

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 3, 2020

Julia Andrews, Selectboard Chair  
Town of Westford  
1713 VT Rte 128  
Westford, VT 05494

RE: 07110-PG-2020-Westford-01; 1705 VT Route 128 Redevelopment  
VCDP Planning Grant Award

Dear Ms. Andrews:

I am pleased to inform you that on **November 17, 2020**, the Agency of Commerce and Community Development (Agency) made an award of up to **\$60,000**, as recommended by the Community Development Board, to fund the proposal in the application.

This grant award is subject to the enclosed Award Conditions; be sure to read them carefully. Award Condition #2 must be fully met by **May 1, 2021**, 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 Westford will be requested to provide a written explanation to the Community Development Board, at its June 10, 2021 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 Chittenden County Regional Planning Commission 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.

The Environmental Release (ER) for this project is already effective and states that the ER requirement has been met as long as your project activities do not change; however, there may be ER conditions that still need to be met and are detailed in the ER Release Letter. Please follow the guidance identified in the ER Release Letter and upload documentation in the online system for this ER to satisfy any remaining conditions. If you have questions on the ER process, please contact Environmental Officer James Brady at (802) 828-1357 or [James.Brady@vermont.gov](mailto: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.

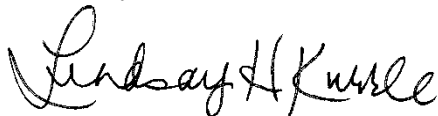


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Sincerely,



Lindsay Kurrle, Secretary  
Agency of Commerce and Community Development

LK:JC:jc

Enclosures

cc: Ann K. Kroll, Director, Grants Management  
Josh Hanford, DHCD Commissioner  
Julia Connell, CD Specialist



**Vermont Community Development Program**  
**Town of Westford**  
**Planning Grant**  
**1705 VT Route 128 Redevelopment**

**VCDP AWARD CONDITIONS**  
**November 17, 2020**

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by **May 1, 2021** 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, 2021** 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 General Administration responsibilities.
  - b) Documentation that the Town Plan has been approved by the Selectboard.
  - c) Evidence of commitment of all Other Resources.
  - d) Copy of the applicant's Resolution to Designate a Public Agency (PM-4 Form).
  - e) Documentation that the project has received its Environmental Release.
  - f) 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.
  - g) Documentation that Grantee, Administrator, and Consultants have obtained DUNS numbers with the D&B D-U-N- S Request Service at <http://fedgov.dnb.com/webform/displayHomePage.do> and have each registered with SAM.gov. Grantee shall provide evidence of registration to the System for Award Management ("SAM") at [www.sam.gov](http://www.sam.gov) to the Agency.
  - h) 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.
  - i) Evidence of documentation of site control.
  - j) Evidence of written and adopted Town policies and procedures for Financial Management with approval by the Selectboard, Town Manager, and Town Treasurer.

- k) 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.
5. 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.
6. 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.
7. In the event VCDP funds are needed prior to their availability due to VCDP requirement 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.