

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 Implementation Grant 2020
Organization: Town of Brattleboro
Program Area Selection

07110-IG-2020-Brattleboro-12

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

Working Title for Project: Brattleboro Housing
Authority - Cov

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

Is this project requesting CARES Act (CDBG-CV) funding?

☒ Yes

Yes

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): Patrick Moreland

Contact Person (of lead applicant if consortium Application): Christine Hart

Person who prepared this application: Christine Hart

Municipal DUNS#: 073995169

☒ **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	\$0
Municipal Funds	\$0
All Other Funds	\$0
Total (Municipal & Other)	\$0
Total Project Funding	\$0

Please select all that apply: *

Applicant intends to: keep ☒ subgrant : loan the VCDP Funds.

Enter legal name and complete address (city, state, zip) of Subgrantee.*

Brattleboro Housing Authority
P.O. Box 2275/224 Melrose St
Brattleboro, VT 05303 N/A

DUNS# 00-000-0000 Federal ID# 03-0214667
095514899

Enter legal name and complete address (city, state,zip) of Borrower*

☒ N/A

DUNS# 00-000-0000 Federal ID#

State Objective*

Housing

Economic Development

The loan will be For: Profit Borrower Non-Profit Borrower

Public Facility

✓ Public Service

National Objective *

✓ LMI

Slums & Blight

Urgent Need

For Slums & Blight and Urgent Need Only - provide the following:

Slum and Blight Applications – Upload the pre-qualification request submitted to the Agency Urgent Need Applications
 – Upload the signed "Urgent Need Certification Form", found on the Agency's website [Forms and Sample Document Page](#).

For LMI Only

For specific information about National Objectives refer to the [VCDP Implementation Grant Application Instructions](#) and [Program Guide](#) or contact your CD Specialist. For Information on median income consult the [HUD Income Limits](#)

NOTE:

For housing projects count the number of households and persons as beneficiaries. For economic development, public facilities, and public services projects count the number of persons as beneficiaries. For any Counseling Advocacy Services (Including Housing Counseling) enter the number of persons served under Public Service. If unclear how to fill out beneficiary data, please contact your CD Specialist.

	Housing (households)	Housing (persons)	Econ. Devel. (persons)	Public Facility (persons)	Public Service (persons)	Total
Number of beneficiaries less than 30% of median income					329	329
Number of beneficiaries between 30% and 50% of median income					116	116
Number of beneficiaries between 50% and 80% of median income					1	1
Sub-total of LMI beneficiaries	0	0	0	0	446	446
Number of beneficiaries over 80% of median income					0	0
Total beneficiaries	0	0	0	0	446	446
Percentage of LMI beneficiaries	0%	0	0%	0%	100%	100%

Basis of LMI determination *

L/M Area Benefit

Income Certification Survey

Area-Wide Communities and Census Tract greater than 51% LMI, Contact CD Specialist

✓ L/M Limited Clientele

- ✓ Income Certification Survey
- Presumed LMI

Pre-Qualified LMI Through Other Program

L/M Housing

Income Certification Survey

L/M Jobs

Income Certification Survey

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	Christine Hart	Brattleboro Housing Authority	✓ Yes No Unsure N/A
2. Environmental Review Preparer	Christine Hart	Brattleboro Housing Authority	Yes ✓ No Unsure N/A
3. Architect			Yes No Unsure ✓
4. Engineer			N/A Yes No Unsure

Grantee Roles and Capacity

			e ✓ N/A Yes No Unsur
5. Project Manager (Contact for project progress during implementation, start to finish)			e ✓ N/A
a. Preparation of Progress Reports	Christine Hart	Brattleboro Housing Authority	✓ Yes No Unsur
b. Review/submission of Progress Reports	Patrick Moreland	Town of Brattleboro	e N/A ✓ Yes No Unsur
6. Historic Preservation Consultant(s)			e N/A Yes No Unsur
7. Financial Management at the Municipal Level			e ✓ N/A
a. Reviews/approves invoices	Patrick Moreland	Town of Brattleboro	Yes ✓ No Unsur
b. Submits requisitions for disbursement of grant funds	Patrick Moreland	Town of Brattleboro	e N/A Yes ✓ No Unsur
c. Approves payments	Brattleboro Selectboard	Brattleboro Selectboard	e N/A Yes ✓

Grantee Roles and Capacity

			No Unsure N/A
d. Prepares checks for payment of invoices	Calista Carbonell	A/P Coordinator	Yes ✓
			No Unsure N/A
e. Signs checks	Andre Jaeger	Finance Director, Town of Brattleboro	Yes ✓
			No Unsure N/A
f. Maintains and controls accounting records, including ledgers	Andre Jaeger	Finance Director, Town of Brattleboro	Yes ✓
			No Unsure N/A
g. Reconciliation of bank statements	Kim Ellison	Accountant, Town of Brattleboro	Yes ✓
			No Unsure N/A
h. Preparation/submission of Subrecipient Annual Report/Single Audit	Christine Hart	Brattleboro Housing Authority	Yes ✓
			No Unsure N/A
i. Reports financial status of grant to Municipal Governing Body	Andre Jaeger	Finance Director, Town of Brattleboro	Yes ✓
			No Unsure N/A
8. Financial Person at the Subrecipient/Borrower Level	Christine Hart	Brattleboro Housing Authority	Yes ✓
			No Unsure N/A
9. Compliance Management			
a. Preparation of Request for			Yes ✓

Grantee Roles and Capacity

Proposals/Qualifications for construction	No Unsure N/A
b. Responsible for oversight of bid solicitation/procurement of contractors	Yes ✓ No Unsure N/A
c. Review/execution of contracts for construction	Yes ✓ No Unsure N/A
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	Yes No Unsure ✓ N/A
e. Clerk of the Works	Yes ✓ No Unsure N/A
f. Inspection of work prior to release of payment	Yes ✓ No Unsure N/A
Other	Yes ✓ No Unsure N/A Yes ✓ No Unsure N/A Yes ✓ No Unsure N/A Yes ✓

Grantee Roles and Capacity

NoUn
sure
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

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

a) Provide a detailed project description.

The Brattleboro Housing Authority (BHA) is applying for funds to cover expenses already incurred in responding to the COVID-19 pandemic. The BHA is the low- income housing provider for the Town of Brattleboro. It has 446 residents living in its seven developments. They are elderly, non-elderly disabled and families.

When the COVID-19 pandemic started to accelerate in the U.S. and Vermont, BHA took immediate actions to safe guard its residents and employees. By the end of March, BHA was closed to the public but still open as a Governor declared essential operation.

BHA 's actions for which reimbursement is sought fall into three categories: Resident Care; Immediate and on-going precautionary disinfection materials for residents and staff and : continuity of essential operations via remote working of employees.

Resident Care was possible because BHA moved its administrative staff to home offices . Resident care involved the weekly calling of every resident. This action resulted in BHA residents having less stress, isolation and anxiety as the pandemic continued. A part-time person was hired to assist with these calls.

BHA staff, with volunteers, were able to safely conduct two Food Bank food box drops to all the units (305) within its inventory.

BHA has a Nurse under contract for the SASH program. The Nurse was called on to do COVID-19 education for residents and responded to many individual resident concerns about the virus. Her time on COVID-19 matters was not covered by the SASH contract.

Also as an action of residential care, all community rooms were closed, common coin operated laundries made free and extensive disinfection cleaning begun. These remain in place today.

Another important area of resident care was the education and continued communication of key staff with those most knowledgeable about the virus. Key staff were kept current on safety measures for residents and staff, and pandemic planning with the Vermont Health Department. One important technology employed by BHA was that of automatic calling to all residents. This system has been used frequently during the pandemic to inform and educate residents as the response to the pandemic changes.

Immediate and on-going disinfection of common areas and materials for residents and staff . When news of the virus first came out, it was evident that the virus was highly contagious and that surfaces and contact were prime areas of transmission. BHA purchased and continued to purchase disinfection materials such as wipes, hand sanitizer, and the like. These were put in site offices and in exterior common areas of residential buildings. Gloves and other PPE materials were purchased for staff primarily maintenance who were still needing to enter apartments for emergency repairs.

BHA amended its cleaning contract to remove community rooms and include disinfection cleaning of all common areas. This was an absolute necessity given the very close living environment for residents especially those in the elderly and non-elderly housing. This inventory is comprised of: a seven story high rise with 62 apartments: a 72 unit, 9 building garden apartment development; a three story building with 21 units, a two and a half story building with 55 units and 25 units in five buildings on one site. In addition,

the common laundry room for a 42 unit family site was added to the cleaning schedule. A copy of this listing including the approximate square footage cleaned is included in this application.

The above actions were possible because BHA remained in operation and responsive to the needs of its residents. This was only possible because all administrative staff worked from their homes from the middle of March until late August when only certain staff were permitted back into the BHA offices in very limited capacities. The expenses for moving all staff to remote operations was a large unanticipated yet necessary expense.

BHA has sought FEMA funding for these expenses and many have been denied. It is currently working through an appeal of early expenses in March and April. No costs covered by FEMA or under appeal are included in this application. As the reimbursement process was developed, FEMA no longer was viable for BHA. We were directed to other State resources. Ultimately the only available resource for these expense was through this application.

b) Provide the address or location of the project. Be sure to include street address, city and zip+4.

Samuel Elliot Apartments, 107 Elliot St. Brattleboro, VT 05301;
39,41,43,50,58,60,62,77,79,81 Garfield Dr. Brattleboro, VT 05301
30 Fairground Rd, Brattleboro, VT 05301
50 Ledgewood Heights, Brattleboro, VT 05301
224 Melrose St. Brattleboro, VT 05301
1063 Western Ave. Brattleboro, VT 05301

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.

https://egrants.vermont.gov/_Upload/244909_8077037-BHAsiteplansandSFofdisinfectionclg.pdf
N/A

e) For construction/rehabilitation projects, attach floor plans of the proposed building(s).

✓ N/A

f) You may also submit photographs.

✓ N/A

g) 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.
The only part located in a flood plain is the 80 SF Melrose laundry. This entire site is the subject of a large FEMA Mitigation Award and HUD approval to dispose of the property when vacant at the end of 2021. There are only 25 units of the original 80 left in use on the property. Local, State and Federal approvals for this occupancy are in place.

h) Is the project located in a designated downtown or designated village center as determined by the Downtown Development Board?

Yes

✓ No

If no, is it located in a 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.

The Samuel Elliot Apartments at 107 Elliot are along one boundary of the designated downtown but out of the designated area.

i) If your project is a housing project and you have completed a Common Housing Application for VHCb or VHFA please attach your Common Housing Application.

Note: If you feel you have fully addressed any of the VCDP application questions in your Common Housing Application, please cite where (page & question number) in the Common Application the answer can be found for each question.

✓ N/A

j) 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-Brattleboro-10

VCDP Implementation Grant 2020

Organization: Town of Brattleboro

07110-IG-2020-Brattleboro-12

Project Budget: Public Services: IG-Public Services

Activity	IG-Public Services
VCDP Amount Requested	\$42,722
Activity Total	\$53,506

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
https://egrants.vermont.gov/_Upload/245471_8075958-CDBGbudgetactual.xlsx

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	Already Upload
Other	Grant	\$657	FEMA PA approved funds	Federal	Committed	https://egrants.vermont.gov/_Upload/245471_8076108-DetailResponse139071-DR4532VT-CostEstimate-RFI(1).xlsx	
Other	Grant	\$10,127	FEMA PA funds under appeal	Federal	Pending		✓
Total		\$10,784					

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

1. Describe the need for this project.*
This investment in the operation and services of Brattleboro Housing Authority in the immediate response and months after the COVID-19 pandemic became a viable threat to the health and safety of the entire population is warranted. BHA serves 446 low income Vermont residents of which 84% are elderly and non-elderly persons. 74% of the persons in BHA housing are extremely low-income. We have come to realize that the elderly, disabled and very poor are in the most at-risk populations for serious consequences of COVID-19 infection.
https://egrants.vermont.gov/_Upload/245492_8075710-SampleofBHAIncomebasisforresidents.pdf
2. Describe the manner in which the need was determined (cite relevant data and attach any studies or information to support this need).*
More documentation is arriving daily as the world tries to come to terms with an out-sized malignant virus. A virus which the world has never experienced and one which just in the U.S. has caused over 180,000 deaths. That BHA took immediate assertive steps to protect it's residents and staff is a testament to the clear thinking and compassionate management of the housing agency.

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

3. a. Describe why this is the best approach to meet the need described in #1 above, and how your proposal will meet this need. *
The steps taken were the best approach at the time as there was extremely little known about the virus at all. It is very important to highlight that none of BHA's residents in any of its housing contracted the virus from the residential setting. To date, two households have been infected and neither could be traced to the housing setting. This is an outstanding and consequential outcome of BHA's actions.
- b. Identify other approaches that were considered and explain why they were not pursued.*
No other alternatives were considered. BHA did not at any time seriously consider that no action for its residents was a viable alternative.
4. If your project involves workforce education and training, describe the extent to which other state and/or federal training funds are being utilized. If project is ineligible for such funds, please explain and provide documentation. If not applicable select N/A.*

✓ N/A

All appropriate funding sources have been sought.

5. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.*
We have explored FEMA funding and have an appeal pending on our first submittal to the agency . We have discussed all the various State resources with staff involved with the programs and legislative representatives. The outcome of significant examination is that this is the only program available to the agency.

[https://egrants.vermont.gov/_Upload/245492_8075719-DetailResponseto139071-DR4532VT-CostEstimate-RFI\(1\).xlsx](https://egrants.vermont.gov/_Upload/245492_8075719-DetailResponseto139071-DR4532VT-CostEstimate-RFI(1).xlsx)

6. Explain the level of municipal government support.*

The Town is very supportive of our 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.

7. Describe how the project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals. *
- This action made a significant positive impact on the lives of nearly 500 very low income residents of Brattleboro. We believe various goals of the Consolidate Plan were meet. The health and safety of Vermont's poorest were protected by the actions of BHA. We believe the Consolidated Plan exists to serves this population among others.

Is the project consistent with the local Municipal Plan?

8. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.*

Is the project consistent with the Regional Plan?

9. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed. *
10. 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. Please describe the regional support. If not applicable select N/A.*

✓ N/A

Degree of health/safety risks to beneficiaries

11. If applicable, describe how this project directly addresses a health or safety issue for the intended beneficiaries. If not applicable select N/A.*
- This action was taken to immediately and continually address the health and safety of the residents of BHA.
- N/A

Timing Pressures

12. Please describe, if applicable, any particular issues that make funding of this project time sensitive. If not applicable select N/A.*

✓ N/A

Project Outcomes

13. These numbers will automatically populate from the data entered in the National and State Objectives section.

Number of beneficiaries less than 30% of median income	329
Number of beneficiaries between 30% and 50% of median income	116
Number of beneficiaries between 50% and 80% of median income	1

Sub-total of LMI beneficiaries	446
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Number of beneficiaries over 80% of median income	0
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Total beneficiaries	446
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NOTE: If your project is funded there will be additional outcome information required.

14. Explain how benefit numbers were determined/projected? (Must be filled out if LMI was selected as a National Objective)*

Though examination of the specific income data BHA has on every resident.

As a public housing agency, BHA has detailed information on the financial status of every household in its housing.

https://egrants.vermont.gov/_Upload/245493_8075743-SampleofBHAIncomebasisforresidents.pdf

The longevity of the benefit.

15. Describe how long the project and benefit can be sustained and provide the basis for this determination.
*

BHA intends to continue to provide the resident services it began with its first response to the pandemic. At this time, no change is anticipated in resident services. Like the virus, when this will end is very difficult to predict.

16. Please provide the plan to establish capital and operating reserves, and also address the ability to meet all loan payments. If there is no need to have a capital or operating reserve, please explain. If there will be no loans, please note this.*

✓ N/A

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

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

Residents were not involved in the creation of these measures. BHA has received many positive verbal comments on the actions it has in place.

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

18. Describe the indirect impact to the community and other LMI beneficiaries that may be indirectly served

by the project.*

The fact that BHA was educating and taking such demonstrative measures to address the virus was very educational and eye-opening for the residents. They could see in their very housing how serious the virus was and to what extent BHA was going to keep them safe. BHA also distributed masks and has put up many signs educating residents about safe practices. It is of note that on BHA properties, all residents wear their masks even when they don't know anyone is watching. Almost every resident at BHA has family and friends. It is likely that BHA residents have passed along good information and practices to their friends and family.

19. Describe the organization's plans and tools to achieve and/or maintain the State's goal of making available at least 15% of the units in your portfolio to those who are homeless.*

✓ N/A

Readiness to start within six months of the award.

20. Are there any deed restrictions on the use of the property or impediments to clear title?*
- No
21. If the project depends upon easements or rights-of-ways, please submit documentation that these have been secured or will be secured within six months. If not applicable select N/A.*
- ✓ N/A
22. If control of the site involves voter approval, please explain how and when you expect to obtain that approval? If not applicable select N/A.*
- ✓ N/A
23. Please identify the federal, state and local permits which will be required for your project and when you expect such permits to be issued. Attach a completed Project Review Sheet from Department of Environmental Conservation (DEC). Contact the DEC Permit Specialist serving your community at <http://dec.vermont.gov/environmental-assistance/permits/specialists> to complete the required project review sheet. If not applicable select N/A.*
- ✓ N/A
24. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source. If not applicable select N/A.*
- The FEMA response and appeal has been attached.
- [https://egrants.vermont.gov/_Upload/245494_8075770-DetailResponseto139071-DR4532VT-CostEstimate-RFI\(1\).xlsx](https://egrants.vermont.gov/_Upload/245494_8075770-DetailResponseto139071-DR4532VT-CostEstimate-RFI(1).xlsx) N/A

Benefit/Timeframe Feasibility

For specific information about Benefit or Timeframe refer to the [VCDP Application Instructions](#) and [Program Guide](#).

25. If there is need for a marketing plan to advise potential users of the services that would be provided through the grant, provide a summary and attach a copy of this plan. If not applicable select N/A.*
- ✓ N/A
26. (a) Provide a project time line. Include dates for the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts, achieving Benefit, and any other key dates for actions to carry out this project. *
- The only outstanding items are the Environmental review , hearing with the Town Select Board and letters on the municipal and regional plans. These will be done within the next two weeks.

(b) How was this time table determined?*

By need of entities involved in the approvals.

27. What experience has the project developers had that is similar to this project?*

The Executive Director of the BHA was the SASH Implementation Manager for the Windham and Windsor SASH panel. She was also the Assistant Executive Director prior to becoming the Director in January of this year. She has many years of experience at BHA, with residents , health programs and management. She has an extensive management and health care background which she can rely on in a situation such as this.

Cost estimates are reasonably supported

28. Attach the following financial documents:

(a) Financial Statements (Balance Sheet and Operating Income/Expenses) for most recent 3 years. If audits exist, submit them. If no audits, submit federal tax returns. *

✓ N/A

(b) Operating pro forma projected at least five years (three years for economic development projects) beyond the grant completion date. For housing projects with debt as part of financing package be sure the pro forma is projected for at least the term of the loan(s). *

✓ N/A

(c) Submit supporting documentation and/or assumptions to support the costs shown on the Application Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A.*

✓ N/A

(d) Submit supporting documentation and assumptions to support the operating pro-forma.*

✓ N/A

29. Despite best efforts and built in contingencies, cost overruns sometimes occur. Please explain how cost overruns will be covered. *

There will be costs that are not covered and they will need to be by BHA reserves . It is hoped that the Operating Reserves will not need to cover all the costs associated with responding to this pandemic.

Sustainability/Energy Efficiency

30. What sustainable practices and energy efficiency measures are being incorporated in your project ? Will

these measures result in the project achieving any green building designations or energy efficiency certifications (such as LEED or Green Communities Standards).*

N/A

31. If your project involves site acquisition include all appraisals completed within the last six months that pertain to the property.*

✓ N/A

✓ N/A

If your project involves assistance to a for-profit or non-profit entity creating or retaining jobs, this form must be completed. If not applicable, select N/A above. If you are not certain this applies to your project please contact your Community Development Specialist.

For detailed information consult the [Business Analysis Instructions](#)

Exhibit 1 - Summary Page * Provide the name of the business, address, phone contact information, Federal ID number (Tax Identification Number - TIN) and Data Universal Number System (DUNS) number. Summarize the overall project, total project costs, and sources of project funding. Give an overview of the available collateral in addition to project assets. To acquire a Data Universal Number System (DUNS) number call the toll free DUNS number request line at (866) 705-5711 or go online at [Dun and Brad Street](#).

N/A

Exhibit 2 & 3 - Names of Principals and Resumes * Provide the names of the principals, contact information, and percent of ownership. Provide the name of the primary contact for DHCD.

N/A

Exhibit 4 - Business History * Provide a narrative of business or corporate history.

N/A

Exhibit 5 - Project Description. * Provide a full narrative description of what is to be purchased or built with funds awarded through VCDP. Include: a legal description of the land and building(s), type of machinery, equipment, and working capital to be used. Upload various appraisals, purchase and sales agreements (must be an option agreement if the project does not have Environmental Release), leases, quotes, invoices, or other project supporting documentation.

N/A

Exhibit 6 - Business Plan. * Provide a standard business plan which includes, but is not limited to: the business market area, competition analysis, customers, competitive edge, marketing plan, production plan, key personnel, management structure, expertise, labor pool, and suppliers.

N/A

Exhibit 7 - Financial Plan. * Provide three years of historical financial statements and current year-to-date financial statements including profit and loss statements, balance sheets, and sources and uses of funds. Provide three years of historical financial statements current year-to-date financial statements of parent company, subsidiary, or affiliate business financial statements if applicable. Provide a month-to-month projected financial statements for three years going forward with year-end totals and all related assumptions. Provide a schedule of current and future debt with interest rates and maturities. Supply a list of collateral items. Provide current personal financial statements for all owners with 20% of more ownership.

N/A

Exhibit 8 - Project Timetable. * Provide the timetable for the project through the completion of the project and benefit.

N/A

Exhibit 9 - Compensation Scale. * Provide gross payroll for each of the last three years, current number of hourly and salaried employees, and hourly and salary range/rate. Please note any change in the number of employees along with an explanation.

N/A

Exhibit 10 - Benefits to Local Area. * Provide the amount of local property tax and Vermont income tax paid prior to the project and expected upon project completion. Provide the number and type of local suppliers, contractors and others who the project and business will work with. List any other expected local benefits as a result of the project.

N/A

Exhibit 11 - Current Loan Information. * Provide contact information for all existing and future creditors and lenders. Include the contact person and description of the financing for reference.

N/A

Exhibit 12 - Letter of Good Standing. * Provide a Certificate of Good Standing from the Vermont Secretary of State.

N/A

Exhibit 13 - Letter of Certification. * Provide a certification of good standing with all local, state, and federal taxes due. Get a letter from the Vermont Department of Taxes for state taxes. The CEO or CFO of the business can certify all local and federal taxes are current.

N/A

Exhibit 14 - Disclosure of Bankruptcy. * Provide the details of any bankruptcy and/or criminal charges, any pending litigation or criminal convictions to date against the company, officers, or principal owners.

N/A

Exhibit 15 - Lender Commitments. * Provide all letters of commitments. Include copies of any corporate resolutions to borrow.

N/A

Exhibit 16 - Certificate of Authority to do Business in VT. * If the business to be assisted is an out of state business provide a Certificate of Authority to do business in the State of Vermont from the Vermont Secretary of State.

N/A

Exhibit 17 - Proposed Loan Terms. * Provide all the terms of the proposed debt, including conditions to be met, interest rates, collateral, and maturities.

N/A

Exhibit 18 - Third Party Business Analysis. * If available, provide any third party lender analysis of the proposed project.

N/A

Employment Plan

✓ N/A

Employer

Grantee

Employment Category	Description/Qualifications	Job Title	Wage/Salary Range From - To	# FTE Jobs to be Created Retained	Present # FTE Employees
Managerial					
Professional					
Technical					
Sales					
Clerical					
Craftsman (Skilled)					
Operatives (semi-skilled)					
Laborers (unskilled)					
Service Workers/Others					
TOTALS				0	0

If any part time jobs will be created or retained please provide the following information for each part time person. If there is more than one part time job with the same title, provide the average number of hours worked in a week for each.

Information to provide: The Employment Category or Job Title with the average number of hours worked in a week .

N/A

For publication on or before 9/12/2020
Tear Sheet Requested.

Notice of Public Hearing

The Town of Brattleboro is/are considering making application to the State of Vermont for a VCDP Implementation Grant 2020 under the Vermont Community Development Program. A public hearing will be held at 06:15 PM on 9/15/2020 at via zoom call for information 230 Main St, Brattleboro, VT 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 \$42,722 in VCDP funds which will be used to accomplish the following activities: Resident services, sanitizing supplies and other PPE equipment needed to address the COVID-19 virus in BHA's seven housing developments. Also equipment in order for BHA to continue to operate as an essential service provider during the continuing outbreak of COVID-19.

Copies of the proposed application are available at Town offices 230 Main St. and may be viewed during the hours of 8:30AM to 4PM. Should you require any special accommodations, please contact Patrick Moreland at 802-254-4541 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Brattleboro
Copy submitted by: Christine Hart
Phone: 802-246-1539

Send tear sheet to: Brattleboro Housing Authority
PO Box 2275
Brattleboro, VT 05303

VCDP Implementation Grant 2020
Organization: Town of Brattleboro
Application Attachments

07110-IG-2020-Brattleboro-12

Local Bond Support* ✓ N/A

Public Service documentation* N/A
https://egrants.vermont.gov/_Upload/245497_8075397-BHALMITotals.pdf

One for One Replacement Plan* ✓ N/A

Market Study* ✓ N/A

Option Agreement/Other evidence of site control* ✓ N/A

Proposed/Executed Lease* ✓ N/A

Document Name

Document Name

Document Name

Document Name

Document Name

N/A

Describe the effects that the Coronavirus - COVID19 pandemic has had on your municipality, non-profit organization, or business regarding to the project funding being applied for:

1. What total economic loss or increased need was suffered because of the Coronavirus pandemic? Upload documentation of loss experienced or increased need with supporting evidence.*
As a result of the pandemic, BHA has had to address three significant areas of its operations: Resident Services; immediate and on-going supplies for precautionary disinfection for residents and staff and; continuity of its business operation remotely.
The attached budget and FEMA chart demonstrate just a part of the economic pressure that has been placed on BHA. We have not included the Hazard pay for Maintenance or the increase in over time pay and requirement that 2 staff respond. There are other costs which we have not placed here or to FEMA. We have not touch on the significant rent losses through out the pandemic and now until December.
https://egrants.vermont.gov/_Upload/245502_8077593-CDBGbudgetactual.xlsx
2. What efforts were carried out immediately to address the Coronavirus pandemic? *
BHA immediately purchased and distributed wipes and hand sanitizer to all properties and offices. PPE was obtained for maintenance staff. BHA began and continues direct communication with HUD officials, Vermont Public Housing ED's and the Vermont Health Department. A Pandemic Plan was developed. Residents were informed of actions BHA was taking that affected them and BHA reiterated health and safety information obtained from the State of Vermont.
3. How were these efforts paid for? *
Through the operations budget of the BHA.
4. What unmet needs remains for the municipality, organization, or business? What other resources are available to meet the needs? Upload documentation of the unmet needs that remains. *
It is very difficult to predict what the unmet needs may be for our residents. For the agency the needs we are currently addressing are the only ones we foresee continuing.
We anticipate needing to find ways in which to support our families as they move into the chaotic and unprecedented school year. Our low income families are really short on the finances and support systems for remote learning. What we can do to assist them is yet to be determined.
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Each Municipality, Non-Profit Organization or Business applying for CDBG-CV funding needs to complete and upload the Recovery Funding Sources Form, upload Source Documentation of other funding applied to or received regarding to the project funding being applied for to ensure there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155) and in accordance with section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 132 Stat. 3442), which amended section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155): Provided further, That such amount is designated by the Congress as being for an emergency requirement pursuant to section 251(b)(2)(A)(i) of the Balanced Budget and

Emergency Deficit Control Act of 1985.

Municipality/Non-Profit Organization/Business*

Brattleboro Housing Authority Recovery Funding Source Form*

Source Documentation

Municipal Public Service Program

1. Each Municipality or Nonprofit - Organization requesting CDBG-CV funding must complete an affidavit and certification form and upload it below.
 - a) Municipal/Non-Profit Property Owner Assistant Affidavit
 - b) Municipal/Non-Profit Property Owner Assistant Certifications

Small Business Stabilization

Programs

The two programs serving the State will need to maintain the following information required for each business supported by CDBG-CV:

1. Please keep a spreadsheet with the following information about each of the businesses that will be assisted, it will be required to be submitted during the requisitioning and progress report process:
 - Business Owner Income Below or Above 80% AMI
 - Employee(s) Income Below or Above 80% AMI
 - Description of Loss Suffered
 - Total Dollar Amount of loss Sustained
 - Form of Assistance Desired (grant or loan)
 - Type of Assistance to be Provided (Working Capital, financial counseling? etc.)
 - Total Amount of Assistance Needed
2. Each business assisted must complete a Business Owner Affidavit Assistance and Business Owner Certification and Information Release Form and will be required to be maintained as part of the file and produced to the Agency upon request.
 - a) Business Owner Affidavit Assistance Form
 - b) Business Owner Certification and Information Release Form