



TOWN OF RICHMOND
RICHMOND TOWN CENTER
 203 Bridge Street, P.O. Box 285
 Richmond, Vermont 05477



The Town of Richmond, Vermont, hereinafter "municipality", does hereby adopt this Residential Anti-displacement and Relocation Plan required by the provisions of the Housing and Community Development Act of 1974, as amended [42 USC 5301 et sec.] and the provisions of the 24 CFR Part 42, and as a condition of receiving funding under the Vermont Community Development Program, hereinafter VCDP.

Definitions:

- A low/moderate-income dwelling unit is a unit with a market rent, including utility costs, at or below the applicable Fair Market Rent for existing Section-8" housing.
- The size of a unit is determined by the number of bedrooms contained therein.

First: Consistent with the goals and objectives of the activities assisted under the VCDP, the municipality will take steps to minimize the displacement of persons from their homes.

Second: The Municipality will provide relocation assistance to all low/moderate-income households displaced by activities assisted with funds under the VCDP.

Third: To the extent required under the provisions of 24 CFT Sec. 42.375, the Municipality will replace on a one-for-one basis all occupiable and vacant low/moderate-income dwelling units demolished or converted to a use other than low/moderate-income housing units as a direct result of activities assisted with funds under the VCDP.

Fourth: Before obligating or expending VCDP funds that will result in such demolition or conversion, the municipality will make public and certify, in writing, to the State of Vermont, Agency of Commerce and Community Development, the following:

1. A description of the proposed assisted activity;
2. The location on a map and the number of dwelling units by size that will be demolished or converted to use other than as low/moderate-income dwelling units;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location on a map and the number of dwelling units by size that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low/moderate-income households in the municipality.

Adopted by resolution this 15 day of August, 2016.

LEGISLATIVE BODY



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MUNICIPAL POLICIES AND CODES

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Consistent with the provisions of the Vermont Community Development Program, and federal law, the (check one) Town City Village of Richmond, Vermont has adopted the following policies and codes:

Equal Employment Opportunity Policy:

The policy set forth herein applies to all municipal employees, both present and future, whose positions are funded through the Vermont Community Development Program.

Policy: This municipality will take such affirmative actions as necessary to ensure that any past or present employment practices, policies, or other barriers to equal treatment in employment opportunities in its Vermont Community Development Program are removed, and that no person will be discriminated against in employment opportunities created by programs funded through the Vermont Community Development Program on the basis of race, color, national origin, sex, age, handicap, familial status (presence of children under 18 in a family) or religion.

Fair Housing Policy:

The policy set forth herein applies to all housing programs, both present and future, funded through the Vermont Community Development Program.

Policy: This municipality:

- 1) will not directly, or through contractual or other arrangements, discriminate against anyone on the basis of race, color, national origin, sex, handicap, familial status, or religion in the provision of housing and housing-related services funded in whole or in part by the Vermont Community Development Program;
- 2) will not select sites or locations of housing and housing-related facilities which have an exclusionary or discriminatory effect;
- 3) will take all necessary and appropriate actions to prevent discrimination in housing and housing-related activities.

Policy: When, and if, adopting a municipal plan under 24 VSA Chapter 117, the municipality shall consider the housing needs of the existing and projected population and shall classify suitable land areas for appropriate housing to meet the needs of existing and projected population. Any land use controls adopted to implement the plan under this chapter shall not have the intent or effect of excluding any type of housing for any group of people.

Municipal Policies and Codes**Use of Excessive Force Policy:**

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption certifies accordance with the provisions of the Armstrong/Walker •Excessive Force• Amendment (P.L. 101-144).

Policy: This municipality does hereby adopt a policy prohibiting the use of excessive force by its law enforcement agencies against any individuals engaged in nonviolent civil rights demonstrations.

Policy on the Use of VCDP Funds for Federal Lobbying:

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies that no VCDP funds will be used for the lobbying of federal officials.

Policy: This municipality will not allow the use of VCDP funds to pay any person for the influencing or attempting to influence an officer of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

Code of Ethics for Administration of Vermont Community Development Program

The following code of ethical conduct for public officials, employees, and/or affected contractors covers all aspects of the Vermont Community Development Program, whether or not specifically cited.

- Code:**
- 1) Goods and services shall be procured in a manner which maximizes free and open competition.
 - 2) Officers and employees shall not participate in any decision concerning matters in which they have a financial interest.
 - 3) Conflicts, and the appearance of conflicts, of interest shall be avoided in order to assure public confidence in the operations of governments.
 - 4) Every effort will be made to actively recruit woman-owned or minority-owned businesses and to provide opportunities for local residents and businesses, consistent with Section 3 of the Housing and Urban Development Act of 1968.
 - 5) All procurement actions shall be conducted in public and all records related thereto will be open to public review.

The Drug-Free Workplace Act of 1988 requires Grantees to certify and assure the Department that they will establish:

MUNICIPAL POLICIES AND CODES

- 1) A formal written policy that informs employees that the manufacture, distribution, possession and use of illegal drugs in the workplace are prohibited, and
- 2) An ongoing drug-free awareness program

The requirements of this Act only apply to employees of the municipality working on the grant, and does not apply to employees of the administrator or any subgrantee.

Subrecipient Oversight Monitoring Policy:

The policy set forth herein must be adopted by all municipalities using VCDP funds. Adoption of this policy certifies the Grantee shall be responsible for oversight monitoring of grant funds that are dispersed to a sub-recipient, to ensure the funds are properly managed.

To ensure such funds are managed according to the agreements and requirements of the granting agency, **the Municipality will designate a municipal individual responsible for subrecipient monitoring.** At a minimum this will include:

- 1) Closely monitoring and reviewing the requisition of funds to the funding agency on a regular basis;
- 2) Closely monitoring the progress of the funded project through the review of required progress reports; and
- 3) Obtaining and reviewing the independent audit if required for the sub-recipient (expenditure of \$500,000 or greater in one fiscal year); or the municipality may determine that its own single audit may be expanded to include the scope of federal funds expended at the subrecipient level; or the subrecipient may be eligible to have a program specific audit.

Adoption

Adopted by the Legislative Body on the 15 day of August, 2016.

LEGISLATIVE BODY

(Typed Name)

(Signature)

Ellen Kane

Bard Hill

Lincoln Bressor

Steve May

David Sander

Ellen Kane

[Signature]

[Signature]

[Signature]

Vermont Community Development Program
Town of Richmond
Implementation Grant
Richmond Creamery Redevelopment

VCDP AWARD CONDITIONS & Online Guidance (3/8/16)

February 11, 2016

1. The Agency will automatically terminate this Award if the Applicant has not met the Award Conditions below by **September 1, 2016** and has not requested to appear before the CD Board to seek an Award Renewal recommendation to the Secretary. This means providing information to the Board for the **Fall 2016** Community Development Board meeting if the Award Conditions have not been fully met.
2. Prior to the Offer of a Grant Agreement the following documentation must be submitted:
 - a) Evidence of capacity to manage the project including the Program Management and the General Administration responsibilities. To meet this condition, the municipality must submit documentation that it is able to retain the services of capable and competent organizations and/or individuals to perform the necessary services. If the entity and/or individual has no prior VCDP administrative experience, then more information is necessary. This can be in the form of resumes for the individuals who will be employed or retained along with a scope of services or work plan for the required tasks. The Agency will determine if the organization and/or individual has the capacity to perform the necessary services.
 - Please name and upload this evidence in **Award Conditions Documents** in the “View, Edit, and Complete Forms” page.
 - Please upload a detailed plan for the General Administration responsibilities (financial management, progress reports, requisitions, and final program reports/closeout) in **Award Conditions Documents** in the “View, Edit, and Complete Forms” page.
 - Please upload a detailed plan for the Program Management responsibilities in **Award Conditions Documents** in the “View, Edit, and Complete Forms” page. These activities will include procurement, clerk of the works, compliance with Davis-Bacon requirements, permit compliance, engineering and architectural services, among others.
 - b) The Applicant’s Anti-Displacement Plan (ADP) must be uploaded to the Intelligrants system. The ADP can be found here: **Anti Displacement Plan** (doc) and once adopted by the Town, should be uploaded under the Town page and not the application, since it is valid for more than one application. When on the Application page, click on the **Town of Richmond** link under details. Then click on **Organization Details**. Then click on **Municipal Policies, Plans, and Insurance**, and it should be clear where to upload.
 - c) Evidence of commitment of all Other Resources. Please upload the supporting documentation/commitment for each source in the **Project Budget: Economic Development** Form in the “View, Edit, and Complete Forms” page. Please also identify on the budget if the funding source is “Committed” or “In-hand”. If the amount listed in the budget does not match the uploaded documentation, please provide an explanation in the Budget’s Activity Details or **Award Conditions Documents**. Evidence of commitment is needed for:
 - \$3,500 Private Financing
 - \$6,390 In Kind Support – Please provide the timing of this in-kind support and whether it has already been committed or will be in the future. Only VCDP application related activities can be included.
 - \$23,397 RPC EPA Brownfields Assessment Grant Program
 - \$5,850 Private

- \$3,500 Municipal Contribution

- d) Documentation that the project has received its Environmental Release. Staff will allow a Conditional Release for the Slums and Blight component. However, this release would stipulate the need to complete an ER for the redevelopment design which will most likely be dictated by the demolition and clearance activities and the mitigation plan under the Corrective Action Plan (CAP). The Conditional Release will allow the applicant to close on the property and sign any contracts for the Slums and Blight activities associated with this application. Please complete the Environmental Review. I will monitor when you will receive the Environmental Review Release (ERR) Letter. The ERR must be issued by the Environmental Officer prior to executing a grant agreement. Until the Environmental Review Release (ERR) letter has been completed, signed, and dated, 24 CFR Part 58 provides that the Grantee may not go out to bid or sign any legally binding contracts or spend public or private funds for any other work that may have a physical impact or limit the choice of alternatives, other than planning related activities necessary to complete the Environmental Review. Please contact Quin Mann (quin.mann@vermont.gov) or 828-1357 if you have any questions.
 - e) Completion of the Project Performance Measures online forms. There is a page called **Performance Measures** in the "View, Edit, and Complete Forms" page, and you need to complete the form(s).
 - f) Modifications to the application, such as to the budget, if determined necessary by VCDP staff. If there are any changes, the budget must be revised by adding any new sources and/or revising amounts in the BUDGET Form node so the budget total equals the total cost. If there are any changes, you must revise the grant budget by adding any new sources and/or revising amounts to the **Project Budget: Economic Development** page, so the budget total equals the total cost and all documentation is uploaded. For any pre-award costs costing \$3,000 or more that did not follow proper procurement (issued a RFQ and at least 3 proposals solicited), these will not be eligible for reimbursement, so these must be removed from the budget. If you have any questions on whether procurement was followed, please contact Ray Marzbani (ray.marzbani@vermon.gov) or 828-5226.
 - g) Confirmation whether the Applicant will request the allowable 50% reimbursement for the application writing costs. If yes, the requisition must include a copy of the invoice from the entity that wrote the application. This cost is part of the General Administration activity. Please confirm if you will be requesting reimbursement for application writing costs. Please name and upload documentation of these costs in **Award Conditions Documents** in the "View, Edit, and Complete Forms" page.
 - h) Documentation outlining the project timeline including all phases of the redevelopment plan. Please name and upload in **Award Conditions Documents** any updates to the project timeline and redevelopment plan.
3. Copy of the applicant's Municipal Policies and Codes (MP-1) must be uploaded to the Intelligrants system. This form is not required prior to the grant agreement offer, but will be required prior to the first requisition. The MP-1 can be found here: [MP1 - Municipal Polices and Codes](#) and once adopted by the Town, should be uploaded under the Town page and not the application, since it is valid for more than one application. When on the Application page, click on the **Town of Richmond** link under details. Then click on **Organization Details**. Then click on **Municipal Policies, Plans, and Insurance**, and it should be clear where to upload.
 4. If the Applicant requests the allowable 50% reimbursement for the application writing costs, the requisition must include a copy of the invoice from the entity that wrote the application. This cost is part of the General Administration activity. N/A as this language will be written into the Grant Agreement.

5. In the event a redevelopment plan is not implemented within three years of the executed grant agreement, VCDP dollars shall be returned to the Agency. N/A as this language will be written into the Grant Agreement.
6. 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.
The next available training dates and locations are:
 - Montpelier:
Tuesday, **March 29, 2016, 2-4:30 PM**, Agency of Commerce and Community Development, Calvin Coolidge Conference Room, 6th Floor, Deane C. Davis Building, 1 National Life Drive, Montpelier, VT
 - Charlotte:
Tuesday, **May 17, 2016, 2-4:30 PM**, Charlotte Town Offices, 159 Ferry Road, Charlotte VTTo register call Shaun Gilpin, Dept. of Housing and Community Development, 802-828-1346, or email shaun.gilpin@vermont.gov and put "AFFH training" in the subject line.
7. 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. N/A as this language will be written into the Grant Agreement.
8. 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. N/A as this language will be written into the Grant Agreement.
9. In the event VCDP funds are needed prior to their availability due to VCDP requirements or conditions, the Grantee and/or one of the project parties must seek bridge financing to meet any expenses that cannot be delayed. The expenditure of bridge financing must be in compliance with VCDP requirements, most notably the environmental review process. N/A as this language will be written into the Grant Agreement.