

Department Websites

If you are interested in applying to the VCDP or learning more about the program, check out the following websites or contact the CD Specialist serving your county, as listed below:

www.dhca.state.vt.us/vcdp

www.development.grants.vermont.gov

Program Staff

Josh Hanford, VCDP Director

Carl Bohlen, CD Specialist

Serves Franklin, Grand Isle, Lamoille, Orange and Washington Counties.

Lisa Ryan, CD Specialist

Serves Addison, Bennington, Chittenden, and Rutland Counties.

Beth Boutin, CD Specialist

Serves Caledonia, Essex, Orleans, Windham, and Windsor Counties.

Cindy Blondin, Program Assistant

Ann K. Kroll, Grants Management Director

Specializes in Program Income/Unrestricted Revenue, Uniform Relocation Act, and Closeouts.

Ray Marzbani, Senior Grants Management Analyst

Specializes in Environmental Review, Section 106, Contracts, Procurement, Labor Standards and Davis Bacon.

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Specializes in Financial Management, Audit Requirements, Program Income/Unrestricted Revenue, and Closeout Agreements.

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VERMONT COMMUNITY DEVELOPMENT PROGRAM JULY 2007—JUNE 2008



Whitcomb Terrace Housing, Essex Junction



Community Action Brattleboro Area Evening Care Facility



Dubois & King, Inc. Expansion, Randolph



City's Edge Condominiums, South Burlington

Vermont Community Development Program (VCDP) General Overview

The VCDP operates the Community Development Block Grant Program (CDBG) of the U.S. Department of Housing and Urban Development (HUD). The VCDP assists communities by providing financial and technical assistance to identify and address local needs and priorities in the areas of housing, economic development, public facilities, and public services primarily for persons of low and moderate income.

VCDP applications are not only reviewed by Program staff but also by the Vermont Community Development Board. The Board consists of nine members whom are geographically located throughout the state, as appointed by the Governor, and makes recommendations of awards to the Agency Secretary.

Vermont Community Development Board Members

- Sheryl Larsen, Chair - Essex Junction
- Ethan Allen Jr., Vice Chair - Williston
- Sarah Carpenter - Burlington
- Cynthia Gubb - Londonderry
- Cathy Voyer - Morrisville
- Kate O'Connor - Winooski
- Gary Reis - St. Johnsbury
- Helen Whyte - Danby
- Vacant

Eligible Applicants

The only eligible applicants are Vermont towns and cities (except Burlington) and incorporated

villages chartered to function as general purpose units of local government. However, the majority of projects are a coordinated effort between the municipalities, community groups, and local or state non-profit organizations.

Eligible Activities

VCDP funds a large variety of project types to meet the community development goals of the applicant municipality(ies). Some typical projects include:

- construction/rehabilitation of affordable housing
- Town hall handicapped accessibility modifications
- business expansion and job creation
- development of community public facilities (such as childcare and senior centers)
- planning and feasibility studies

Ineligible/Nonfundable Activities

The following activities are not eligible for the VCDP program:

- Fire
- Police
- Ambulance
- Public facilities used for services required for the general conduct of government
- Public education costs

GRANT TYPES

Implementation Grants (IG)

Provide funds to implement projects in economic development, housing, public facilities, and public services that will have a direct benefit for persons of low and moderate income, eliminate slums or blight, or address a community's urgent need. Projects to eliminate a Brownfield must have a clear commitment to the reoccupation and reuse of the subject property and the project is not eligible or appropriate for the Brownfields Revolving Loan Fund. Some IG's require a match, contact VCDP for further information.

Grant Range: \$50,000 min. to \$750,000 max. A \$200,000 max. applies to community public facilities projects (i.e. community, senior, or child-care centers).

NOTE: All economic development applications require a \$500 non-refundable fee to cover expenses associated with a business analysis.

Accessibility Modification Grants (AM)

Provides funding, on a first-come, first-serve basis for projects that bring municipally-owned buildings that serve a municipal function and non-school-community libraries into compliance with the Americans with Disabilities Act (ADA). Construction of new buildings is not eligible for the AM program.

Grant Range: \$5,000 min. to \$50,000 max. A 1 to 1 match of VCDP funds for ADA work is required.

Planning Grants (PG)

Provide communities the funding to acquire technical experts and professional resources

needed to test ideas, propose strategies, develop plans and specifications, and establish policies and procedures.

Grant Range: \$3,000 min. to \$30,000 max. A 25% match is required. Maximum funding limit for a consortium PG application is \$40,000.

Interim Financing (IFP)

Though not a grant, this program provides short-term loans for up to 12 months to municipalities who apply on behalf of businesses or developers for VCDP-eligible projects. The IFP borrower must secure an unconditional and irrevocable Letter of Credit for the full amount of the loan, payable to the municipality and the VCDP.

Grant Range: up to a maximum of \$1,000,000 per project; with no more than \$1,500,000 on loan by the VCDP at any time.

Disaster Assistance (DA)

The Disaster Assistance Program provides assistance to municipalities and their residents who are victims of damage caused by floods, earthquakes, or other disasters that have been declared a state of emergency by the Governor.

Targeted VCDP Funds

***Home Access** funds will be used to make owner-occupied homes more accessible for people with disabilities. They are intended to augment the existing Home Access program administered by Vermont Housing and Conservation Board and the Vermont Center for Independent Living.

***Universal Jurisdiction** funds will be made available to low-income Vermont homeowners for the replacement of failed wastewater or potable water supply systems.

All targeted funds can be accessed through the five existing regional housing revolving loan fund programs throughout the state. Contact VCDP for the list.

APPLICANTS

Application Cycles

This year VCDP scheduled four cycles to accept applications, with one of these funding cycles restricted to planning grant applications only. The funding year runs from July 1 to June 30th. (See application calendar below for dates)

How to Apply

The VCDP is proud to announce that starting this year we will no longer accept paper applications. We have implemented a fully automated, on-line grant application and administration system. This system can be found at <http://www.development.grants.vermont.gov>. To gain access to this system please contact your local municipal official and the community development specialist serving your region.

Early Notification

Applicants are encouraged to submit an early notification form as soon as the VCDP has been identified as a potential source of funds. The advantage is that you will have earlier access to assistance from staff to make your application as competitive as possible.

Public Hearing

The municipality's legislative body must hold at least one public hearing to provide residents with an opportunity to learn about the proposal and an opportunity to comment.

The public hearing must be held at least five days before the application is submitted to the Agency **and** the hearing notice must appear in a newspaper of general circulation in the area at least fifteen days prior to the date the hearing is held. Deadline dates are listed in the calendar below.

Municipal Plan or Community Development Plan

In order to be eligible for the VCDP, a municipality must have in place a municipal plan adopted in accordance with 24 V.S.A. chapter 117, subchapter 5, "Municipal Development Plan" or an adopted community development plan.

Application and Compliance Workshops

The VCDP staff provides technical assistance workshops. Subjects covered include: how to apply for VCDP funds, what is needed in a VCDP application, online training, and how to manage VCDP grants once awarded. Dates are in the calendar below.

	Hearing Notice	Public Hearing	Application Deadline	Board Meeting	Application Workshops	Compliance Workshops
Cycle I	Oct-3-07	Oct-18-07	Oct-23-07	Dec-12 & 13-07	Sep-19-07	Oct-17-07
Cycle II	Jan-9-08	Jan-24-08	Jan-29-08	Mar-19 & 20-08	Jan -3-08	Apr-30-08
Interim Cycle III	Feb-27-08	Mar-13-08	Mar-18-08	May-1-08	Jun-26-08	
Cycle IV	Apr-9-08	Apr-24-08	Apr-29-08	Jun-18 & 19-08		