

Application Target Dates Board Meeting Dates

September 13, 2022	November 10, 2022
February 7, 2023	April 6, 2023
April 11, 2023	June 8, 2023

What Board Meeting is your project targeting? 6/8/2023

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 2022
Organization: Town of St. Johnsbury
Program Area Selection

07110-IG-2022-St. Johnsbury-21

Housing
Economic Development
✓ Public Facilities
Public Services

Working Title for Project: Armory Redevelopment
Project

Applicant Municipality (or lead applicant if applying as a consortium): Town of St. Johnsbury

Is this project requesting Recovery Housing Program (RHP) 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): Joe Kasprzak

Contact Person (of lead applicant if consortium Application): Joe Kasprzak

Person who prepared this application: Joe Kasprzak

Municipal DUNS#: 030291459

✓ I certify the Municipalities UEI# above is current and valid, if blank please enter the Municipalities UEI# on the "Organizations" page.

Is the municipality up to date with submission of their Subrecipient Annual Report (SAR) for the past three years to the Department of Finance and Management? Yes No ✓ NA

Upload the most recent SAR submitted to Department of Finance and Management:

Is the Municipality up to date with submission of a Single Audit (SA) Report with State of Vermont Department of Finance and Management and the Federal Audit Clearinghouse for the past three years ? If no SA was required for the last 3 years select NA. ✓ Yes No NA

If Yes, was there any findings or concerns? Yes ✓ No

Please List findings or concerns raised how they were resolved.

If No, please provide the status of the Single Audit:

Complete

Estimated Project Funding:

CDBG Request	\$330,000
Municipal Funds	\$296,873
All Other Funds	\$1,868,000
Total (Municipal & Other)	\$2,164,873
Total Project Funding	\$2,494,873

Please select all that apply: *

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

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

☒ N/A

UEI#

Federal ID#

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

☒ N/A

UEI#

Federal ID#

Enter legal name and complete address (city, state, zip) of who will be doing grant administration for this project. If only the municipality will be the grant administrator select N/A. *

(General administration responsibilities include activities relating to setting up and maintaining financial management records, completing progress reports, ensuring that the terms and conditions grant are carried out, assisting with subrecipient monitoring, and for eligible costs of audit.)

☒ N/A

UEI#

Federal ID#

Enter legal name and complete address (city, state, zip) of who will be doing program management for this project. If only the municipality will be the program manager select N/A. *

(Program Management responsibilities include activities relating to securing release of funds under the environmental regulations, securing compliance with labor standards (including Davis-Bacon wage rates), permit assistance, procurement standards, contracts management, construction oversight and coordination, and legal services.)

☒ N/A

UEI#

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

https://egrants.vermont.gov/_Upload/281520_8105230-Request-Pre-qualificationforSlumsBlightCriteria-jk-04-08-2021.pdf

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	0	0	0	0	0	0
Number of beneficiaries between 30% and 50% of median income	0	0	0	0	0	0
Number of beneficiaries between 50% and 80% of median income	0	0		3490	0	3490
Sub-total of LMI beneficiaries	0	0	0	3490	0	3490
Number of beneficiaries over 80% of median income	0		0	3740	0	3740
Total beneficiaries	0	0	0	7230	0	7230
Percentage of LMI beneficiaries	0%	0	0%	48%	0%	48%

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	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
2. Environmental Review Preparer	Andrea Pedersen	Stantec	Yes No ✓ Unsure N/A
3. Architect	David Roy	WLA	Yes ✓ No Unsure N/A
4. Engineer	Elizabeth Emmons	Dufrense	✓ Yes No Unsure N/A

Grantee Roles and Capacity

5. Project Manager (Contact for project progress during implementation, start to finish)	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
a. Preparation of Progress Reports	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
b. Review/submission of Progress Reports	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
6. Historic Preservation Consultant(s)	Scott Newman	106 Associates	Yes No ✓ Unsure N/A
7. Financial Management at the Municipal Level			
a. Reviews/approves invoices	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
b. Submits requisitions for disbursement of grant funds	Joe Kasprzak	Town/Assistant Town Manager	Yes ✓ No Unsure N/A
c. Approves payments	Select Board	Town	Yes ✓ No Unsure N/A
d. Prepares checks for payment of invoices	Stacy Jewell	Town Clerk/Treasurer	Yes ✓ No Unsure

Grantee Roles and Capacity

e. Signs checks	Stacy Jewell	Town Clerk/Treasurer	e N/A Yes ✓ No Unsur
f. Maintains and controls accounting records, including ledgers	Lesley Russ	Town Finance Officer	e N/A Yes ✓ No Unsur
g. Reconciliation of bank statements	Stacy Jewell	Town Clerk/Treasurer	e N/A Yes ✓ No Unsur
h. Preparation/submission of Subrecipient Annual Report/Single Audit	Lesley Russ	Town Finance Officer	e N/A Yes ✓ No Unsur
i. Reports financial status of grant to Municipal Governing Body	Lesley Russ	Town Finance Officer	e N/A Yes ✓ No Unsur
8. Financial Person at the Subrecipient/Borrower Level	Lesley Russ	Town Finance Officer	e N/A Yes ✓ No Unsur
9. Compliance Management			
a. Preparation of Request for Proposals/Qualifications for construction	Joe Kasprzak	Assistant Town Manager	e N/A Yes ✓ No Unsur
b. Responsible for oversight of bid solicitation/procurement of contractors	Joe Kasprzak	Assistant Town Manager	e N/A Yes ✓ No Unsur

Grantee Roles and Capacity

c. Review/execution of contracts for construction	Joe Kasprzak	Assistant Town Manager	e N/A Yes ✓ No Unsur
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	Lesley Russ	Town Finance Officer	e N/A Yes ✓ No Unsur
e. Clerk of the Works	Joe Kasprzak	Assistant Town Manager	e N/A Yes ✓ No Unsur
f. Inspection of work prior to release of payment	Daniel White	Atlas	e N/A Yes No ✓ Unsur
Other			e N/A Yes No Unsur

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

Grantee Roles and Capacity

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 Town of St. Johnsbury is interested in redeveloping the former Armory building located at 1249 Main Street for use as a municipal police station, regional emergency dispatch center, local emergency operations center, and regional training center. Owned by the Town, this building is within the historic district and represents a significant opportunity for the Town to drive economic redevelopment in this important downtown corridor. The building is contaminated and structurally compromised, which has caused developers to deem the project unfeasible in the past. The vacant building is considered blight and has a negative impact on the historic district. The Armory has no utility until properly remediated. The Town has continued to fund the basic maintenance, but there will soon be a need for capital investment just to prevent complete collapse of the structure.

The Select Board is committed to remediating the property and playing an active role in the property's redevelopment as a revitalization catalyst in this area.

> Lot Size: 0.44 acres (see attached existing conditions site plan prepared by Dufresne Group).

> Current Building Size: Approximately 16,100 sf. The building consists of an east wing and west wing. The east wing fronts on Main Street and is 3 stories including the usable basement. The west wing is 2 - 3 stories (including the basement) and contains a former gymnasium.

> Proposed Building Size: Approximately 13,000 sf. A portion of the west "gymnasium" wing will be removed and replaced with an addition and on-site parking and a carport

> The entire 3-story east wing fronting on Main Street will be preserved along with the 3-story section of the rear west wing.

Project Cost

Preliminary cost estimating indicates a total project cost of \$11.2 million.

A significant portion of this cost is for environmental remediation. As do similar buildings its age, the Armory contains abundant asbestos-containing materials, polychlorinated biphenyls (PCBs), and lead-based paint. Abatement costs associated with these materials are a major hurdle to future renovations. Environmental surveys previously completed at the site have identified and generally quantified the contamination in the building along with an opinion of probable cost for abatement. In January of 2023, the Town procured a contractor to complete a remediation planning cost estimate for abatement at the Armory. The projected abatement costs are estimated at \$2.5M.

The Town of St. Johnsbury was awarded a \$500 thousand EPA Clean-up grant in 2021, and on September 14, 2021 Town residents voted in favor of a \$5.4 million bond to fund the Armory Redevelopment Project. The town is currently working with state agencies and Vermont RPCs to access addition loans and grants to help offset the high cost of remediation. If awarded, VCDP funds would be combined with EPA Clean-up funds and town funds to complete the remediation phase of the project. Phase II, or the actual construction of the PD and Dispatch Center, will begin as soon as remediation is complete. Final design, permitting, and contracts will occur during the remediation in order to begin construction in 2023 with expectations of project completion in 2024.

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

1249 Main Street, St. Johnsbury, VT 05819

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

enter N/A)

The St. Johnsbury Police Department provides back-up services to both the Vermont State Police and the Caledonia County Sheriff's Department. These services are provided on an as needed basis and typically is requested when state police troopers are on another call and need to respond to a call-in close proximity to St. Johnsbury. These services are reciprocating in a manner similar to a mutual aid relationship that fire departments share.

Similarly, the St. Johnsbury Police Department provides assistance to the Caledonia County Sheriff's Department. Typically, these services are not law enforcement duties, but rather support services involving cases being tried in the Caledonia County Courthouse.

The St. Johnsbury Dispatch Department serves as a regional provider and contracts with the following towns to provide dispatch services; Barnet, Burke, Concord, Danville, East Haven, Granby, Kirby, Lyndon, Newark, Peacham, Sheffield, Sutton, Victory, Walden, Waterford, and Wheelock.

The Armory will also serve surrounding communities as an emergency operations center and regional training center. Understanding the changing landscape for providing essential services, the Town included a large training room that will provide adequate space to train our local and regional service providers. This space will be outfitted with the necessary equipment and backup power to serve as the emergency operations center.

d) Attach a location map and site plans.

https://egrants.vermont.gov/_Upload/281523_8106589-SitePlanSitemap04-11-2022jk.pdf

N/A

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

[https://egrants.vermont.gov/_Upload/281523_8106591-Updated_OriginalPlans\(05-13-2022\).pdf](https://egrants.vermont.gov/_Upload/281523_8106591-Updated_OriginalPlans(05-13-2022).pdf)

N/A

f) You may also submit photographs.

https://egrants.vermont.gov/_Upload/281523_8106593-251001_8077041-St.JohnsburyArmory-Photos.pdf

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.

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.

- 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-2022-St.Johnsbury-054

- k) **Is your project requesting over \$2,000 in CDBG funds for new construction or rehabilitation activities? Yes**

✓ No

NA

- l) **Does this project anticipate having more than \$200,000 in HUD Funding in it (CDBG, HOME, ESG, EDI, Lead Hazard Control Grants etc.) for activities such as the construction or rehabilitation of housing (including reduction of lead-based paint hazards), or other public construction such as street repair, sewage line repair or installation, updates to building facades, etc.?**

Yes

✓ No

NA

- m) **Does your project have the potential to displace any people or business(es) temporarily or permanently?**

Yes

✓ No

If yes, have you distributed General Information Notices (GIN) to those people or business(es) impacted.

Yes

No

Please explain the displacement involved and when notices were or will be sent.

VCDP Implementation Grant 2022

Organization: Town of St. Johnsbury

07110-IG-2022-St. Johnsbury-21

Project Budget: Public Facilities: IG-Brownfield Clean Up

Activity	IG-Brownfield Clean Up
CDBG Amount Requested	\$330,000
Activity Total	\$2,056,187

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*

Consultants (ECI, Stantec & Atlas) have provided detailed cost estimates for remediation and construction.

https://egrants.vermont.gov/_Upload/281300_8104355-ArmoryProjectCostEstimate04-09-2023.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	Alread Upload
Other	Grant	\$406,497	EPA Cleanup Grant	Federal	Committed	https://egrants.vermont.gov/_Upload/281300_8104381-GrantAgreement-ArmoryBuildingCleanupGrantProgram;BF-00A01034-0[23174].pdf	
Other	Grant	\$983,690	ACCD BRF	Federal	Pending		✓
(MUNI) - Municipal Contribution	Loan	\$168,000	NRPC RLF Loan to Town	Federal	Committed	https://egrants.vermont.gov/_Upload/281300_8104379-ArmoryRedevelopmentProjectBondVoteResults09-14,2021sj.pdf	
Other	Grant	\$168,000	NRPC RLF Grant	Federal	Committed	https://egrants.vermont.gov/_Upload/281300_8104378-CommittmentLtr_St.JohnsburyArmory_4.4.23.pdf	
(MUNI) - Municipal Contribution	Cash	\$0	Town Cash	State/Local	Committed	https://egrants.vermont.gov/_Upload/281300_8104377-ArmoryRedevelopmentProjectBondVoteResults09-14,2021sj.pdf	

VCDP Implementation Grant 2022

Organization: Town of St. Johnsbury

07110-IG-2022-St. Johnsbury-21

Project Budget: Public Facilities: IG-Brownfield Clean Up

Total	\$1,726,187
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Project Budget: Public Facilities: IG-General Administration

Activity	IG-General Administration
CDBG Amount Requested	\$0
Activity Total	\$148,769

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*

Includes town in-kind grant admin.

BRELLA

Environmental Consultant (Stantec) for reporting & grant management

CAP Reporting

Remediation bids docs & SSQAPP

Advertising

Brownfields Summit

Grant Management Reporting & Final Reporting

https://egrants.vermont.gov/_Upload/281301_8104355-ArmoryProjectCostEstimate04-04-2023.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	Alread Upload
(MUNI) - Municipal Contribution	Cash-In-Kind	\$51,127		State/Local	Committed	https://egrants.vermont.gov/_Upload/281301_8104381-GeneralAdmin.Budget04-05-2023.xlsx	
(MUNI) - Municipal Contribution	Cash	\$44,767		State/Local	Committed	https://egrants.vermont.gov/_Upload/281301_8104380-ArmoryRedevelopmentProjectBondVoteResults09-14,2021sj.pdf	
Other	Grant	\$52,875	EPA Cleanup grant	Federal	Committed	https://egrants.vermont.gov/_Upload/281301_8104379-GrantAgreement-ArmoryBuildingCleanupGrantProgram;BF-00A01034-0[23174].pdf	

VCDP Implementation Grant 2022

Organization: Town of St. Johnsbury

07110-IG-2022-St. Johnsbury-21

Project Budget: Public Facilities: IG-General Administration

Total	\$148,769

Project Budget: Public Facilities: IG-Program Management

Activity	IG-Program Management
CDBG Amount Requested	\$0
Activity Total	\$289,917

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*

Additional sampling
 Archaeological & Architectural Consulting
 Asbestos consultant
 Environmental Construction Oversight
 CAP Implementation
 PCB Remediation Oversight
 Legal
 White & Burke consulting for remediation component of the project
https://egrants.vermont.gov/_Upload/281302_8104355-ArmoryProjectCostEstimate04-04-2023.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
(MUNI) - Municipal Contribution	Cash	\$32,979		State/Local	Committed	https://egrants.vermont.gov/_Upload/281302_8104381-ArmoryRedevelopmentProjectBondVoteResults09-14,2021sj.pdf	
Other	Grant	\$40,628	EPA Cleanup Grant	Federal	Committed	https://egrants.vermont.gov/_Upload/281302_8104380-GrantAgreement-ArmoryBuildingCleanupGrantProgram;BF-00A01034-0[23174].pdf	
Other	Grant	\$216,310	ACCD BRF	Federal	Pending	https://egrants.vermont.gov/_Upload/281302_8104379-TownofSt.Johnsbury_BRFAApplication_2022-10-21-submittedreceived10-21-2022.pdf	

VCDP Implementation Grant 2022

Organization: Town of St. Johnsbury

07110-IG-2022-St. Johnsbury-21

Project Budget: Public Facilities: IG-Program Management

Total	\$289,917

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

1. Describe the need for this project.*

The reduction of slums and blight within our downtown centers is an essential component of downtown revitalization. In downtown St. Johnsbury, much of the slums and blight result from brownfields left vacant because the risk associated with the remediation and redevelopment is too high. Without the private sector investment, the responsibilities associated with brownfields redevelopment are left to communities with limited resources.

The Northeast Kingdom of Vermont (NEK) is one of five REAP Zones in the country, identified because of its rural isolation and lack of local capital. As a micro-community with a population under 10,000, the Town of St. Johnsbury has limited financial resources. With a small population base, tax revenues used to fund local government and revitalization projects are very limited. In our region, this is further exacerbated by an aging population, declining incomes, and lower than average workforce participation compared to the County, State, and the US. Regional statistics provided in Table 1 (see attached) demonstrate lower than average tax revenues due to below-average median household income and labor force participation and above-average unemployment. Together these factors indicate much lower than average discretionary income, which results in less spending, decreasing local business revenues and the taxes they pay. The income and tax revenue characteristics described demonstrates the Town's inability to allocate funding to brownfields in a meaningful way. Over the last few years, tax revenues have increased very little, and our priorities continue to be the funding of essential public safety functions such as fire and police. The Vermont Community Development Program provides important resources to communities to overcome funding challenges. If awarded, St. Johnsbury would use VCDP funding to augment other resources to remediate and redevelop the Armory building located at 1249 Main Street. The Armory building has been shuttered for 13+ years, and the presence of lead paint, asbestos, mold, and PCBs has held back efforts for redevelopment. Town officials had to make a difficult decision, and in our opinion the right decision, to commit to the redevelopment of a downtown brownfield vs. building a new facility elsewhere.

https://egrants.vermont.gov/_Upload/281720_8105268-VCDPapplicationTables1-2-3-4.pdf

2. Describe the manner in which the need was determined (cite relevant data and attach any studies or information to support this need).*

The Town of St. Johnsbury is the County seat and provides regional support services to surrounding communities. The Northeast Kingdom (NEK) is amongst the poorest in the state. According to the US Census Bureau, the poverty rate in St Johnsbury is 15% versus 11.2% for the entire state (see table 2 attached). St. Johnsbury is experiencing an aging population and a declining household income. With increasing budgets, especially within the essential services departments, Town Officials are forced to make decisions that jeopardize service levels. Currently, the Town is looking at alternative ways to fund essential services, including regionalization. Our current public safety facility's inability to house our fire apparatus due to structural deficiencies has added more pressure to our community's ability to pay for essential services. Any reduction in services not only affects St. Johnsbury residents but outlying communities that count on police backup, mutual aid fire services, and the regional dispatch services that St. Johnsbury provides to sixteen (16) surrounding communities.

Vermont has one of the oldest populations in the US, and the target area has some of the highest concentrations of seniors in St. Johnsbury. Residents in the 55+ age bracket are increasing, While those in the 35-54 age bracket are decreasing, reflecting an erosion of the highest earning age bracket and

growing population of those in retirement (see table 3 attached). The aging population requires more medical attention and is more susceptible to exposure to contaminants. Furthermore, despite the Town's efforts to secure the Armory building, sensitive populations such as neighborhood youth and the homeless repeatedly trespass and enter the Armory which amplifies their exposure risks. If awarded, VCDP funds will help the Town remove a significant source of hazardous materials in the center of our community, preventing the exposure of sensitive populations to these substances.

Regular exposure to brownfield contaminants such as RBMs (ACM, PCBs and LBP) can increase lung cancer rates, liver disorders, other forms of cancer, neurological system impacts, immune system impacts and skin disease. Sensitive populations are disproportionately exposed to brownfield-related blight causing mental distress and associated health impacts such as anxiety and high blood pressure. Considering the contaminants of concern at the Armory, it is reasonable to assume they would contribute to adverse health conditions in the surrounding community. Addressing brownfields such as the Armory will substantially aid in mitigating the cumulative exposure of Town residents to contamination associated with brownfields and other sources of contamination contributing to these high rates of disease. EPA's Environmental Justice tool "EJSCREEN" demonstrates that minority and low-income people in the target area are disproportionately impacted by exposure to hazardous substances. Table 4 compares environmental justice indices and demographics that encompass Vermont and EPA Region 1. As demonstrated in Table 4, sensitive populations within the target areas fall above the 70th percentile for disproportionate burden and exposure to many hazardous substance sources of pollution when compared to the County and other communities in EPA Region 1 and the US. These data along with census and health data provided in previous sections demonstrate that economically impoverished populations are disproportionately impacted by brownfields in our community. VCDP funding will help the Town cleanup the Armory, thereby reducing health threats being experienced by the under-served and most sensitive populations in our community.

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 Town of St. Johnsbury owns the Armory building located at 1249 Main Street, and for many years the Town unsuccessfully solicited private developers to redevelop the Armory. The Armory building continues to deteriorate, and a solution is required.

The Town's Public Safety building located at 1187 Main Street no longer suits the Police, Dispatch, and Fire Department's needs. The Town believes the best solution is to redevelop the Armory into a new Police and Dispatch Center and build a new Fire Department structure in an area of Town that is better suited for regional fire protection.

Remediation and redevelopment of the Armory will eliminate slums and blight within St. Johnsbury's Historic District and address the Town's liability associated with owning a brownfield.

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

Over the last decade, multiple Armory redevelopment projects were conceived, including market-rate housing, a community center, a history and heritage center, and multiple small-scale development projects that never got past a very preliminary discussion about the possibilities. The undefined costs

associated with remediation proved too much for a project to move forward in each case.

In 2018 the Town hired a consultant to performed a feasibility study to determine the best option for a new police and regional dispatch center.

Several options were reviewed, including new construction and rehabilitation scenarios at several existing locations, including the Armory. Based on information from the feasibility study, the Town decided to focus its efforts on the Armory. Not only was the Armory's location highly desirable, but by redeveloping the Armory, the Town would eliminate future liability associated with owning a downtown brownfield.

The Town considered a public/private development scenario where the Town would remediate the site and turn it over to a private developer with a long-term lease for the Police and Dispatch Center. The Town was interested in a public/private partnership to take advantage of Tax Increment Financing (TIF) incentives while growing the Grand List. The TIF option ran into several hurdles, and ultimately the private ownership component of the Armory redevelopment project was determined not feasible.

In 2020, the Town was awarded an EPA Brownfields Planning Grant through the Department of Environmental Conservation. This planning grant provided an avenue for all of the necessary partners to come together to work through site challenges and identify a path forward to redevelop St. Johnsbury's Main Street corridor. This planning project included a financial evaluation of different redevelopment strategies. The Town-owned Armory property became the priority because it had been vacant for the last decade and provided a significant opportunity for the Town as a redevelopment driver on Main Street.

https://egrants.vermont.gov/_Upload/281720_8105266-249431_8075708_1-St.JohnsburyPlanningGrant-FinalReport-combinedjk09182020.pdf

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.*

Included in the Armory redevelopment plans is an emergency operations center and training room. Federal funds have been requested through the CDS program to assist with the cost of construction and upfit.

https://egrants.vermont.gov/_Upload/281720_8105245-SandersCDSRequest-ArmoryProject03-09-2023.docx 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.*

The Town submitted an EPA Cleanup Grant application in October 2020 and was notified in the spring of 2021 that the project was funded. The Town has submitted applications to VCDP, BRF, CDS, HSU, and the NRPC RLF for funding to augment the EPA cleanup funding and the Town's \$5.4M commitment. EDA, FEMA, and NBRC were deemed inappropriate funding sources for the Armory project. Town Officials will apply for MERP funding through VT BGS, USDA RD this summer and fall, and engage Efficiency VT during the remediation phase to assist the town with energy efficient upgrades. This application for \$330,000 of VCDP funding is the last piece of the necessary funding for the remediation component of the Armory project.

6. Explain the level of municipal government support.*

The Town has been working to remediate and redevelop the Armory for 13+ years. Numerous environment reports were funded and completed. Redevelopment was close several times, but the unknown risk associated with the cost of remediation proved too much for developers to overcome. Groups like the Friends of the Armory were formed to investigate opportunities for redevelopment, but ultimately failed to find a successful redevelopment project. The Select Board solicited developers through an RFP process with a price tag of \$1.00 for the property; that effort failed as well. Understanding that the private sector cannot identify a reasonable development option, the Select Board members have unanimously supported the Town's efforts to redevelop the property into a police and regional dispatch center. Numerous public meetings have been hosted throughout the EPA Brownfields Planning project (spring/summer 2020), the EPA Clean-up Grant application process (fall 2020), the VCDP CDBG application process (spring 2021, spring/fall of 2022, and now spring of 2023), and the Town bond vote process (summer of 2021). Throughout the entire process project updates have been made in public meetings and materials have been made available in the Town Clerk's office and on the Town's website. More public hearings are forthcoming as the Town works to finalize the project timeline, finalize plans, and complete the environmental review process.

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. *

The Town of St. Johnsbury's ability to provide efficient, quality essential services to its residents is paramount. Many of these services reach out beyond the boundaries of the Town and support many outlying communities. St. Johnsbury's Public Safety building's existing condition jeopardizes the Town's ability to perform these necessary services. The State of Vermont has determined that deploying funds to make strong communities is a top priority. We believe that the Armory Redevelopment Project meets the Consolidated Plan's goals to promote downtown preservation and revitalization and remediate and reuse brownfields.

The Armory is located within St. Johnsbury's Designated Downtown, Historic District, and within an Opportunity Zone. The presence of lead paint, asbestos, mold, and PCBs has proven too much for developers to consider projects at this location. Town officials have decided that the Town's redevelopment would enhance the Main Street corridor and catalyze further development in this area of downtown. To advance this project, the Town will need to leverage funds from several sources, including town reserves, town issued general obligation bonds, EPA Clean-up funds, CDBG funds, USDA RD, Historic Preservation, State Brownfield Revitalization Fund, and funds made available by neighboring RPCs.

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.*
https://egrants.vermont.gov/_Upload/281720_8105254-249431_8075724-LetterfromTown-ConsistentwiththeTownPlan-jk.pdf

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. *
https://egrants.vermont.gov/_Upload/281720_8105255-NVDASupportletter-StJArmory-CDBG.pdf
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

11. Is this project on the Regional Development Corporation priority list?*
- ✓

Degree of health/safety risks to beneficiaries

12. If applicable, describe how this project directly addresses a health or safety issue for the intended beneficiaries. If not applicable select N/A.*
- Regular exposure to brownfield contaminants such as RBMs (ACM, PCBs and LBP) can increase lung cancer rates, liver disorders, other forms of cancer, neurological system impacts, immune system impacts and skin disease. Sensitive populations are disproportionately exposed to brownfield-related blight causing mental distress and associated health impacts such as anxiety and high blood pressure. Considering the contaminants of concern at the Armory, it is reasonable to assume they would contribute to adverse health conditions in the surrounding community. Addressing brownfields such as the Armory will substantially aid in mitigating the cumulative exposure of Town residents to contamination associated with brownfields and other sources of contamination contributing to these high rates of disease. EPA's Environmental Justice tool "EJSCREEN" demonstrates that minority and low-income people in the target area are disproportionately impacted by exposure to hazardous substances. Table 4 compares environmental justice indices and demographics that encompass Vermont and EPA Region 1. As demonstrated in Table 4, sensitive populations within the target areas fall above the 70th percentile for disproportionate burden and exposure to many hazardous substance sources of pollution when compared to the County and other communities in EPA Region 1 and the US. These data along with census and health data provided in previous sections demonstrate that economically impoverished populations are disproportionately impacted by brownfields in our community. VCDP funding will help the Town cleanup the Armory, thereby reducing health threats being experienced by the under-served and most sensitive populations in our community.
- N/A

Timing Pressures

13. Please describe, if applicable, any particular issues that make funding of this project time sensitive. If not

applicable select N/A.*

The Town's most significant concern regarding the status of the Armory is the roof and failing roof drains . Last fall our public works team insulated and added heat tape to the roof drains to prevent damage to the building. Town Officials continue to monitor the rubber roof membrane that was installed in 2017. Failure of the roof would require another costly temporary solution.

N/A

Project Outcomes

14. 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	0
Number of beneficiaries between 30% and 50% of median income	0
Number of beneficiaries between 50% and 80% of median income	3490
Sub-total of LMI beneficiaries	3490
Number of beneficiaries over 80% of median income	3740
Total beneficiaries	7230

NOTE: If your project is funded there will be additional outcome information required.

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

Low-and-moderate-Income Data based on 2011-15 ACS

https://egrants.vermont.gov/_Upload/281721_8105279-ACSdataSt.Johnsbury.xlsx

The longevity of the benefit.

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

The Town of St. Johnsbury has a long history of providing police and dispatch services to the residents of St. Johnsbury. Annual audits are completed and recommendations are made regarding maintaining adequate reserves. The 2022 audit shows no deficiencies relating to the Town's financial management policies and procedures. Three years of audits have been uploaded into GEARS.

https://egrants.vermont.gov/_Upload/281721_8105282-TownofSt.JohnsburyVermont-2022SingleAudit.pdf

17. 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

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

The Armory Redevelopment Project is consistent with the goals identified in our Town Plan relating to both providing essential services and redeveloping downtown brownfields. The Town adopted the Town Plan in 2017, and the Town Plan process included numerous public hearings in many different locations. This public process was aimed at garnering public support from residents of all income levels.

In 2020 the Town went through a Brownfields Planning process funded by an EPA Brownfields Planning Grant. The Armory Redevelopment Project was defined through this process and vetted publicly at

multiple public meetings.

In October 2020, the Town submitted an EPA Clean-up Grant Application in the amount of \$500,000. The application process included a public meeting on October 13, 2020, where Town officials and consultants presented the Armory redevelopment project's details.

In 2021, 2022, and now in 2023, the Town applied for a VCDP CDBG under the Slums & Blight National Objective. Public hearings were warned and hosted for each application period and the Select Board unanimously voted on a resolution to apply for the VCDP CDBG funding in each case.

In August and September of 2021, the Town hosted two Public Information meetings to discuss the Armory Redevelopment project and the details of the September 14, 2021 bond vote to fund the project. The bond vote was passed 255 in favor vs. 170 opposed (60% approval).

All of the public updates, public hearings, public informational meetings, and the bond vote were held in accordance with state statute and include public notice and documentation of participation and outcomes (see attached public outreach document).

https://egrants.vermont.gov/_Upload/281721_8105284-ArmoryProjectPublicOutreachMatrix-updated04-10-2023.xlsx

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

19. Describe the indirect impact to the community and other LMI beneficiaries that may be indirectly served by the project.*

The Town's ability to provide full-time police services to downtown St. Johnsbury provides safety and security to downtown residents. Whether perceived or real, crime risk can influence a person's decision to move to, leave, or remain at, a particular location.

When certain geographic areas exhibit higher crime rates, potential residents tend to move elsewhere, and existing residents relocate. Conversely, areas with lower crime rates tend to attract potential residents and retain existing ones.

Data provided by the FBI Uniform Crime Report (UCR) shows that St. Johnsbury's Risk Index is 49 compared to the National Risk Index value of 100. St. Johnsbury's Risk Index of 49 is below the County and State of Vermont levels which is an important safety benefit to residents of all income levels. With increasing budgets, especially within the essential services departments, Town Officials are forced to make decisions that jeopardize service levels. Any reduction in police services will undoubtedly cause an increase in St. Johnsbury's Crime Risk Index, making St. Johnsbury and surrounding communities less desirable to live within.

Redevelopment of the Armory into a Police and Dispatch Center will improve our community's health and provide our emergency services personnel the resources they need to keep our downtown residents of all income levels safe.

(See attached crime statistics)

https://egrants.vermont.gov/_Upload/281721_8105286-St.Johnsbury-Crime.pdf

20. 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.

21. Are there any deed restrictions on the use of the property or impediments to clear title?*
- No, see attached deed.
https://egrants.vermont.gov/_Upload/281728_8105295-251184_8075403-ArmoryDeed.pdf
22. 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.*
- Although it is not required to complete the proposed Armory Redevelopment Project, the Town plans to enter into agreements with abutting property owners to the south and north of the Armory. Easements will make access, parking, and property maintenance more efficient and will formalize responsibilities and expectations of all three property owners.
- N/A
23. 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
24. 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.*
- Attached is the Project Review Sheet. The project timeline outlines required permits and the permitting timeline. The town has secured water/waste-water permits and will work with the state fire marshal to acquire all necessary state fire safety permits when appropriate.
- https://egrants.vermont.gov/_Upload/281728_8105303-252009_8075767-ProjectReviewSheet-StJohnsburyArmoryProject04-05-2021.pdf N/A
25. 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.*
- \$5.4 M Town Bond - committed
\$500K EPA Cleanup Grant - committed
\$162,000 Loan from NRPC RLF - committed
\$162,000 Grant from NRPC RLF - committed
USDA RD Communities Facilities - uncommitted, fall/winter 2023 application
\$1,200,000 BRF - uncommitted, pending notification
\$500,000 MERP- uncommitted, Nov. 2023 application
\$780,000 CDS Senator Sanders Office - uncommitted
- N/A

Benefit/Timeframe Feasibility

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

26. 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

27. (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, drawing VCDP funds, achieving benefit, and any other key dates for actions to carry out this project. *

The Town of St. Johnsbury is working closely with consultants, partners, and regulating agencies on our detailed project timeline. As with many projects, timeline components are subject to change. White and Burke Real Estate Advisors have been hired to manage the project timeline .
https://egrants.vermont.gov/_Upload/281728_8105324-ArmoryTimeline.pdf

(b) How was this time table determined?*

The Town of St. Johnsbury is working closely with consultants, partners, and regulating agencies on our detailed project timeline. As with many projects, timeline components are subject to change. White and Burke Real Estate Advisors have been hired to manage the project timeline .

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

The St. Johnsbury Town Manager's office has extensive experience with multiple grant funding sources and multi-million-dollar infrastructure and facilities projects.

The Town of St. Johnsbury has a long history of procuring and managing VCDP funding . St Johnsbury Town Manager Chad Whitehead has worked on over \$50,000,000 of infrastructure and facility improvement projects with the Town of St Johnsbury since 2008. Town Manager Whitehead is supported by the Town's Finance Officer, Lesley Russ, with more than 30 years of accounting background, and by Assistant Town Manager Joe Kasprzak, with more than 30 years of business experience, including work as an Economic Development Specialist with the Northeastern Vermont Development Association (NVDA).

Over the last 10+ years, the Town has hired many consultants to perform site assessment and feasibility studies. This information gathered and due diligence performed has been leveraged to determine the path to Armory redevelopment.

The Town of St. Johnsbury has engaged multiple consultants to perform the required assessment and due diligence to submit an EPA Clean-up Grant application and now a VCDP CDBG application. These consultants have a long track record of developing successful projects across the state. The list of consultants deployed by the Town on this project includes White and Burke Real Estate Advisors , Stantec Consulting Services, Inc., Dufrense Group, Weimann Lamphere Architects, ATC, Truline Surveyors, Atlas, 106 Associates, Hartgen Associates, PCI, LN Consulting

Cost estimates are reasonably supported

29. 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. *
https://egrants.vermont.gov/_Upload/281728_8105313-TownofSt.JohnsburyVermont-2022SingleAudit.pdf

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.*

https://egrants.vermont.gov/_Upload/281728_8105317-ArmoryProjectCostEstimate04-10-2023.xlsx

N/A

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

✓ N/A

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

Project cost estimates have been recently updated and the contingencies equal 16% of the total project costs (note that a 25% contingency is built into the remediation cost estimate). We feel this to be adequate to deal with cost overruns. In the event that overruns exceed the contingencies, additional funding sources will need to be identified or cuts in the construction budget will have to be made to ensure completion of the project within budget constraints.

Sustainability/Energy Efficiency

31. 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).*

We are not planning on providing a LEED or Green Communities, third party standard as part of our scope of services.

In terms of sustainability for the building, we will be doing the following:

Remediation. The existing building will be remediated of hazardous materials including asbestos and lead paint along with removal of any soils with hydrocarbon or contamination.

Building Improvements

The building will exceed requirements of the VT Commercial Building Energy Standards, by improved building envelope, including new roof insulation (the roof will have a low SRI - Solar Reflective Index), new continuous wall insulation (interior) as well as new windows with a low Solar Heat Gain Coefficient.

These insulating and air-sealing measures will provide better air-sealing rates for the building as a

whole. This will be confirmed with a blower door test during construction.

The HVAC system will provide high-efficiency, electrically based systems for heating and cooling. There will be no use of fossil fuels.

Fresh air will be provided by a heat recovery ventilation system with an efficiency of 70-90%, providing exceptional indoor air quality.

Hot water will be provided by a heat pump domestic hot water system (showers etc).

The plumbing systems will all utilize low flow fixtures and equipment for maximum water conservation .

The electrical system will be upgraded and new lighting will be significantly better in terms of energy conservation and requires little or no maintenance. They will also utilize occupant controlled via motion sensors and timers to reduce energy consumption.

Materials, wherever applicable that have a high level of recycled content and produce little or no volatile organic compounds (V.O.C's).

There will be spaces for waste materials to be sorted by waste, recycling and compost.

Renewables:

We have a budget in the Owners scope of work for including solar photo-voltaic / renewables on the flat roof.

Construction:

Construction materials will be diverted from the waste stream when appropriate to recycle.

32. 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 Unique Entity Identifier (UEI) 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 Unique Entity Identifier (UEI) number go online at [Sam.gov](#).

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 CDBG. 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

Community Town of St. Johnsbury

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

✓ Yes

No

Date adopted 5/8/2017

Date expired 5/8/2025

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/281714_8104533-VCDPResolution-executed.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/281714_8104537-249405_8074829-Floodplainbylaws\[31355\].pdf](https://egrants.vermont.gov/_Upload/281714_8104537-249405_8074829-Floodplainbylaws[31355].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/281714_8104540-FairHousingCertification.pdf

For publication on or before 3/8/2023
Tear Sheet Requested.

Notice of Public Hearing

The Town of St. Johnsbury is/are considering making application to the State of Vermont for a VCDP Implementation Grant 2022 under the Vermont Community Development Program. A public hearing will be held at 5:30pm on 3/27/2023 at 51 Depot Square 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 \$500,000 in CDBG funds which will be used to accomplish the following activities: activities associated with remediation of the Armory

Copies of the proposed application are available at Town Clerk's Office, Police Lobby, Athenaeum Lobby, Town Website and may be viewed during the hours of 8 am - 4 pm. Should you require any special accommodations, please contact Joe Kasprzak at 802-748-3926 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of St. Johnsbury
Copy submitted by: Joe Kasprzak
Phone: 802-748-3926

Send tear sheet to: Joe Kasprzak
51 Depot Square, suite 3
St. Johnsbury, VT 05819

Date Held 3/27/2023

Number of Attendees 11

Location 51 Depot Square, St. Johnsbury, VT 05819

Hearing Officer Select board Chair, Frank Empsall

Date Published 3/31/2023

Where Published? Town Manager's Office and the Town website

Copy of the minutes here:

[https://egrants.vermont.gov/_Upload/281713_8104514-Minutes03-27-2023PublicHearingRegularSelectBoard Meeting.pdf](https://egrants.vermont.gov/_Upload/281713_8104514-Minutes03-27-2023PublicHearingRegularSelectBoardMeeting.pdf)

Description

Caledonian Record 03-11-2023 Edition

https://egrants.vermont.gov/_Upload/281712_8104529-PublicNotice-CalRecord03-11-2023.pdf

Description

Certification of Program Income/Unrestricted Revenue Available

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

Yes

☒ No

Does the sub-grantee currently have a revolving loan fund funded by previous CDBG 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) CDBG/HUD funded RLF's, must commit at least 20% of the RLF balance on hand when applying for any CDBG 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 \$6,000 (10% of the maximum \$60,000 PG,) whichever is less.**

Municipality

Reporting Date

Check appropriate box

Applicant

Lead Applicant (consortium)

Participating Applicant (consortium)

NCDO/RLF Name :

Income/Revenue Generated From CDBG 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				\$0

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

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
https://egrants.vermont.gov/_Upload/281716_8104916-ArmoryRedevelopmentProjectBondVoteResults09-14,2021sj.pdf	
Public Service documentation*	✓ N/A
One for One Replacement Plan*	✓ N/A
Market Study*	✓ N/A
Option Agreement/Other evidence of site control*	N/A
https://egrants.vermont.gov/_Upload/281716_8104924-251184_8075403-ArmoryDeed.pdf	
Proposed/Executed Lease*	✓ N/A

Document Name
Armory ABCA
https://egrants.vermont.gov/_Upload/281716_8104915-251184_8075394_7-abca_stj_armory_20220330_fin.pdf

Document Name
2022 Single Audit

Document Name
2021 Single Audit
https://egrants.vermont.gov/_Upload/281716_8104915_3-TownofSt.Johnsbury,Vermont-2021SingleAudit.pdf

Document Name
CAP Approval
https://egrants.vermont.gov/_Upload/281716_8104915_4-20124326_BRELLACAP.approval.notice.let.pdf

Document Name
CAP
https://egrants.vermont.gov/_Upload/281716_8104915_5-20251-2022.12.22.FormerStJArmory.CAP.Final.rev.pdf

Document Name
2020 Single Audit
[https://egrants.vermont.gov/_Upload/281716_8104915_6-TownofSt.JohnsburyVermont-2020SingleAudit\[17016\].pdf](https://egrants.vermont.gov/_Upload/281716_8104915_6-TownofSt.JohnsburyVermont-2020SingleAudit[17016].pdf)

Document Name

Public Safety Feasibility Study
https://egrants.vermont.gov/_Upload/281716_8104915_7-251184_8075394_4-1187Main2019-06-27StJohnsburyPublicSaftyReport_Final.pdf

Document Name

Document Name

Document Name

Document Name

✓ N/A

The project will serve, choose all that apply:

- Project Serves Men Only
- Project Serves Women Only
- Project Serves Men and Women
- Project Serves Women Only, with Children
- Project Serves Men Only with Children
- Project Serves Women or Men with Children

1. Please provide the nearest service HUB for the project location.*
2. Please provide locations of existing recovery residences and number of beds in the community and/or county. If recovery residences exist please describe how the area is underserved.*
3. Please provide details and policies for the safe, healthy and sober living environment.*
4. Describe the holistic, wrap around recovery services and provide how those services will be paid.*
5. Describe the community support for recovery housing. Please provide evidence of outreach and the resulting level of support by abutting and surrounding homeowners, and the municipality.*
6. Describe coordination efforts with state, local and regional service providers. *
7. Please provide how the data collection to meet Outcome Measures below will be managed.*

Outcome Measures

**Proposed
#'s
to be
served**

Number of Transitional Housing Units
Created

Number of Transitional Housing Units
Rehabilitated

Number of Beds Existing

Number of Beds Created

Number of individuals assisted with
transitional housing.

Number of individuals assisted with
transitional housing able to transition to
permanent housing.

Number of individuals with children
assisted with transitional housing.

Number of individuals with children
assisted with transitional housing able to
transition to permanent housing.

8. Is or will the project be certified by Vermont Alliance for Recovery Residences (VTARR)? Please upload certification documentation. (Preliminary)*
9. Does the project meet Agency of Human Services (AHS) recovery programs standards? If yes, please provide letter support from AHS for this project.*
10. Please provide staffing details that may include trained recovery housing staff, peer to peer support etc.*

Model Documents and Policy and Procedures

Owners and operators of projects assisted will need to develop and provide model documents for their marketing materials, financial management process for operations, recovery services provided and recovery plans. Also, policies and procedures for medication treatment, fair housing, financial management, residential agreements, resident's household responsibilities, drug screening, relapse plans, confidentiality laws, and staffing/leadership plans should be developed and provided to residents. House rules are typically established by the residents, once established a copy should be provided to each resident.

Document Name: