

Applicant Community		
City/Town/Village of: _____		Date: _____
Contact Person		
NAME: _____		
PHONE: _____		EMAIL: _____
Project Partner(s)		
Contact Person		
NAME & ORGANIZATION: _____		
PHONE: _____		EMAIL: _____
Contact Person		
NAME & ORGANIZATION: _____		
PHONE: _____		EMAIL: _____
Grant Type:	Estimated Application Submittal Date:	Application:
<input type="checkbox"/> Accessibility Modification <input type="checkbox"/> Implementation <input type="checkbox"/> Planning <input type="checkbox"/> Scattered Site RLF <input type="checkbox"/> Other: _____		Single <input type="checkbox"/> Municipality Joint <input type="checkbox"/> Consortium <input type="checkbox"/> Multi-Year Application
	Target Board Meeting Date:	
National Objective:	State Objective	
<input type="checkbox"/> Low/Moderate Income <input type="checkbox"/> Slums & Blight <input type="checkbox"/> Urgent Need	<input type="checkbox"/> Housing <input type="checkbox"/> Economic Development <input type="checkbox"/> Public Facility <input type="checkbox"/> Public Service	
Estimated Project Funding		
Estimated VCDP Request \$ _____		
Estimated Total Project \$ _____		
Estimated Project Funding		
Other Resource(s)	Amount	Status

Project Description

Activities VCDP dollars would fund:	<input type="checkbox"/> Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> ADA Compliance
	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Services	<input type="checkbox"/> Historic Preservation
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Micro Enterprise	<input type="checkbox"/> Planning
	<input type="checkbox"/> Relocation	<input type="checkbox"/> Counseling	<input type="checkbox"/> Uncertain at this time
	<input type="checkbox"/> For Profit Loan	<input type="checkbox"/> Other: _____	

1. Project title:
2. Project location and/or address:
3. Estimated project start date:
4. Detailed project description*:

*Include the scope of work and anticipated work product if a Planning Grant and full project scope if an Implementation or Access Modification Grant.

5. Does the **project** involve:

Acquisition	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signing a Purchase and Sale Agreement is prohibited until the Environmental Review is approved. However, it is acceptable to sign Option Agreements. It is recommended to have Option Agreements reviewed prior to signing them to ensure that appropriate language is included.	
A structure that is 50 years old or older	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any disturbance to the ground	<input type="checkbox"/> Yes <input type="checkbox"/> No
A location in a floodway or 100-year floodplain	<input type="checkbox"/> Yes <input type="checkbox"/> No
Relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the project result in less affordable housing units?	<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Who are the direct beneficiaries of the project?

7. How was benefit eligibility determined?

8. Has the project been discussed with the applicant community leadership (Select board, Trustees, Municipal Manager, and/or Municipal Administrator)? Yes No

9. What is the status of the community's support of the project/application?

10. Does the project service more than one community, county, or region? Yes No

If yes, please describe:

11. Has any portion of the project budget been obligated to date? Yes No

12. Has the project begun in any way? Yes No

13. Explain in detail below if yes was answered to numbers 11 or 12.

Readiness Checklists are tools to help you prepare a successful VCDP application. Identify what has been done/completed by checking the YES box or what still needs to be done/completed by checking the box in the NO column. Any items not checked are those that you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

READINESS CHECKLIST					
Implementation Grants including Scattered Site					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 6 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Feasibility/Market Study in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project design and financial plan is in line with feasibility study results
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal in-hand/value acceptable/still valid	<input type="checkbox"/>	<input type="checkbox"/>	Business plan written, if Economic Development
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans and/or schematics in hand	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	3rd party project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand, if Brownfield
<input type="checkbox"/>	<input type="checkbox"/>	All funder meeting held	<input type="checkbox"/>	<input type="checkbox"/>	Voter approval secured, if needed
<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in - hand	<input type="checkbox"/>	<input type="checkbox"/>	Easements if needed are secured
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed	<input type="checkbox"/>	<input type="checkbox"/>	Construction started
<input type="checkbox"/>	<input type="checkbox"/>	Beneficiaries income surveyed			
Planning Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access in-hand (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work fully defined	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	Project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	Planning work started	<input type="checkbox"/>	<input type="checkbox"/>	Planning contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online			

Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Applicant community contacted and supportive of pursuing application	<input type="checkbox"/>	<input type="checkbox"/>	Building will be 100% in compliance with American Disabilities Act when work is completed
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access obtained (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Project can begin within 3 months of Board meeting
<input type="checkbox"/>	<input type="checkbox"/>	Scope of work fully defined	<input type="checkbox"/>	<input type="checkbox"/>	Regional Planning Commission certification project is consistent with Regional Plan
<input type="checkbox"/>	<input type="checkbox"/>	Project cost estimates in hand	<input type="checkbox"/>	<input type="checkbox"/>	Letters of support from parallel agencies in hand
<input type="checkbox"/>	<input type="checkbox"/>	Environmental review initiated online	<input type="checkbox"/>	<input type="checkbox"/>	Environmental Review Release Letter Issued
<input type="checkbox"/>	<input type="checkbox"/>	All alternative funding sources explored	<input type="checkbox"/>	<input type="checkbox"/>	Other Resources pursued/committed/in -hand
<input type="checkbox"/>	<input type="checkbox"/>	ADA letter of opinion from acceptable independent third party	<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	ADA Checklist for Readily Achievable Barrier Removal completed	<input type="checkbox"/>	<input type="checkbox"/>	Construction work started
<input type="checkbox"/>	<input type="checkbox"/>	Permits/DEC Project Review Sheet in-hand			

Threshold Checklists are tools to help you manage the requirements of VCDP and submit a successful application. Identify what has been done/completed by checking the box in the YES column or what still needs to be done/competed by checking the box in the NO column. Any items not checked are those you believe are not applicable. If unsure what may be necessary please contact your CD Specialist.

THRESHOLD CHECKLIST					
ALL Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Signed Select board/Trustee resolution to apply in-hand	<input type="checkbox"/>	<input type="checkbox"/>	Town Plan is adopted & does not expire until
<input type="checkbox"/>	<input type="checkbox"/>	Signed Consortium resolution to apply, if applicable, in-hand	<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Notice warned 15-days prior to Hearing
<input type="checkbox"/>	<input type="checkbox"/>	Application submittal at least 5-days after Hearing	<input type="checkbox"/>	<input type="checkbox"/>	Public Hearing Notice tear sheet in-hand
<input type="checkbox"/>	<input type="checkbox"/>	Revolving Loan Fund is active			
Implementation Grants					
Implementation Grants – If applicable					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Appraisal, within 6 months and at or above purchase price	<input type="checkbox"/>	<input type="checkbox"/>	Executed OPTION Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Marketing plan in hand	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	Proposed/Executed lease agreement			
Economic Development Applicants			Brownfield Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Equity contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	DUNS number obtained (For Business)	<input type="checkbox"/>	<input type="checkbox"/>	Corrective Action Plan in hand
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan & attachments in hand	<input type="checkbox"/>	<input type="checkbox"/>	Other funding in hand
Water/Waste Water Applicants			Slum & Blight Projects		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Municipal Contribution in hand	<input type="checkbox"/>	<input type="checkbox"/>	Project pre-qualification in hand
<input type="checkbox"/>	<input type="checkbox"/>	ANR, RD, EDA documentation in hand	<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met
<input type="checkbox"/>	<input type="checkbox"/>	Local bond analysis in hand			
Housing Applicants			Public Service Applicants		
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Market Study in-hand & meets VHFA standards	<input type="checkbox"/>	<input type="checkbox"/>	New/Increased service documentation in hand
<input type="checkbox"/>	<input type="checkbox"/>	One for One Replacement Plan	<input type="checkbox"/>	<input type="checkbox"/>	

Planning Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input type="checkbox"/>	Planning contracts executed
<input type="checkbox"/>	<input type="checkbox"/>	Site control/access is in-hand (evidence of ownership, site access or option agreement)	<input type="checkbox"/>	<input type="checkbox"/>	Planning work started
Accessibility Modification Grants					
Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Must assist existing municipally-owned building serving a municipal function) or a non-school-community library	<input type="checkbox"/>	<input type="checkbox"/>	Site control/access documentation (evidence of ownership, site access or option agreement)
<input type="checkbox"/>	<input type="checkbox"/>	Match requirements met	<input type="checkbox"/>	<input type="checkbox"/>	Planning Grant final product submitted
<input type="checkbox"/>	<input type="checkbox"/>	DEC project review sheet in hand	<input type="checkbox"/>	<input type="checkbox"/>	ADA work started
<input type="checkbox"/>	<input type="checkbox"/>	Construction contracts executed			