



State of Vermont  
Department of Housing and Community Development  
National Life Building – North  
One National Life Drive  
Montpelier, VT 05620-0501

*Agency of Commerce and  
Community Development*  
[phone] 802-828-3211

December 10, 2025

Thomas Leitz, Municipal Manager  
Town of Waterbury  
28 North Main Street Suite #1  
Waterbury, VT 05676

RE: 07110-DR-IG-2025-Waterbury-75; Randall Meadow Mitigation Project  
CDBG-DR Implementation Grant Award

Dear Mr. Leitz,

I am pleased to inform you that on **Monday, November 24, 2025**, the Agency of Commerce and Community Development made an award of up to **\$ 2,000,000**, as recommended by the Vermont Community Development Board, to fund the proposal in the application.

**It is important to note that this grant is being awarded out of the federal HUD CDBG-DR funding allocation for the presidentially declared disaster DR-4720.** You may only start your project once you have completed the Environmental Review (ER) and attained an Environmental Review Release. CDBG-DR funds are distributed via reimbursement only. You may start your project through the use of bridge financing, and CDBG-DR funds will then reimburse allowable costs once the grant agreement is executed and all Special Conditions are met.

This grant award is subject to the enclosed Award Conditions; be sure to read them carefully. Award Condition #2 must be fully met by **March 16, 2026, or the award will be rescinded.** The Town of Waterbury is required to provide a written explanation to CDBG-DR Staff before **March 16, 2026**, if it is unable to meet the deadline. All other award conditions must be met before a grant agreement will be offered. Please keep in mind that the submission of materials in response to the Award Conditions may not completely satisfy the award conditions, as staff may have further questions upon review. Award conditions are only satisfied once staff provide confirmation of satisfaction.

**VCDP awardees are required to use the Agency's online grants management system to manage their grant(s). This includes processes such as Environmental Review (ER), submitting award condition documentation, requisitioning, and progress reporting.** Please contact your [Disaster Recovery Grants Management Analyst](#) if you have any questions about using the online system.

This award is further conditioned by federal and state laws and provisions which will ensure adequate financial and program performance in accordance with the application. These provisions will be set out in the grant agreement, along with such other specifics as may be appropriate.

We understand that the Town of Waterbury is to administer this grant. Please notify the Agency if this is inaccurate. Please review the chapter "Letter of Award and Award Conditions" in the [Grants Management Guide \(GMG\)](#), which provides information on what you need to do to get a grant agreement offer.

#### **Environmental Review**

Please complete and submit your Environmental Review (ER) in the GEARS online grants management system as soon as possible. The Grant Agreement will not be offered until the ER is approved. No HUD funds or non-HUD





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funds may be committed, nor can any legally binding agreements be made prior to the release of the ER, unless they are for planning related activities associated with the completion of the ER. The project cannot go out to bid for any activities other than planning related ones such as an engineering study prior to release of the ER. Additionally, no construction related work can begin until after the release of the ER. Commitment of funds prior to the release of the ER will disqualify a project from receiving a Grant Agreement. If you have questions on the Environmental Review process, please contact Grace Vinson at 802-622-423 or Grace.Vinson@vermont.gov.

Again, congratulations on your award, and remember, Program Staff is here to assist you with any questions. The community effort devoted to the project is to be commended, and I wish you complete success in carrying out this important project.

Sincerely,

Lindsay Kurle, Secretary  
Agency of Commerce and Community Development

cc: Ann K. Kroll, DHCD Director of Federal Programs  
Alex Farrell, DHCD Commissioner  
Devon Hanna, VCDP Grants Management Analyst



**Vermont Community Development Program**  
**Town of Waterbury**  
**Implementation Grant**  
**2025**

**VCDP AWARD CONDITIONS**  
Randall Meadow Mitigation Project

1. The Agency will automatically terminate this Award if the Grantee has not met the Award Conditions below by **March 16, 2026**, and has not submitted a written request to CDBG-DR Staff to seek an Award Renewal recommendation to the Secretary. An interim Progress Report will be sent out through the online GEARS system that will be due no later than **April 15, 2026**, to obtain a status update of pending Award Conditions and assist in the determination of an Award Renewal if Award Conditions have not been fully met.
2. Prior to the Offer of a Grant Agreement the following documentation must be submitted:
  - a) Evidence of capacity to manage the project including the Program Delivery responsibilities.
  - b) Evidence of commitment of Other Resources. **This commitment must include \$2,292,400 in Other Resources** due to a reduction in the amount of CDBG-DR funds awarded, or an explanation of the Grantee's plan to adjust project scope or costs to accommodate the reduced CDBG-DR award amount.
  - c) Documentation that the project has received its Environmental Release.
  - d) Documentation that Grantee, Program Manager and Consultants have each obtained Unique Entity Identification (UEI) numbers from the SAM.gov UEI Request Service at <https://sam.gov/content/entity-registration>, have each registered with the System for Award Management ("SAM") at www.sam.gov, are not listed on the State's debarment list at: <http://bgs.vermont.gov/purchasing-contracting/debarment>, and shall provide the UEI number, evidence of registration, and evidence that the parties are not debarred to the Agency.
  - e) Documentation that all necessary Right of Ways and easements have been secured.
  - f) Documentation that all necessary Permits have been identified.
  - g) Completion of the Project Performance Measures online forms.
  - h) Modifications to the application budget, if necessary, by adding any new sources and/or revising amounts in the BUDGET Form node so the budget total equals the cost estimates. In addition, please upload to the AWARD CONDITIONS DOCUMENTS form node a document that identifies all budget changes with explanations for each. If any activity has increased or decreased by more than 5%, please explain.
  - i) Evidence of written and adopted Town policies and procedures for Financial Management with approval by the Selectboard, Town Manager, and Town Treasurer.
  - j) The Grantee's Anti-Displacement Plan (ADP) must be uploaded to the GEARS system. If adopted prior to 12/10/2015, a new ADP must be adopted. If one exists, the Grantee should also confirm it is current in terms of its content.

- k) Evidence of documentation of site control.
- l) Copy of the Grantee's Municipal Policies and Codes (MP-1) must be uploaded to the GEARS online system. Please note the VCDP updated MP-1 form in May 2023 to be more in compliance with HUD requirements. This new form can be found on the Agency's website <https://accd.vermont.gov/community-development/funding-incentives/vcdp/forms> and will need to be adopted.
- m) Copy of the Grantee's Flood Damage and Assistance Affidavit for Duplication of Benefit (DOB) and Consent to Release Assistance Information uploaded to the GEARS online system.

3. Grantee shall demonstrate compliance with Davis-Bacon reporting requirements.
4. Grantee shall demonstrate compliance with Section 3 reporting requirements.
5. If the project's Non-Program Delivery budget comes in under budget, a proportion of the unused portion of the total budget (CDBG-DR dollars and Other Resources dollars), shall be returned to the Agency. This proportion will be based on CDBG-DR's share of the total financing package.
6. If the project's Program Delivery budget comes in under budget, the unused portion shall be returned to the Agency. The expenditure of CDBG-DR funds for Program Delivery relative to the expenditure of Other Resources for General Administration must be maintained at the ratio as derived from the budget in the Grant Agreement. The unused CDBG-DR funds budgeted for Program Delivery cannot be used for other activities in the Grant Agreement.
7. In the event CDBG-DR funds are needed prior to their availability due to VCDP requirements or conditions, the Grantee must seek bridge financing to meet any expenses that cannot be delayed. The expenditure of bridge financing must be in compliance with VCDP requirements, most notably the environmental review process.
8. Grantee will be required to attend HUD's CDBG-DR Fraud, Waste, and Abuse Training when offered.