

December 8, 2022

Town of XXX

RE: 07110-IG-2022-Town of XXXX-01; Project Name
VCDP Implementation Grant Award

Dear _____ :

I am pleased to inform you that on _____, the Agency of Commerce and Community Development (Agency) made an award of up to \$ _____, as recommended by the Community Development Board, to fund the proposal in the application.

It is important to note that this grant is being awarded out of the federal HUD FY2022 funding allocation. This means that the funds will not be available to your project until September 2022, at the earliest. You may start your project through the use of bridge financing, and CDBG funds would then take out the bridge loan once funds become available. If you choose to bridge finance, please be sure the environmental review is complete, and release attained prior to starting any work on your project.

This grant award is subject to the enclosed Award Conditions; be sure to read them carefully. Award Condition #2 must be fully met by _____, as stated in Award Condition #1, before a grant agreement will be offered. Please keep in mind that the submission of materials in response to the Award Conditions may not completely satisfy the award conditions, as staff may have further questions upon their review. The Town of XXXX will be requested to provide a written explanation to the Community Development Board, at its _____ board meeting, if it is unable to meet this timeframe. The Board will consider rescinding the award in that event.

VCDP awardees shall be required to use the Agency's online grants management system to manage their grant(s). This includes processes such as Environmental Review (ER), submitting award condition documentation, requisitioning, and progress reporting. Please contact your CD Specialist if you have any questions about using the online system.

This award is further conditioned by federal and state laws and provisions which will ensure adequate financial and program performance in accordance with the application. These provisions will be set out in the grant agreement, along with such other specifics as may be appropriate.

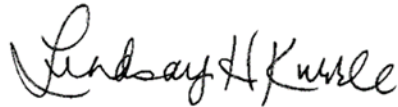
We understand that _____ is, to administer this grant. Please notify the Agency if this is inaccurate. Please review the chapter "Letter of Award and Award Conditions" in the [Grants Management Guide \(GMG\)](#), which provides information on what you need to do to get a grant agreement offer.

Please complete and submit your Environmental Review in the Intelligrants online system, since the Grant Agreement will not be offered until the ER is approved. No HUD funds or non-HUD funds may be committed, nor can any legally binding agreements be made prior to the release of the ER, unless they are for planning related activities associated with the completion of the ER. This means that one cannot go out to bid for any activities other than planning related ones such as an engineering study. Additionally, this means that no construction related work can begin until after the completion and approval of the ER. Commitment of funds prior to the release of the ER will

disqualify a project from receiving a Grant Agreement. If you have questions on the Environmental Review process, please contact Grace Vinson at 802-622-423 or Grace.Vinson@vermont.gov.

Again, congratulations on your award, and remember, Program staff is here to assist you with any questions. The community effort devoted to the project is to be commended, and I wish you complete success in carrying out this important project.

Sincerely,



Lindsay Kurrle, Secretary
Agency of Commerce and Community Development

LK:JH:cmb

Enclosures

cc:

Ann K. Kroll, VCDP Director
Josh Hanford, DHCD Commissioner
Nathan Cleveland, CD Specialist

VCDP AWARD CONDITIONS

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by <first of the first month at least 6 months from award date> and has not submitted a written request to the VCDP Community Development Board to seek an Award Renewal recommendation to the Secretary. An interim Progress Report will be sent out through the online GEARS system that will be due no later than <first of the first month at least 6 months from award date> to obtain a status update of pending Award Conditions and assist in the determination of an Award Renewal if Award Conditions have not been fully met.
2. Prior to the Offer of a Grant Agreement the following documentation must be submitted:
 - a) Evidence of capacity to manage the project including the Program Management and the General Administration responsibilities.
 - b) Copy of the applicant's Resolution to Designate a Public Agency (PM-4 Form). Use when RPC or RDC is performing Program Management and/or General Admin. <The form is NOT needed when the entity performing Program Management and/or General Admin responsibilities is the subgrantee or borrower.>
 - c) Evidence of commitment of all Other Resources.
 - d) Documentation that the project has received its Environmental Release. **For Scattered Site and possibly some other IG's use:** Documentation that the project has received its Tier I Environmental Release.
 - e) Documentation that Grantee, Borrower, Subgrantee, Administrator, Program Manager and

Consultants have each obtained Unique Entity Identification (UEI) numbers from the SAM.gov UEI Request Service at <https://sam.gov/content/entity-registration>, have each registered with the System for Award Management (“SAM”) at www.sam.gov, are not listed on the State’s debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>, and shall provide the UEI number, evidence of registration, and evidence that the parties are not debarred to the Agency.

- f) Documentation that all necessary Permits have been secured.
- g) Completion of the Project Performance Measures online forms.
- h) A letter of opinion from an independent third party satisfactory to the Agency that the construction plans will make the building accessible to people with disabilities and will comply with the requirements of the American Disabilities Act and the Vermont Access Board Rules.
- i) Modifications to the application budget if necessary, by adding any new sources and/or revising amounts in the BUDGET Form node so the budget total equals the cost estimates.
- j) Copy of the applicant’s Municipal Policies and Codes (MP-1) must be uploaded to the GEARS online system. Please note the VCDP updated MP-1 form in November 2018 to be more in compliance with HUD requirements. This new form can be found on the Agency’s website <https://accd.vermont.gov/community-development/funding-incentives/vcdp/forms> and will need to be adopted. [Once adopted the form is valid for 10 YEARS]
- k) Evidence of written and adopted Town policies and procedures for Financial Management with approval by the Selectboard, Town Manager, and Town Treasurer.
- l) Documentation that the relocation elements required assuring compliance with the URA are in place and that relocation activities are consistent with the Town’s Anti-Displacement and Relocation Plan adopted on <date>. URA must be adopted/approved every 10 years
- m) The Applicant’s Anti-displacement Plan (ADP) must be uploaded to the Intelligrants system. If adopted prior to [USE DATE 10 YEARS PRIOR TO AWARD DATE SINCE ADP IS ONLY GOOD FOR 10 YEARS] a new ADP must be adopted by the Town. If one exists, the Town should also confirm it is current in terms of its content.
- n) Prior to close-out, the Grantee shall provide an Inspection Report and a Certificate of Occupancy from the Vermont Division of Fire and Safety that shows that the rehabilitation of <address or ‘the property’> meets the requirements for Vermont Fire and Building Safety Codes. (Use when Applies – Rehab Projects)
- o) Evidence of documentation of site control.
- p) A copy of the current certificate of liability insurance for the {City/Town/Village} shall be filed with the Agency.
- q) Grantee/Subgrantee/Borrower shall demonstrate compliance with Davis-Bacon reporting requirements, if applicable.

- r) Grantee/Subgrantee/Borrower shall demonstrate compliance with Section 3 reporting requirements, if applicable.
 - s) Require grantee to complete a Subgrantee Financial Monitoring Worksheet that complies with Subrecipient Monitoring per the Uniform Guidance. Only a Municipal staff person can complete and be responsible for the Subgrantee monitoring.
3. Grantee will be required to perform all necessary tasks to ensure adequate Subrecipient Oversight Monitoring per the Uniform Guidance using the Financial Monitoring Worksheet as submitted as an Award Condition. Only a Municipal staff person can complete and be responsible for the Subgrantee monitoring.
 4. A member of the legislative body, municipal CEO, municipal manager/administrator or a municipal designee responsible for housing issues within a municipality such as members of planning commissions, zoning boards of appeal, development review boards or local housing committees as approved by the legislative body will be required to attend an approved Fair Housing Training within one year of the Award Date. The goal is to ensure the appropriate people are attending the trainings and sharing the information they receive with their municipal colleagues. **<Use only if no one acceptable has attended in last 3 years>**
 5. Prior to close-out, the Grantee shall provide a letter of opinion from an independent third party satisfactory to the Agency that the rehabilitation of (PROPERTY) meets the requirements of the Americans with Disabilities Act and the Vermont Access Board Rules for rehabilitation to make the building fully accessible.
 6. The Applicant understands that at the completion of the grant it must enter into a Closeout Agreement with the Agency and must submit annual reports to the Agency under the terms of a Closeout Agreement. The Closeout Agreement must be executed prior to the Agency issuing the Certification of Program Completion. **(RARE - For projects that involve a loan of CDBG \$)**
 7. If the project's non-general administration budget comes in under budget, a proportion of the unused portion of the total budget (CDBG dollars and Other Resources dollars), shall be returned to the Agency. This proportion will be based on CDBG's share of the total financing package.
 8. If the project's general administration budget comes in under budget, the unused portion shall be returned to the Agency. The expenditure of CDBG funds for General Administration relative to the expenditure of Other Resources for General Administration must be maintained at the ratio as derived from the budget in the Grant Agreement. The unused VCDP funds budgeted for General Administration cannot be used for other activities in the Grant Agreement.
 9. In the event CDBG funds are needed prior to their availability due to VCDP requirements or conditions, the Grantee and/or one of the project parties must seek bridge financing to meet any expenses that cannot be delayed. The expenditure of bridge financing must be in compliance with VCDP requirements, most notably the environmental review process.
 10. The Agency may develop additional Award Conditions to address the issues raised by the analysis and the Board meeting, if funded.