

May 7, 2022

Jill Davies  
Housing Working Group  
Town Hall  
31 The Green  
Woodstock, VT 05091

Dear Jill:

I am delighted to advise you that the Woodstock Economic Development Commission and the Town Select Board have approved the following Grant:

**Grant: EDC Housing Advisor**

**Amount Requested: \$25,000**

**Amount Approved: \$25,000**

**Additional Conditions: None.**

Grants are subject to the conditions outlined in the attached addendum. Grant funding may only be used for the purposes stated in your original grant application; you may not “substitute” other purposes that were not anticipated in your grant proposal without approval from the EDC.

Grants are paid upon completion of work unless otherwise approved. Invoices and receipts are to be submitted to the EDC electronically using the online EDC Administrator portal. All invoices must include proper documentation and clearly indicate project, payee and balance in the event of partial payments. Approved invoices will then be forwarded to the Town Municipal Manager for processing. Checks will typically be mailed within 14 days of submission, and you will be notified via email when each step of the process has been completed.

To accept your grant, please digitally sign this letter using the option available on the online portal, and if you have any questions please feel free to contact me or an EDC member. Finally, my colleagues and I would like to thank you for bringing this project forward to enhance Woodstock’s economic and community development.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonelle Spitzer". The signature is fluid and cursive, with a large loop at the end of the last name.

Chair, Woodstock Economic Development Commission

## **Woodstock Economic Development Commission**

### **Addendum to Grant Letter**

**Use of Grant Funds** – This grant must be used only as specified in the approved grant proposal, unless modified in grant letter. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. The Woodstock Economic Development Commission (EDC) may request that Grantee release any unexpended grant funds remaining at the end of the project period.

**Eligibility** – Grantee confirms that they are a Town of Woodstock resident, taxpayer, business owner, non-profit group, civic organization, or association of Woodstock businesses.

**Conditions** – Grantee does not discriminate because of race, color, creed, gender, or national origin. Grantee is not a political organization. Grant shall not be used to promote candidates for political office, influence legislation, or promote an individual doctrine.

**Publication and Review** – Grantee will acknowledge the Woodstock Economic Development Commission's contribution in promotional materials and will allow the Woodstock EDC to review and approve the text of any proposed publicity concerning this grant prior to its release. The Grantee gives permission to the Woodstock EDC to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications. If this grant is to be used for a film, video, book, or other such product, the Woodstock EDC reserves the right to request a screening or preview of the product, during the final production stages, before deciding whether or not to be credited as a funder of the product.

**Right to Modify or Revoke** - The Woodstock EDC and the Town of Woodstock reserve the right to discontinue, modify, or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds if, in their sole discretion, such action is necessary: (1) because Grantee has not fully complied with the terms and conditions of this grant; (2) Grantee is not making satisfactory progress toward the goals of the grant proposal (3) to protect the purpose and objectives of the grant; or (4) to comply with the requirements of any law or regulation applicable to you, of the Town of Woodstock, or this grant. If the Woodstock EDC does not receive signed copies of its grant award letter within 14 days after the date of the Woodstock EDC's grant award letter, this grant may be revoked. The undersigned certify that they are duly elected and authorized officers of the Grantee and that, as such, are authorized to accept this grant on behalf of the Grantee, to obligate the Grantee to observe all of the terms and conditions placed on this grant, and in connection with this grant to make, execute and deliver on behalf of the Grantee all grant agreements, representations, receipts, reports and other instruments of every kind.

**Records and Reporting** - The Grantee is required to keep a record of all receipts and expenditures relating to this grant and to provide the Woodstock EDC with a written report summarizing the project within 60 days of completion or within one (1) year of award if incomplete. The Woodstock EDC may also require interim reports. The report should contain an expenditure spreadsheet and a detailed narrative account of what was accomplished by the grant, including a description of progress made toward achieving the goals of the grant. The expenditure spreadsheet should reflect all expenditures of grant funds, and any income earned thereon, according to the categories of the approved budget, as of the end of the period covered by the report. Additionally, each report must include any materials such as copies of publications produced with grant funds. Grantee may be asked to present at a public gathering.

**Compliance with State and US Law** - Grantee agrees that it will comply with all applicable United States law.