

State of Vermont
Department of Housing and Community Development
National Life Building – North [phone] 802-828-3211
One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

December 8, 2021

Valerie Capels, Town Administrator
Town of Bristol
P.O. Box 249
1 South Street
Bristol, VT 05443

RE: 07110-IG-2021-Bristol-16; Firehouse Apartments
VCDP Implementation Grant Award

Dear Ms. Capels:

I am pleased to inform you that on **November 19, 2021**, the Agency of Commerce and Community Development (Agency) made an award of up to **\$ 535,000**, 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 FY2021 funding allocation. You may start your project through the use of bridge financing, and VCDP 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 **June 1, 2022**, 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 Bristol will be requested to provide a written explanation to the Community Development Board, at its June 9, 2022 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 the Town and Evernorth are 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



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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 James Brady at 802-622-4236 or James.Brady@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:JC:cmb
Enclosures

cc: Elise Shanbacker, Addison County Community Trust
Tyler Labrie, Evernorth
Ann K. Kroll, Director, Grants Management
Josh Hanford, DHCD Commissioner
Julia Connell, CD Specialist



Vermont Community Development Program
Town of Bristol
Implementation Grant
Firehouse Apartments

VCDP AWARD CONDITIONS

December 8, 2021

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by **June 1, 2022** 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 **April 30, 2022** 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) Evidence of commitment of all Other Resources.
 - c) Documentation that the project has received its Environmental Release.
 - d) Documentation that all necessary Right of Ways and easements have been secured.
 - e) Documentation that all necessary Permits have been secured.
 - f) Completion of the Project Performance Measures online forms.
 - g) 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. In addition, please upload to the AWARD CONDITIONS DOCUMENTS form node a document that identifies all budget changes with explanations for each. If any activity has increased or decreased by more than 5%, please explain.
 - h) Evidence of written and adopted Town policies and procedures for Financial Management with approval by the Selectboard, Town Manager, and Town Treasurer.
 - i) The Applicant's Anti-displacement Plan (ADP) must be uploaded to the Intelligrants system. If adopted prior to November 18, 2011 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.
 - j) 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. 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 February 2021 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.
5. 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.
6. If the project's non-general administration budget comes in under budget, a proportion of the unused portion of the total budget (VCDP dollars and Other Resources dollars), shall be returned to the Agency. This proportion will be based on VCDP's share of the total financing package.
7. If the project's general administration budget comes in under budget, the unused portion shall be returned to the Agency. The expenditure of VCDP 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.
8. In the event VCDP 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.