



State of Vermont
Department of Economic, 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*

May 31, 2013

Valerie Capels, Town Administrator
Town of Waitsfield
9 Bridge Street
Waitsfield, VT 05673

RE: Town of Waitsfield; DR-IG-2012-Waitsfield-00024
VCDP CDBG-DR Implementation Grant Award

Dear Ms. Capels:

I am pleased to inform you that on **May 10, 2013**, the Agency of Commerce and Community Development made an award of up to **\$ 750,000**, as recommended by the Community Development Board, to fund the proposal in the application for Waitsfield Town Office Relocation to the Farm Stand location.

This grant award is subject to the enclosed Award Conditions; be sure to read them carefully. Award Condition #2 must be fully met by **October 15, 2013** 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 Waitsfield will be requested to provide a written explanation to the Community Development Board, at its October 2013 board meeting, if it is unable to meet this timeframe. The Board will consider rescinding the award in that event.

VCDP CDBG-DR awardees shall be required to use the Agency's on-line grants management system to manage their grant(s). This includes processes such as Environmental Review, submitting award condition documentation, requisitioning, and progress reporting. Your CD Specialist will be in touch to discuss how to use the 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 Town is to provide the program delivery for this grant. Please notify the Agency if this is inaccurate. Please review the chapter "Award Conditions and Executing Grant Agreements in the [Grants Management Guide \(GMG\)](#), which provides information on what you need to do to get a grant agreement offer.

Please review the Environmental Review Procedures "[Green Sheet](#)", which provides guidance on the environmental review process that you will need to complete prior to receiving a grant agreement. To complete an Environmental Review, you must access the Environmental Review Forms in your [On-line Application](#). It can be found under the "Related Items" section on the bottom left side of the screen, select "Environmental Review".



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As of the Award Date, reasonable costs may be incurred for Environmental Studies, Planning, Program Delivery, Program Engineering and Design, and Marketing and Outreach to the extent they are applicable to the CDBG-DR. Any CDBG-DR activities performed by the Grantee in the period between the Award Date and the execution of the Grant Agreement shall be performed at the sole risk of the Grantee.

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,



Lawrence Miller, Secretary
Agency of Commerce and Community Development

LM:GS:cmb
Enclosures

cc: Ann Karlene Kroll, Director, Grants Management
Josh Hanford, VCDP Director
George Sales, CD Specialist

Vermont Community Development Program
CDBG-Disaster Recovery Implementation Grant
Waitsfield Town Office Relocation

VCDP CDBG-Disaster Recovery AWARD CONDITIONS

May 31, 2013

RECOMMENDED AWARD CONDITIONS: CDBG-Disaster Recovery Implementation Grants

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by **October 15, 2013** and has not submitted a written explanation to the CD Board to seek an Award Renewal recommendation to the Secretary. This means submitting the documentation for the CD Board at the October 2013 Board Meeting if the 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 Delivery responsibilities.
 - b) Evidence of commitment of all Other Resources.
 - c) Documentation that the Environmental Review has been completed by submission of the appropriate online environmental forms to the Department.
 - d) Documentation that all necessary Right of Ways and easements have been secured.
 - e) Voter approval for funding and/or site control has been secured.
 - f) Completion of the Project Performance Measures Forms.
 - g) Modifications to the application, such as to the budget, if determined necessary by VCDP staff.
3. The grantee must establish a non-interest bearing bank account for all CDBG-DR funds, and it cannot be a bank account used for VCDP non-DR funds. The bank information must be entered on the "bank account information" page within the online application and the grantee must notify their CD Specialist when the page has been completed
4. If the project's non Program Delivery budget comes in under budget, a proportion of the unused portion of the total budget (CDBG-DR dollars and Other Resources dollars), shall be returned to the Agency. This proportion will be based on CDBG-DR's share of the total financing package.
5. In the event CDBG-DR funds are needed prior to their availability due to CDBG-DR 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 CDBG-DR requirements, most notably the environmental review process.