

**Read Me Page**

**Application Target Dates      Board Meeting Dates**

September 10, 2019	November 7, 2019
February 11, 2020	April 2, 2020
April 14, 2020	June 11, 2020

What Board Meeting is your project targeting? 11/5/2020

1. **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.
  
2. **MUNICIPAL PLAN:** All applicant communities, including consortium member communities, must have an adopted and still current (municipal plans expire 5 years after adoption) Municipal Plan under 24 V.S.A. Chapter 117, Subchapter 5. For further information, contact your CD Specialist.
  
3. **ENVIRONMENTAL REVIEW:** Every project is required to complete an Environmental Review. For further guidance on Environmental Review please refer to our Environmental Review Webpage or contact the Department's Environmental Officer.
  
4. **HISTORIC PRESERVATION:** Every project is subject to review under Section 106 of the National Historic Preservation Act, please complete the Section 106 Preliminary Review Form and submit it to the email listed on the form. The Department's Environmental Officer. can assist you with completing the form, and staff from the Division for Historic Preservation will assist you with the Section 106 Process.

**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.

- ✓ 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.

**VCDP Planning Grant 2020**  
Organization: Town of Westford  
**Program Area Selection**

07110-PG-2020-Westford-01

- ✓ Housing
- Economic Development
- Public Facilities
- Public Services

**Working Title for Project** 1705 VT Route 128  
Redevelopment

**Applicant Municipality** (or lead applicant if applying as a consortium): Town of Westford

Is this a consortium project?

Yes

No

If Yes, please select the participating municipalities. \*

Participating Municipalities

**Chief Executive Officer** (of lead applicant if consortium application) Julia Andrews

**Contact Person** (of lead applicant if consortium Application) Taylor Newton

**Person who prepared this application** Taylor Newton

**Municipal DUNS#:**

I certify the Municipalities DUNS# above is current and valid, if blank please enter the Municipalities DUNS# on the "Municipal Policies, Plans, and Insurance" page under the Organization Detail page.

**Estimated Project Funding:**

VCDP Request	\$60,000
Municipal Funds	\$756
All Other Funds	\$7,866
Total (Municipal & Other)	\$8,622
<b>Total Project Funding</b>	<b>\$68,622</b>

Please select all that apply: \*

Applicant intends to:  keep  subgrant  loan the VCDP Funds.

**Enter legal name of Subgrantee:\***

N/A

DUNS# Federal ID#

**Enter legal name of Borrower:\***

N/A

DUNS# Federal ID#

**The following apply:**

- ✓ Housing
- Economic Development
- Public Facility
- Public Service

National Objective \*

- ✓ LMI
- Slums & Blight
- Urgent Need

Note: For the purpose of planning activities, it is understood the work will have the potential to benefit low and moderate income individuals.

Grantee Roles and Capacity

ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	Do you anticipate this service being paid for with VCDP funds ?
1. Project Application Management/Preparer	Taylor Newton	CCRPC - Senior Planner	✓ Yes No Unsure N/A
2. Environmental Review Preparer	Taylor Newton	CCRPC - Senior Planner	✓ Yes No Unsure N/A
3. Architect	N/A	N/A	Yes No Unsure e ✓ N/A
4. Engineer	TBD Consultant	TBD Consultant	✓ Yes

Grantee Roles and Capacity

			No Unsure N/A
5. Project Manager (Contact for project progress during implementation, start to finish)	Taylor Newton	CCRPC - Senior Planner	✓ Yes No Unsure N/A
a. Preparation of Progress Reports	Taylor Newton	CCRPC - Senior Planner	✓ Yes No Unsure N/A
b. Review/submission of Progress Reports	Melissa Manka	Town of Westford - Planning Coordinator	Yes ✓ No Unsure N/A
6. Historic Preservation Consultant(s)	TBD Consultant	TBD Consultant	✓ Yes No Unsure N/A
7. Financial Management at the Municipal Level			
a. Reviews/approves invoices	Julia Andrews	Town of Westford - Selectboard Chair	Yes ✓ No Unsure N/A
b. Submits requisitions for disbursement of grant funds	Nanette Rogers	Town of Westford - Town Administrator	Yes ✓ No Unsure N/A
c. Approves payments	Julia Andrews	Town of Westford -	Yes ✓

Grantee Roles and Capacity

		Selectboard Chair	No Unsure N/A
d. Prepares checks for payment of invoices	Mary Jane Featherstone	Town of Westford - Bookkeeper	Yes ✓ No Unsure N/A
e. Signs checks	Greg Barrows	Town of Westford - Treasurer	Yes ✓ No Unsure N/A
f. Maintains and controls accounting records, including ledgers	Greg Barrows	Town of Westford - Treasurer	Yes ✓ No Unsure N/A
g. Reconciliation of bank statements	Greg Barrows	Town of Westford - Treasurer	Yes ✓ No Unsure N/A
h. Preparation/submission of Subrecipient Annual Report/Single Audit	N/A	N/A	Yes No Unsure ✓ N/A
i. Reports financial status of grant to Municipal Governing Body	Julia Andrews	Town of Westford - Selectboard Chair	Yes ✓ No Unsure N/A
8. Financial Person at the Subrecipient/Borrower Level	Greg Barrows	Town of Westford - Town Treasurer	Yes ✓ No Unsure N/A
9. Compliance Management			

Grantee Roles and Capacity

a. Preparation of Request for Proposals/Qualifications for construction	N/A	N/A	Yes No Unsure ✓ N/A
b. Responsible for oversight of bid solicitation/procurement of contractors	Taylor Newton	CCRPC - Senior Planner	✓ Yes No Unsure N/A
c. Review/execution of contracts for construction	N/A	N/A	Yes No Unsure ✓ N/A
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	N/A	N/A	Yes No Unsure ✓ N/A
e. Clerk of the Works	N/A	N/A	Yes No Unsure ✓ N/A
f. Inspection of work prior to release of payment	Julia Andrews	Town of Westford - Selectboard Chair	✓ Yes No Unsure N/A
Other			Yes No Unsure



**Grantee Roles and Capacity**

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e N/A

For Economic Development Projects, if project is not an Economic Development project, select N/A:

✓ N/A

**ROLE/TASK TO BE PERFORMED**

**NAME OF RESPONSIBLE PERSON**

**TITLE OF RESPONSIBLE PERSON**

1. Responsible for Job Creation/Retention Requirements

For Scattered Sites Projects, if project is not a Scattered Sites project, select N/A:

✓ N/A

**ROLE/TASK TO BE PERFORMED**

**NAME OF RESPONSIBLE PERSON**

**TITLE OF RESPONSIBLE PERSON**

1. Outreach/Marketing
2. Intake/Application review
3. Verification of application information/Underwriter
4. Housing rehab inspections
5. Tier II Environmental Reviews
6. Manager of Escrow Accounts
7. Loan Servicer
8. Delinquent Accounts Collector

**Project Description**

Provide a description of the project. Be sure to include the following:

**a) Provide a detailed description of the scope of work and be sure to identify each Work Product resulting from the planning work.**

The Town of Westford, and project partners (e.g. Vermont River Conservancy, Champlain Housing Trust, and Green Mountain Habitat For Humanity), will conduct site investigation, planning, and pre-development work on the property at 1705 VT Route 128 in Westford. The intent is to develop a site plan for the property that will include a public river access, 6-8 units of perpetually affordable housing, and a to-be-determined public facility use on the property. See below for the full scope of work and work products:

1. Survey. An existing conditions survey of the property and the development of a subdivision plat of future conditions.

Work Product: Survey plat

2. Site Plan. A civil engineer will develop a preliminary future site plan for the entire project site. The site plan will include existing conditions, future site conditions (building placement, parking, access, circulation, lighting, landscaping), utility plan (water service, wastewater service, electric service, etc.), stormwater management plan, road/driveway profiles, and cost estimates for infrastructure costs (water service, sewer service, stormwater management, paving, signage, curbing, sidewalks, lighting, landscaping).

Work Product: Site Plan

3. Appraisal. A commercial appraisal of the property will be completed.

Work Product: Commercial appraisal

4. Legal Costs. The Town's attorney will complete an Opinion of Counsel on the administrative services contract with Chittenden County Regional Planning Commission (CCRPC). The Town's attorney will also complete draft deeds for each new lot identified on the survey plat and will draft any required joint maintenance agreements.

Work Products: Opinion of Counsel, deeds and other required legal documents.

5. Grant Administration and Project Management. CCRPC will complete grant administration and project management services for the Town of Westford.

**b) Provide the address or location of the project. Be sure to include street address, city and zip.**

1705 VT Route 128  
Westford, VT 05494

**c) The service area for this project if it serves beyond the municipality applying. (If not applicable enter N/A)**

N/A

**d) Attach a location map and site plans.**

## Project Description

[https://egrants.vermont.gov/\\_Upload/243876\\_8077234-PigeonProperty.pdf](https://egrants.vermont.gov/_Upload/243876_8077234-PigeonProperty.pdf) ✓ N/A

- e) **You may also submit photographs.** The Grantee agrees that upon submission to the State the Grantee relinquishes all rights to ownership or control over the photographs and that all photographs become the sole property of the State of Vermont and may not be copyrighted or resold by the Grantee. The Grantee will exercise due care in creating or selecting content for photographs to ensure that such images do not violate the copyright, trademark, privacy or similar rights of others. To the extent the Grantee uses copyrighted materials in performance of work under this Grant the Grantee shall document and provide the State with the precise terms of the licensed use granted to the State by the owner of the copyright for future use of the copyrighted material. The Grantee shall not use any copyright protected material in the creation of photographs under this Grant Application that would require the payment of any fee for present or future use of the same by the State.
- Model releases. The grantee will be responsible for obtaining appropriate signed model release forms when photographing people and minors. All forms must be reviewed and approved by the State prior to use. Signed model release forms must be filed with the State at the same time images are distributed.
- [https://egrants.vermont.gov/\\_Upload/243876\\_8077236-Photos-Section106Review.pdf](https://egrants.vermont.gov/_Upload/243876_8077236-Photos-Section106Review.pdf) N/A
- f) **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.**  
 Part of the property is located within the floodplain of the Brown's River. It is anticipated that the project will do some planning work related to accessing the river via the floodplain on the property. No physical construction will occur as a part of the current project.
- g) **If implemented would the project be located in a designated downtown or designated village center as determined by the Downtown Development Board?**  
 ✓ Yes  
 No  
**If no, is it located 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.**
- h) **Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project.** Please Note: Completion of the Environmental Review is not required before submitting an application, but it is critical that you have a handle on what environmental review components may impact your project's timeline/budget in order to properly represent the budget and timeline in the project's application .  
 ENV-2020-Westford-001

VCDP Planning Grant 2020

Organization: Town of Westford

07110-PG-2020-Westford-01

**Project Budget: Housing: General Administration**

**Activity** General Administration  
**VCDP Amount Requested** \$5,000  
**Activity Total** \$12,122

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

See attached letter.

[https://egrants.vermont.gov/\\_Upload/243879\\_8076118-CCRPC\\_WestfordVCDPSupport\\_20200901.pdf](https://egrants.vermont.gov/_Upload/243879_8076118-CCRPC_WestfordVCDPSupport_20200901.pdf)

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
Other	Cash-In-Kind	\$1,471	CCRPC - Grant Admin Match	State/Local	In-Hand		✓
Other	Cash-In-Kind	\$4,895	CCRPC - Preapplication Cost	State/Local	In-Hand		✓
(MUNI) - Municipal Contribution	Cash-In-Kind	\$756	Town - Financial Admin	State/Local	In-Hand		✓
<b>Total</b>		<b>\$7,122</b>					

VCDP Planning Grant 2020

Organization: Town of Westford

07110-PG-2020-Westford-01

Project Budget: Housing: Planning - Only

**Activity** Planning - Only  
**VCDP Amount Requested** \$55,000  
**Activity Total** \$56,500

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

The estimates are based on estimates provided by Green Mountain Engineering, Keller & Associates, and Stitzel Page and Fletcher.

[https://egrants.vermont.gov/\\_Upload/245327\\_8076118-BudgetQuotes.pdf](https://egrants.vermont.gov/_Upload/245327_8076118-BudgetQuotes.pdf)

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
Other	Cash-In-Kind	\$500	Champlain Housing Trust	Private	Committed	<a href="https://egrants.vermont.gov/_Upload/245327_8076244-CHT-VCDPletterofsupport.pdf">https://egrants.vermont.gov/_Upload/245327_8076244-CHT-VCDPletterofsupport.pdf</a>	
Other	Cash-In-Kind	\$500	Green Mountain Habitat	Private	Committed	<a href="https://egrants.vermont.gov/_Upload/245327_8076245-HabitatforHumanityLetter.pdf">https://egrants.vermont.gov/_Upload/245327_8076245-HabitatforHumanityLetter.pdf</a>	
Other	Cash-In-Kind	\$500	Vermont River Conservancy	Private	Committed	<a href="https://egrants.vermont.gov/_Upload/245327_8076246-Westfordsupportletter9.2.20.pdf">https://egrants.vermont.gov/_Upload/245327_8076246-Westfordsupportletter9.2.20.pdf</a>	
<b>Total</b>		<b>\$1,500</b>					

**Project need is well-documented (e.g. studies, updated data, etc).**

## 1. Describe the need for this project.\*

The subject property, 1705 VT Route 128, is located in the heart of Westford's village (the village is identified in the Town Plan as the "Town Center"). The Town Center and the subject property have both suffered from disinvestment and a lack of infrastructure over the past decades. The community recognizes this fact and the need for Town Center revitalization in two primary documents: the 2015 Westford Town Plan and Westford's Future – Report and Action Plan, a Vermont Council on Rural Development report from a Community Visit in November 2019.

The Town Plan identifies the Town Center as an area containing "a mix of commercial, residential, and municipal uses designed to promote community interaction and identity" and the Town commits to finding "innovative ways to achieve higher density growth in the Town Center Area" in the plan's vision statement (p.3). The Town Plan further identifies the lack of a community wastewater serving the Town Center areas as a major hurdle to development. The development of a community wastewater system is being studied and planned concurrently to the proposed project at 1705 VT Route 128.

There is currently no perpetually affordable housing in Westford. This includes both ownership housing and rental housing according to the housingdata.org operated by Vermont Housing and Finance Agency. Per the 2015 Westford Town Plan, "a household earning the median household income for Chittenden County could not afford to purchase a single family home in Westford, but could afford a condominium or mobile home" based on demographic data available at that time from the American Community Survey. Between 2015 and 2019, the median sale price of a single family home in Westford has increased from \$282,500 to \$305,000 according to housing data.org. In early 2020, the median sale price of a single family home was up to \$314,900 according to Burlington-based real estate company Coldwell Banker Hickok & Boardman (<https://www.hickokandboardman.com/vermont-market-report/market/chittenden-county/>). Housing is becoming more unaffordable over time.

Westford's housing stock needs to be more diversified. According to 2018 ACS data, there are only 17 housing units located in duplexes and 14 housing units located in 3 to 4 unit apartment buildings. However, there are 736 detached single family homes in Westford. This lack of diversity can be an obstacle to general housing affordability. The proposed project, based on information from the project's housing partners, will likely include housing units in duplexes which will provide additional housing options within Westford.

Westford's Future – Report and Action Plan further builds on the vision in the Town Plan. The report identifies three key priorities identified by over 100 Westford residents during a community visit in the fall of 2019. Two of the priorities have a direct link to the proposed project: "Improve Traffic Safety, Walkability, and Bike-ability" and "Boost Local Business and Economic Development and Improve Broadband and Cell Connectivity." The proposed project will directly address traffic safety and walkability with part of the Town Center along VT Route 128 by providing plans and specifications for a redesigned streetscape. The proposed project in the long term will also create opportunities for local businesses to locate within the Town Center through identifying land/buildings where future commercial uses and housing will be located.

## Project Need

The above policy documents show the need and community support for Town Center revitalization . However, there are more practical and direct reasons why there is a need for this specific project. The 1705 VT Route 128 is a large parcel that has specific challenges that make redevelopment of the property difficult: the property is a brownfield with confirmed petroleum contamination and the property currently lacks adequate wastewater capacity on-site to support redevelopment. These challenges make it unlikely that the property will be redeveloped by a private owner in the future due to considerable costs and risk associated with developing the property.

Public investment is needed to redevelop the property and implement the Town's vision . The challenges that the site faces are already being directly addressed by the Town of Westford . The Town is actively working to study and eventually remediate contamination on site, in cooperation with the current landowner, through the CCRPC Brownfields program. A Phase II environmental site assessment for the property has been completed. The Town is also actively working to develop a community wastewater system that will serve the Town Center. The wastewater project is symbiotic to the revitalization of 1705 VT Route 128. Both are central to implementing the Town Plan. And both projects are unlikely to happen without the other. Wastewater capacity is needed to redevelop 1705 VT Route 128. Wastewater users at 1705 VT Route 128 are needed to make the wastewater project self-sustaining and more affordable to all future users.

The Town of Westford and its community partners are well positioned to guide the redevelopment of the subject property and leverage community assets to most cost-effectively solve issues related to redevelopment. The redevelopment of the property will serve as a catalyst for future reinvestment in the Town Center. It will also provide direct benefit to low and moderate income households by determining the feasibility of affordable housing on-site.

2. Describe the manner in which the need was determined and how your project (proposal) will meet the need described in #1 (cite relevant data and attach any studies or information to support this need).\* The conceptual project need was determined through the development of the Westford Town Plan and through the Community Visit process.

The development of the Town Plan in 2015 involved over a dozen public meetings and two public hearings. Public input gathered during the development of the 2015 Town Plan repeatedly prioritized the importance of the Town Center as a key community gather space that could be enhanced by the development of village-scale commercial and residential uses.

Many of the same sentiments have still rung true through the development of an updated Westford Town Plan in 2019-2020. This was confirmed in 2019 through an extensive community survey administered by the Westford Planning Commission. For example, 60% of the over 200 survey respondents found that the development of affordable housing in Westford is an "important" or "very important" goal of the Town Plan. The fall survey results are attached.

The 2015 Westford Town Plan remains in effect due to the passage of Act 92 (H.681) on March 30, 2020 in response to COVID-19. This act states that "plan issued by a municipal corporation that is due

to the municipal corporation for renewal or review shall remain valid for 90 days after the date that the declared state of emergency ends.” The 2020 Westford Town Plan is anticipated to be adopted by the Town by December 2020.

The Community Visit conducted by the VCRD in the fall of 2019 included two meetings with over 100 participating community members. Experts across the fields of planning, housing, and the arts, guided community participants in developing three key community priorities which cited a need to improve traffic safety/walkability, a need to boost local business and economic development, and advance the arts. The proposed project addresses the two former priorities.

The more practical project needs related to the difficulty of developing the subject parcel have been known by the Town of Westford for many years. However, the property owners (Pidgeon Family Trust) have only recently expressed interest in selling the property. This has provided an opportunity for the Town to engage with the property owners, enroll the property in the brownfield program, and take a leadership role in redeveloping the property. The acquisition of partial funding to construct the community wastewater system in early 2020 is another reason why this is an essential time to move forward with planning the redevelopment of this property that will serve as a cornerstone property on the Town Common.

The proposed project will meet the need established by the community through the following approach : First, a project steering committee will be created. This steering committee will be composed of two members of the Westford Planning Commission and one member each from the Vermont River Conservancy, Green Mountain Habitat for Humanity, and Champlain Housing Trust. Chittenden County RPC and Westford Planning Staff will provide administrative support to the steering committee . Knowledgeable experts from Westford’s citizenry will be asked to participate as needed . An architect, geotechnical engineer, and contractor, all Town residents, have all expressed interest in providing technical support and expertise to the steering committee.

The steering committee will select a project consultant team headed by a civil engineer via a RFQ process. The steering committee will meet with the project consultant team to develop a site plan and complete the work plan over the course of 3 to 5 meetings in the spring/summer of 2021. The draft site plan and subdivision plat developed by the steering committee will be presented to the public in the fall of 2021 in a series of in-person and/or virtual hearings to solicit public feedback. Based on public feedback, the steering committee will further revise the site plan with the project consultant team.

The steering committee will report monthly to the Westford Planning Commission and Westford Selectboard regarding the progress of the project.

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

3. a) Describe why this is the best approach to meet this need.\*

The proposed approach is the best approach for the following reasons:

Coordination – The proposed approach allows the Town to maximize coordination with the multitude of



parties involved with this project and other Town Center revitalization efforts. Town staff, led by Planning Coordinator Melissa Manka, and the Town Planning Commission are heading the efforts to develop community wastewater in Westford. Two Planning Commission members will also be a part of the subcommittee working on the proposed project at 1705 VT Route 128. The arrangement will allow coordination between the two respective projects. CCRPC will conduct grant administration and project management for the project which allows continued coordination with CCRPC's efforts to manage the brownfields remediation on the property which will continue in 2021.

Expertise – The proposed approach incorporates experts in various project aspects – VRC in river access, conservation, and brownfields projects, CHT and GMHFH in affordable housing, and CCRPC in grant administration and project management. The Town has a solid relationship with the property owners and an established pulse on the vision for the Town Center based on years of public engagement. VRC, CHT, GMHFH, and CCRPC are all experienced in identifying and obtaining funding for project implementation. The expertise provide by these organizations will allow the Town to make informed decisions on the redevelopment of the property.

Affordability and Significant Public Benefit – The proposed approach ensures that the project will result in a development plan that meets the needs and capacity of our affordable housing partners. This is essential to ensuring that there is perpetually affordable housing in Westford's Town Center. The proposed approach will also ensure that development of the subject property will have significant public benefit regardless of household income (e.g. public access to the river and a future public facility use).

b) Identify other approaches that were considered and explain why they were not pursued.\*

The other approach considered was to allow the private market to redevelop the property. This approach did not seem as likely to succeed as the proposed approach. This is due to the development challenges (e.g. lack of municipal wastewater at present, brownfield). Private development was also less likely to result in perpetually affordable housing.

Further, given the importance of redeveloping this property to community wastewater project (in terms of developing wastewater users), the Town finds that the proposed approach will allow for the greatest level of coordination between the two projects which is essential. This coordination would not necessarily occur if the project was developed privately.

**All appropriate funding sources have been sought.**

4. Describe the effort to obtain other funding, and why particular funding sources were considered but not pursued.\*

The Town worked with CCRPC to identify appropriate grant opportunities to redevelop the subject property. It is through this coordination that the Town connected the property owner with the CCRPC brownfields program. This program has enabled to allow the Town to complete some pre-development work (e.g. archeological assessment and historic resources assessment), but cannot fund all the work needed to attract partners to the project (e.g. VRC, CHT, and GMHFH).

The Town assessed other grant programs, including funding from VHCB, to complete the proposed scope of work. The Municipal Planning Grant program from ACCD was ruled out because its maximum grant award is insufficient to pay for the proposed scope of work. VCDP was selected as the preferred funding opportunity for the work based on the affordable local match, program commitment to benefitting LMI households, the high award ceiling, and the upcoming application deadline.

5. Explain the level of municipal government support.\*

The municipal government is very supportive of the proposed application.

The Westford Planning Commission raised the idea of this project with the Westford Selectboard in 2019. The Westford Selectboard agreed to have the Planning Commission investigate funding sources to support the proposed project and also supported the Pigeon Family Trust's enrollment of the property in the CCRPC Brownfields program.

The Westford Planning Commission met several times over the summer of 2020 to work on this grant application and to provide the grant writers at CCRPC with guidance. A public hearing on this application was held on August 27, 2020. The public hearing was presided over by the Selectboard with several Planning Commission members in attendance. At the public hearing, the details of the project were examined by both boards and the general public. At the hearing, most public comments were generally supportive of the application. The Selectboard thanked the Planning Commission for their efforts on the project at the hearing. At a meeting on September 2, 2020, the Selectboard passed a resolution supporting this application.

**How well the project meets a Consolidated Plan goal.**

For specific information about the Consolidated Plan refer to the [VCDP Application Instructions](#) and [Program Guide](#) or contact your CD Specialist.

6. Describe how the project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals.\*

The proposed project will fulfill two key aspects of the State's Action Plan for the HUD Consolidated Plan:

Increase the supply and quality of affordable housing – the proposed project includes planning for the development of 6 to 8 units of perpetually affordable housing on the property in coordination with Green Mountain Habitat for Humanity and Champlain Housing Trust. The housing units will be constructed by Green Mountain Habitat for Humanity and then sold to Champlain Housing Trust who will then enroll the homes into their Shared Equity program. The program ensures that the housing on-site will be perpetually affordable.

Strengthen communities and improve the quality of life of Vermonters – the proposed project will directly improve the quality of life for all Vermonters by providing a public river access on the Browns River.

There is no locally available public river access in Westford. The housing and streetscape improvements to be planned for on site will also improve the quality of life of Vermonters living and visiting Westford. Lastly, the to-be-identified public facility use may have positive impacts on local quality of life, but that will only be determined through the development of this project.

#### Is the project consistent with the local Municipal Plan?

7. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.\*  
[https://egrants.vermont.gov/\\_Upload/244153\\_8077261-SelectboardLetterofSupport.pdf](https://egrants.vermont.gov/_Upload/244153_8077261-SelectboardLetterofSupport.pdf)

#### Is the project consistent with the Regional Plan?

8. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed.\*  
[https://egrants.vermont.gov/\\_Upload/244153\\_8077262-WestfordCommissionResolution\\_20150716.pdf](https://egrants.vermont.gov/_Upload/244153_8077262-WestfordCommissionResolution_20150716.pdf)
9. If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support. If not applicable please enter N/A in the textbox.\*  
See attached letter from CCRPC.

[https://egrants.vermont.gov/\\_Upload/244153\\_8077263\\_2-CCRPC\\_WestfordVCDPSupport\\_20200901.pdf](https://egrants.vermont.gov/_Upload/244153_8077263_2-CCRPC_WestfordVCDPSupport_20200901.pdf)

#### Degree of health/safety risks to beneficiaries.

10. Describe how this project, if it were to be implemented, would directly address a health or safety issue for the intended beneficiaries.\*  
This project will provide planning and pre-development for perpetually affordable housing, public river access, and a to-be-determined public facility use.

If implemented, the most direct health or safety issue addressed by the project will be creation of 6 to 8 perpetually affordable and safe housing units in Westford. The beneficiaries of this housing will be low and moderate income households. This is because all future homeowners will need to meet the requirements of the HUD Area Median Income Guideline (80% of median household income) in order to qualify for Champlain Housing Trust's Shared Equity Program.

According the Building Homes Together, a multi-organization organizational campaign to increase housing supply in Chittenden County, quality, affordable housing "helps create a stable environment for children and improves educational performance and achievement," "reduces exposure to lead, mold, and other harmful pathogens," and "is proven to improve health outcomes, especially for children and in homeless populations." For families with children, affordable house this means the ability to stay in the same school district and reduce learning loss that comes with educational interruptions. Affordable housing ensures that LMI families are able to have funds available to attend to their health care needs

**Project Need**

and health foods at the grocery store. Over time, affordable housing through the Shared Equity program allows families to build equity and end the cycle of poverty.

This project will also determine if there is adequate space on the property for a public facility use like a childcare center. If possible, and if implemented on site, a childcare center would ensure supervision of children that may otherwise be left by themselves or in an unsafe situation because of parents' inability to access child care services. Additional childcare services will also allow parents with the ability to work during the day while knowing that their children are safe. It is difficult to precisely quantify these benefits. High quality childcare that creates a nurturing environment can have a positive effect on children's brain development. Over time this may provide positive outcomes in regard to mental health, social skills, and educational achievement for children.

**Timing Pressures**

11. Please describe, if applicable, any particular issues that make this project "time sensitive".\*  
The property is currently owned by the Pigeon Family Trust. The Trust is very interested in selling the property as quickly as possible, but understands the process that needs to be followed in order to remediate the contamination on site. The Trust also understands the timeline of the proposed VCDP Planning Grant project. The Pigeon Family Trust is willing to sell the property at 1705 VT Route 128 to the Town, or a third-party cooperating with the Town, in the future at its commercially appraised value. If the Town does not secure VCDP funding for the Planning Grant, it is likely that the Pigeon Family Trust will seek to sell the property to a private entity in the future and the Town will miss out on a key opportunity to develop public river access and affordable housing in the Town Center.

It is possible that the Vermont River Conservancy may act as a "bridge" property owner during the course of the project timeline. VRC is a committed project partner and the possible transition in ownership between VRC and the Town will have no impact on the proposed project. VRC and the Town are jointly invested in seeking fundraising and grant sources to fund the acquisition of the property if development of the subject parcel is deemed feasible.

**Level of beneficiary involvement in the development of the project, as appropriate.**

12. Describe how persons of low- and moderate- income were involved in the development of this project. How have they shown support?\*

The lack of affordability was identified in a 2019 community survey by over 25 survey respondents as the “most critical issue” impacting Westford (this response was outpaced by “high taxes,” but still among the highest responses). Further, over 60% of survey respondents found that affordable housing, the foundation of the proposed project, is important. While this survey did not ask respondents for income information, it is assumed that survey respondents represent a broad range of household incomes. Approximately 25% of Westford households meet the definition of low and moderate income according to HUD

(<https://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>).

Project partners Green Mountain Habitat for Humanity and Champlain Housing Trust are both mission-drive non-profits that serve exclusively low and moderate income households. Their support for the project indicates to the Town of Westford that low and moderate income households within Westford, and Chittenden County at large are in great need of support. According to GMHfH, Westford is one of the few municipalities in Chittenden County within which the organization has not built homes since the inception of GMHfH in 1984.

The Town of Westford and its project partners developed this project in response to several recent plans and studies that have noted the lack of affordable housing available in Chittenden County. This includes the 2020-2024 Vermont Housing Needs Assessment which found that over 27% of county homeowners and 56% of county renters are spending more than 30% of their household income on housing. The burden of this lack of affordability is believed to be held by LMI households.

**How well the project indirectly impacts the community and/or additional LMI people.**

13. Describe the indirect impact to the community, if it were to be implemented, and other LMI beneficiaries that may be indirectly served by the project.\*

If implemented, the community will indirectly, and positively, impacted by the proposed project in several ways:

-It will provide the only perpetually affordable housing in the Town of Westford.

-It will increase the amount of safe, affordable, and well-designed housing available will make Westford a desirable place to live and the location of the housing on the Town Common will act as the “front porch” of the community, welcoming those traveling through the Town Center on VT Route 128.

-It will positively impact the streetscape in the village through increased sidewalks and other features designed to enhance the pedestrian experience in Westford. The proposed project has the potential to assist with stormwater management issues that impact the Town Common and other municipal properties in the Town Center.

-It will provide a needed source of wastewater demand. Additional wastewater demand is needed to

**Project Impact**

support the development. The affordability of the new community wastewater system is highly contingent upon increasing the number of system users.

-It will positively impact the Grand List and increase the amount tax revenue collected by the Town .

-It will provide an opportunity to allow public access to the Browns River in the Town Center and provide a much needed "attraction" in Westford.

**Readiness to start within four months of the award.**

14. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access. For specific information about site control requirements refer to the VCDP Application Instructions and Program Guide. \*

See the attached site access agreement. The property owner has agreed to allow the Town and its consultants to access the property, and to all structures on site, to conduct all work needed under this grant proposal.

Both an archeological resource assessment and an historic resources assessment have been required by the Division of Historic Preservation for this project through the accompanying Environmental Review. This work is being completed outside the scope of work of this planning grant. The work is being funded through the CCRPC brownfields program and will be completed in the fall of 2020. The property owner has agreed to provide consultants with the ability to enter the property and all structures on site while completing this work.

15. Please Identify the status of commitments from each other funding source; please identify when commitments are expected from each funding source.\*br />All match for this grant is through in-kind sources. CCRPC, Champlain Housing Trust, Green Mountain Habitat For Humanity, and Vermont River Conservancy have all committed to providing in-kind match through the course of the project. The Town of Westford is also providing in-kind match related to the financial administration of the grant.

**Benefit/Timeframe Feasibility**

16. There must be a reasonable expectation for achieving benefits for persons of low- and moderate-income if the plan(s) developed with the use of VCDP funds was to be implemented. Explain what the anticipated benefit(s) would be and how this was determined.\*

The anticipated benefits, if the project is implemented, would be achieved through the development of perpetually affordable housing on the property. The housing would be owned by Champlain Housing Trust and enrolled into their Shared Equity program. Housing in the Shared Equity program is only available to low- and moderate-income households as defined by HUD. CHT could provide documentation of this benefit to the Town and VCDP if the proposed project is implemented through a VCDP Implementation Grant in the future.

17. Time Table:

(a) Provide a project time line. Include dates for each proposed activity as well as for procurement steps including hiring, the achievement of the Benefit completion, and any other key dates for actions to carry out this project. \*

Project Timeline:

Hold Public Hearing - August 27, 2020

Submit Application - September 8, 2020

100% Funding Commitments - September 8, 2020  
Hearing Date - November 5, 2020  
Award Date (if awarded) - Early December 2020  
Sign Grant Agreement - February 15, 2021  
Procurement Completed - May 1, 2021

Land survey – existing conditions completed - May 2021  
Site Plan (existing conditions and future conditions - make sure that stormwater treatment) completed - September 2021  
Land survey – future subdivision completed - October 2021  
Property appraisal completed - October 2021  
Legal work - October 2021  
Project completion - November 2021

(b) How was this time table determined?\*

The timetable was developed in concert with Westford's community partners. CCRPC and CHT have managed and/or been involved with VCDP-funded projects in the past and are knowledgeable about the process of administering the grant. The timetable was also reviewed by a civil engineering firm that provided the Town of Westford with budget cost estimates. The civil engineering firm deemed the timeline reasonable.

18. If the applicant community has an open PG, please explain its capacity to administer an additional PG and describe the timeline to complete the open PG.\*  
N/A

**Cost estimates are reasonably supported.**

19. Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A. \*  
Please see the attached cost estimates from Green Mountain Engineering, Inc. Mike Keller Associates, and Stitzel, Page, and Fletcher (the Town's attorney).  
[https://egrants.vermont.gov/\\_Upload/244931\\_8077286-BudgetQuotes.pdf](https://egrants.vermont.gov/_Upload/244931_8077286-BudgetQuotes.pdf) N/A
20. Despite best efforts and built in contingencies, please explain how cost overruns will be covered.\*  
The Town of Westford and its project partners are confident in the project budget as proposed. The project budget contains general contingency. However, it is recognized that cost overruns may occur. In a case that the proposed project is facing a cost overrun, the following procedure will be followed by the Town of Westford and its project partners:
1. Cost Containment. The Town of Westford will work with the project contractors and VCDP to determine if project costs can be contained while still meeting the requirements of the grant award.
  2. Additional Funding Sources. In the event that project costs cannot be contained, the Town of Westford



will seek additional funding from other funding sources. Additional sources may include other grants, accessing a letter a credit with a local bank, or identifying possible funding sources available from other community partners.

**Municipal Resolution(s) and Regulations: Town of Westford**

Community Town of Westford

**1. Does your community have a valid Municipal Development Plan in Accordance with 24 V.S.A. Chapter 117?\*** Yes

No

Date adopted 5/14/2015

Date expired 5/14/2020

**2. Please select the appropriate Resolution for VCDP Grant Application Authority from below and have the Legislative body execute the resolution and upload. For Non-Municipal Resolutions have the Board of Directors execute the resolution and upload. The appropriate Resolution for VCDP Grant Application Authority has been executed and uploaded or mailed to DHCD.****Resolution Uploaded:\***[https://egrants.vermont.gov/\\_Upload/243880\\_8074833-SelectboardResolution.pdf](https://egrants.vermont.gov/_Upload/243880_8074833-SelectboardResolution.pdf)**3. Does your community currently regulate development within the floodplain? \*** Yes

No

Uploaded copy of your Flood Hazard Area Regulations.

[https://egrants.vermont.gov/\\_Upload/243880\\_8074829-WestfordLandUseDevelopmentRegulations\\_Adopted072717-4.pdf](https://egrants.vermont.gov/_Upload/243880_8074829-WestfordLandUseDevelopmentRegulations_Adopted072717-4.pdf)**4. Has a current designee from the municipality attended a Fair Housing Training by DHCD or a training approved by DHCD within the past three years? \* If Yes, please verify information has been entered on the "Municipal Policies, Plans and Insurance" page. If no, please see upcoming trainings on our Departments website at: <http://accd.vermont.gov/housing/events>** Yes

No

**Please have your municipal zoning administrator complete and sign the Municipal Fair Housing Certification form below and upload.**[https://egrants.vermont.gov/\\_Upload/243880\\_8074836-FairHousingCertification\\_Westford.pdf](https://egrants.vermont.gov/_Upload/243880_8074836-FairHousingCertification_Westford.pdf)

**VCDP Planning Grant 2020**

Organization: Town of Westford

07110-PG-2020-Westford-01

**Public Hearing Notice: 08/11/2020 08/27/2020**

For publication on or before 8/11/2020  
Tear Sheet Requested.

**Notice of Public Hearing**

The Town of Westford is/are considering making application to the State of Vermont for a VCDP Planning Grant 2020 under the Vermont Community Development Program. A public hearing will be held at 07:00 PM on 8/27/2020 at 1713 Vermont Route 128 Westford, VT 05494 and via Zoom to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$60,000 in VCDP funds which will be used to accomplish the following activities: Planning and pre-development work at 1705 VT Route 128. This work will include soil testing, survey work, and the development of a site plan for redevelopment.

Copies of the proposed application are available at Town of Westford Planning Department and may be viewed during the hours of upon appointment due to COVID-19. . Should you require any special accommodations, please contact Melissa Manka at 802-878-4587 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Westford  
Copy submitted by: Melissa Manka  
Phone: 8025784786

Send tear sheet to: Town of Westford  
c/o Melissa Manka  
1713 VT Route 128  
Westford, VT 05494  
planner@westfordvt.us

**Date Held** 8/27/2020

Number of Attendees 27

Location Via Zoom

Hearing Officer Julia Andrews

Date Published 8/5/2020

Where Published? Seven Days, normal posting locations in municipality, municipal website

Copy of the minutes here:

[https://egrants.vermont.gov/\\_Upload/245331\\_8074860-2020-08-27-Draft-Minutes.pdf](https://egrants.vermont.gov/_Upload/245331_8074860-2020-08-27-Draft-Minutes.pdf)

**Description**

Classified Ad - Seven Days [https://egrants.vermont.gov/\\_Upload/244842\\_8074845-Classy-080520.pdf](https://egrants.vermont.gov/_Upload/244842_8074845-Classy-080520.pdf)

**Description**

**Certification of Program Income/Unrestricted Revenue Available**

Does the municipality currently have a revolving loan fund funded by previous VCDP or HUD-directed grants?\*

- 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.\*

- 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

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
Opening balance		\$0	\$0	\$0
Plus total receipts during fiscal year				
Less total outlay during fiscal year				
Ending balance	\$0	\$0	\$0	
Current balance as of				<b>\$0</b>

**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

**Certification of Program Income/Unrestricted Revenue Available**

**Determination of what should be considered for use in this application**

Current balance from Schedule 1	\$0
Less total of all Obligation from Schedule 2	\$0
Equals the amount potentially available	\$0
Amount of this that is committed to the proposed project	

Describe how the funds were used during the past three years. Give the purpose including verification of eligible activity 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).

Local Bond Support*	✓ N/A
Public Service documentation*	✓ N/A
One for One Replacement Plan*	✓ N/A
Market Study*	✓ N/A
Option Agreement/Other evidence of site control* <a href="https://egrants.vermont.gov/_Upload/244156_8075403-SiteAccessLetter_Final.pdf">https://egrants.vermont.gov/_Upload/244156_8075403-SiteAccessLetter_Final.pdf</a>	N/A
Proposed/Executed Lease*	✓ N/A

Document Name  
Town Plan  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394-2015-Town-Plan1.pdf](https://egrants.vermont.gov/_Upload/244156_8075394-2015-Town-Plan1.pdf)

Document Name  
2019 Survey Results  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_2-2019-Survey-Results\\_Comments.pdf](https://egrants.vermont.gov/_Upload/244156_8075394_2-2019-Survey-Results_Comments.pdf)

Document Name  
Building Homes Together Handout  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_3-Building-Homes-Together-Infographic-August-2016.pdf](https://egrants.vermont.gov/_Upload/244156_8075394_3-Building-Homes-Together-Infographic-August-2016.pdf)

Document Name  
VT HNA 2020-2024 - Chittenden County  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_4-VTHNA2020Report-ChittendenCountyExcerpt.pdf](https://egrants.vermont.gov/_Upload/244156_8075394_4-VTHNA2020Report-ChittendenCountyExcerpt.pdf)

Document Name  
Phase I ESA  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_5-WestfordPhaseIESAResultRevised09.23.19.pdf](https://egrants.vermont.gov/_Upload/244156_8075394_5-WestfordPhaseIESAResultRevised09.23.19.pdf)

Document Name  
Phase II ESA  
[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_6-PigeonPropertyPhaseIIIESAResult.pdf](https://egrants.vermont.gov/_Upload/244156_8075394_6-PigeonPropertyPhaseIIIESAResult.pdf)



Document Name

Westford's Future - Report and Action Plan

[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_7-WestfordsFutureReport\(1\).pdf](https://egrants.vermont.gov/_Upload/244156_8075394_7-WestfordsFutureReport(1).pdf)

Document Name

Budget, Match, and Roles

[https://egrants.vermont.gov/\\_Upload/244156\\_8075394\\_8-Westford-PidgeonPropertyScopeofWorkandBudget-20200903.xlsx](https://egrants.vermont.gov/_Upload/244156_8075394_8-Westford-PidgeonPropertyScopeofWorkandBudget-20200903.xlsx)

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