



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

ROOM 32 ▪ CITY HALL ▪ BURLINGTON, VERMONT 05401
(802) 865-7144 ▪ (802) 865-7142 (TTY) ▪ (802) 865-7024 (FAX)

REQUEST FOR PROPOSALS

Fiscal Year 2013

Burlington Housing Trust Fund

August 7, 2012

The Burlington Housing Trust Fund (BHTF) provides grants and loans for the promotion, retention and creation of long-term affordable housing for very low, low and moderate-income households. Nonprofit corporations, municipal corporations, limited equity housing cooperatives, for-profit corporations, partnerships and individuals are eligible to apply for project funding. Capacity grants are also made for the staffing, training, planning, fundraising and ongoing operations of nonprofit organizations creating or preserving housing for very low, low and moderate-income households.

The BHTF requests proposals for FY2013 awards. The total funding available for FY2013 is approximately \$200,000. The proposals shall be for projects and organizations serving the housing needs of low-income Burlington residents. All projects must serve households having an income not exceeding 100% of median income, as defined by the U.S. Department of Housing and Urban Development, and preference will be given to proposals serving households having an income not exceeding 50% of median income. Priority for funding will be given to perpetually affordable projects. Organizations that provide services, as distinct from housing development, are limited to capacity grants of no more than \$7,500 per program.

Proposals must include the following:

1. Amount of funding being sought and number of units proposed for housing projects.
2. Project/program narrative, including a detailed time-line. Explain what BHTF funding will cover.
3. Description of the need to be served by the project/program.
4. Organizational budget
5. Project budget, including a line item breakdown of sources and uses (only if project funding is sought); indicate which sources are already committed and which are pending.
6. Plan for long term affordability (only if project funding is sought)

If your organization has received previous funding from the BHTF, you must include a progress report on the project or program that was funded. Applicants that have not fully drawn down previous grant awards must request an extension in writing. **Proposals are due by 4:00 p.m., Friday, August 31, 2012** at CEDO, 149 Church St., Room 32, City Hall, Burlington, VT 05401. **Please DO NOT SEND APPLICATIONS BY EMAIL. Submit an original plus four copies. For further information on this RFP, please contact Brian Pine at 865-7232 or by email at bpine@ci.burlington.vt.us.**