**TEXT STARTS HERE**

Provide a detailed description of the scope of work and be sure to identify each Work Product resulting from the planning work.

1. ADA Audit:
	1. Conduct a comprehensive ADA assess of current accessibility features and identify areas requiring retrofitting to comply with ADA standards.
	2. Review existing architectural plans, building layouts, and infrastructure to evaluate accessibility barriers.
	3. Document findings and provide recommendations for modifications to improve accessibility, including but not limited to installing ramps, widening doorways, modifying restrooms, and implementing signage.
2. Community Engagement:
	1. Facilitate community engagement activities to gather input and feedback from residents, stakeholders, and community members regarding the retrofitting project.
	2. Organize public meetings, workshops, and forums to raise awareness about the project, address concerns, and solicit input on design considerations.
	3. Ensure transparency and inclusivity throughout the planning process.
3. Architectural Design Services:
	1. Engage architectural and engineering services to develop schematic designs and design development plans.
	2. Collaborate with stakeholders to incorporate ADA-compliant features into the design, ensuring accessibility.
	3. Prepare detailed architectural drawings, including floor plans, elevations, and sections, illustrating proposed modifications and enhancements.
4. Solar and Battery Backup Integration:
	1. Engage a subconsultant specialized in solar and battery backup systems to design and implement sustainable energy solutions for the Town Offices and Emergency Shelter.
	2. Evaluate the feasibility of integrating solar panels and battery backup systems to enhance the resilience of the buildings during power outages and emergencies.
	3. Develop plans for the installation and integration of solar panels and battery backup systems, ensuring optimal performance and functionality.
5. Environmental and Historic Reviews:
	1. Conduct a historic sites and structure survey to assess the historical significance and ensure that retrofitting efforts comply with historical preservation requirements.
	2. Conduct archeological resource assessments to identify and mitigate any potential impacts of the retrofitting project on archeological resources.
	3. Perform Phase 1 Environmental Site Assessments (ESA) and HUD Environmental Record Reviews to identify environmental hazards and ensure compliance with environmental regulations.
6. Construction Document Preparation:
	1. Prepare comprehensive construction documents (bid documents) for future use by the Town of St. George to implement proposed project improvements.
	2. Develop detailed specifications, drawings, and technical specifications outlining the scope of work, materials, and construction requirements.
	3. Ensure bid documents comply with relevant building codes, ADA standards, and environmental regulations.

**Project Description**

**Project Summary:** The proposal is to apply for $53,000 in VCDP Planning Grant funds to accomplish the following activities: architectural and engineering services, environmental and historic reviews, and other studies associated with planning, permitting, design and construction documents for bringing the St. George Town Offices/Emergency Operations Center and the St. George Old Schoolhouse/Emergency Shelter into greater ADA compliance at 21 Barber Rd and VT-2A, St George, VT 05495.

**Project Description**: St. George is Vermont’s smallest Town at less than 3.6 square-miles in Chittenden County. The population is 794 spread throughout 327 households per the 2020 census. Over 30% of the town’s housing units are found in the Villa Mobile Home Park, a co-operatively owned park with aging and degraded infrastructure just across the street from the Town Office.

The proposed project involves planning to retrofit both the Town Office and the Old Schoolhouse/emergency shelter with accessible entrances, restrooms, and hallways, along with incorporating adaptive technologies to accommodate diverse needs. Proposed upgrades include installing ramps, widening doorways, modifying restrooms, and implementing signage to ensure greater compliance with ADA standards.

The St. George Town Office serves as the administrative hub for the community, hosting meetings, and providing essential services and a space for citizen engagement. The Old Schoolhouse holds sentimental value for St. George residents. It serves as a cultural landmark and hosts community events and educational programs. The Town uses the Old Schoolhouse as the Emergency Shelter for events such as flooding, power outages, and extreme heat, but it is in need of upgrades to more effectively serve its purpose as an emergency shelter. The Old Schoolhouse’s deed is dated 1852 and was transported across Town to its current location in 2010.

Currently, both buildings lack adequate accessibility features, hindering the participation of individuals with disabilities in civic activities and Town services. Accessibility challenges are of added concern during emergency events if individuals cannot access the information and services provided at the Emergency Operations Center (Town Offices) and Emergency Shelter (Old Schoolhouse).

The Town of St. George seeks a VCDP Planning Grant to bring their two buildings into greater ADA compliance to increase services, capacity, and resilience especially during an emergency event. This Planning Grant would enable St. George to contract with architectural and engineering services to plan for several improvements that would allow the Town Office and Emergency Shelter to expand accessibility. Planning work will include the following:

* Historic Resources – A Qualified Architectural Historian will complete a determination of eligibility. If the structure is eligible, the consultant will assist with development of and review of project plans.
* Environmental Assessment – A consultant will complete an environmental assessment of the property to identify any potential environmental hazards on-site and a plan of actions for future remediation.
* ADA and Fire and Building Safety Code – An architect will complete a plan to ensure compliance with ADA and relevant fire and building safety codes of 21 Barber Rd and VT-2A, St George, VT 05495.
* Architectural Documents – An architect will create documents (Schematic Design, Design Development, and Construction Documents) for future use by St. George to implement proposed project improvements.

Chittenden County Regional Planning Commission will provide the Town of St. George with grant administrative assistance,

**Project Budget: Public Facilities**

1. MERP - ADA Audit ($2,800.00): This expense covers the cost of conducting an ADA audit to assess the current accessibility status of the Town Offices and Old Schoolhouse/Emergency Shelter. St. George has secured the funding for this assessment from the MERP program and has received a project quote from an architect.
2. Schematic Design and Design Development - Architectural ($10,000.00): Funds allocated for an architect to develop schematic design and design development drawings for ADA compliance. This budget line is based on
3. Solar and Battery Backup Subconsultant ($10,000.00): This budget item supports the engagement the architect contracting with a subconsultant specialized in solar and battery backup systems. Funding for this element of architectural planning is will be paid for using Agency of Administration’s Municipal Technical Assistance Programs (MTAP) funding.
4. Historic Sites & Structure Survey Subconsultant ($2,000.00): Funding is allocated for a subconsultant to conduct a historic sites and structure survey to assess the historical significance of the Old Schoolhouse. CCRPC routinely needs to conduct Historic, Archeologic and Phase 1 ESA reviews within the CCRPC brownfields program. The Brownfield project manager, Dan Albrecht, estimated the amount for this line item based on past projects. The budget is slightly lower because the Old Schoolhouse was moved from its original location and CCRPC anticipates fewer regulatory hurdles.
5. Archeological Resource Assessment Subconsultant ($3,000.00): This expense covers the engagement of a subconsultant to conduct an archeological resource assessment. Dan Albrecht also provided this budget estimate based on funding similar work through the CCRPC Brownfields Program.
6. Phase 1 ESA and HUD Environmental Record Review Subconsultant ($5,000.00): Funds allocated for a subconsultant will cover the cost of conducting a Phase 1 Environmental Site Assessment (ESA) and HUD Environmental Record Review. St. George proposes to fund this line item via CCRPC’s EPA Brownfield funding. This funding is not in-hand, but should be available to the Town based on conversations with CCRPC about the project and available funding through CCRPC. CCRPC’s Brownfield funding policy attached indicates that municipalities can receive $5,000 for a Phase 1 ESA. This budget estimate is based on conversations with CCRPC staff and their experience funding similar projects.
7. Cost Estimator ($2,000.00): This budget item supports the provision of accurate cost estimates for implementing the project. This budget line is based on
8. Construction Docs ($30,000.00): Funds allocated for construction documents cover the preparation of detailed bid documents for future implementation of the project. These documents are essential for soliciting bids from contractors and ensuring compliance with project specifications. This budget line is based on
9. Grant Admin ($11,200.00): This budget item covers administrative costs associated with managing the grant. This line item is based on prior CCRPC experience with similar projects. The funding for this item is covered through in-kind match from both MTAP funding and $1,200 of Town funds (staff time).
10. General Contingency 10% ($6,000.00): A contingency fund of 10% of the total project costs is allocated to cover unforeseen expenses or cost overruns during the planning phase. This budget line is based on CCRPC staff experience with previous similar projects.

Overall, the budget allocation ensures that sufficient resources are allocated to each phase of the project, from initial assessments and design development to construction documentation and grant administration.

**Project Need**

1. Describe the need for this project:

The VCDP Planning Grant is needed to assist St. George in planning for climate resiliency in the face of unpredictable weather and subsequent need for Town emergency operations. The planning work described herein will enable St. George to contract with architectural and engineering services to plan for several improvements that will eventually allow the Old Schoolhouse to function as an operational and effective emergency shelter for Town community members. The planning work will also account for improvements to the Town Offices to make the space accessible for town services and civic participation.

Completing the scope of work is needed to apply for a VCDP Accessibility Modification Grant, Implementation Grant, or comparable grant source, in the future to construct improvements to the St. George Town Office and the Old Schoolhouse/emergency shelter.

In St. George, the pressing need for ADA accessibility in the Town Office and Old Schoolhouse/emergency shelter is underscored by the escalating challenges brought on by our shifting climate and the Town’s aging population. St. George has a population of 794 and 327 households per the 2020 census. Over 30% of the town’s housing units are found in the Villa Mobile Home Park. Nearly all the remaining housing units are single unit homes. Only 6% of housing units are unoccupied, and about 7.6% of the population moved in the past year, a number that is much lower than county and state average move-rates. The median age of the community is 45, which is 25% higher than the county (36.5), and higher than the state (42.7). The largest age cohort is between 50-59. Given that statistic, and considering St. George’s population doesn’t move frequently, the Town needs to anticipate a rise in the average and median age in the coming years. Planning for greater ADA accessibility in the St. George Town Offices and Emergency Shelter, will not only fulfill legal obligations, but also foster a more inclusive and resilient community that is reflective of the needs of the aging community.

Both buildings are adjacent to the mobile home park co-operative that is grappling with failing infrastructure. This makes the need for an accessible emergency shelter all the more urgent when paired with the reality of a volatile climate that can cause flooding and prolonged power outages. In the mobile home co-op, 89% of households are low-income (<80 AMI) and 21% of households were extremely low-income (<30 AMI). Although this project would serve all of St. George, it is anticipated that the mobile home co-op residents may be able to access the buildings and services more readily given their proximity and potential need. During crises, every community member must have equitable access to the aid and resources provided by the emergency shelter. However, in the absence of ADA-compliant facilities, individuals with disabilities or mobility challenges may face disproportionate hurdles in accessing vital services and shelter during emergencies.

In addition to the Old Schoolhouse/emergency shelter, there is also the need for accessible Town Offices. Town Offices can serve as focal points for community involvement, decision-making, and essential services. By planning for ADA accessibility, St. George can uphold principles of inclusivity and fairness, enabling all community members the physical ability to actively engage in civic affairs and access Town resources and assistance.

The need for this type of project is also echoed in the 2018 Chittenden County Regional Plan. There is a goal surrounding civic engagement that’s calls for the County to “Increase opportunities and remove barriers for civic engagement for all, including underrepresented populations.” Regarding the emergency shelter, the Regional Plan seeks to “assure that all municipalities and social service organizations have well- developed emergency preparedness plans that take an all-hazards approach and thereby can be used in weather emergencies (such as widespread and prolonged loss of electrical power in winter) as well as biological, chemical, radiological and terrorist emergencies; address the needs of their residents/clients with access or functional needs…”

1. Describe the manner in which the need was determined and how your project (proposal) will meet the need described in #1 (cite relevant data and attach any studies or information to support this need).

The need for ADA accessible Town Offices and Emergency Shelter in St. George was determined through various sources. First and foremost, the St. George Selectboard and Town staff informed the CCRPC about the need for investments in the emergency operation center and emergency shelter to be adequately prepared for emergency events, especially given that there are no other Town emergency services.

The need was identified within locally adopted plans too such as the Town Plan and the Local Hazard Mitigation Plan. For example, Goal 5.06a in the St. George Town Plan seeks “To plan for, finance and provide an efficient system of public facilities and services to meet future needs.” Additionally, the adopted jurisdictional annex within the Regional All-Hazards Mitigation Plan underscores the need to invest in public facilities and services to meet future needs. The Town has been seeking to advance these goals. The proposed project demonstrates a concerted effort to address community resilience goals and ensure inclusivity for all residents.

Additionally, the State of Vermont’s 2018 Hazard Mitigation plan highlights the importance of accessible emergency shelters by highlighting the vulnerability of certain populations during disasters. It emphasizes the critical role of shelters in providing refuge and essential services to all community members, especially those with disabilities or limited mobility. The project will contribute to the goals outlined in the Vermont Hazard Mitigation Plan by enhancing the resilience and accessibility of a local emergency shelter.

The planning needs associated with this project were determined through previous VCDP Planning Grant Management for a similar project by CCRPC staff members and through research on various grant programs that will fund project implementation. To properly implement the proposed project, the Town of St. George understands that it must conduct proper planning and understand how future implementation will meet local, state, and federal regulations. The planning grant would give St. George the ability to proceed to implementation, with a full understanding about what is lawfully required.

Regionally, the 2018 Chittenden County Regional Plan emphasizes the importance of increasing opportunities for civic engagement and ensuring well-developed emergency preparedness plans for all residents, including those with access or functional needs. This plan recognizes the critical role of accessible emergency shelters in safeguarding the well-being of vulnerable populations during disasters and emergencies.

3a. Describe why this is the best approach to meet this need.

The proposed approach of obtaining a VCDP Planning Grant to address the need for ADA accessible Town Offices and an Emergency Shelter in St. George aligns with several key factors:

1. **Community Input and Local Priorities**: The determination of the need for ADA accessibility in Town Offices and the Emergency Shelter stems directly from input provided by the St. George Selectboard and Town staff. This input underscores the local recognition of the importance of investing in emergency preparedness and ensuring the safety and well-being of all community members, especially the aging population.
2. **Legal and Regulatory Compliance**: The proposed planning activities, including architectural and engineering services, environmental assessments, and historic reviews, are essential for ensuring compliance with local, state, and federal regulations. By conducting thorough planning, the Town of St. George can proceed with future implementation knowing that the project meets all necessary legal requirements.
3. **Grant Funding Strategy**: Obtaining a VCDP Planning Grant aligns with the Town's strategy to secure funding for project implementation in the future. By conducting comprehensive planning supported by grant funds, St. George can position itself for success in securing additional funding sources for construction and implementation.
4. **Local Hazard Mitigation Plan:** Town of St. George's adopted jurisdictional annex within Chittenden County, Vermont Multi-Jurisdictional All-Hazards Mitigation Plan highlights the importance of providing efficient public facilities and services to meet future needs. This project directly addresses these local priorities by enhancing accessibility and resilience in critical town buildings.
5. **Regional Planning Goals**: The 2018 Chittenden County Regional Plan emphasizes the significance of enhancing civic engagement and emergency preparedness for all residents, including those with access or functional needs. By aligning with regional priorities, the proposed project demonstrates a coordinated effort to address broader community resilience goals.
6. **Statewide Hazard Mitigation Plan**: The State of Vermont’s 2018 Hazard Mitigation plan underscores the importance of accessible emergency shelters in providing refuge and essential services to all community members, particularly those with disabilities or limited mobility. By contributing to the goals outlined in the Vermont Hazard Mitigation Plan, the project supports statewide efforts to enhance community resilience.

Overall, the proposed approach of securing a VCDP Planning Grant to address the identified need for ADA accessible facilities in St. George reflects a strategic and proactive approach to community resilience planning. By leveraging regional planning goals, state-level priorities, and local input, the project aims to create a more inclusive and resilient community infrastructure that meets the needs of all residents, especially during times of emergency.

3b. Identify other approaches that were considered and explain why they were not pursued.

Several alternative approaches to address climate resiliency in St. George could have been considered. These approaches could have involved infrastructure improvement, community education, or collaborative partnerships. Investing in infrastructure upgrades is already underway in the Villa Mobile Home Park Co-op. However, the projects in that Co-op (such as the water and wastewater challenges) are numerous and additional resources are needed. It is likely that the Mobile Home Co-op infrastructure issues will take numerous years to resolve, and they will only account for smaller scale emergency events, so additional solutions are necessary. While education and outreach are essential components of climate resilience efforts, they may not directly address the need for accessible emergency shelters or ADA compliance in public facilities, which are critical for ensuring the safety and well-being of all residents during emergencies. Finally, St. George could have explored collaborative partnerships with neighboring municipalities, regional organizations, or state agencies to pool resources and expertise for climate resilience initiatives. While partnerships can enhance capacity and leverage additional funding sources, they may require extensive coordination and alignment of priorities, which could delay progress on urgent needs such as emergency shelter accessibility.

While these alternative approaches may have their merits, pursuing ADA compliance upgrades for the Town Offices and Emergency Shelter was likely deemed the most feasible and effective strategy for addressing climate resiliency in St. George at this time. These upgrades directly address critical needs for improving emergency preparedness, enhancing community safety, and ensuring equitable access to essential services during climate-related emergencies, aligning closely with the town's priorities and available resources.

1. Describe the effort to obtain other funding and why particular funding sources were considered but not pursued

St. George considered several approaches before pursuing a VCDP Planning Grant to address the need for ADA accessible Town Offices and an Emergency Shelter in St. George:

1. **Internal Funding Allocation**: The Town could have considered allocating funds from its own budget to finance the necessary upgrades for ADA accessibility. However, this approach was deemed impractical due to severe budget constraints. Additionally, relying solely on internal funding would have limited the scope of the proposed improvements and vastly slowed the process.
2. **MTAP Direct Funding:** The Municipal Technical Assistance Program (MTAP) offers specialized support and guidance to municipalities, and is the funding being used to write this grant. It helps local governments tackle challenges and improve their operations, covering areas like planning, infrastructure, and community engagement. There is a cap to the amount of funding allocated to a municipality, and preparing this grant application for St. George is a more efficient use of MTAP funding and fits within the intent of the MTAP program. It is extremely unlikely MTAP would have provided direct support for a large planning initiative like this.
3. **Phased Implementation**: Instead of pursuing a planning grant for comprehensive upgrades, the Town considered a phased implementation approach, tackling ADA accessibility improvements incrementally over time as local funding becomes available. However, this approach would have resulting in extensive delays in achieving full compliance and may not have adequately addressed the immediate needs for emergency shelter accessibility.

Ultimately, pursuing a VCDP Planning Grant was determined to be the most viable and effective strategy for addressing the identified need for ADA accessible Town Offices and an Emergency Shelter in St. George. The grant provides an opportunity to secure external funding, engage professional expertise, and to ensure compliance with regulatory standards and enhance community resilience.

1. Explain the level of municipal government support.

There is strong support from municipal staff and the Selectboard. CCRPC first began working with the St. George Selectboard in November 2023 through the MTAP program. The Selectboard and other Town community membered shared ideas for Town projects, and with a list of 20 or so ideas, CCRPC staff compiled and Opportunity Assessment for the St. George Selectboard. Of the ideas assessed, the St. George Selectboard emphasized their interest and need to invest in the emergency shelter and emergency operations center. Thus, the Town has moved forward with this project to plan for better emergency preparedness and climate resilience for all St. George community members by making the Town buildings more accessible.

The Selectboard held a public hearing on this planning grant application on Thursday April 4, 2024, as documented. After the conclusion of the public hearing, the Selectboard unanimously voted to support this planning grant application.

Additionally, Town staff, particularly the Town Clerk, has been actively assisting CCRPC in gathering information for the planning grant application process.

|  |  |
| --- | --- |
|  | 1. Describe how the project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals.

The ADA compliance project for the St. George Town Offices and Old Schoolhouse/Emergency Shelter will be designed and implemented in accordance with the goals and strategies identified in the Consolidated Plan through the following mechanisms: **Goal Alignment**: The project directly supports the Consolidated Plan's objectives related to community development, and addressing the needs of low- and moderate-income (LMI) individuals and households.1. **Strategy Implementation**:
	* **Community Facilities**: Upgrading the Town Offices and Emergency Shelter contributes to the development and maintenance of essential community facilities, supporting the plan's goals of enhancing public infrastructure.
	* **Economic Development**: By promoting community resilience and inclusivity, the project indirectly supports economic development strategies aimed at fostering vibrant and sustainable communities.
	* **Inclusive Planning**: The planning process for the project will incorporate inclusive practices to ensure the voices and needs of LMI individuals are considered, aligning with strategies for inclusive planning and community engagement.
2. **Stakeholder Collaboration**: The project will involve collaboration with local stakeholders, including community members, in line with the Consolidated Plan's emphasis on partnerships and collaboration.
3. **Compliance with Federal Regulations**: Throughout the project lifecycle, compliance with federal regulations and guidelines, as outlined in the Consolidated Plan, will be ensured to maximize eligibility for funding and support.

By adhering to the strategies outlined in the Consolidated Plan and actively working towards its goals, the ADA compliance project in St. George demonstrates a commitment to promoting inclusive, accessible, and resilient communities that benefit all residents, especially those with low and moderate incomes. |

1. Municipal Plan letter – Received from Connie
2. Regional Plan Letter – Received from CCRPC
3. Describe how this project, if it were to be implemented, would directly address a health or safety issue for the intended beneficiaries.

Implementing the proposed project to bring the St. George Town Offices and Old Schoolhouse/Emergency Shelter into ADA compliance would directly address critical health and safety issues for St. George community members, especially those who live in the Villa Mobile Home Park Co-op across the street, in several key ways:

1. **Emergency Shelter Accessibility**: Individuals with disabilities or limited mobility would have equitable access to the Emergency Shelter during times of crisis, such as flooding, power outages, or extreme weather events. Ensuring accessibility to the shelter is essential for the safety and well-being of all community members, particularly those who may face challenges evacuating or accessing traditional shelter facilities.
2. **Emergency Preparedness and Response**: Accessible emergency shelters play a vital role in community emergency preparedness and response efforts. By enhancing accessibility features, such as ramps, widened doorways, and modified restrooms, the project would enable more efficient and effective evacuation and sheltering procedures, reducing barriers to access and improving overall emergency response capabilities.
3. **Equity**: During emergencies, such as prolonged power outages or extreme weather events, accessible shelters provide a lifeline for individuals who may require medical assistance, accessible accommodations, or specialized equipment especially individuals with disabilities, elderly residents, and those with underlying health conditions.
4. **Inclusive Community Infrastructure**: Creating ADA accessible Town Offices and Emergency Shelter fosters a more inclusive and resilient community infrastructure that prioritizes the needs of all residents. Inclusivity promotes social cohesion, strengthens community bonds, and enhances overall community resilience.

Overall, implementing the proposed project would directly address critical health and safety issues by improving accessibility to emergency shelter facilities, enhancing emergency preparedness and response capabilities, and promoting a more inclusive and resilient community infrastructure.

1. Please describe, if applicable, any particular issues that make this project “time sensitive.”

CCRPC staff will utilize the Municipal Technical Assistance Program (MTAP) funding to administer the grant if awarded. Thus, this project is time-sensitive because MTAP funding is set to expire in April 2025. Given this deadline, there is a need to secure funding for the proposed project in the current grant cycle. Awarding funding now is important to ensure that the project can proceed and take full advantage of the MTAP program and expertise provided by CCRPC as the grant administrator.

**Project Impact**

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

While formal engagement specifically tailored to the development of the this project may not have been conducted yet, there have been preliminary outreach efforts and community engagement initiatives in St. George that have provided insights into the needs and priorities of residents, including those of low and moderate income (LMI) households.

1. **Town Meeting Day Outreach**: CCRPC staff attended St. George’s Town Meeting Day, which resulted in gathering input from residents on infrastructure, programs, or services that would improve their quality of life. While this outreach was not directly related to the ADA compliance project, it demonstrates a commitment to engaging with the community and understanding their needs. Some input was collected that indicated St. George residents want to invest in “central gathering places”, and “elder support within the community.”
2. **Survey Responses**: The St. George Planning Commission also sent out a survey in late 2023 that yielded feedback on various aspects of community development, including recreational activities, infrastructure improvements, and the use of town land. Although the survey may not have specifically targeted LMI residents, their responses are likely included among the broader community feedback.
3. **Desire for Community Facilities**: Responses from the survey, Town Meeting Day input, and discussions at the Selectboard meetings, indicate a desire for gathering spots, community events, and recreational facilities, which align with the goals of enhancing accessibility and inclusivity of Town owned buildings within the community.

Direct involvement of LMI individuals in the development of the ADA compliance project will require targeted outreach and engagement efforts that CCRPC and St. George will plan for in the coming months. However, the feedback gathered from broader community outreach initiatives provides insights into the priorities and preferences of residents, which can inform the planning and implementation of the project. Moving forward, the project team can build upon these initial engagement efforts to ensure that the voices and needs of LMI residents are adequately represented in the project development process.

According to the HUD CDBG Low Moderate Income Area Data ACS-Based map (<http://hud.maps.arcgis.com/apps/Viewer/index.html?appid=9642c475e56f49efb6e62f2d8a846a78>). 45% of the households in the census tract where the project is prosed are low and moderate-income households. But as previously mentioned, in the Mobile Home Park Co-op immediately adjacent to the project site, 90% of households are of low and moderate-income.

1. Describe the indirect impact to the community, if it were to be implemented, and other LMI beneficiaries that may be indirectly served by the project.

Implementing the ADA compliance project for the St. George Town Offices and Old Schoolhouse/Emergency Shelter would benefit the community in several ways, including:

1. **Enhanced Community Resilience**: Improved accessibility ensures all residents, including low- and moderate-income (LMI) individuals, have a safe refuge during emergencies.
2. **Increased Civic Engagement**: Accessible facilities promote participation in community affairs, benefiting LMI individuals previously hindered by accessibility issues.
3. **Social Inclusion**: Inclusive spaces foster a sense of belonging, promoting social equity and inclusion for LMI individuals.
4. **Improved Quality of Life**: Enhanced accessibility allows all residents to fully engage in community life and access essential services, improving overall quality of life.
5. **Long-Term Cost Savings**: Proactively addressing accessibility issues now prevents future litigation costs, ensuring fiscal responsibility for all residents, including LMI individuals.

**Project Feasibility**

1. Please specifically identify the level of access to any land or buildings that will be required in order to complete your project as proposed; please explain when and how you expect to obtain such access. For specific information about site control requirements refer to the VCDP Application Instructions

The Town of St. George owns the buildings in question and has full site control. The scope of this project has been developed in consultation with the Selectboard and Town staff so accessing the buildings should not be an issue.

1. Please Identify the status of commitments from each other funding source; please identify when commitments are expected from each funding source.\*

St. George has secured a mini-grant from Vermont’s Municipal Energy Resiliency Program ($4,000) to conduct an ADA assessment of both Town buildings. The grant was awarded to St. George in February 2024. As of Mid-March 2024, pre-qualified contractors are submitting bids to document ADA deficiencies and outline possible remediation efforts for the buildings in question. This work should be completed by June 2024.

1. There must be a reasonable expectation for achieving benefits for persons of low- and moderate- income if the plan(s) developed with the use of VCDP funds was to be implemented. Explain what the anticipated benefit(s) would be and how this was determined.\*

The anticipated benefits for persons of low- and moderate-income (LMI) resulting from the implementation of the plan developed with VCDP funds would likely include improved access to essential services, enhanced community resilience, and increased economic opportunities. This determination is based on several factors:

1. **Community Resilience and Safety**: ADA accessible facilities contribute to community resilience by ensuring that all residents, regardless of income level, can seek shelter and access emergency services during disasters or extreme weather events. This promotes safety and well-being for individuals and families, particularly those with limited resources who may face additional challenges in times of crisis.
2. **Economic Opportunities**: Improving accessibility and enhancing the capacity of the Town Offices and Emergency Shelter can also create economic opportunities for LMI individuals and households. For example, by increasing the efficiency of emergency response and recovery efforts, the project may reduce the economic impact of disasters on vulnerable populations, helping to safeguard livelihoods and assets.
3. **Inclusive Community Development**: Investing in ADA accessibility promotes inclusive community development, fostering a sense of belonging and participation among LMI residents. By ensuring that public facilities are accessible to all community members, the project contributes to social equity and creates a more inclusive environment where individuals from diverse socioeconomic backgrounds can thrive.
4. **Equitable Access to Services**: By bringing the St. George Town Offices and Old Schoolhouse/Emergency Shelter into ADA compliance, individuals who could use accessibility features such as elders or those with disabilities, including those from low- and moderate-income households, would have equitable access to critical services and resources during emergencies. This ensures that vulnerable populations are not disproportionately affected by barriers to access and can receive necessary assistance during times of crisis.
5. Provide a project time line. Include dates the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts achieving Benefit, and any other key dates for actions to carry out this project. \*

The proposed project would follow this timeline:

|  |  |
| --- | --- |
| **Date** | **Task** |
| Apr-24 | Environmental Release Obtained |
| Jun-24 | Grant Awarded |
| Jul-24 | Grant Agreement Signed |
| Aug-24 | Release RFP |
| Sep-24 | Consultant Selection |
| Oct-24 | Execution of contract achieving benefit |
| Nov-24 | Environmental Assessment completed by consultant |
| Jan-25 | Design Development Completed |
| Mar-25 | Historic Assessment completed by consultant |
| May-25 | Construction Documents (aka "bid documents") finalized and design completion by the consultant. Project completed. |
| Sep-25 | Apply for VCDP Accessibilty Modificcation or Implementation Grant |

How was this time table determined?

This timeline was established based on CCRPC staff prior experience with a similar project, and the state MTAP funding timeline.

1. please explain its capacity to administer an additional PG and describe the timeline to complete the open PG

There is capacity to administer an additional Planning Grant (PG) because there will be two different grant administrators. Liz Curry is managing the open PG, focusing on advancing preliminary engineering reports for water and wastewater improvements at the mobile home co-op. CCRPC staff will administer the proposed ADA compliance and climate resilience planning project. This division of responsibilities ensures that each PG project receives dedicated attention.

Regular communication and collaboration will be maintained with Liz Curry throughout the process. This includes sharing updates, timelines, and any relevant information to ensure project management and progress tracking.

In terms of the timeline for completing the open PG, CCRPC recently heard from Liz Curry that it will not close soon. The timeline for the proposed project, however, will be carefully planned and managed by CCRPC to ensure timely completion within the specified grant period.

1. Submit back-up documentation to support the cost shown on the Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A.
2. Despite best efforts and built in contingencies, please explain how cost overruns will be covered.

The Town of St. George is confident in the project budget as proposed. However, it is recognized that cost overruns may occur. In a case that the proposed project is facing a cost overrun, the following procedure will be followed by the Town of St. George and CCRPC:

1. **Cost Containment.** CCRPC and St. George will work with the project contractors and VCDP to determine if project costs can be contained while still meeting the requirements of the grant award.
2. **Additional Funding Sources.** In the event that project costs cannot be contained, CCRPC and the Town of St. George will seek additional funding from other sources. Additional sources may include those sources that have not been pursued-to-date which are referenced in Question #4.