

**DRAFT**

2014 Action Plan for Housing & Community Development  
City of Burlington, Vermont

Prepared by

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# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The 2014 Action Plan explains how the City plans to spend the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) funds that the City receives from the U.S. Department of Housing & Urban Development (HUD), together with other leveraged resources, during the upcoming program year beginning on July 1, 2014. The national CDBG program is a principal revenue source to grow local communities and improve the quality of lives for low- and moderate- income residents. The HOME program is designed to create affordable housing for low-income households through building, buying, and/or rehabilitating housing for rent or homeownership.

The overall goal of these community planning and development programs is to develop viable communities by providing decent housing, expanded economic opportunities and a suitable living environment, principally for low- and moderate-income persons. HUD administers these programs on a national basis and awards grants to entitlement communities and participating jurisdictions – including the City of Burlington – each year on a formula basis. The City in turn awards grants and loans to local nonprofits as well as providing direct services to residents and businesses through several CDBG-funded programs.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Affordable housing continues to be the City's highest overall priority under this Consolidated Plan. Cost of housing, age of the housing stock and a very low vacancy rate are three significant factors that contribute to the need for affordable housing in Burlington. For both renters and owners, at all income levels and across all household types, cost burden is the most pressing housing problem. Fifty one percent of all low- and moderate-renter households are cost-burdened. Cost burden is most acute among extremely low-income renters with 69% paying more than 30% of their income for housing.

In the 2013 Consolidated Plan, it is noted that there are a total of 140 affordable units in the City whose affordability restrictions will expire in the next five years. It is also noted that over 47% of the City's housing stock was built before 1950. The rental vacancy rate, which is measured every six months by the firm of Allen & Brooks, runs well below the national and regional rates, averaging well below 2% the last three years.

Due to these factors, the following initiatives will be on the City's housing agenda the next five years: preserving as many affordable units as possible; creating new affordable units, renovating rental and owner-occupied affordable housing and promoting homeownership among income-qualified households. The City views investment of CDBG funds into activities that help residents to become and/or remain housed and living independently as an effective investment. These priorities have been reflected in the projects and activities selected that are described on pages 27-37.

Economic opportunity is the City's next highest priority. As the state's largest city, Burlington must continue to be an economic engine for the region and state. The City uses CDBG to focus on job creation and retention through technical assistance and gap financing for businesses, and to support low-income residents in business ownership through entrepreneurial training and loans. There will be opportunity in the next five years to invest a small amount of CDBG resources into actual bricks and mortar projects to stimulate economic growth in our Neighborhood Revitalization Strategy Area. These uses of CDBG resources create and retain businesses and jobs; leverage other resources; increase tax revenues to support City services; support local ownership; and revitalize neighborhoods.

The City has also historically used CDBG to address barriers to economic opportunity. Limited English proficiency is a barrier faced by our refugee population and calls for the investment of CDBG dollars. In addition, low income persons need assistance in filing tax returns and developing financial literacy. The City chooses to be flexible in its funding choices in this area in order to respond to shifting needs and resources, emerging opportunities and crises, and changing economic conditions. Specific economic opportunity projects and activities are listed on pages 27-37.

A suitable living environment is the City's third priority overall. The City has a limited capacity to fund social services out of municipal resources, and has historically used the maximum (15%) available CDBG resources to support the provision of social services by local nonprofits. The City also uses CDBG to support public facilities and infrastructure, as well as nonprofit facilities, where there is support for the project and no other resources. Finally, the redevelopment of brownfields is a priority for the city because it meets multiple objectives: it increases the tax base, reduces environmental hazards and, often, allows for the productive reuse of historic structures. These projects and activities can be found in AP 35 and AP 38.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Under the previous Consolidated Plan, we have completed five program years. According to the table below, the City met or exceeded most of the performance measures during the previous Consolidated Plan cycle.

There are a few goals that we did not reach. For affordable housing, we are behind in creating new permanent supportive housing units, producing new affordable rental units, promoting homeownership and preserving existing housing. In the area of creating new permanent supporting housing units, 74 of the 88 units projected were built. Another 12 units will be counted in this current program year bringing this outcome to completion. The City achieved only 40% of its goal of creating new affordable units; although production is lagging, new units continue to be developed. The low homeownership numbers (67% Of the goal) reflect a decline in the housing market overall and the challenges of mortgage financing. Acquiring and renovating expiring subsidy units continues to be a high priority for this Jurisdiction. Although only 26% of this goal was realized during the last Consolidated Plan, the process to preserve the affordability of these units continues and should be realized in the next 5 years. Larger development projects might have taken longer to complete but they are not stalled.

Under economic opportunity, we have exceeded all of our target goals for business and job creation/retention, enhancing commercial infrastructure and reducing the barriers to economic opportunities.

We are meeting and exceeding all of our public service target goals. In the area of public facilities and brownfields, we are exceeding our targets in some areas and falling short in others. Remediation of brownfields is behind but progressing towards the goal.

**TABLE 2: Proposed v. Actual Outcomes**

Completed Activities														
Outcome: Increase the availability of / access to decent housing														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Creating new transitional housing	# of Housing Units	36	11	11	0	5	37	36	0	0	0	0	52	144%
Creating new permanent supportive housing	# of Housing Units	88	0	0	0	17	12	21	0	0	40	36	74	84%
Reducing lead hazards	# of Housing Units	180	37	31	70	100	60	52	40	23	45	48	254	141%
Outcome: Increase the affordability of decent housing														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Creating new affordable units	# of Housing Units	169	18	21	6	1	7	5	4	35	33	5	67	40%
Providing homebuyer assistance	# of Households	120	24	16	42	11	8	11	11	19	7	23	80	67%
Outcome: Increase the sustainability of decent housing														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Acquiring & renovating expiring subsidy units	# of Housing Units	427	7	7	30	0	100	11	0	58	37	37	113	26%
Rehabbing other housing	# of Housing Units	107	36	7	179	8	180	127	59	34	8	17	193	180%
Funding services and facilities that help to keep people housed	# of People Served	3,535 annually	3,331	6,028	4,400	5,106	3,739	3,331	3,149	2,544	3,315	2,439	3,900 average annually	109%
Outcome: Increase the availability of / access to economic opportunity														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Creating / retaining jobs	# of Jobs	265	59	463	77	350	57	185	153	115	25	37.5	1,656	623%
Providing entrepreneurial training and technical assistance	# of People Served	166 annually	193	413	241	372	155	296	440	214	166	247	309 average annually	186%
Outcome: Increase the affordability of economic opportunity														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
No activities	None	None	0	0	0	0	0	0	0				0	N/A

**5 Year Performance Measures**

Outcome: Increase the sustainability of economic opportunity														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Supporting childcare opportunities	# of People Served	75 annually	118	124	142	119	112	126	115	128	120	118	121 average annually	161%
Providing literacy services, financial education and access to public benefits	# of People Served	50 annually	174	198	350	504	1,871	1,707	1,445	1,818	884	1,389	1,021 average annually	2,042%
Outcome: Increase the availability of / access to a suitable living environment														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Funding shelter & services for the homeless	# of People Served	880 annually	1,843	1,860	1,508	1,911	1,720	2,214	1,570	2,705	1,508	2,281	2,184 average annually	248%
Funding youth services	# of People Served	400 annually	620	768	500	819	1,018	951	1,042	760	645	510	761 average annually	191%
Funding food programs	# of People Served	2,000 annually	5,616	5,602	6,951	5,178	5,579	4,685	5,811	5,082	5,601	5,140	5,124 average annually	257%
Funding health and public safety programs	# of People Served	400 annually	624	566	8,355	1,408	845	1,981	3,800	821	800	697	1,094 average annually	278%
Creating new public facilities	# of Facilities	4	0	1	0	0	1	1	3	1	1	1	4	100%
Outcome: Increase the affordability of a suitable living environment														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
No activities	None	None	0	0	0	0	0		0				0	N/A
Outcome: Increase the sustainability of a suitable living environment														
By	Performance Indicator	5-Year Goal	FY08		FY09		FY10		FY11		FY12		Total Completed to Date / Percent of Goal Achieved	
			Projected	Actual										
Renovating public facilities	# of Facilities	10	8	6	6	4	11	11	2	5	1	1	27	270%
Improving public infrastructure	# of People Served	89,815	0	0	0	89,815	89,815	0	89,815	89,815	89,815	0	89,815	100%
Redeveloping brownfields	Acres Remediated	61.2	2.8	2.8	0	0	4.05	1.47	7.8	5.18	58.6	6.05	18.25	22%

**5 Year Performance Measures (cont.)**

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Community & Economic Development Office is the lead agency responsible for overseeing the development of the Action Plan and for administering the CDBG and HOME programs. The Citizen Participation Plan was followed for the development of this Plan. Public hearings were held in September 2013 and April, 2014. The hearings were published in a local paper. Organizations were consulted, including the Continuum of Care.

The most meaningful way in which Burlington residents participate in the Action Plan process is their involvement in the nuts and bolts of spending decisions. Each of the City's seven wards (Neighborhood Planning Assemblies) elects a representative to the CDBG Advisory Board and collectively, those residents have a majority voice in making recommendations to the Mayor about how to spend the city's CDBG funding each year. The NPAs are grassroots associations, created by City Charter, which exist in each of city's wards and which meet monthly as organized, democratic forums where neighbors can learn about public issues that affect them and advise city government of their concerns and needs. The Board's recommendations have traditionally been adopted without change by the Mayor and City Council.

The City engaged in several alternative public involvement techniques during the development of this Plan. The City developed a short survey regarding the CDBG allocation process. This survey was distributed throughout the City to local organizations who serve low income populations including the homeless, previous grantees and CDBG Advisory Board members. In addition to the survey, two focus groups were held to discuss survey results and gain more input. CEDO also appeared on a Live at 5:25, 30 minute television show on the local government channel and explained CDBG and the proposed projects and highlighted CDBG's 40th anniversary.

The public comment period began on April 9 and ended on May 10, 2014.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments will be inserted at the end of the public comment period.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

If any comments are not accepted, they will be inserted at the end of the public comment period.

## **7. Summary**

To summarize, the following document represents the housing, community and economic development needs and priorities as well as the chosen projects and activities to implement for the City of Burlington's 2014 Action Plan. The Plan is being presented in a new format as required by HUD and contains the information requested by the funding agency.

## PR-05 Lead & Responsible Agencies – 91.200(b)

### 1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	BURLINGTON	
CDBG Administrator		Community and Economic Development Office
HOPWA Administrator		
HOME Administrator		Community and Economic Development Office
HOPWA-C Administrator		

Table 1 – Responsible Agencies

### Narrative (optional)

The Community and Economic Development Office (CEDO) is a department of the City of Burlington. The department works with the community to: foster economic vitality; preserve and enhance neighborhoods, quality of life and the environment; and promote equity and opportunity for all residents of Burlington. In support of its mission, CEDO works in partnership with citizens, the public and private sector, and other City departments to: strengthen the quality of life in Burlington's neighborhoods; preserve and develop decent, safe and affordable housing opportunities; maintain and improve the vitality of Downtown, the Pine Street area and neighborhood business districts; encourage a thriving business sector; foster job growth and employment opportunities; increase civic engagement and citizen participation; support the delivery of human services; and revitalize Burlington's waterfront.

CEDO is funded through Federal and State grants, the Housing Trust Fund and a portion of General Fund dollars. CEDO has four divisions: Housing, Economic Development, Community Development and the Community Justice Center. In addition, CEDO has administrative/fiscal and special projects staff.

### Consolidated Plan Public Contact Information

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of Burlington consults with numerous organizations in the development of the Action Plan. The process includes formal and informal meetings, surveys, discussions and focus groups. The process of developing the Plan began surveys and committee meetings with advisory board members and subgrantees in the summer of 2013. It continued with a Public Hearing in September 2013 to hear community views on housing and community development needs, as well as comment on prior program year performance.

Through December 2013 and March 2014, CEDO consulted with a number of groups, organizations and citizen, sharing or asking for data and for input on needs, priorities and other issues. Those groups and organizations included representatives of public and private agencies who serve children, seniors and people with disabilities, people living with HIV/AIDS, homeless and low income residents. In addition, multiple housing agencies, health/mental health service agencies and regional and state government agencies were consulted. In addition, a strong collaboration with United Way was developed regarding the application process.

### **Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City works with numerous organizations, both public and private, to coordinate community development and housing services. Coordination between entities includes serving on joint committees, boards, on-going communication, annual and long term strategic planning. Organizations include public institutions on the local, regional, state and federal levels, local and statewide nonprofits, faith-based organizations and the private sector.

The housing and community development mission of the City of Burlington is carried out by several municipal departments, a restricted revenue account, the Housing Trust Fund, established by the City Council, a municipal board and two municipal corporations.

Burlington relies on state agencies to further its housing mission. Key agencies have been the Vermont Housing Finance Agency, the Vermont Housing and Conservation Board, and the Department of Housing and Community Affairs. Others include the Agency for Human Services, Agency of Transportation, Department of Labor, Vermont Economic Development Authority and the Chittenden County Transportation Authority.

Federal agencies play important roles with the City to further its community development and housing goals. These agencies include the Corporation for National and Community Service, Department of

Commerce- Economic Development Administration, Department of Housing and Urban Development, Department of Justice, Office of Justice Programs, Environmental Protection Agency and the Small Business Administration.

Since 1983, the City of Burlington has dedicated a large portion of its housing and community development resources to establishing and supporting a network of nonprofit organizations to act as the City's partner in producing and preserving affordable housing and protecting the City's most vulnerable residents. This nonprofit infrastructure functions as the principal housing and social services delivery system through which the City moves towards its goals for affordable housing and for alleviating and reducing poverty.

In addition to local nonprofits, there are numerous statewide nonprofit organizations that deliver housing and social services, economic development and refugee programs. These organizations include Green Mountain Habitat for Humanity, Housing Vermont, Vermont Center for Independent Living, Vermont Community Loan Fund, Opportunities Credit Union, Vermont Energy Investment Corporation, Vermont Manufacturing Extension Center and Vermont Refugee Resettlement Program.

Local faith-based organizations assist in meeting the emergency needs of homeless and low-income residents through meal programs and assistance with clothing, shelter, utilities and other basic needs. These organizations include Cathedral Square Corporation, Lutheran Social Services of New England, the Salvation Army, the Burlington Ecumenical Action Ministry, the Joint Urban Ministry Project, Mercy Connections, and the Burlington Emergency Shelter.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Chittenden County Continuum of Care Alliance, Continuum of Care services for the homeless, are delivered through a consortium of nonprofit organizations, local businesses, and local/state/federal agencies in the greater Burlington metropolitan area, with the City of Burlington's Community and Economic Development Office (CEDO) serving as the coordinating entity. The Alliance meets monthly and coordinates services for families, youth and single adults who are homeless; coordination between the agencies is enhanced with member participation on both the steering committee and sub-committee levels.

The CoC coordinates the implementation of a housing and service system from outreach to housing to services that meet the needs of homeless individuals and families. Street outreach, Vermont 211, daytime shelter and meals all serve to reach the homeless and identify services/needs, including shelter

placement. Housing providers work to rapidly re-house or move from emergency to transitional or permanent housing and stabilize while supportive service agencies provide case management and connect with additional support services. Providers serve the chronically homeless, families with children, veterans, unaccompanied youth and those at risk of homelessness.

Member agencies work together to meet the needs of chronically homeless and efforts include an improved system of outreach along with increased permanent supportive housing options for the chronically homeless and support services. A strong focus includes housing retention (with services and case management) due to a low vacancy rate in this jurisdiction. In addition, agencies work with local landlords to reduce the barriers of renting to chronically homeless.

The Continuum providers work to identify, move into stable housing, and provide essential services for households with children who are homeless. Each CoC program that serves children has children's advocates or specially trained staff to ensure that the children's need for safety, nurturing, education, and stability are met.

The CoC partners with local and state organizations to combat homelessness among veterans. Outreach has increased to local veterans at the local shelters. Previously un-identified veterans were enrolled in VA care and many are now housed through VA housing programs.

A continuum partner provides emergency services to youth ages 16-22 who have run away, are homeless, or at risk of homelessness. Supported housing includes emergency shelter and transitional housing for youth who have left foster care and are homeless. Youth are provided with individual/family counseling, mental health/substance abuse assessment and treatment, case management, medical services, educational planning, employment support, life skills, jobs training, and mentoring. Another local program provides job and life skills training to at-risk youth while helping them complete their high school education.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

ESG funding allocations are made by the State of Vermont. Several state offices maintain representation in the Continuum of Care and on its Steering Committee. Discussions on allocations took place at our local Continuum. In addition, CoC members attended and gave input at a presentation at the Vermont Council on Homelessness and during public hearings. This year, ESG's were provided to two organizations in Chittenden County. Funding decisions are based on thorough knowledge of this Continuum's operations and priorities, with an emphasis on how best to realize value for investment.

The State solicits specific feedback from the CoCs and stakeholders through presentations, discussions, and surveys regarding priorities and how to allocate ESG funds to eligible activities as well provide an annual review of the RFP process. The survey is released in the winter to assist with planning for the next funding cycle.

The Continuum created a sub-committee to develop performance standards and a score card to evaluate outcomes. The measures are based on HUD performance measurements for the McKinney-Vento programs and ESG measures are based upon those program requirements. Funded agencies received a scorecard twice a year. This past year, the CoC hosted two Performance Measures Workshops to learn about best practices to keep people housed and served within the community. The CoC will provide coaching and mentoring to help improve performance if needed.

The Continuum also has a Data Quality Committee that works along with the HMIS Lead Agency to develop potential funding, policies and procedures for the administration of HMIS. The CoC implemented a Governance Agreement to include the CoC, Collaborative Applicant, HMIS Lead, all agencies who use HMIS and the HMIS Software Provider. Working with HUD provided technical assistance, the CoC is investigating a unified HMIS with the Balance of State Continuum. This past year, a workgroup has developed an evaluation tool for HMIS software and plans to review 4 possible software solutions this spring. The group will also look at different governance structures for merging HMIS systems.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

1	<b>Agency/Group/Organization</b>	Champlain Valley Office of Economic Opportunity
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Services-Health Services-Education Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
2	<b>Agency/Group/Organization</b>	COMMITTEE ON TEMPORARY SHELTER
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
3	<b>Agency/Group/Organization</b>	LUND FAMILY CENTER
	<b>Agency/Group/Organization Type</b>	Services-Children
	<b>What section of the Plan was addressed by Consultation?</b>	Early childhood and coordination
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
4	<b>Agency/Group/Organization</b>	CHAMPLAIN HOUSING TRUST
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
5	<b>Agency/Group/Organization</b>	Agency of Human Services
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Coordination of funds and services
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
6	<b>Agency/Group/Organization</b>	WOMEN HELPING BATTERED WOMEN
	<b>Agency/Group/Organization Type</b>	Housing Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted by survey and through a focus group. The outcome was a streamlined allocation process for funding for the Community Development Block Grant program.
7	<b>Agency/Group/Organization</b>	BURLINGTON HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The agency was consulted for the needs assessment, market analysis and status of public housing programs.

Table 2 – Agencies, groups, organizations who participated

**Identify any Agency Types not consulted and provide rationale for not consulting**

There were no agencies not consulted in our process.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CEDO	The goals to prevent homelessness, rapidly re-house the homeless, provide for basic needs, increase permanent housing overlap with our Strategic Plan goals to preserve affordable housing units, increase permanent supportive housing beds, protect the vulnerable through public services to the homeless and anti-poverty strategies.
planBTV	City of Burlington - Planning and Zoning	The goals of economic development and increasing housing options overlap with planBTV's goals and recommendations for the City of Burlington and the downtown/waterfront areas.
ECOS	Chittenden Regional Planning Commission	There is a coordination with regional transportation and CEDS (Comprehensive Economic Development Strategy) for the City and then the County as a whole.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

Additionally, the private sector enhances the City's community development and housing efforts. Architects, engineers and attorneys assist nonprofit developers by providing skills and services to implement housing project. Burlington's banks have responded to a changing market and changing obligations under the federal Community Reinvestment Act by finding a number of innovative ways of support new housing models, housing organizations and approaches to affordable housing production. Local lenders also support neighborhood revitalization and small business development, financial education and free tax preparation services for low-income taxpayers. The Burlington business community has been actively represented on most community advisory committees. They have provided resources and opportunities for residents to improve their quality of life.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The citizen participation process began during the summer of 2013 with an online survey regarding the CDBG allocation process which was distributed to all current and past grantees in addition to current CDBG Advisory Board members. Once the survey results were calculated, two focus groups were held to discuss the results and recommendations. A group of citizens and some grantees formed a committee to discuss ways to streamline and better coordinate and target the CDBG funds. After several meetings, the committee released a proposal that was vetted to the Mayor and the Board of Finance. The goals were to specifically target funds in a rotation between Housing, Homeless and Hunger projects and then Children, Youth and Education programs for Public Service funds. This process specifically impacted the CDBG goals for the coming year.

A public hearing was held in the fall of 2013 to review the achievements published in the Consolidated Annual Performance and Evaluation Report (CAPER) and also hear any citizen input on housing and community development needs for the City. A notice about the availability of funds was published online and in Seven Days in December of 2013 and a direct email notice provided to over 100 nonprofits, City departments and residents about the funding. Two workshops were held for applicants. All applications are published online on the City of Burlington's website. The CDBG Advisory Board held three meetings in the winter of 2014 to review all applications; the Board is comprised of representatives from the local Neighborhood Planning Assemblies, Mayoral selections, representatives of state agencies and local grantmaking agencies. These citizens make the recommendations on how to spend CDBG funds locally and these recommendations are conveyed to the Mayor and City Council. These recommendations are the foundation for the Action Plan. The recommendations of the Advisory Board are published online along with the draft Action Plan. An advertised public hearing was held on April 28, 2014 on housing and community development needs in the City, the Advisory Board recommendations and the draft Action Plan. The Plan was available for public comment for 30 days with outreach on social media (Facebook and Twitter) and the City of Burlington's website. The Plan was also covered on Channel 17 reaching thousands of Burlington residents and aired a multitude of times. These numerous efforts were made to broaden citizen participation in the City.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Public	<p>In September of 2013, the City held a Public Hearing in conjunction with City Council and received several positive comments regarding the use of CDBG funds and the accomplishments. There were all 14 council members present, the Mayor, the City Attorney, the CAO and approximately 20 members of the public. The meeting was also broadcast on the local government channel.</p>	<p>Council members emphasized the need to continue our housing efforts both with new and preserved affordable housing units.</p>	<p>One person advocated for funding agencies with smaller grants to piece together their budgets. This comment was not accepted because the administrative requirements for the grant make it no longer feasible to have so many grantees with small dollar amounts.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Civic leaders	Met with 12-14 Civic leaders representing neighborhood wards, state agencies and other funding groups to discuss the CDBG applications and the needs in the City. Attendees were asked to review all applications, rate/score and distribute funding. Three meetings were held.	Participants appreciated the streamlined process and believed many applications were better this year. They embraced the targeted focus on funding housing, hunger and homeless programs this year with Public Services dollars.	No comments were not accepted.	
4	Newspaper Ad	Non-targeted/broad community	Notice of funding availability for the 2014 CDBG Action Plan was advertised on December 4, 2013 in the Seven Days paper to the general public.	Not applicable.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Nonprofits	Two workshops were held for potential grantees in December to offer technical assistance. Approximately 10 people attended from a variety of nonprofits.	Most applicants were pleased with the changes in the application and the streamlined process.	One applicant shared that the agency did not have additional capacity to demonstrate collaboration with other agencies. This comment was not accepted because of the City's emphasis of collaborative efforts for agencies.	
6	Internet Outreach	Non-targeted/broad community	The applications for CDBG funding were placed on the CEDO/City of Burlington website from the end of January through the end of March. At the end of March, the applications recommended for funding were also noted on the website.	No comments were received.	Not applicable.	<a href="http://www.burlingtonvt.gov/CEDO">www.burlingtonvt.gov/CEDO</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Newspaper Ad	Non-targeted/broad community	An ad was placed in Seven Days newspaper on April 9 as a legal notice for the public meeting on April 28 and the opening of the public comment period for the 2014 Action Plan.			
8	Public Hearing	Non-targeted/broad community	A public hearing was held on Monday, April 28th. Attendance and summary of response to be added after the meeting.	A summary of comments will be added.	Will be added if applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Internet Outreach	Non-targeted/broad community	The 2014 Action Plan was published online on the CEDO/City of Burlington website during the public comment period. Over 100 individuals and nonprofits, in addition to the CoC, received an email link to the Plan	Summary of comments to be added.	To be added if applicable.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

In this section, the City identifies the federal, state, local, and private resources expected to be available to the jurisdiction to address the priority needs and specific objectives in the Strategic Plan. The City's Entitlement includes CDBG and HOME funds. The City has also received a \$2.475 million dollar Healthy Homes Lead Grant. There are two local agencies that receive Essential Services Grant funding. The City is the coordinating entity for the McKinney-Vento Homeless Assistance Act funds but does not receive this funding; it goes directly to the local providers. This past year, the City did receive a Continuum of Care Planning Grant. Other funding sources include Tax Increment Financing, BEDI and Section 108 funds.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	716,684	22,500	65,814	804,998	1,640,757	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	388,428	1,100	0	389,528	1,034,372	The City expects to leverage significant federal, state, local and private resources over the course of the Consolidated Plan.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City anticipates that approximately \$10 million in Low Income Housing Tax Credits, \$8 million in Section 8 resources, and \$968,155 in McKinney-Vento Homeless Assistance Act will be available to address needs and objectives identified in the Plan. (These are not resources that the City receives or controls.) The City also received a \$2.475 million dollar Healthy Homes Lead Grant that will be fully expended during this program year. The City also received a Brownfields Economic Development Initiative (BEDI) grant in the amount of \$1,040,000 and a Section 108 Loan contract for a maximum commitment of \$2,091,000. Recently, the City received an Environmental Protection Agency (EPA) Area-Wide Planning Grant in the amount of \$200,000.

Overall, the City expects to leverage \$6.2 million in state, local, private and other federal resources for its CDBG- and HOME-funded activities. These are funds that the City and its subgrantees expect to raise for their budgeted activities as well as funds that the City expects outside

entities to invest in development activities. The City also plans to leverage an additional \$7.5 million in new Tax Increment Financing for waterfront projects.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City has no publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

**Discussion**

In a time of diminished federal resources, the City has chosen to specifically target existing community development resources to the highest needs in the City. The City also plans to continue to be an example regarding collaborative efforts with other agencies.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	DH 1.1 Protect the Vulnerable New Trans Housing	2013	2017	Affordable Housing Homeless	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Production of new affordable housing units Homeless Shelters - ES/TH Protect the Vulnerable	CDBG: \$0 HOME: \$0	Overnight/Emergency Shelter/Transitional Housing Beds added: 12 Beds
3	DH 2.1 Produce new affordable rental units.	2013	2017	Affordable Housing Non-Homeless Special Needs	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Production of new affordable housing units	CDBG: \$0 HOME: \$0	Rental units constructed: 25 Household Housing Unit
4	DH 2.2 Promote Homeownership - New Owner Units	2013	2017	Affordable Housing	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Promote Homeownership	CDBG: \$0 HOME: \$0	Homeowner Housing Added: 12 Household Housing Unit
5	DH 2.3 Promote Homeownership - Buyer Assist	2013	2017	Affordable Housing	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Promote Homeownership	CDBG: \$0 HOME: \$0	Direct Financial Assistance to Homebuyers: 18 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	DH 3.1 Preserve and Upgrade Existing Housing	2013	2017	Affordable Housing Non-Homeless Special Needs	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Preserve and Upgrade Existing Housing	CDBG: \$85,000 HOME: \$0	Rental units rehabilitated: 79 Household Housing Unit
7	DH 3.2 Acquire and Upgrade - Rehab Rental Units	2013	2017	Affordable Housing Non-Homeless Special Needs	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Preserve and Upgrade Existing Housing	CDBG: \$40,395 HOME: \$0	Rental units rehabilitated: 5 Household Housing Unit
8	DH 3.3 Acquire and Upgrade - Rehab Owner Units	2013	2017	Affordable Housing	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Preserve and Upgrade Existing Housing	CDBG: \$10,000 HOME: \$0	Homeowner Housing Rehabilitated: 4 Household Housing Unit
9	DH 3.4 Protect the Vulnerable - Housing Retention	2013	2017	Affordable Housing Homeless Non-Homeless Special Needs	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Housing Special Needs Protect the Vulnerable	CDBG: \$29,336 HOME: \$0	Public service activities for Low/Moderate Income Housing Benefit: 600 Households Assisted
10	DH 3.5 Protect the Vulnerable Lead Hazard Reduce	2013	2017	Affordable Housing	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Preserve and Upgrade Existing Housing Protect the Vulnerable		Rental units rehabilitated: 15 Household Housing Unit Homeowner Housing Rehabilitated: 15 Household Housing Unit
11	EO 1.1 Retain/Create Jobs/MicroEnterprises	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Retain and Increase Number of Jobs	CDBG: \$60,000 HOME: \$0	Jobs created/retained: 4 Jobs Businesses assisted: 6 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
12	EO 1.2 Enhance Commercial Infrastructure	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Retain and Increase Number of Jobs Enhance Commercial Infrastructure	CDBG: \$31,388 HOME: \$0	Jobs created/retained: 3 Jobs Businesses assisted: 3 Businesses Assisted
13	EO 1.3 Reduce Economic Barriers - Access Resources	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Reduce Barriers to Economic Opportunities Provide Public Services to At Risk Population	CDBG: \$13,721 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 1285 Persons Assisted
14	SL 1.1 Protect the Vulnerable Homeless Shelter/Serv	2013	2017	Homeless	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Homeless Shelters - ES/TH Protect the Vulnerable	CDBG: \$35,113	Public service activities for Low/Moderate Income Housing Benefit: 750 Households Assisted
15	SL 1.2 Provide Public Services At-Risk Pop. - Food	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Provide Public Services to At Risk Population Protect the Vulnerable	CDBG: \$22,333 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 200 Persons Assisted
16	SL 1.4 Provide Public Services At Risk - Health	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Provide Public Services to At Risk Population Protect the Vulnerable	CDBG: \$7,000 HOME: \$0	Public service activities other than Low/Moderate Income Housing Benefit: 538 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
17	SL 3.1 Improve Public Facilities	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Produce/Improve Public Facilities/ Infrastructure	CDBG: \$77,877 HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 600 Persons Assisted
18	SL 3.2 Improve Public Infrastructure	2013	2017	Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Produce/Improve Public Facilities/ Infrastructure	CDBG: \$0 HOME: \$0	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 39815 Persons Assisted
19	SL 3.3 Redevelop Brownfields	2013	2017	Affordable Housing Non-Housing Community Development	NEIGHBORHOOD REVITALIZATION STRATEGY AREA	Production of new affordable housing units Clean up of Contaminated Sites	CDBG: \$25,000	Brownfield acres remediated: 3 Acre
20	Planning and Administration	2013	2017	Planning and Administration	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area	Planning and Administration	CDBG: \$143,337	Other: 1 Other

**Table 6 – Goals Summary**

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	DH 1.1 Protect the Vulnerable New Trans Housing
	<b>Goal Description</b>	Under this goal, new transitional housing units will be developed for the homeless. In the pre-development stage, Committee on Temporary Shelter (COTS) is proposing 12-16 units of transitional housing on their site on North Ave. in Burlington. At this time, no federal funds within this Action Plan have been allocated to this project.

3	<b>Goal Name</b>	DH 2.1 Produce new affordable rental units.
	<b>Goal Description</b>	Under this goal, new affordable rental units will be developed. There is limited land available in the City for development. This means that creating new affordable housing must occur through adaptive reuse of existing structures (including vacant upper story space) as well through infill and development of those larger appropriately-zoned parcels that do exist. Inclusionary units will be produced in various market rate developments. It is expected that these units will be funded by sources other than CDBG or HOME.
4	<b>Goal Name</b>	DH 2.2 Promote Homeownership - New Owner Units
	<b>Goal Description</b>	Low and moderate income households will be assisted into the dream of homeownership. Existing units will be acquired for homeownership opportunities for income qualified households including cooperative homeownership and limited equity condominiums and single family homes. Some of these units might be funded through CDBG but the specific amount is not known at this time. The amount of CDBG funds is captured under DH. 3.1 (\$85,000).
5	<b>Goal Name</b>	DH 2.3 Promote Homeownership - Buyer Assist
	<b>Goal Description</b>	Low and moderate income households will be assisted to become first time homebuyers via several programs: Section 8 Homeownership Program and Champlain Housing Trust's Homeownership Center. This activity will not be funded with CDBG or HOME funds.
6	<b>Goal Name</b>	DH 3.1 Preserve and Upgrade Existing Housing
	<b>Goal Description</b>	Under this goal, the City will seek to partner with housing agencies to acquire and renovate units with expiring subsidies.
7	<b>Goal Name</b>	DH 3.2 Acquire and Upgrade - Rehab Rental Units
	<b>Goal Description</b>	Under this goal, rental units will be renovated including but not limited to free paint, accessibility features, emergency repairs, updates and weatherization.
8	<b>Goal Name</b>	DH 3.3 Acquire and Upgrade - Rehab Owner Units
	<b>Goal Description</b>	Under this goal, owner occupied units will be renovated and weatherized. Owner-occupied households will be assisted with loans to renovate their existing properties.
9	<b>Goal Name</b>	DH 3.4 Protect the Vulnerable - Housing Retention
	<b>Goal Description</b>	Help the most vulnerable residents of the City with services to retain housing and maintain independent living. These services may include homesharing, emergency rental assistance, housing retention services, access modifications and services for seniors.

10	<b>Goal Name</b>	DH 3.5 Protect the Vulnerable Lead Hazard Reduce
	<b>Goal Description</b>	Under this goal, both rental and owner-occupied properties will receive lead hazard mitigation. No CDBG or HOME funds will be used for this activity.
11	<b>Goal Name</b>	EO 1.1 Retain/Create Jobs/MicroEnterprises
	<b>Goal Description</b>	Under this goal, agencies will provide technical assistance to individuals starting businesses, entrepreneurial training, assist with permitting and business plans. As funds are available, this goal will also provide loans for local businesses. The goal is to create new jobs or retain jobs for low and moderate income persons.
12	<b>Goal Name</b>	EO 1.2 Enhance Commercial Infrastructure
	<b>Goal Description</b>	Under this goal, the commercial infrastructure of the City of Burlington will be enhanced and the City's tax base increased through supporting the development of new commercial space and/or the retention/renovation of existing space. In addition, the creation of jobs or retention of jobs for LMI persons will be realized.
13	<b>Goal Name</b>	EO 1.3 Reduce Economic Barriers - Access Resources
	<b>Goal Description</b>	This goal assists residents with improved access to economic opportunity. Income qualified residents will receive assistance with their annual tax returns and increase their assets and their financial literacy. New Americans will gain improved access to job opportunities, housing and mainstream benefits.
14	<b>Goal Name</b>	SL 1.1 Protect the Vulnerable Homeless Shelter/Serv
	<b>Goal Description</b>	Under this goal, emergency shelter and services are provided for homeless individuals, families and victims of domestic violence.
15	<b>Goal Name</b>	SL 1.2 Provide Public Services At-Risk Pop. - Food
	<b>Goal Description</b>	This goal seeks to provide public services to low and moderate income individuals to enhance their health, safety and quality of life via food security.
16	<b>Goal Name</b>	SL 1.4 Provide Public Services At Risk - Health
	<b>Goal Description</b>	This goal seeks to provide public services to low and moderate income individuals to enhance their health, safety and quality of life for this year in the area of dental services for the homeless.
17	<b>Goal Name</b>	SL 3.1 Improve Public Facilities
	<b>Goal Description</b>	Under this goal, public facilities will be renovated or created in target areas that improve access or living environment.

<b>18</b>	<b>Goal Name</b>	SL 3.2 Improve Public Infrastructure
	<b>Goal Description</b>	This goal seeks to improve public infrastructure to foster livable neighborhoods and access to amenities. CDBG funding for this activity is noted under SL 3.1 and at this time, it is uncertain how much funding will be dedicated to each goal.
<b>19</b>	<b>Goal Name</b>	SL 3.3 Redevelop Brownfields
	<b>Goal Description</b>	This goal will remediate the designated brownfields in Burlington into productive uses to benefit low and moderate income persons including new affordable housing opportunities, new economic opportunities or new public facilities. By remediating the brownfields, citizens will achieve a benefit to a suitable living environment.
<b>20</b>	<b>Goal Name</b>	Planning and Administration
	<b>Goal Description</b>	To support the capacity of the nonprofit institutional delivery structure in the City; pursue state and federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support fair housing efforts in the City.

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The number of extremely low-income, low-income and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b) expects to be:

Extremely low-income - 38

Low-income - 25

Moderate-income - 28

## AP-35 Projects – 91.220(d)

### Introduction

This part of the Action Plan provides a summary of the eligible projects and activities that will take place during the program year to address the priority needs and specific objectives outlined in the Strategic Plan. The eligible projects are associated with at least one priority need and at least one or more goals. During this Consolidated Plan, most activities will be grouped, whenever possible, into larger projects to highlight the themed target areas for funding. In addition, HUD has provided Goal Outcome Indicators to describe the planned accomplishments for each project.

#	Project Name
1	Housing and Homeless Services
2	Food Security and Hunger Programs
3	Non-Homeless Special Needs Housing for Seniors & Persons w/Disabilities
4	Equal Access
5	Health and Public Safety
6	Preserving and Increasing Affordable Housing Opportunities
7	Burlington Brownfields Program
8	Burlington Sustainable Economic Development Strategies Program
9	Neighborhood Revitalization Strategy
11	Microenterprise Assistance for Businesses and Women
12	Neighborhood Development
13	CDBG Contingency Funds
14	CDBG and HOME Planning and Administration
15	Uncommitted HOME

Table 7 – Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The all-volunteer CDBG Advisory Board followed both the City's Anti-Poverty Strategy and Consolidated Plan priorities in their review of project applications. In addition, the Advisory Board was tasked with funding fewer grantees but awarding funding amounts that would truly make an impact.

*The funding or absence of funding of projects in no way signified a lack of support for the very important work being accomplished in all of these organizations. Rather, the change signifies a move on behalf of the City to streamline and target CDBG funding, especially in the area of Public Services during this Consolidated Plan.*

CDBG Public Services areas (as reflected in the annual Action Plan and/or Consolidated Plan) were clustered in two groups and each year applications will be requested for a particular grouping. 2-year

grants will be funded from the applications received each year. A minimum of 80% of the available funding will be earmarked for these 2-year grants for the grouped areas. Programs will not be eligible to reapply until their area opens again, most likely in two years. This year applications were sought for Housing, Homeless and Hunger programs; and next year, Childcare, Early Childhood Education and Youth will be advertised. Equal Access and Health programs would be able to apply for the remaining 20% of available funding (or less) as annual (1-year) grants.

More focus will be placed on impact and moving people out of poverty and not numbers served. In addition, emphasis will be placed on projects that demonstrate efficiencies or collaborative project or a project proposal seeking to implement such efficiencies.

The biggest obstacle to addressing underserved needs continues to be insufficient resources. The City will continue to pursue additional federal, state and private resources but does not expect to overcome the obstacle of shrinking public resources. The City will also continue to work with partners to leverage funds, strategize and consider collective impact.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

<b>1</b>	<b>Project Name</b>	Housing and Homeless Services
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA
	<b>Goals Supported</b>	SL 1.1 Protect the Vulnerable Homeless Shelter/Serv
	<b>Needs Addressed</b>	Homeless Shelters - ES/TH Protect the Vulnerable
	<b>Funding</b>	CDBG: \$35,113
	<b>Description</b>	To provide shelter, case management and services for our most vulnerable citizens who are homeless to include families and victims of domestic violence.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Three hundred homeless families that are in transition and will receive case management and family services with the goal to permanently house families. For victims of domestic violence, 1078 adults and children will be served with shelter, transitional housing and services.
	<b>Location Description</b>	
	<b>Planned Activities</b>	For COTS Families in Transition - families will be assisted to make a successful transition from shelter to permanent housing and help them to avoid repeated episodes of homelessness. Activities include: emergency shelter, case management, and support for children. For Women Helping Battered Women - to provide emergency shelter and to safely and sustainably re-house individuals and families who are marginally housed or homeless as a result of domestic violence. Activities include: emergency/transitional housing and supportive services.
<b>2</b>	<b>Project Name</b>	Food Security and Hunger Programs
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA

	<b>Goals Supported</b>	SL 1.2 Provide Public Services At-Risk Pop. - Food
	<b>Needs Addressed</b>	Provide Public Services to At Risk Population Protect the Vulnerable
	<b>Funding</b>	CDBG: \$22,333
	<b>Description</b>	To provide funding to agencies and programs that provide food and nutrition to the most vulnerable citizens of the City so that no family goes without the basic need of food.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 (95% low to moderate income) children at 5 Burlington area child care centers will receive a weekly average of 435 nutritious meals.
	<b>Location Description</b>	
	<b>Planned Activities</b>	With Vermont Works for Women FRESH Food program - eliminate hunger by providing daily meals with locally sourced food to children in 5 child care centers in Burlington while training low income women in food service skills.
<b>3</b>	<b>Project Name</b>	Non-Homeless Special Needs Housing for Seniors & Persons w/Disabilities
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	DH 3.4 Protect the Vulnerable - Housing Retention
	<b>Needs Addressed</b>	Housing Special Needs Protect the Vulnerable
	<b>Funding</b>	CDBG: \$33,797
	<b>Description</b>	To assist programs that keep non-homeless people living independently with dignity, respect and support services. A focus for the City remains on helping seniors to maintain their housing independence safely.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	For Case Management for Seniors - 900 seniors will benefit from the services to remain living independently. For Homesharing and Caregiving - 300 seniors will benefit from the services to remain living independently.
	<b>Location Description</b>	

	<b>Planned Activities</b>	Champlain Valley Agency on Aging - Case Management activities include: options counseling, assisting seniors to meet monthly expenses, receive services and identify needs. Homeshare Vermont - Homesharing and Caregiving activities include: case management, screening and facilitating housing matches with seniors.
4	<b>Project Name</b>	Equal Access
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	EO 1.3 Reduce Economic Barriers - Access Resources
	<b>Needs Addressed</b>	Reduce Barriers to Economic Opportunities Provide Public Services to At Risk Population
	<b>Funding</b>	CDBG: \$13,721
	<b>Description</b>	To assist programs that promote access to services to improve the economic and personal well-being of low and moderate income City residents and refugees.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	85 refugees in Project Integration will be served. 1200 individuals will be served in the Volunteer Income Tax Assistance program.
	<b>Location Description</b>	
	<b>Planned Activities</b>	For Association of Africans Living in Vermont's Project Integration, the activities include assessment and service plans for families in relation to employment, skill training and services. For Champlain Valley Office of Economic Opportunity's VITA program, the activities include free tax preparation, basic needs screening and asset building referrals.
5	<b>Project Name</b>	Health and Public Safety
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA
	<b>Goals Supported</b>	SL 1.4 Provide Public Services At Risk - Health
	<b>Needs Addressed</b>	Provide Public Services to At Risk Population Protect the Vulnerable
	<b>Funding</b>	CDBG: \$7,000

	<b>Description</b>	To assist programs that contribute to the health and well being of our most vulnerable citizens by providing direct care and assistance.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	550 homeless individuals will receive dental care
	<b>Location Description</b>	
	<b>Planned Activities</b>	Dental Care for the Homeless activities include free dental care, distribution of hygiene kits, dentures.
<b>6</b>	<b>Project Name</b>	Preserving and Increasing Affordable Housing Opportunities
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	DH 2.1 Produce new affordable rental units. DH 3.1 Preserve and Upgrade Existing Housing DH 3.2 Acquire and Upgrade - Rehab Rental Units DH 3.3 Acquire and Upgrade - Rehab Owner Units
	<b>Needs Addressed</b>	Preserve and Upgrade Existing Housing Production of new affordable housing units
	<b>Funding</b>	CDBG: \$135,395
	<b>Description</b>	To assist agencies that provide development and stewardship of permanently affordable homes including to build and/or weatherize affordable housing units while training at-risk youth in fields that provide a livable wage.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 low/moderate income individuals will be served with housing with the Champlain Housing Trust projects. Additional persons are counted under other projects and activities in previous Action Plans. 21 low/moderate income individuals will be assisted with housing rehab and weatherization assistance with the ReSource project.
	<b>Location Description</b>	

	<b>Planned Activities</b>	<p>The activities within this Champlain Housing Trust project include the development of the Bright Street Co-op; rehab, update and expand the affordable units at South Meadows; preserve the affordability of Pearl Union, ONE. Burlington Rental Housing Improvement Project and Rose Street Co-op will be completed but counted in a previous Action Plan goal .</p> <p>The activities for the ReSource Youthbuild project include renovating and weatherizing 6-7 units of affordable housing; provide PACT certified construction training to 12 Burlington, low income high school students who dropped out of school.</p>
7	<b>Project Name</b>	Burlington Brownfields Program
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA
	<b>Goals Supported</b>	SL 3.3 Redevelop Brownfields
	<b>Needs Addressed</b>	Production of new affordable housing units Clean up of Contaminated Sites
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	To assist with the remediation and expand the redevelopment of the City's brownfields sites focusing on affordable housing development, small/medium business growth and green space creation.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	230 low/moderate Burlington residents
	<b>Location Description</b>	
	<b>Planned Activities</b>	This CEDO directed project will mitigate and redevelop the following Brownfields sites: Bushey's Auto, Dairy Queen, Solomon Property, Abe's Corner.
8	<b>Project Name</b>	Burlington Sustainable Economic Development Strategies Program
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA
	<b>Goals Supported</b>	EO 1.1 Retain/Create Jobs/MicroEnterprises EO 1.2 Enhance Commercial Infrastructure
	<b>Needs Addressed</b>	Retain and Increase Number of Jobs
	<b>Funding</b>	CDBG: \$31,388

	<b>Description</b>	To provide technical assistance, business planning, access to loans and assistance with site selection and planning for area businesses for job creation/retention and to increase commercial and industrial space.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 new jobs will be created for low/moderate individuals
	<b>Location Description</b>	
	<b>Planned Activities</b>	The activities for this CEDO directed project include technical assistance to businesses with permitting and other City issues; business planning; site selection and development; business planning for an aviation maintenance company.
<b>9</b>	<b>Project Name</b>	Neighborhood Revitalization Strategy
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA
	<b>Goals Supported</b>	SL 3.1 Improve Public Facilities SL 3.2 Improve Public Infrastructure
	<b>Needs Addressed</b>	Produce/Improve Public Facilities/ Infrastructure
	<b>Funding</b>	CDBG: \$44,743
	<b>Description</b>	To address the revitalization of critical city infrastructure and public facilities that will support the quality of life and economic development in the Neighborhood Revitalization Strategy Area.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	39815 residents city-wide will benefit from the proposed activities.
	<b>Location Description</b>	
	<b>Planned Activities</b>	The activities for this CEDO directed project include project management for transportation infrastructure projects, Waterfront, Marketplace, Downtown, Moran Plant, Scenic Byways, War of 1812.
<b>10</b>	<b>Project Name</b>	Microenterprise Assistance for Businesses and Women
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	EO 1.1 Retain/Create Jobs/MicroEnterprises

	<b>Needs Addressed</b>	Retain and Increase Number of Jobs
	<b>Funding</b>	CDBG: \$60,000
	<b>Description</b>	This Microenterprise Assistance Program assists low and moderate income persons with starting, retaining and growing businesses with business and financial planning, helping with permitting and licensing process, locating space and technical assistance. Also provides classroom instruction and business planning models to local women.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	In the Women's Small Business Program, 20 women will be served. In the CEDO directed Microenterprise Assistance program, 80 Burlington residents will be served.
	<b>Location Description</b>	
	<b>Planned Activities</b>	For the Mercy Connections Women's Small Business program, activities include the Getting Serious and Start Up classes for women. For the CEDO Microenterprise Assistance program, activities include business and technical assistance, navigating through City processes and permitting, business planning, entrepreneurial events and outreach.
<b>11</b>	<b>Project Name</b>	Neighborhood Development
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	SL 3.1 Improve Public Facilities
	<b>Needs Addressed</b>	Produce/Improve Public Facilities/ Infrastructure
	<b>Funding</b>	CDBG: \$136,262
	<b>Description</b>	To assist nonprofit agencies with the renovation or rehabilitation of existing facilities to improve access to existing services, improve energy efficiencies, expand services or housing options.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Burlington Dismas House will assist 28 adult former prisoners, both male and female. Ethan Allen Residence will assist 12 seniors. Safe Harbor will assist 602 homeless residents.
	<b>Location Description</b>	

	<b>Planned Activities</b>	<p>The activities for the Burlington Dismas House project include interior painting of all common areas and energy efficiency improvements such as insulation, programmable thermostats and window replacement. The activities for Living Well's Ethan Allen Residence Expansion project include the renovation of first floor into 6 units of housing for 12 residents.</p> <p>The activities for the Community Health Center of Burlington's Safe Harbor Health Clinic project include the correction of structural deficiencies in building, water abatement, washer/dryer hookups, rebuilding of two bathrooms with showers for clients and create dry storage for medical supplies and hygiene kits for the homeless.</p>
12	<b>Project Name</b>	CDBG Contingency Funds
	<b>Target Area</b>	City-Wide Area
	<b>Goals Supported</b>	DH 3.1 Preserve and Upgrade Existing Housing
	<b>Needs Addressed</b>	Preserve and Upgrade Existing Housing
	<b>Funding</b>	CDBG: \$28,596
	<b>Description</b>	These contingency funds will be used as needed for current project activities and the Citizen Participation plan will be followed to amend as needed.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	As needed.
13	<b>Project Name</b>	CDBG and HOME Planning and Administration
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	Planning and Administration
	<b>Needs Addressed</b>	Planning and Administration
	<b>Funding</b>	CDBG: \$143,337 HOME: \$38,843

	<b>Description</b>	To support the capacity of the nonprofit institutional delivery structure in the City; pursue state and federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support fair housing efforts in the City.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	To support the capacity of the nonprofit institutional delivery structure in the City; pursue state and federal resources in support of City initiatives; implement City planning efforts; administer community and economic development programs; and support fair housing efforts in the City.
<b>14</b>	<b>Project Name</b>	Uncommitted HOME
	<b>Target Area</b>	NEIGHBORHOOD REVITALIZATION STRATEGY AREA City-Wide Area
	<b>Goals Supported</b>	DH 2.1 Produce new affordable rental units. DH 3.1 Preserve and Upgrade Existing Housing
	<b>Needs Addressed</b>	Preserve and Upgrade Existing Housing Production of new affordable housing units
	<b>Funding</b>	HOME: \$349,858
	<b>Description</b>	Funds available under this project will be dispersed through a rolling application process on eligible HOME activities including but not limited to home-owner rehab and new construction.
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

2014 CDBG Applicants - Public Service			
Project/Program	Organization	Description	Recommended Award
<b>Housing and Homeless Services</b>			
Families in Transition*	Committee on Temporary Shelter	Case management for 300 homeless families	\$16,511
Safe Tonight*	Women Helping Battered Women	Shelter, transitional housing and services for 539 victims of domestic abuse	\$18,602
<b>Food Security and Hunger Programs</b>			
FRESH Food*	Vermont Works for Women	Eliminate hunger by providing meals to 100 children from low-income homes	\$22,333
<b>Non-Homeless Special Needs Housing for Seniors &amp; Case Management for Seniors*</b>			
	Champlain Valley Area Agency on Aging	Benefits counseling, adult neglect intervention and connection to services for 450 seniors	\$12,722
Homesharing & Caregiving*	HomeShare Vermont	Match 150 home/job seekers and elders/persons with disabilities needing help to stay in their homes	\$21,075
<b>Equal Access</b>			
Project Integration	Association of Africans Living in Vermont, Inc.	Referral case management and cultural orientation services for 85 newly arrived refugees & immigrants	\$5,721
Volunteer Income Tax Assistance Program	Champlain Valley Office of Economic Opportunity	Help 550 households access \$1 million in refunds without fees	\$8,000
<b>Health &amp; Public Safety</b>			
Dental Care Services for Homeless Residents	Community Health Center	Provide 336 homeless residents with dental care	\$7,000
* Two-Year		TOTAL PUBLIC SERVICE	\$111,964

2014 CDBG Applicants - Development			
Project/Program	Organization	Description	Recommended Award
<b>Preserving &amp; Increasing Affordable Housing Opportunites in Burlington</b>			
Preserving & Increasing Affordable Housing Opportunites in Burlington	Champlain Housing Trust	Preserve affordability of 171 units; create 66 new affordable apartments and cooperative homes in Burlington	\$85,000
YouthBuild Energy Efficiency and Housing Rehabilitation Project	ReSOURCE	Train 12 Burlington youth in energy efficiency and building skills; weatherize 6 homes	\$50,395
<b>Burlington Brownfields Program</b>			
Burlington Brownfields Program	Community & Economic Development Office	Assess and remediate properties for creation/rehab of affordable housing units, creation of new jobs and waterfront	\$25,000
<b>Burlington Sustainable Economic Development Strategies</b>			
Burlington Sustainable Economic Development Strategies Program (BSEDSP)	Community & Economic Development Office	Provide targeted business assistance to create/retain jobs, and create/retain businesses	\$64,870
<b>Neighborhood Revitalization Strategy</b>			
Neighborhood Revitalization Strategy (NRS)	Community & Economic Development Office	Improve infrastructure, public facilities and businesses in Burlington's Neighborhood Revitalization Strategy Area	\$44,743
<b>Microenterprise Assistance for Businesses and Women</b>			
Microenterprise Assistance	Community & Economic Development Office	Technical assistance to 90 individuals, and financial assistance through loans	\$82,332
Women's Small Business Program	Mercy Connection	Entrepreneurial training for 20 women.	\$10,000
<b>Neighborhood Development</b>			
Burlington Dismas House	Burlington Dismas House	Energy-efficiency upgrades and extensive revitalization of interior paint	\$22,385
Ethan Allen Residence Expansion	Awakening Sanctuary, Inc. d/b/a Living Well Community Care Home	Renovate and expand Level III Residential Care Community	\$36,000
Safe Harbor Health Center Stabilization and Renovation	Community Health Centers of Burlington	Repair the basement of Safe Harbor Clinic to stabilize building and prepare for clinic	\$77,877
		TOTAL DEVELOPMENT	\$498,602
		Contingency Funds	\$28,598
		TOTAL	\$639,162

<b>Represents funds from two program years:</b>	
Homeshare	\$16,614 - 2014 \$ 4,461 - 2013
Burlington Sustainable Economic Development Strategies Program (BSEDSP)	\$31,388 - 2014 \$33,482 - 2013
Microenterprise Assistance	\$50,000 - 2014 \$32,332 - 2013

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Approximately 75% of the City's CDBG resources are directed to activities that target the City's Neighborhood Revitalization Strategy Area. As of the 2010 Census, there were 16,109 residents in the NRSA, representing 38% of the City's population. The Area as a whole is primarily residential, though within the designated census tracts are also several commercial corridors, the Central Business District and the Intervale (several hundred agricultural acres). The poverty level data for the NRSA, using the 2005-2009 American Community Survey, shows that of the total population in the area, 37% are living below poverty level. For children under 18, 40.8% are living below poverty level. For the adult category ages 18-64, 37.5% are living below poverty level. For the category of seniors over the age of 65, 29.4% of the population is living below poverty level. The highest concentration of households living below poverty level exists in census tract 5 where half the population is living below poverty level.

### Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The rationale for allocating investments into the NRSA is based on the levels of distress and high incidence of households living below poverty level in those census tracts. According to the Needs Assessment in the Consolidated Plan, there is a disproportionate need existing among several minority groups, and specific census tracts housed more minorities than others. Special needs housing resources are also targeted to the New North End as a "Naturally Occurring Retirement Community." However, CDBG and HOME resources may be directed outside of the target areas based on individual household needs and on the City's desire to continue to have affordable housing, economic opportunity and a suitable living environment available to low- and moderate-income residents throughout the City.

Ninety-six percent of the CDBG and HOME resources will be invested to serve low- and moderate-income persons living in Burlington.

### Discussion

*Unfortunately, the low/moderate census tract data has not been updated from the 2000 census. Therefore, the City is using the same low/moderate census tract data from the 2008 Consolidated Plan.*

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

This section of the Action Plan specifies the goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing within the program year.

One Year Goals for the Number of Households to be Supported	
Homeless	15
Non-Homeless	76
Special-Needs	0
Total	91

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	25
Rehab of Existing Units	6
Acquisition of Existing Units	60
Total	91

**Table 10 - One Year Goals for Affordable Housing by Support Type**

### Discussion

Housing is the essence of Burlington's neighborhoods. Support for affordable housing allows elders to remain in the homes and neighborhoods they know. Homebuyer purchase and rehabilitation programs allow the next generation of residents to own and modernize older homes.

Affordable housing is a balance to economic development. In boom times, affordable housing ensures that there is housing for workers and that rising prices do not displace residents. In a troubled economy, affordable housing development is an economic engine and its subsidies ensure that low-income residents are not made homeless. Finally, the use of affordable housing to redevelop distressed neighborhoods prevents the loss of value of the surrounding properties and encourages long-term investment by other property owners.

All the citizens of Burlington have the right to live and raise their families in homes that are safe and sound, at a cost that allows them to afford the other necessities of life. The free market for housing is often not a fair market for low-income residents, including the elderly and disabled, as well as many workers whose wages have not kept up with housing costs. Without rehabilitation and/or general

housing assistance, housing conditions will deteriorate or become expensive to maintain and push people from their homes and leave others with no homes at all.

planBTV, a product of the HUD Sustainable Communities Initiative Planning Grant, emphasizes ways to promote and improve mixed use and quality urban design, affordable and workforce housing and especially housing for the downtown. In addition, the City is also participating in the regional HUD Sustainable Communities grant, the ECOS Plan, to integrate housing, land use, economic and workforce development, transportation and infrastructure investments. Ensuring the availability of a continuum of housing, for all residents of Burlington, continues to be a top priority for the City.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Burlington Housing Authority (BHA) has an approved five year and annual PHA plan which covers all of the 343 units of public housing in the City.

The public housing units are all in good physical condition, as evidenced by the HUD Real Estate Assessment Center physical inspections conducted in September 2012, with a score of 97 for elderly/disabled housing and 89 for family housing.

### **Actions planned during the next year to address the needs to public housing**

Capital improvement planning for the next five years focuses on interior renovations of kitchens and bathrooms, appliance replacement, roof replacements at Decker Towers and 10 N. Champlain Street, and baseboard heat replacement at Decker Towers. These actions will begin in the next year and continue to address the need to restore these units.

BHA endeavors to provide a good living environment in its family developments through effective screening and strict lease enforcement. The Housing Authority supports programs such as the DREAM mentoring program and the Summer Lunch program. BHA seeks additional grant opportunities, such as the HUD ROSS program, in order to be able to provide support for families trying to achieve economic self-sufficiency.

In its public housing for elderly and disabled households, BHA provides the Wellness and SASH program, which encourage community building and coordinate supports to enable individuals to continue to live independently. Seniors and people with disabilities living in our high-rise units have access to in-house social activities, workshops, and community service referrals through the Wellness Programs. Low cost housekeeping assistance is also available in some locations.

Through the support of HUD Neighborhood Networks funding, BHA opened four Technology Centers, located at Decker Towers, Franklin Square, North Champlain Street apartments, and Riverside Apartments. These centers are open to residents of BHA public housing and Section 8, as well as people referred by our partnering agencies (Vocational Rehabilitation and VT Works for Women). The Authority will continue a program to address the housing and service needs of a growing African immigrant population.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

BHA has not formed a resident management corporation for any of its projects, nor does BHA plan to do so in the near future. This form of direct resident management of public housing units is far less practical

in small projects such as those owned by BHA than in large projects such as those that are found in major metropolitan areas. Practicality aside, no interest has been expressed by the residents of BHA housing in playing such a direct role in the management of their housing. BHA has attempted to encourage public housing residents to become more involved in managing their housing indirectly, however, and these activities will continue, including:

The BHA board will continue to rotate its monthly meetings among BHA projects so that every resident can conveniently attend a BHA board meeting (if they so choose).

BHA has formed a Resident Advisory Board (RAB) with representatives from all its public housing developments and from the Section 8 program. The RAB meets periodically to provide input on BHA's Plans and Policies.

BHA will provide continuing financial and staff support for all active resident associations in its public housing developments.

BHA will provide matching funds for projects carried out by these resident associations.

One BHA program participant serves on the BHA Board of Commissioners.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Burlington Housing Authority is designated as a high performer and does not need financial assistance from the City of Burlington.

**Discussion**

BHA supports an affiliate nonprofit organization, Burlington Supportive Housing Initiatives, Inc. (BSHI), which has 501(c)(3) status. The purpose of this nonprofit is to develop affordable supportive housing initiatives and to expand the resident service programs of the BHA. CEDO's Assistant Director for Housing has been appointed as the City's representative on the founding BSHI Board and presently serves as the Board President. The City will work with BSHI to increase funding for resident service programs for BHA program participants, including the Family Self-Sufficiency Program, youth mentoring, homeownership, independent living and service-enriched housing.

BHA operates a very successful Section 8 Housing Choice Voucher Homeownership Option Program. Eligible Section 8 Voucher holders who complete a homeownership course with the Champlain Housing Trust receive assistance with mortgage financing. Public Housing residents are eligible and are encouraged to participate in this program. Three scattered site public housing units have been converted to homeownership. BHA's Section 8 Mortgage Assistance Program has been in operation since 1999 with over 98 households successfully transitioning from renting to homeownership. The City

supports the implementation and continued availability of BHA's Section 8 Homeownership Option Program.

The Burlington Housing Authority's Family Self-Sufficiency Program moves families toward economic self-sufficiency through access to career counseling, job training, child care and other services, and through escrow accounts with funds made available to participants at the end of the enrollment period. As of March 2013, the program had 104 participants, 46% of whom have escrow accounts. The City supports BHA's Family Self-Sufficiency Program.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

In this section of the Plan, the City addresses the one year goals and specific activities planned to undertake this program year to carry out the homeless strategy outlines in the Strategic Plan for the City's Five Year Consolidated Plan. Activities that will address outreach, emergency shelter, transitional housing, homeless prevention, housing placement, supportive housing and independent living are listed below and also under the project section of the Action Plan.

On a daily basis, homeless in the City receive meals, case management, referral to services from a daytime shelter, foodshelf and outreach programs. A Street Outreach team connects the homeless (especially those who are unsheltered) with service assessment and referrals. All of the City's funded homeless programs provide permanent housing placement services. A risk guarantee pool is in place with the Champlain Housing Trust to help offset the risk to the landlord of accepting homeless tenants who do not meet regular criteria for credit and eviction histories, and may be expanded to other landlords. The City continues to provide funding from the Burlington Housing Trust Fund to the Housing Resource Center, which assists the homeless and those at imminent risk of becoming homeless with back rent, security deposits and short-term subsidies.

The City serves as the Collaborative Applicant for the Chittenden County Continuum of Care and will continue to support its applications for HUD and other funding to address both chronic and non-chronic homelessness. As part of the HUD Continuum of Care, the City and its Continuum partners have identified the need to better understand and improve performance measurements for participating agencies. The CoC is also working towards a coordinated assessment system and a potential unified HMIS with the Balance of State Continuum.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The jurisdiction has a number of outreach programs to connect to homeless persons, especially unsheltered persons, and assess their needs. These include services and outreach from the local food shelf, daytime drop in shelter, and the Salvation Army. These agencies provide meals every day in our community and are the only service providers that the homeless population routinely seeks out.

Some of the goals for outreach this year include the following goals funded by a myriad of resources:

Through CDBG funding, the following goals will be realized: **300 families** in transition from homelessness to stable housing will receive case management, shelter and services through the Committee on Temporary Shelter (COTS) in the next two years. Over 450 households including adults and children fleeing domestic violence will receive shelter and services through Women Helping Battered Women in the next two years. CDBG funds will also be provided to the Champlain Housing Trust to refinance and renovate 15 TH/PSH units.

Through McKinney-Vento funding, the following goals will be accomplished: Thirteen persons with mental illness and/or substance abuse issues will be housed in transitional housing through the Safe Haven and Branches programs through HowardCenter; and fifty-six individuals will be housed in permanent supportive housing, shelter+care, or SRO's through the Burlington Housing Authority and Champlain Housing Trust. Over 250 homeless families, youth, people with HIV AIDS, victims of domestic violence, veterans, and those struggling with mental illness, substance abuse, and chronic homelessness will be served with case management and support services by the Advocacy Project - a network of five nonprofit organizations.

With local, state and other federal funding, two emergency family shelters will house up to 49 individuals through COTS. COTS will also house 11 individuals or family members in their transitional housing, Smith House. Twenty-four Veterans have transitional housing at Canal Street. Spectrum will house up to 8 youth in their emergency shelter and 8 in their Pearl Street SRO transitional housing. Single adults will have access to 56 emergency housing beds at Waystation and Burlington Emergency Shelter.

ESG funding is used for case management/ housing search for homeless clients, along with financial and credit coaching for homeless households and those at risk. The goal of the latter is to help clients find a more sustainable way of managing finances, with a view to longer term economic stability. In the current ESG program year, 46% of HUD ESG funds were allocated to prevention (25%) and rapid re-housing (21%) activities.

To reduce the number of homeless individuals and families in our area, the CoC coordinates a housing and service system from prevention to outreach to housing to service with goals from the Consolidated Plan. Prevention services with ESG, agencies have programs designed for housing retention with subsidies, support services and landlord risk mitigation. Street outreach, Vermont 211, daytime shelter and meals all serve to reach the homeless and identify needs. The Con Plan supports outreach and homeless shelter services. Housing providers work to rapidly re-house and stabilize while supportive service providers add case management and services as needed. New housing programs are built on a Housing First model.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are two emergency shelters serving single adults including veterans: COTS Waystation and Burlington Emergency Shelter. COTS operates the Firehouse and Main Street Family Shelters for households with children. COTS Daystation is a drop-in center for homeless adults and families and is the central location for accessing support services. The confidential shelter operated by Women Helping Battered Women serves homeless women and children fleeing domestic violence. Spectrum Youth and Family Services operates a shelter for homeless youth. Each shelter offers case management and housing search assistance to help participants move quickly out of shelter into transitional or permanent housing, with necessary follow-up support for maintaining housing. It remains a goal of the Jurisdiction and the Continuum to increase the actual number of permanent housing and permanent supportive housing options, as well as transitional housing options so that participants will have opportunities to quickly transition out of the emergency shelters.

Transitional Housing is provided by several member agencies of the Continuum. COTS provides transitional housing to homeless individuals and families. The Howard Center's Transitional Housing Programs provide housing for homeless persons with mental illnesses. Spectrum provides transitional housing for youth in the community. Women Helping Battered Women delivers transitional housing options for victims of domestic violence. Transitional housing is available for women exiting corrections. Veterans have transitional housing opportunities in nearby Winooski.

In addition to these programs, the State of Vermont serves the homeless who qualify with a Emergency Services Motel Voucher program with cold weather exemptions available to those in need when temperatures drop below freezing. This past year, Champlain Housing Trust, with a multitude of state and local partners, purchased an Econo-Lodge in nearby Shelburne to provide up to 55 beds of temporary housing. Units include single rooms with refrigerators and microwaves and one- and two-room kitchenette units. Homeless guests include DV victims, those with severe mental illness and those needing medical respite as well as the general homeless population. Onsite service providers, include CVOEO, Safe Harbor (which includes some medical care onsite), WHBW, Howard, Reach-Up and the VNA for medical respite cases. Case managers are available 40 hours/week. There is a property manager onsite at night as well as during the day and on weekends.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Burlington is committed to the retention of affordable housing units with expiring tax credits and commits local, state and federal resources to this goal. Keeping the inventory of affordable units as well as increasing the number of affordable housing units are key to helping our most vulnerable residents remain housed.

The Continuum and its local partners are committed to transitioning homeless persons into permanent housing and independent living and shortening the time individuals experience homelessness. To increase the percentage of transitional housing participants moving to permanent housing, case managers review transition plans every two weeks with participants. Agencies such as Pathways to Housing implement the Housing First model and rapidly re-house chronic homeless with a high success to retaining permanent housing.

Burlington agencies utilize a range of housing retention programs to assist at risk households in maintaining their housing. These services include any wrap-around support services, a hoarding task force, landlord advocacy, and a Risk Guarantee Fund used to mitigate risks on the most hard to house persons. Our local Continuum continues to advocate for increased state resources such as the Rental Subsidy Program and the Mental Health Subsidy Program that can be used to help keep at-risk families housed.

New programs like the Family Supportive Housing and the Community Housing Grant, from the State of Vermont, are key components of the system of care in facilitating access to and retaining affordable housing.

Community-based organizations provide job training and placement, substance abuse counseling and referrals for treatment, medical and dental care, legal advocacy and representation, mental health counseling and residential treatment programs, child care, housing search assistance and security deposit assistance to help homeless families transition to permanent housing and independent living.

The CoC partners with local and state organizations and landlords to combat homelessness among veterans. Previously unidentified veterans were enrolled in VA care and many are housed through VA housing programs. Canal Street in Winooski houses 28 veterans in both transitional and permanent housing. Twenty-one VASH vouchers are administered in Chittenden County. Outreach increased to local veterans at our local shelters due to a local VA case manager who serves on the CoC steering committee. In the future, the Housing First approach will be implemented within HUD VASH. Also, housing retention and rapid re-housing with low-income veteran families will be addressed with two Supportive Services for Veteran Families grants awarded to two organizations in VT.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Several agencies administer prevention services that include back rent assistance, home heating fuel aid, transportation, tenants' rights advocacy and legal representation. The Housing Replacement Fund,

provided by the State of Vermont, continues where HPRP left off by providing case management, short-term rental subsidies, security deposits, and rental arrearage assistance for those low-income individuals and families at risk of losing their housing.

The statewide 10-Year VT Plan to End Homelessness includes a goal to create an accountability system to ensure all institutions do not routinely discharge people into homelessness or a homeless program through a clear state policy and mandate.

Youth exiting foster care in Vermont have two primary supports that protect them from being discharged into homelessness as they exit legal custody at age 18: Youth Development Program funded with federal Chafee Foster Care Independence Program and state funds & Act 74 Youth in Transition Extended Care Program. These programs are in addition to the programming run directly by the VT AHS-Dept. of Children & Families Services. In this program, a number of youth formerly in foster care are supported with case management and connected to long-term rental assistance with local Housing Authorities, including a VT State Housing Authority Sect. 8 HCV waitlist preference for youth aging out of foster care as part of the HUD Family Unification/Youth-in-Transition Programs. Some live on campus at area colleges to pursue education. The College of St. Joseph in Vermont specifically helps foster youth transition to college by providing year-round housing and support services, and the Adult Living Program provides a stipend for households willing to host an 18 to 22 year old leaving foster care.

Hospital patients are routinely discharged to their previous residence, a nursing home, or medical respite beds. McKinney Vento funded programs used as needed include emergency shelters and some transitional/permanent housing programs when appropriate.

Persons discharged from a mental health treatment or community bed receive state-funded assistance through the VT Dept. of Mental Health Subsidy & Care Program, VT DMH Housing

Contingency Fund and the VT DMH Housing Recovery Fund. In addition, state agencies collaborate with the Burlington Housing Authority, and other affordable housing agencies to utilize Section 8 Housing Choice Voucher Programs for tenant-based and project-based rental assistance units funded by the Low-Income Housing Tax Credit Program. Patients are routinely discharged to HowardCenter transitional or step-down programs such as Second Spring, Meadowview, Next Door Program, and 72 North Winooski group home which are not McKinney Vento funded programs. Some persons leaving corrections can go to their previous residence, a transitional housing program for offenders, or to live with family. Northern Lights is an 11 bed supportive home for women returning from prison. The women's rent is subsidized while in the house (if they qualify), and upon successful completion of the program, they are given a Burlington Housing Authority (BHA) Section 8 housing choice voucher to take into the community. Dismas House serves 10 residents. Phoenix House RISE houses men out of prison and in early recovery from substance abuse for 3 to 24 months.

## **Discussion**

The CoC coordinates the implementation of a housing and service system, from outreach to housing to services, that meets the needs of homeless individuals and families in the County. Street outreach, Vermont 211, daytime shelter and meals all serve to reach the chronically homeless, identify services and housing needed. Housing providers work to rapidly re-house and stabilize, especially using the Housing First model, for the chronically homeless. Supportive service providers add case management and assess needs for services. A standard HMIS intake form allows for referral and coordination of services. Vermont 211 provides a basis for centralized/coordinated assessment, and the Continuum as a whole will implement a coordinated intake and assessment to enhance the current service delivery system.

Families with children are housed in several family specific shelters and are provided the appropriate services including education, proper nutrition, counseling and transportation. The FSH program provides permanent supportive housing for 12 of our most motivated families.

Veterans and their families have both transitional and permanent housing options and services available to them along with specialized outreach, assessment and additional services to meet their unique needs. The National Hotline refers calls directly to the area case manager; VASH vouchers are administered locally and through new grant programs, and a Housing First model will be implemented for any chronically homeless veterans.

Unaccompanied youth have emergency shelter, transitional and permanent housing options available to them along with specialized outreach and services to assist them in learning to live independently, set goals and complete their education.

Frail elderly and special needs are served through Cathedral Square and Ethan Allen Residence where 72 Burlington seniors will receive Level Three care. Through the Homeshare program, this year over 150 elderly and/or disabled will be able to remain safe in their homes. Options Counseling will assist 140 seniors with services to remain housed independently as well.

Service-enriched housing needs for the population with severe mental illness range from affordable, independent apartments with support services provided by visiting mental health workers to 24-hour supervised "group home" settings. Right now, there is a need for additional supportive housing at all levels for those living with severe mental illness.

Substance abuse treatment and recovery for the 3,300+ residents require affordable, appropriate, alcohol-free and drug-free housing with a range of management and supportive services, from a high level of on-site management (for treatment and early recovery) to self-management in housing such as Oxford Houses to self-management in an at-home setting.

Champlain Housing Trust will be overseeing significant capital improvements and refinancing on one property that houses the homeless.

Twenty-one individuals are served with HOPWA through three member agencies of the CoC - Vermont Cares, Champlain Housing Trust and the Burlington Housing Authority.

All these projects and activities will be undertaken during this next year to address the housing and supportive services needs for persons with special needs.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City has addressed the barriers to affordable housing under the Market Analysis and Strategic Plan sections of the Consolidated Plan. In conjunction with planBTV, these public policies will be examined in order to facilitate infill development and diversified housing options in the City and especially in the downtown area.

The cost of housing is affected by public policies controlled at the local level in the following ways:

1. Historic preservation
2. Energy efficiency
3. Lead-based paint
4. Accessibility
5. Fire safety

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

- The City plans to undertake a comprehensive review of the local regulatory barriers to facilitate a greater level of new development of both affordable and market rate housing. This will include, but not be limited to, a review of the following policies.
- Parking requirements limitations on height, setbacks, maximum lot coverage and density
- Inclusionary housing requirements with an emphasis on addressing the challenges most often raised by developers
- All aspects of the development review process
- Zoning application fees
- Historic preservation
- Working with the VT Legislature to ensure fair property tax policy for deed-restricted, perpetually-affordable owner-occupied homes. There are over 200 such homes in Burlington and the City will continue to advocate for taxation based on the restricted value of the subject homes.

In addition to these proposed actions, the City is pleased to report that the City Council voted to remove the 50% residential limitation in the downtown core. This stipulation was preventing the creation of

meaningful mixed use development and its removal will bolster Burlington's economic potential.

## **Discussion**

The City is reinventing the zoning code from the Euclidian Zoning or Single-use zoning, where everyday uses are separated from each other and where land uses of the same type are grouped together to Form-Based zoning. The current state-of-the-art in land use regulation for urban environments, form-based codes (FBCs) place a greater emphasis on the physical form rather than a separation of uses as the organizing principle for development regulations. FBC is intended to foster more predictable built results and thus greater certainty for the public, confidence among private developers and investors, and greater likelihood that a community's vision actually comes to fruition. Burlington seeks to have FBC in place at least provisionally by the end of calendar year 2014.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The City anticipates that 96% of its CDBG resources this year will be spent to benefit low- and moderate-income residents. The City will continue its commitment to the preservation of affordable housing units and actions that will foster and maintain affordable housing in Burlington.

In addition, the City, through the Community and Economic Development Office, will diligently work to reduce lead-based paint hazards in the homes of local residents.

The activities listed in this Action Plan work to reduce the number of households in poverty; and with enhanced coordination with nonprofit partners, services will have a greater impact on this goal.

### **Actions planned to address obstacles to meeting underserved needs**

As identified in the Consolidated Plan, the principal obstacle to meeting underserved needs is insufficient resources. The City will continue to pursue additional federal, state and private resources, but does not expect to overcome the obstacle of shrinking public resources. The City will also continue to work with partners to examine obstacles such as benefits cliffs and to advocate for appropriate policy changes. In addition, the City will encourage local agencies to explore ways to deliver services in a more cost-effective and efficient manner, as well as cooperate between agencies.

### **Actions planned to foster and maintain affordable housing**

During the next program year, the City will continue to implement its Inclusionary Zoning and Housing Preservation and Replacement ordinances; to provide CDBG and HOME funding to nonprofit housing developers to develop, renovate and preserve affordable housing; and to support the Burlington Housing Authority as the lead agency in facilitating the transfer of ownership of housing with expiring subsidies from the private sector to nonprofit ownership, thus assuring their perpetual use as affordable housing. Approximately 79 affordable units will be preserved in the coming year.

### **Actions planned to reduce lead-based paint hazards**

The City of Burlington has received a \$2,475,000 Lead-Based Paint Hazard Control grant from the Department of Housing and Urban Development. These funds are administered through the Community and Economic Development Office by the Burlington Lead Program to reduce lead-based paint hazards in eligible housing units to eliminate childhood lead poisoning. Through October 2014, the Burlington Lead Program plans to evaluate 155 units for lead-based paint and other health hazards, reduce lead-based paint and health hazards in 101 housing units, as well as providing outreach and education to the community.

## **Actions planned to reduce the number of poverty-level families**

All of the activities funded through the City's CDBG and HOME programs are ultimately directed at reducing the number of people living in poverty in Burlington. In addition, the City will continue to enforce its Inclusionary Zoning and Livable Wage ordinances and, if funded, to run an AmeriCorps program which supports greater access for low-income and minority residents to basic services; helps build the capacity of schools and social service agencies to better serve the needs of low-income, minority and other underserved populations; and creates a community that is welcoming, inclusionary and provides equitable opportunities for children and youth in and out of school time. In addition, the City will continue to support the Community Justice Center and its anti-poverty programs in the areas of community and restorative justice. A Mayoral initiative regarding families in poverty and children at risk is currently working collaboratively with many community partners to create a common understanding, identify outcomes to achieve and steps to reach goals to ensure all Burlington's families have access to high-quality, affordable, full-time early learning opportunities and care for their children from birth to Kindergarten and beyond.

## **Actions planned to develop institutional structure**

A definite challenge for the Community and Economic Development Office over the next five years will be to effectively adapt its institutional structure to meet the changing needs of a challenging fiscal environment. In a time of budget reduction, the Office will need to find ways to implement, oversee and monitor programming more efficiently and more effectively to meet increasing demands for services and funding with significantly fewer resources.

The Collective Impact, a multi-stakeholder group initially organized by the United Way, continues to build institutional structure. Key partners are collaborating to address the community's most pressing needs. One such initiative includes a social innovation fund application to develop financial stability for all of Vermont's families. This on-going partnership includes a common agenda and priorities, expertise in community engagement and inclusion, joint trainings, strong relationships between agencies and collective investments.

## **Actions planned to enhance coordination between public and private housing and social service agencies**

The Community & Economic Development Office will continue to host monthly meetings of the local nonprofit housing developers and to facilitate the monthly meetings of the Chittenden County Continuum of Care to address homelessness (including for-profit and nonprofit housing entities and service providers). The City will participate in technical assistance provided by HUD for the purpose of improved governance structure and Hearth Act compliance for the Continuum as well as a unified HMIS program between the Chittenden and Balance of State Continua. Groups with both Continua are working on a coordinated intake/assessment system for the homeless housing and services program.

The current Housing Resource Team continues to work collaboratively through public, private housing and social service agencies. Finally, many executive directors are meeting monthly with the Burlington Police Department to discuss burgeoning mental health issues impacting crime, police response, housing, homeless and health care issues.

## **Discussion**

The challenge for the City's citizens over the next five years will be to make the hard choices among competing needs as they allocate funds through the citizen-based CDBG decision-making process. The CDBG process will continue to offer a rotating focus on program areas to allow for more targeted funding. This year, CDBG Public Services funds were directed primarily on housing, homeless and hunger programs. The challenge for the City and its partners, including our nonprofit agencies, will be to become even more creative in stretching resources and finding new solutions to funding and to meeting local needs. Agencies will be encouraged to enhance their collaborative efforts with other agencies.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

In this section, the City addresses the program-specific requirements for the Annual Action Plan. The two specific programs addressed in this section are CDBG and HOME.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	96.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

All HOME funds are invested in a manner consistent with 24 CFR 92.205(b)(1). Specifically, HOME funds are invested in interest-bearing and non-interest-bearing amortizing loans and in deferred loans and grants.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

For its Owner-Occupied Duplex Program, the City of Burlington provides no interest, deferred payment loans, as a direct subsidy, for eligible homebuyers to assist with down payment and closing costs. This program uses “recapture” provisions per 92.254(a)(5)(ii) when HOME funds are used for these projects. These loans are secured by subordinate mortgages. When properties assisted with HOME funds for this purpose are sold or transferred, the full amount of the loan, or the direct subsidy, plus any accrued interest is recaptured out of net proceeds. This full recapture occurs whether the resale occurs during the HOME Affordability Period or after it has expired. Per 92.254(a)(5)(ii)(A)(1), recapturing the entire amount of the HOME investment is an acceptable form of recapture for HUD. The HOME Program uses these funds according to the HUD rules governing HOME program income. When a property owner assisted with HOME funds for this purpose refinances their principal mortgage, the City will consider executing a subordination agreement upon receiving a written request with sufficient documentation on current fair market value and proposed refinancing amount. When considering such requests to subordinate its HOME mortgage, the City requires that the loan-to-value ratio be no greater than 100%.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Resale Policy for HOME Subsidy on Owner-Occupied Homes: For homebuyer projects which are developed by nonprofits and which have perpetual affordability, the City uses “resale” provisions per 92.254(a)(5)(i) when HOME funds are used. During the HOME affordability period, the property must be sold to a low-income homebuyer. The original buyer of the HOME unit shall receive fair return on investment. The Burlington HOME program defines "fair return" by the following formula: Fair Return = Sale Price - Outstanding Mortgage Debt - 75% of the market appreciation (if any) + the capital improvement credit. The Program defines capital improvements as any investment in the house that is not considered maintenance. Items like appliances, flooring, painting, roof, heating systems, electrical or plumbing are considered maintenance and not eligible. Most common capital improvements are finishing basements, adding decks, garages, sheds, square footage, baths, or upgrades in flooring or kitchens. This definition of “Fair Return” will typically return to the seller

their original equity investment if the original purchase price is less than or equal to the sale price to the new buyer. In the event that a HOME “resale” unit sells for less than the original purchase price, then the difference comes from a reduction in the seller’s equity (from their downpayment and/or reduction of loan principal). This is the equity sharing formula used by both the Champlain Housing Trust and Green Mountain Habitat for Humanity. The Burlington HOME program defines "affordable to a reasonable range of buyers" as a home where the sum of the annual loan principal, interest, taxes, and insurance is less than 33% of the household's annual gross income.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Multi-family projects developed by locally-based housing organizations that receive HOME funds for rehabilitation may utilize HOME funds to refinance existing debt, consistent with 24 CFR 92.206(b)(2), if they meet the following guidelines:

- Refinancing is necessary to permit or to continue affordability under 24 CFR 92.252;
- Rehabilitation is the primary eligible activity. A minimum of \$7,500 of rehabilitation per unit is required;
- The grantee must demonstrate management capacity and practices that ensure that the long-term needs of the project can be met, and the targeted population can be served over an extended affordability period;
- The grantee must demonstrate that the new investment is being made to maintain current affordable units, to create greater affordability in current affordable units, or to create additional affordable units;
- The minimum HOME affordability period shall be 15 years, and all HOME-assisted projects developed by locally-based housing organizations are required to be perpetually affordable;
- Refinancing will be limited to projects that have previously received an investment of public funds;
- HOME funds may be used for refinancing anywhere in the City of Burlington;
- HOME funds cannot be used to refinance multi-family loans made or insured by any Federal program, including CDBG.

## Discussion

It is the policy of the City of Burlington HOME Program to provide information and otherwise attract eligible persons in the housing market area to available housing constructed or rehabilitated under the HOME Program without regard to race, color, national origin, sex, religion, sexual orientation, familial status, receipt of public assistance or disability. The City of Burlington HOME Program incorporates the Equal Housing Opportunity logo in its letterhead, press releases and advertisements. For projects where five or more units are being assisted with HOME funds, grantees receiving HOME funds are required to contact one or more of the following agencies before filling vacancies during the HOME affordability period as stated in the HOME Program Loan/Grant agreement: local or State Housing Authority, Community Action agencies, area Mental Health and Mental Retardation agencies, area Office on Aging agency, area homeless shelters, the Department of Social Welfare, Committee on Temporary Shelter, Vermont Center for Independent Living or any statewide handicapped accessibility clearinghouse, area AIDS service organizations, medical centers, schools, municipalities and any other social service agencies. Any advertisement of vacant rental or ownership units during the HOME affordability period must include the equal housing opportunity logo or statement. Advertising media may include newspapers, radio, television, brochures, leaflets, or simply a sign in a window. Housing borrowers, grantees or property management agents must display the fair housing poster in areas that are accessible to the public. Property owners or their management agents must maintain a file containing a record of all marketing efforts (e.g., copies of newspaper ads, copies of letters). The City's HOME Program monitors compliance as part of its ongoing monitoring process. Where noncompliance is discovered, the HOME Program will provide technical assistance to secure voluntary compliance. If this proves unsuccessful, the HOME Program will refer aggrieved parties to appropriate entities to seek redress.