

SECTION I - GENERAL GRANT INFORMATION

| | | | |
|---|--|--|--|
| ¹ Grant #: MP-2016-East Montp-00043 | | ² Original <input checked="" type="checkbox"/> Amendment # <input type="checkbox"/> | |
| ³ Grant Title: East Montpelier Village Master Plan | | | |
| ⁴ Amount Previously Awarded: \$ 0.00 | | ⁵ Amount Awarded This Action: \$17,623 | ⁶ Total Award Amount: \$17,623 |
| ⁷ Award Start Date: 12/1/2015 | | ⁸ Award End Date: 5/31/2017 | ⁹ Subrecipient Award: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| ¹⁰ Vendor #: 40556 | ¹¹ Grantee Name: Town of East Montpelier | | |
| ¹² Grantee Address: PO Box 15740 Kelton Road | | | |
| ¹³ City: East Montpelier | | ¹⁴ State: VT | ¹⁵ Zip Code: 05651 |
| ¹⁶ State Granting Agency: Agency of Commerce and Community Development | | | ¹⁷ Business Unit: 07110 |
| ¹⁸ Performance Measures: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | ¹⁹ Match/In-Kind: \$4,812 Description: 1/3 of Total Project Cost over \$8,000 | | |
| ²⁰ If this action is an amendment, the following is amended: Amount: <input type="checkbox"/> Funding Allocation: <input type="checkbox"/> Performance Period: <input type="checkbox"/> Scope of Work: <input type="checkbox"/> Other: <input type="checkbox"/> | | | |

SECTION II - SUBRECIPIENT AWARD INFORMATION

| | | | |
|--|--|--|--|
| ²¹ Grantee DUNS #: 108873704 | | ²² Indirect Rate: <u>n/a</u> % (Approved rate or de minimis 10%) | ²³ FFATA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
| ²⁴ Grantee Fiscal Year End Month (MM format): Jun 30 | | ²⁵ R&D: n/a | |
| ²⁶ DUNS Registered Name (if different than VISION Vendor Name in Box 11): | | | |

SECTION III - FUNDING ALLOCATION

STATE FUNDS

| Fund Type | ²⁷ Awarded Previously | ²⁸ Award This Action | ²⁹ Cumulative Award | ³⁰ Special & Other Fund Descriptions |
|--|----------------------------------|---------------------------------|--------------------------------|---|
| General Fund | \$0.00 | \$0.00 | \$0.00 | |
| Special Fund | \$0.00 | \$17,623 | \$17,623 | Municipal Planning Grant Funds |
| Global Commitment (non-subrecipient funds) | \$0.00 | \$0.00 | \$0.00 | |
| Other State Funds | \$0.00 | \$0.00 | \$0.00 | |

FEDERAL FUNDS

(includes subrecipient Global Commitment funds)

Required Federal Award Information

| ³¹ CFDA # | ³² Program Title | ³³ Awarded Previously | ³⁴ Award This Action | ³⁵ Cumulative Award | ³⁶ FAIN | ³⁷ Federal Award Date | ³⁸ Total Federal Award |
|--|-----------------------------|--|---------------------------------|--------------------------------|--------------------|----------------------------------|-----------------------------------|
| | | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| ³⁹ Federal Awarding Agency: | | ⁴⁰ Federal Award Project Descr: | | | | | |
| | | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Federal Awarding Agency: | | Federal Award Project Descr: | | | | | |
| | | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Federal Awarding Agency: | | Federal Award Project Descr: | | | | | |
| | | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Federal Awarding Agency: | | Federal Award Project Descr: | | | | | |
| | | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Federal Awarding Agency: | | Federal Award Project Descr: | | | | | |
| Total Awarded - All Funds | | \$0.00 | \$17,623 | \$17,623 | | | |

SECTION IV - CONTACT INFORMATION

STATE GRANTING AGENCY

NAME: Annina Seiler
TITLE: Grants Management Specialist
PHONE: 802-828-1948
EMAIL: annina.seiler@vermont.gov

GRANTEE

NAME: C Bruce Johnson
TITLE: East Montpelier Town Administrator
PHONE: (802) 223-3313 x204
EMAIL: eastmontadmin@comcast.net

MUNICIPAL PLANNING GRANT AGREEMENT

1. **Parties:** This is a Grant Agreement between State of Vermont **Agency of Commerce and Community Development** (hereinafter called "State" or "Agency") and the Town of East Montpelier with principal place of business at PO Box 15740 Kelton Road, East Montpelier, Vermont (hereinafter called "Grantee"). Grantee is not required by law to have a Business Account Number from the Vermont Department of Taxes.
2. **Subject Matter and Source of Funds:** This agreements is authorized by 24 V.S.A. § 4306
3. **Award Details:** Amounts, dates, and other award details are as shown in the attached **Grant Agreement Part 1 - Grant Award Detail**. A detailed scope of work covered by this award is described in **Attachment A**.
4. **Amendment:** No changes, modifications, or amendments in the terms and conditions of this Grant Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of the State and Grantee.
5. **Cancellation:** This Grant Agreement may be suspended or cancelled by either party by giving written notice at least 30 days in advance.
6. **Attachments:** This grant consists of 13 pages including the following attachments that are incorporated herein:
Attachment A - Scope of Work to be Performed and Budget Summary
Attachment B - Payment Provisions
Attachment C - Customary State Grant Provisions
Attachment D - Procurement Procedures and Other Grant Requirements
7. **Order of Precedence:** Any ambiguity, conflict or inconsistency in the Grant Documents shall be resolved according to the following order of precedense:
Agreement
Agreement C
Agreement D
Agreement A
Agreement B

WE THE UNDERSIGNED PARTIES AGREE TO BE BOUND BY THIS GRANT AGREEMENT.

By the State of Vermont:

By the Grantee:

Date: _____

Date: _____

Signature: _____

Signature: _____

Name: Noelle MacKay, Commissioner
Town Administrator
Department of Housing and Community Development

Name: C Bruce Johnson East Montpelier
Town of East Montpelier

Attachment A
Work Plan and Budget
MP-2016-East Montp-00043
Town of East Montpelier

Personnel

| Task | Responsibility | Task Description | Hours | Hourly Rate | Cost | Material Costs | Total Cost |
|---|------------------|--|-------|-------------|---------|----------------|------------|
| Kick-off Meeting | PC/Consultant | Kick-off meeting to review goals, tasks, schedule, resources and contacts. | 2 | \$75 | \$150 | \$0 | \$150 |
| Public Education & Outreach | PC/Consultant/TA | Implement education and outreach activities, such as elementary school project, Village Events Series, newsletter articles, targeted mailing, and web page. | 28 | \$75 | \$2,100 | \$200 | \$2,300 |
| Review Village History & Current Conditions | Consultant | Review village history and current conditions through document review, site visits, etc. Prepare summary. | 48 | \$75 | \$3,600 | \$0 | \$3,600 |
| Develop Village Boundary Scenarios | Consultant/PC | Develop criteria for village boundaries, consider potential for distinct village neighborhoods, and develop 3-5 alternative village area boundary maps. | 20 | \$75 | \$1,500 | \$0 | \$1,500 |
| Public Engagement | PC/Consultant | Hold Ice Cream Social to solicit public comments. Hold topical working sessions with partners. Prepare summary. | 24 | \$75 | \$1,800 | \$355 | \$2,155 |
| Growth Projections | Consultant | Update 2011 build-out analysis of existing conditions to reflect current zoning. Prepare build-out analysis of selected Master Plan Scenario to understand how scenario affects potential growth. Prepare summary. | 28 | \$75 | \$2,100 | \$0 | \$2,100 |
| Draft Master Plan Elements | Consultant/PC | Select village boundaries, preferred locations for new infrastructure, preferred uses and densities for village district/neighborhoods. Develop zoning language and implementation plan. Prepare draft Master Plan. Hold and summarize public forum. | 104 | \$75 | \$7,800 | \$15 | \$7,815 |

| | | | | | | | |
|-------------------|---------------|--|----|------|-----------------|----------------|-----------------|
| Final Master Plan | PC/Consultant | Review public forum comments and make final revisions to Master Plan. Hold public hearing. | 24 | \$75 | \$1,800 | \$15 | \$1,815 |
| Direct Expense | Consultant | Mileage | 0 | \$75 | \$0 | \$1,000 | \$1,000 |
| Totals | | | | | \$20,850 | \$1,585 | \$22,435 |

Total Project Cost: \$22,435

State Funds - Grant Amount Requested: \$17,623

Match Funds: \$4,812

Attachment B
PAYMENT PROVISIONS

I. PAYMENT PROVISIONS AND REPORTING REQUIREMENTS

Upon execution of this Agreement and the Department's receipt of a submitted Requisition, the Department shall authorize 40% of the Grant Award to be released to the Grantee. A progress report included with a second Requisition is due by August 31, 2016. Upon review and approval of the progress report, the Department shall release an additional 30% of the Grant Award. The final 30% of the Grant Agreement is a reimbursement for final expenses incurred by May 31, 2017, and is subject to the Grantee's expenditure of any required Match Funds set forth in Attachment A. The Grant Award and Match Funds, identified in Attachment A may be proportionately reduced if the Total Project Costs are not fully expended.

All costs for which reimbursement is requested must comply with Attachment A and be incurred during the Period of Performance.

The Grantee shall submit, no later than June 30, 2017, a final report. The report shall be written on a form provided by the Department, shall include copies of any final products outlined in Attachment A, and shall include documentation of all grant expenditures. Such documentation shall include, but not limited to:

- a. A summary ledger to accurately maintain financial records throughout the grant period;
- b. receipts and invoices for all grant expenditures and a log of hours worked by municipal employees if the budget shows their time is paid for by the grant; and
- c. copies of cancelled checks OR, a computerized accounting report certified by the municipal treasurer as true and accurate, documenting each payment for the grant (showing payee, date of payment and the check or transfer number and total expenditures).

Upon agreement between the Department and the Grantee that the final report and activities have been completed satisfactorily, the Department shall authorize the release of the final 30% of the Grant Award.

All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Grantee, including but not limited to progress reports and other proofs of work.

[END OF ATTACHMENT B]

**ATTACHMENT C: STANDARD STATE PROVISIONS
FOR CONTRACTS AND GRANTS**

1. Entire Agreement: This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.

2. Applicable Law: This Agreement will be governed by the laws of the State of Vermont.

3. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.

4. Appropriations: If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and in the event federal funds become unavailable or reduced, the State may suspend or cancel this Grant immediately, and the State shall have no obligation to pay Subrecipient from State revenues.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence, Liability: The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. Insurance: Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverages are in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverages and limits listed herein are adequate to cover

and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the contract, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement. Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

8. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.

9. Requirement to Have a Single Audit: In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the granting Party within 9 months. If a single audit is not required, only the Subrecipient Annual Report is required.

For fiscal years ending before December 25, 2015, a Single Audit is required if the subrecipient expends \$500,000 or more in federal assistance during its fiscal year and must be conducted in accordance with OMB Circular A-133. For fiscal years ending on or after December 25, 2015, a Single Audit is required if the subrecipient expends \$750,000 or more in federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.

10. Records Available for Audit: The Party shall maintain all records pertaining to performance under this agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this agreement. Records produced or acquired in a machine readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of the Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

11. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of Title 21V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.

12. Set Off: The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

13. Taxes Due to the State:

- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.
- b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.)

Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in all subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.

16. No Gifts or Gratuities: Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

17. Copies: All written reports prepared under this Agreement will be printed using both sides of the paper.

18. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs, or programs supported in whole or in part by federal funds.

Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <http://bgs.vermont.gov/purchasing/debarment>

19. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

20. Internal Controls: In the case that this Agreement is an award that is funded in whole or in part by Federal funds, in accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

21. Mandatory Disclosures: In the case that this Agreement is an award funded in whole or in part by Federal funds, in accordance with 2CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

22. Conflict of Interest: Party must disclose in writing any potential conflict of interest in accordance with Uniform Guidance §200.112, Bulletin 5 Section IX and Bulletin 3.5 Section IV.B.

[END OF STANDARD PROVISIONS]

**ATTACHMENT D
PROCUREMENT PROCEDURES
AND
OTHER GRANT REQUIREMENTS**

1. Procurement Procedures

Background Information

Municipal planning grants are state funds granted to municipalities. Procedures for spending this Grant Award should be consistent with the principles of fair access for vendors of goods and services that govern the expenditure of state funds directly by state government. All subcontracts made pursuant to a municipal planning grant must: require all subcontractors to comply with the requirements of Title 21 of the Vermont Statutes Annotated, Chapter 5, Subchapter 6, relating to fair employment practices and the requirements of the Americans with Disabilities Act of 1990; conform to the record keeping requirements of this Agreement, and; ensure that all relevant products be compatible with the Vermont Geographic Information System (VGIS) and meet all VGIS standards, which are available from the Vermont Center for Geographic Information.

Procurement refers to the purchase of personal services (performed by people) or tangible goods. The grantee may use established procurement procedures which reflect applicable State and local laws and regulations, provided these procedures are at least equivalent to the standards set forth below.

I. Determining the Type of Procurement:

Distinguishing personal services contracts from the purchase of goods when elements of each are involved: determine which of the personal service and the product is primary and which is ancillary.

Examples:

- a. Purchase of equipment with service contract: purchase of equipment is primary, service is ancillary to keeping it in functioning order.
- b. Hiring someone to make a study and write a report: the expertise of the person making the study and writing it up is probably primary, so the report is ancillary and a contract for personal services is needed.

II. Personal Services Contracts:

A. For personal services up to and including the amount of \$1,000, a written contract is not required although it is recommended. A written contract in this context should address the issues required in a contract for goods or services costing more than \$1,000. See section B immediately below.

B. For personal services over the amount of \$1,000:

1. A written contract signed by an authorized representative of (1) the Contractor and (2) the Grantee's legislative body is required that sets forth clearly: the parties, the subject matter, the scope of work, the maximum that will be paid, the products to be delivered and the duration of the contract. The contract should also contain provisions for amendment, cancellation, attachments, controlling law and number of originals of the contract. See model personal services contract at <http://accd.vermont.gov/sites/accd/files/Documents/strongcommunities/cd/mpg/SampleContract.doc>

2. The contract shall include the basis for the total cost or contract price: an itemization of all costs for materials, personal services, which include the hiring of staff, the names of any persons whose participation the Grantee considers to be crucial to the award of the contract and provisions for what to do if such persons need to be replaced, consultants, and any other purchased items which together add up to the total cost.
3. Payment provisions shall include the schedule of payment. It is useful to schedule the withholding of a percentage, such as 10%, until the Grantee is sure the work has been satisfactorily completed, for instance, until after the report has been completed and Grantee has reviewed it, or until Grantee has found the product to work as it was intended.
4. It is preferable to incorporate by reference any request for proposal (RFP) and proposal, or request for qualifications (RFQ) and qualifications, and include a copy of both to the contract as an attachment, to avoid confusion arising out of different language on the same subject appearing in the RFP/RFQ and the contract. An RFP/RFQ included as an attachment is not required. However, it provides a written record of the goods and/or services sought, and puts all potential vendors on an even playing field.

III. Methods of Procurement:

1. Up to and including \$1,000 - the Grantee is required to obtain price or rate quotations from a reasonable number of sources, but no less than two, and maintain a record of the same in its files.
2. More than \$1,000 - The Grantee is required to maintain records in its files to document how the procurement decision was made. The following methods apply in order of preference of use:
 - a. Competitive Selection: Proposals and or qualifications should be requested from a number of sources and the RFP or RFQ should be broadly publicized. Depending on the subject matter of the contract, notice should be published in local newspapers, newspapers of general circulation, relevant websites, and/or trade or professional publications, as the circumstances warrant.
 1. Proposals/qualifications shall be solicited from an adequate number of qualified sources to permit reasonable competition consistent with the nature and requirements of the procurement.
 2. RFP/RFQ shall identify the scope of services, the procedural and substantive requirements of the bidding process, the key elements of the contract to be signed by the vendor winning the bid, and all significant evaluation criteria, including their relative importance in the selection process.
 3. If the Grantee utilized the services of a consultant to prepare its grant application the Town must make the application available to prospective bidders as part of the RFP/RFQ process to ensure a fair and open competition among vendors.
 4. The Grantee shall prepare and document the method it uses to objectively evaluate the proposals and to make its final selection. Such documentation shall be maintained in Grantee's official records.
 5. The award shall be given to the bidder whose proposal is most responsive to the RFP/RFQ evaluation criteria taking into consideration price and other relevant factors.

b. Noncompetitive Selection: This method of procurement may be used when competitive selection is not possible for any of the following reasons:

1. The item or service is available only from a single source.
2. Public emergency or urgent need for the service or item will not permit the delay of competitive selection.
3. After solicitation of a number of sources, competition is determined inadequate.

When any non-competitive selection method is used, the Grantee must maintain in its files a thorough explanation for the reason for determining that such a selection method is appropriate under the circumstances.

c. Other Methods of Selection: Additional innovative procurement methods may be used by Grantee with the prior written approval of the Department.

3. Negotiations with Potential Contractors: The contractor may be selected based on the response to the RFP/RFQ, and final terms of the contract negotiated after the contractor has been selected.

IV. An exception to compliance with the procurement methods may be permitted in the following case:

1. Use of the regional planning commission (RPC) if the Grantee requires the services of its regional planning commission in carrying out the provisions of this Agreement, procurement procedures need not be followed for the work being done by the RPC, subject to the following:

- a. The RPC must document and justify its charges and they must be in accord with local standards for similar work; and
- b. Any contracts awarded by the RPC to other contractors or suppliers in connection with performance of this Agreement must be made in accordance with these procurement standards and must incorporate the provisions contained in Section VI.

2. Use of same architect, engineer, or other professional at different stages of the same project. If the Grantee is satisfied with the qualifications and performance of the architect, engineer or other professional who was awarded and performed some work in connection with the grant, it may offer that firm or individual additional work under the grant agreement without going through the competitive selection process.

V. Waiver:

Upon prior request by the Grantee, the Department may waive any provision of the procurement procedures not required by law whenever it is determined that undue hardship will result from applying the requirement and that the best interests of the State are served by such waiver.

VI. Standard State Requirement of Bidders:

Grantees must ensure the following requirements are met by those awarded a contract and are explicitly included in any such contract:

1. The Contractor will maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to costs incurred under this Agreement and make them available at reasonable times to the Grantee and the State during the period of this contract and for three years thereafter for inspection by any authorized representatives of the State. The official records, however, will be maintained by the Grantee. If any litigation claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved, including any period for filing an appeal. The Grantee and the State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this contract.
2. The Contractor certifies under the pains and penalties of perjury that he or she is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date the Contractor signs this contract.
3. The Contractor shall not assign or subcontract the performance of this agreement or any portion thereof to any other contractor without the prior written approval of the State. The Contractor also agrees to include in all subcontract agreements a tax certification in form substantially identical to paragraph 2 above.
4. The Contractor agrees to comply with the requirements of Title 21, V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the contractor. Contractor further agrees to include this provision in all subcontracts.
5. The Contractor states that as of the date the contract is signed, he/she:
 - a. is not under any obligation to pay child support; or
 - b. is under such an obligation and is in good standing with respect to that obligation; or
 - c. as agreed to a payment plan with the Vermont Office of Child Support and is in full compliance with that plan. Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state, territory, or possession of the United States.

VII. Conflict of Interest:

Conflict of interest is narrowly defined as “a significant pecuniary interest of an elected officer of the municipality, or of an appointed official whose work is related to the subject of this grant, or a member of such a person’s immediate family or household, or of a business associate of such a person, in the selection of a vendor of goods and/or services under this grant.”

The municipality must avoid actual conflicts of interest in this grant program. In addition, it should be sensitive to the appearance, as well as the reality of, conflict of interest with respect to its procurement of both goods and services using these grant funds, and consult the Department when questions arise.

2. Press and Public Communication

If the Grantee, Subgrantee, or contractor issues any press release, public communication or product pertaining to the Project assisted by this Agreement, it shall include a statement that the project is funded by a Municipal Planning Grant awarded by the Department of Housing and Community Development.

3. GIS Work

For any projects including a GIS component:

1. The Grantee shall ensure any contracts, subgrant agreements or subcontracts that are issued through this grant to develop GIS data shall include the GIS Data Information Form as a final product to the work performed. Grantee shall also submit, with the final report, copies of material documents, and copies of digital data produced with the Grant Award or any portion thereof. Digital data includes spatial and tabular data attributes, documentation files, and plot files, and must meet applicable standards as to physical media, data format, and documentation of all products using the VGIS metadata standard. (It is not necessary to submit subsets of data layers that are already listed in the VGIS Data Catalog).
2. All data and materials created or collected under this Agreement - including all digital data - are public records. The parties may utilize the information for their own purposes, but shall not copyright these materials.
3. Digital Spatial Data will be submitted on a single CD or DVD in Vermont State Plane Meters Coordinates, NAD 83 with its accompanied GIS Data Information Form. Any of the following file formats is acceptable:
 - a. .shp (Shapefile - which also consist of files with other extensions such as .dbf and .shx)
 - b. .dwg (CAD file)
 - c. .dxf (CAD file)

[Technical assistance and information on these guidelines and procedures are available from the Vermont Center for Geographic Information, Inc. (<http://www.vcgi.org/standards> or 802-882-3006): Relevant documents include: Municipal Property Mapping Guideline; Contracting with GIS Consultants; Vermont GPS Guidelines.]

4. Termination

In the event of termination prior to disbursement of the entire grant amount, the parties shall agree upon the termination conditions and, in the case of partial terminations, the work that will be deleted from the Work Plan. The Grantee shall not incur new obligations for the terminated portion after the date of termination, and shall cancel as many outstanding obligations as possible. The Grantee shall be allowed credit for non-cancelable obligations, properly incurred prior to termination, to the extent funds are available and at the discretion of the Department.

If, through any cause, the Grantee shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Grantee shall violate any of the covenants, agreements, or stipulations of this Agreement, the Department shall thereupon have the right to terminate this Agreement by giving written notice to the Grantee of such termination and specifying the date thereof.

[END OF ATTACHMENT D]