	HUD	NW	BANK	Other	Total Activity Costs
Residential Rehabilitation Single	Housing	3002	\$300,000					\$300,000
Program Management	Housing	3013	\$500,000					\$500,000
Home Ownership Assistance	Housing	3023	\$0			\$1,500,000		\$1,500,000
Counseling - Advocacy Services	Housing	3028	\$50,000	\$50,000				\$100,000
General Administration	Housing	5013	\$30,000		\$50,000		\$20,000	\$100,000
Total Costs			\$880,000	\$50,000	\$50,000	\$1,500,000	\$20,000	\$2,500,000
Percentage of Total			35%	2%	2%	60%	1%	

## 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.

## Documenting Benefit

If you propose to meet the National Objectives by serving persons of low- and moderate-income 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 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 the **Program Guide**.

## Project Need

Questions 1-5 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 continued need for this project, specifically, has the need for the scattered-site program changed since the last submitted application.

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

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

2.
  - a. Describe any program updates and/or new initiatives since the last application was submitted.
  - b. Describe any new initiative/program to encourage private landlords to make improvements to distressed rental housing in order to bring substandard and vacant rental housing up to code. Be sure to include the rental size buildings (number of units) eligible in the program. Budget Note: for buildings or landlords with four or less units, use the Residential Rehabilitation Single Activity while buildings or landlords with five or more units use the Residential Rehabilitation Multiple Activity

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

### All appropriate funding sources have been sought.

3. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued. In particular, has the project considered secondary capital market options? If not, why?

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

4. Explain the level of municipal government support.

\*Support can come in the form of financial contributions, commitment of in-kind resources, and letter expressing consistency with municipal plan, etc.

### Timing Pressures

5. Please describe, if applicable, any particular 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 6-7 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

6. Provide the following (these numbers will automatically populate from the data entered in the National and State Objectives section):

Number of households less than 30% of median income benefiting

Number of households between 30% and 50% of median income benefiting

Number of households between 50% and 80% of median income benefiting

Sub-total of LMI households directing benefiting

Number of households over 80% of median income directly benefiting

Total households directly benefiting

\*You may need to income survey potential beneficiaries of this application in order to determine incomes. See **HUD Income Guidelines** 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.

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

\*Beneficiary numbers for scattered site applications are based on households, however, HUD also collects data for the projected number of people served per household. In addition, the VCDP



program also needs to capture information about ADA accessibility improvements, lead abatement, and Homeownership Center activities. Please outline the total number of households that will be receive funds for ADA improvements, lead abatement or assistance through the Homeownership Center. For example: ADA improvements: 4 households, 2 persons per household for a total of 8 people, 100% at or below 80% of median income.

## **Project Feasibility**

Questions 8-11 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.**

8. 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**

9. 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.
10. Time Table
  - a. Provide a project time line. 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 time table determined?

### **Cost estimates are reasonably supported**

11. Attach the following financial documents
  - a. Financial Statements (balance sheet and operating income/expenses) for most recent 3 years. If audits exist, submit them. If no audits, submit federal tax returns. (We need information for both the non-profit organization and the housing RLF)
  - b. Operating pro forma projected at least five years.
  - 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.

## 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) (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 \*

☐ Sent to DHCD

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

☐ Yes ☐ No

Upload a copy of your Flood Hazard Area Regulations.

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](http://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	<input type="text"/>	(mm/dd/yyyy) *
Number of Attendees	<input type="text"/>	
Location	<input type="text"/>	*
Hearing Officer	<input type="text"/>	*
Date Published	<input type="text"/>	(mm/dd/yyyy) *
Where Published?	<input type="text"/>	  *
Upload a copy of the minutes here	<input type="text"/>	<input type="button" value="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? <sup>\*</sup> ☐ 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. <sup>\*</sup> ☐ 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				
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 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

### 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](#)


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#### 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

### VCDP Application Menu - Management Tools


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

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**.